



LIBRARY SERVICES

GUIDE TO REFERENCING



CITING REFERENCES IN YOUR WORK

There are two basic methods of citing references in your text and both are valid. Whether you are using direct quotation or making a general comment, the method of citation is the same.

HARVARD METHOD

This system is the most favoured. In the text, the name of the author and year of publication are given or, where the authors name occurs naturally, just the year of publication.

eg. As Jones (1998) says

If the authors name is not part of the sentence, the name and date are placed in brackets.

eg. In a recent study (Jones, 1998)

In the bibliography, references are arranged in alphabetical order by author surname and then date order for each author. Items are only listed once regardless of how often the work has been referred to in your essay, report or dissertation.

Eg.

1. DANUBE, T (1965) Walking in England, London, Oxford University Press

2. FIELD, G (1987) *Society and Economy*, Oxford, Oxford University Press
3. FIELD, G (1994) *Society and Economy*, 2nd ed. Oxford, Oxford University Press

If an author publishes several works in the same year, then these should be identified by (a) (b) etc.

Eg.

1. WINKLER, H (1995 a) *Medicine and Art*, London, Thames and Hudson
2. WINKLER, H (1995 b) *Medicine: a pictorial history*, London, Thames and Hudson
3. WINKLER, H (1995 c) *Art and Health*. *Journal of the History of Medicine*, Vol. 1, part 2, pp 102-110

In the body of your essay etc, you should refer to them as

Winkler 1995 c ...

Some advantages of this system are:

1. It ensures one alphabetical list which is easy to consult.
2. Last minute additions or deletions can be made without having to re-number your references.
3. Only one entry is necessary in the list even though the work many have been referred to more than once.

VANCOUVER METHOD

In the body of your text, each reference is given a consecutive number and the bibliography is then compiled in numerical order. The number can be either in brackets or as a superscript.

Eg. In a recent article, Winkler (1) proposed....

In a recent article, Winkler ⁽¹⁾ proposed....

In the bibliography, all references are listed in numerical order as they appeared in your essay etc.

1. Winkler, H *Medicine and Art*, London, Thames and Hudson, 1995
2. George, A *Art and Social Environment*, London, Croom Helm, 1982
3. Calvert, G *Medicine and Health*, Oxford, Oxford University Press, 1985

CITING SECONDARY SOURCES

If you make a quotation from a work you haven't read, as cited in another work, this must be indicated in your list of references.

Eg: *in the text: Jones, D (1990)*

In the reference list:

Jones, D (1990) cited in Smith, S and Nelson, T (1992) Leaving home. London:HSMO

The original work, in this case Jones, should not be quoted in your final reference listing as you have not fully consulted it.

CITING INTERNET SOURCES

The main component of an internet citation is the documents URL or internet address. The term 'Online' in brackets indicates the medium consulted and should be used for all internet references. The 'accessed date' is that date on which you viewed or downloaded the document. Remember pages are constantly erased from the web and there is no guarantee that you will ever find the page again!

References to e-resources should normally include:

Authors surname and initials

Year of Publication

Title of document

Location (URL address) and date accessed.

Examples are given on Page 6 for various online sources:

WWW document:

Department of Health (2008) Code of Practice: Mental Health Act 1983. Available

at: http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_084597 (Accessed 26 August 2008)

WWW article in an electronic journal (1)

An example of a reference for a journal that is only published online and is not available in print:

Manzoni, GM et al (2008) Relaxation training for anxiety: a ten-years systematic review with analysis. *BMC Psychiatry* 8(41) [online] Available at <http://www.biomedcentral.com/1471-244X/8/41> (Accessed 26 August 2008)

WWW article in an electronic journal (2)

An example of a reference for a journal that is published online and in print and is hosted via a full text service:

Steiner, M (2008) Treating depression during pregnancy. *Journal of Psychiatry and Neuroscience* 33 (4) p.384 [Online] Psychology & Behavioural Sciences Collection Available at: <http://web.ebscohost.com/> (Accessed 26 August 2008)

WWW article in an electronic journal (3)

An example of a reference for a journal that is published online and in print and is hosted via the publisher's website:

Geddes, J (2003) Bipolar Disorder. *Evidence Based Mental Health*. 6 (Nov 01) p. 101-102 [Online] Available at: <http://ebmh.bmj.com> (Accessed 26 August 2008)

ABBREVIATIONS

et al

Meaning "and others" and is used if there are more than two authors of a work. It is usual to state the first author only eg. Smith, J et al

et seq

Meaning "onwards" and is mostly used to refer to pages to indicate that a number of consecutive pages are relevant eg. P 89 et seq

ibid

Meaning "in the same place" and is used when citing a reference from the same work as the previous reference.

Op cit

Meaning "in the work cited" and is used to refer to a work cited earlier in the chapter or paper.

Contacting Us

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*(*Open for reference from 8am and the library is locked
at 5.15pm)*