

Numbered Referencing Guide

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Introduction

This guide is based on common enquiries the Library receives about citing references and producing bibliographies.

The formatting of references in examples given is based on guidelines in the book *Citing Medicine: The NLM Style Guide for Authors, Editors, and Publishers (2nd edn.)* available from <http://www.ncbi.nlm.nih.gov/books/NBK7256/>.

Always check with your lecturer or supervisor which referencing style you are expected to use and if there is anything peculiar you need to note e.g. whether you are required to include a reference list and a bibliography or just a reference list.

If you are using reference management software such as Mendeley, EndNote, Zotero, Papers or Colwiz always check the output for inaccuracies.

What is referencing?

Referencing is the method used in academia to indicate where your ideas have come from in a written piece of work. There are two components: the in-text citation and the reference list/bibliography.

Why reference?

- To illustrate the amount of research you have done on a piece of work and where you have found your ideas.
- Properly quoting and paraphrasing the work of others gives credibility to your opinions.
- To enable the reader of your work to easily trace your sources of information.

What to be aware of

- Passing off the opinions of others as your own (even if it is accidental) is plagiarism which is seen as cheating.

- It is acceptable to refer to your own work from a previous assignment as long as you remember to cite it in your in-text citations and reference list.
- It is unacceptable to submit a piece of your work that has been already submitted for a previous assignment as this would be seen as self-plagiarising.

Referencing styles

There are different styles used for referencing which have their own unique way of presenting information about the sources you have used. Common ones are Chicago, NLM, Vancouver, APA and Harvard.

Numbered style

This guide covers a Numbered style for formatting references and is based on NLM. This means that when you are referring to a source of information in a written piece of work you indicate this by putting a number into the text; the full bibliographic details such as author and title of the source are then given in the reference list in the order that they appeared in the written work. Strictly speaking the numbered style at CDS does not make use of footnotes or conventions such as *Ibid* or *Op.cit*.

HELPFUL TIP

Keep full records of the bibliographic details of everything that you read as you do your research – either store them in reference management software or create a separate document. This will save you lots of time chasing after references when you are writing up your work.

Layout of references

When using this guide, pay attention to the examples given for the way a reference should be laid out in a reference list.

- The first letter of each word in a journal title and conference title is capitalised, but in all other instances only the first letter of the first word and proper nouns are in capitals.
- Use of brackets – the medium in a reference e.g. [Lecture] appears in square brackets, whereas all other brackets e.g., issue number, date an online source was accessed, appear in round brackets.

Citing or in-text citations

In-text citations are used to indicate where you are referring to the ideas of others (paraphrasing) or including direct quotations from sources of information within your written piece of work. You should also use page numbers (if available) to indicate where a quotation or paraphrase came from.

For example:

Paraphrase

- A key element of critical thinking is recognising an argument (1, p.12).
- Bowell (1, p.12) stresses the importance of identifying arguments over attempts to persuade.

Direct quotation

- What is the difference between persuasion and an argument? "To attempt to persuade by giving good reasons is to give an argument" (1, p.2).

Reference lists and bibliographies

The reference list is a detailed list of the sources you have referred to directly within your written work – either by paraphrasing or using direct quotations.

A bibliography contains relevant sources you have consulted during the course of your research but have not referred to directly within your work. It can be presented to include everything in your reference list and additional sources, or it can just contain the materials that you haven't already put into your reference list. Check with your lecturer/supervisor as to whether you are expected to provide a bibliography **in addition** to a reference list and also whether they are expecting everything to appear within the bibliography or just additional works consulted.

Features of the reference lists and bibliographies:

- They should enable the reader of your work to easily locate the sources of your information.
- Formatting should be consistent.
- Sources in your reference list should be listed in the order that they appear in your work.
- Sources in your bibliography should be listed in alphabetical order.

Secondary referencing

This is where you need to quote an author who has been cited by another author. You should always try to read the original source to understand the context of what you are citing. However, if this isn't possible you will need to indicate this by

HELPFUL TIP

If you are directly quoting someone else's words, you must indicate this by putting the quote in double quotation marks, as well as citing it, in order to avoid plagiarism. If the quote is longer than two lines it is a good practice to indent the paragraph.

using the phrasing “as cited by” within the in-text citation. For example:

- Bok as cited by Nixon (4, p.248) sets out a picture of a future university that we are in danger of becoming.

In the reference list you must only include the sources that you have read directly. So in the example above you would put Nixon in your reference list but not Bok.

Use of web page links

When you need to include a URL in a reference; cutting and pasting links from the address bar in your browser can result in a long and messy link which may be temporary and won't work at a later date. Where possible try to look for a permanent or persistent link to use instead.

The most frequently found permanent link is a DOI (Digital Object Identifier) which is a standardised way of identifying electronic documents. When citing a DOI, it is acceptable to not provide the date accessed in your reference list. Not all documents have a DOI, some databases create their own permanent links – these can often be found in the citation information of an article.

Multiple authors and no authors

When a source has three or fewer authors, you will need to list all authors in the body of your work* and the reference list. If there are four or more authors then you list the first author followed by et al. in the body of your work* and all of the authors in the reference list.

If a source does not have an author or editor what is used depends on the type of source. For the case of an anonymous magazine/newspaper article, use the abbreviation Anon. in place of the author in the reference list. For books, treat the title as the author in the reference list.

*Note: this guidance only applies when you choose to list the authors/editor in the body of your work.

HELPFUL TIP

When referencing an article/book that is written in a language other than English do not translate the reference details. Cite and reference in the original language following the same format as recommended in this guide.

Books

What to include in the reference:

- Author(s) or Editor(s)
(surname initials)
- Title
- Edition (only include if not the first edition)
- Place of Publication: Publisher;
Year of Publication
- (Series and volume number)

Book with a single author

In-text citation

According to Sommerville (1, p.35) the most important part of software engineering is...

Reference list

1. Sommerville I. Software engineering. 9th edn. London: Pearson; 2007

Book with two authors

In-text citation

Stair and Reynolds (3, p.65) suggest...

Reference list

3. Stair RM, Reynolds GW. Principles of information systems: a managerial approach. 9th edn. Boston: Course Technology, Cengage Learning; 2010.

Book with four or more authors

In-text citation

This was noted by Payne et al. (5, p.15).

Reference list

5. Payne A, Christopher M, Clark M, Peck H. Relationship marketing for competitive advantage: winning and keeping customers. Oxford: Butterworth-Heinemann; 1995.

Book with an editor

In-text citation

Latest thinking on gender in organizations suggests... (15).

Reference list

15. Kumra S, Simpson R, Burke R.J. (eds.) Oxford handbook of gender in organizations. Oxford: Oxford University Press; 2014.

Chapter of an edited book

What to include in the reference:

- Author(s) (surname initials) of chapter
- Title of chapter
- Editor(s) (surname initials, ed(s)) of book
- Title of book
- Edition (only include if not the first edition)
- Place of Publication: Publisher;
Year of Publication
- (Series and volume number)
- Chapter page numbers

In-text citation

Haase (27, p.35) identified...

Reference list

27. Haase J. Standards for protective textiles. In: Scott RA (ed.) Textiles for protection. Cambridge: Woodhead Publishing; 2005. pp.31-59.

Chapter of an edited book with organisation as author e.g. handbooks

In-text citation

The steel corrosion showed ... (4)

Reference list

4. ASM International. Corrosion characteristics of carbon and alloy steels. In: Davis JR (ed.) Metals handbook: desk edition. 2nd edn. Cleveland, OH: ASM International; 1998. pp.301-306.

Book with no author**In-text citation**

In order to vote in the UK... (8, p.601).

Reference list

8. Whitaker's almanack 2011. London: A & C Black; 2011.

Electronic book (eBook) or an online book

What to include in the reference:

- Author(s) or Editor(s) (surname initials)
- Title
- Edition (only include if not the first edition)
- Place of Publication: Publisher; Year of Publication
- Available at: URL or DOI
- (Accessed: date accessed)
- (Series and volume number)

In-text citation

The project manager's role can be defined as... (1, p.12).

Reference list

1. Kerzner H. Project management: a systems approach to planning, scheduling, and controlling. New Jersey: John Wiley & Sons; 2009. Available at: <http://www.dawsonera.com/depp/reader/protected/external/AbstractView/S9780470502181> (Accessed: 7 December 2011).

Book accessed via an eReader e.g. Kindle, iPad etc.

What to include in the reference:

- Author(s) or Editor(s) (surname initials)
- Title

- [eReader version, e.g., Kindle, ePub, Adobe Digital Editions]
- Edition (only include if not the first edition)
- Place of Publication: Publisher; Year of Publication
- Available at: URL or DOI
- (Accessed: date accessed)
- (Series and volume number)

In-text citation

Brodie tried to decipher the code (3).

Reference list

3. Dennis HL. Secret breakers: the power of three [Kindle]. London: Hodder Children's Books; 2012. Available at: <http://www.amazon.co.uk> (Accessed: 23 April 2014).

Translated book

What to include in the reference:

- Author(s) or Editor(s) (surname initials)
- Title
- Edition (only include if not the first edition)
- Translator(s) (surname initials).
- Place of Publication: Publisher; Year of Publication
- (Series and volume number)

In-text citation

In his discussion about algebraic topology, Matveev (9, p.17) considered...

Reference list

9. Matveev SV. Lectures on algebraic topology. Pervova E, translator. Zurich: European Mathematical Society; 2006.

HELPFUL TIP

If the eBook has no page numbers indicate which chapter, section heading or paragraph number the quote came from.

Anthology or collected works

A whole anthology or collected works should be cited in the same way as an edited book. If referring to a specific piece within a collected work (e.g. poem, book, quotation) use the format for a chapter in a book. If the anthology contains pieces of work with different publication dates, you will need to include both the publication date of the anthology and the original publication date in your reference.

In-text citation

The three steps model is illustrative of this (1).

Reference list

1. Lewin K. Frontiers in group dynamics.
In: Lewin K. Resolving social conflicts and field theory in social science. Washington, DC: American Psychological Association; 1997. pp. 301-336.
(Original work published 1947)

Journal articles

What to include in the reference:

- Author(s) (surname initials)
- Title of article
- Title of Journal
- Year of publication
- Issue information (volume, issue/part number, month or season)
- Page number(s)

Journal article with one author

In-text citation

A recent article discussed the fracture... (1).

Reference list

1. Hutchinson MD. With fracture Gurney model to estimate both fragment and blast impulses. *Central European Journal of Energetic Materials*. 2010; 7(2):175-186.

Journal article with two or three authors

In-text citation

It was not possible to separate targets (3).

Reference list

3. Yang L, Chen K. A perceptual space for underwater man-made sounds towards target classification carried out in the United Kingdom. *Applied Acoustics*. 2016; 110: 119-127.

Journal article with four or more authors

In-text citation

Langley et al (2) identify assumptions...

Reference list

2. Langley A, Smallman C, Tsoukas H, Van de Ven AH. Process studies of change in organization and management: unveiling temporality, activity, and flow. *Academy of Management Journal*. 2013; 56(1): 1-13.

Online journal article

- Author(s) (surname initials).
- Title of article
- Title of Journal
- Year of publication
- Issue information (volume, issue/part number, month or season)
- Page number(s)
- Available at: DOI or URL
- (Accessed: date accessed)

In-text citation

The synthesis of a new polymer of cadmium(II) ethylenediamineazide was determined by...(3).

Reference list - Digital Object Identifier

3. Yang L, Wu B, Zhang T, Liu Z, Zhang J. Preparation, crystal structure, thermal decomposition, and explosive properties of [Cd(en)(N₃)₂]_n. *Propellants, Explosives, Pyrotechnics*. 2010; 35(6): 521-528. Available at: DOI:10.1002/ prep.200900095.

HELPFUL TIP

Find the permanent link or DOI for articles to make the link shorter and easier to find (see use of web page links in the introduction).

Reference list - URL

3. Yang L, Wu B, Zhang T, Liu Z, Zhang J. Preparation, crystal structure, thermal decomposition, and explosive properties of [Cd(en)(N₃)₂]_n. *Propellants, Explosives, Pyrotechnics*. 2010; 35(6): 521-528. Available at: <http://onlinelibrary.wiley.com/doi/10.1002/prep.200900095/abstract> (Accessed: 7 December 2012).

Journal article with no author

When an article has no identified author, use the abbreviation Anon. in the reference list.

What to include in the reference:

- Anon.
- Title of article
- Title of Journal
- Year of publication
- Issue information (volume, issue/part number, month or season)
- Page number(s)

In-text citation

TC-32B QT was demonstrated at an exhibition held in Kent (12).

Reference list

12. Anon. First UK showing of TC-32B QT with Fastems robotic load/unload system. *Machinery*. 2005; April: 29-30.

HELPFUL TIP

If citing a DOI it is not necessary to provide the date the resource was accessed.

Conference proceedings

Full conference proceeding

What to include in the reference:

- Editor(s) (surname initials)
- Title of Conference
- Location and date of conference
- Place of Publication: Publisher; Year of publication

In-text citation

The IEEE (11, p.59) suggests that...

Reference list

11. IEEE. Military Communications Conference: MILCOM 2010. San Jose Convention Center, California, 31 Oct – 3 Nov 2009. Piscataway, NJ: Institute of Electrical and Electronic Engineers; 2010.

Individual paper

What to include in the reference:

- Author(s) of paper (surname initials)
- Title of paper
- In: editor(s) of proceedings (if applicable).
- Title of Book (if applicable)
- Title of Conference
- Location and date of conference
- Place of Publication: Publisher; Year of publication
- Volume, Page numbers

In-text citation

Moon and Koh (18) provide computations...

Reference list

18. Moon Y, Koh S. Aeroacoustic computations of turbulent flows over an open cavity. Proceedings of the 9th AIAA/CEAS Aeroacoustics Conference

and Exhibit. Hilton Head, South Carolina, 12-14 May 2003. Reston, VA: AIAA; 2003. AIAA-2003-102, Vol. 1, pp.21-31.

Online proceeding or paper

What to include in the reference:

- Author(s) or Editor(s) (surname initials)
- Title of proceeding/paper
- In: editors of proceedings (if applicable)
- Title of Book (if applicable)
- Title of Conference
- Location and date of conference
- Place of Publication: Publisher; Year of publication
- Volume, Page numbers (if applicable)
- Available at: DOI or URL.
- (Accessed: date accessed)

In-text citation

Wessel and Meyer (1) provide a ten step method...

Reference list

1. Wessel JT, Meyer BL. Assessing system software performance in complex system of systems environments. Military Communications Conference: MILCOM 2010. San Jose Convention Center, California, 31 Oct - 3 Nov 2009. Piscataway: Institute of Electrical Electronic Engineers; 2010. pp.2310-2315. Available at: <http://ieeexplore.ieee.org/xpl/mostRecentIssue.jsp?punumber=5673920> (Accessed: 7 December 2011).

**Offshore Technology
Conference (OTC) paper**

What to include in the reference:

- Author(s) or Editor(s)
(surname, initials)
- Title of paper
- Title of Conference: Subtitle
- Location and date
- Paper number (if available)
- Year of publication; Pages
- Available at: DOI

In-text citation

According to Chiasson, Smith and
Steward (8) large bore...

Reference list

8. Chiasson G, Smith C, Stewart D. Large bore 'HPHT' wellheads and Christmas trees. Offshore Technology Conference. Houston, Texas, 3 - 6 May 1999. OTC-10966-MS. 1999; 1-12. Available at: <http://dx.doi.org/10.4043/10966-MS>.

Internet

For images and audio visual downloads see Audio visual materials and images.

Web page with an individual author

What to include in the reference:

- Author(s) of web page (surname initials)
- Title of Internet site
- Year site last updated
- Available at: URL
- (Accessed: date)

In-text citation

Bradley (2) states that libraries and...

Reference list

2. Bradley P. Phil Bradley's website. 2011. Available at: <http://www.philb.com/> (Accessed: 8 December 2011).

Web page with an organisation as author

What to include in the reference:

- Organisation responsible for site
- Title of Internet site
- Year site last updated
- Available at: URL
- (Accessed: date)

In-text citation

The Natural Hazards Centre (14) advised that...

Reference list

14. University of Colorado Boulder. Natural Hazards Centre. 2011. Available at: <http://www.colorado.edu/hazards/> (Accessed: 8 December 2011).

Blog

What to include in the reference:

- Author(s) of Blog or post (surname initials)
- Title of post
- [Blog]
- Title of Blog
- Date of publication
- Available at: URL
- (Accessed: date)

In-text citation

Julian Borger (20) claims in 'Afghanistan options are running out'...

Reference list

20. Borger J. Afghanistan options are running out [Blog]. Julian Borger's Global Security Blog. 9 September 2010. Available at: <http://www.guardian.co.uk/world/julian-borger-global-securityblog/2010/sep/08/afghanistan-policyuk> (Accessed: 8 December 2011).

HELPFUL TIP

To find a web page date try right clicking on the page and select view page info. This will tell you when a web page was last updated.

If it displays the current date and time and there is no indication elsewhere on the web page then enter: no date.

Wiki

What to include in the reference:

- Author(s) of article (surname initials)
- Title of article
- [Wiki]
- Title of Wiki
- Year site published/updated
- Available at: URL
- (Accessed: date)

In-text citation

The CILIP ARLG National committee meeting notes show... (4)

Reference List

4. Barefoot A. October 2012 national ARLG committee meeting notes [Wiki]. ARLGSW PBWorks. 2012. Available at: <http://arlgsw.pbworks.com/> (Accessed: 23 April 2014).

Social networking website

e.g. Facebook

Other social media sites such as YouTube and Instagram are covered further on in the guide under Audio visual materials and Images.

What to include in the reference:

- Author (surname initials)
- Title of page
- Title of Internet site
- Date of publication
- Available at: URL
- (Accessed: date)

In-text citation

Smith (4) suggests that...

Reference list

4. Smith J. Timeline. Facebook. 2 April 2014. Available at: <http://www.facebook.com/> (Accessed: 10 April 2014).

Discussion forum

See also Course materials for course Virtual Learning Environment discussion forums.

What to include in the reference:

- Author (surname initials)
- Title of post
- Title of discussion forum
- Date of publication
- Available at: URL
- (Accessed: date)

In-text citation

According to Friedman (7) data mining...

Reference list

7. Friedman K. Data mining and computer models. JISCMail PHD-DESIGN. 11 November 2012. Available at: <https://www.jiscmail.ac.uk/cgi-bin/webadmin?A0=phd-design> (Accessed: 4 December 2012).

Tweet

What to include in the reference:

- Author's name as written
- Write whole post as a title
- [Tweet]
- Date of tweet
- Available at: URL
- (Accessed: date)

In-text citation

There was great excitement about the sighting of a Higgs boson (11).

Reference list

11. ProfBrianCox. Looking forward to the Higgs update tomorrow from CERN. This is pure curiosity driven exploration happening before our eyes [Tweet]. 2 July 2012. Available at: <http://twitter.com/profbriancox/status/220048242572922881> (Accessed: 24 July 2012).

HELPFUL TIP

Always reference the specific webpage URL that you are referring to in your work, as opposed to the website as a whole.

Thesis or dissertations

Print thesis or dissertation

What to include in the reference:

- Author (surname initials)
- Title
- Name of degree award, eg BSc, MSc or PhD
- Degree-awarding body;
Year of publication

In-text citation

An examination of Tatham's (10, p.45) research shows that...

Reference list

10. Tatham P. Confidence in United Kingdom defence logistics: rhetoric or reality? PhD thesis. Cranfield University; 2010.

Online thesis or dissertation

What to include in the reference:

- Author (surname initials)
- Title
- Name of degree award, eg BSc, MSc or PhD
- Degree-awarding body;
Year of publication
- Available at: URL or DOI
- (Accessed: date)

In-text citation

Tatham (12) identifies three areas undergoing notable change...

Reference list

12. Tatham P. Confidence in United Kingdom defence logistics: rhetoric or reality? PhD Thesis. Cranfield University; 2010. Available at: <http://dspace.barrington.cranfield.ac.uk/jspui/handle/123456789/639> (Accessed: 7 December 2011).

Course materials

Lecture or seminar

What to include in the reference:

- Author/speaker (surname initials)
- Title of lecture/presentation
- [Medium]
- Module name (if appropriate)
- Name of institution
- Date of lecture / presentation

In-text citation

The lecture provoked much debate (5).

Reference list

5. Johnson JM. Peat bogs and climate change [Lecture]. Biology MSc. Cranfield University; 9 June 2012.

Lecturers' notes on Virtual Learning Environment e.g. Blackboard, Moodle

What to include in the reference:

- Author/speaker (surname initials)
- Title of notes
- [Medium]
- Module name (if appropriate)
- Name of institution
- Year
- Available at: URL
- (Accessed: date)

In-text citation

As illustrated in the course materials (9).

Reference list

9. Forth S. Analysis of two-dimensional heat transfer [PowerPoint presentation]. Finite Element Methods in Engineering. Cranfield University; 2012. Available at:<https://moodle.cranfield.ac.uk/course/view.php?id=5126> (Accessed: 17 June 2013).

Course Virtual Learning Environment discussion forum

What to include in the reference:

- Author (surname initials)
- Title of message
- [Discussion forum]
- Title of discussion board
- in
- Module Name
- Name of institution
- Year
- Available at: URL
- (Accessed: date)

In-text citation

The debate during the lecture continued in the discussion forum. Hirst (44) was particularly vociferous.

Reference list

44. Hirst LM. Are peat bogs creating or storing carbon dioxide? [Discussion forum]. Further discussion area in Plant Science. Durham University; 2012. Available at: <https://moodle.cranfield.ac.uk/course/view.php?id=5126> (Accessed: 28 June 2012).

Official publications

The guidelines below are based on the NLM style of formatting, you may prefer to follow other recognised legal sources, such as Oxford Standard for the Citation of Legal Authorities (OSCOLA).

UK Statute (Act of Parliament)

Acts prior to 1963 require the regnal year and parliamentary session to be included.

What to include in the reference:

Pre-1963 acts:

- Short title of Act and year
- Regnal year
- Name of sovereign
- Chapter number

In-text citation

Smith prosecuted Goff using newly established *Criminal Justice Act 1948* (1).

Reference list

1. Criminal Justice Act 1948 (11&12 Geo. 6, c. 58).

Post-1963 acts:

- Great Britain
- Name of Act: name of sovereign
- Chapter number
- Place of Publication: Publisher; Year of Publication

If accessing online, add:

- Available at: URL
- (Accessed: date)

In-text citation

Under copyright law you are protected...(3).

Reference list

3. Great Britain. Copyright, Designs and Patent Act 1988: Elizabeth II. Chapter 48. London: Her Majesty's Stationery Office;

1988. Available at: <http://www.legislation.gov.uk/ukpga/1988/48/contents> (Accessed: 10 May 2011).

House of Commons or House of Lords Paper

What to include in the reference:

- Great Britain
- Parliament: House of...
- Title
- Place of Publication: Publisher; Year of Publication
- (Paper number)

Note: House of Lords Paper number is also in round brackets to distinguish it from House of Commons papers, e.g. (HL 2010-2012 (234)).

If accessing online, add:

- Available at: URL
- (Accessed: date)

In-text citation

As reported by the Ministry of Defence defence spending... (6).

HELPFUL TIP

If using many official publications in your work, it is acceptable to drop Great Britain from the beginning to make the reference list shorter and easier to follow.

If using papers from outside of the UK you will need to indicate this in the reference, e.g. Accident Compensation Act 1972 (NZ).

Please do check with your lecturer or supervisor that this is acceptable.

Reference list

6. Great Britain. Parliament. House of Commons. The performance of the Ministry of Defence 2009-2010, third report of session 2010-2012, vol. 1. London: The Stationery Office; 2011. (HC 2010-2012 760). Available at: <http://www.publications.parliament.uk/pa/cm201012/cmselect/cmdfence/760/760.pdf> (Accessed: 8 November 2011).

House of Commons or House of Lords Bill

What to include in the reference:

- Great Britain
- Parliament. House of...
- Title
- Place of publication: Publisher; Year of Publication
- (Bill number)

In-text citation

Their funds were frozen under the *Terrorist Asset Freezing etc. Bill* (4).

Reference list

4. Great Britain. Parliament. House of Lords. Terrorist Asset Freezing etc. Bill. London: The Stationery Office; 2010. (Bills 2010-2011 20).

Statutory Instruments (SIs)

What to include in the reference:

- Name/title including year
- (SI year and number)

If accessing online, add:

- Available at: URL
- (Accessed: date)

In-text citation

The Income Tax (Indexation) Order 2011 (8) lists the rates as...

Reference list

8. Income Tax (Indexation) Order 2011 (SI 2011/2926). Available at: http://www.legislation.gov.uk/uksi/2011/2926/pdfs/uksi_20112926_en.pdf (Accessed: 10 December 2011).

Departmental publication

What to include in the reference:

Print:

- Country
- Name of government department
- Title
- Place of publication: Publisher; Year of Publication
- (Series)

If accessing online, add:

- Available at: URL
- (Accessed: date)

In-text citation

The number and diversity of men with mental health issues decreased during 2010 (15).

Reference list

15. Great Britain. Department of Health. No health without mental health: a cross-government mental health outcomes strategy for people of all ages – IA: 7008. 2011. (Impact Assessment). Available at: http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsLegislation/DH_123984 (Accessed: 8 December 2011).

Hansard Debate

What to include in the reference:

- Abbreviation of house e.g. HC or HL
- Deb (for debates)
- Date of debate
- Volume number
- Column number (if debate is Written Answers add W, WH for Westminster Hall, or WS for Written Statements)

If accessing online add:

- Available at: URL
- (Accessed: date)

In-text citation

In discussions on the steel industry Smith advised...(3).

Reference list

3. HC Deb 2004 January 22 vol 416 c1454. Available at: <http://www.publications.parliament.uk/pa/cm200304/cmhansard/vo40122/debindx/40122-x.htm> (Accessed: 8 December 2011).

**Command Paper
(Green or White Paper)**

What to include in the reference:

- Great Britain
- Name of committee or Royal Commission
- Title
- Place of publication: Publisher; Year of Publication
- (Paper number)

If accessing online, add:

- Available at: URL
- (Accessed: date)

In-text citation

As per the paper *Delivering security in a changing world* (6) the local police force...

Reference list

6. Great Britain. Ministry of Defence. *Delivering security in a changing world*. London: The Stationery Office; 2003. (Cm. 6041-I). Available at: <http://merln.ndu.edu/whitepapers/UnitedKingdom-2003.pdf> (Accessed: 1 July 2008).

European Directive

What to include in the reference:

- Name of EU institution
- Number: Title
- Year of publication

If accessing online, add:

- Available at: URL
- Date accessed

In-text citation

As per *European Directive 2001/83/EC* the medicinal products met the correct requirements (3).

Reference list

3. European Parliament. Council of the European Union. Directive 2001/83/EC of 6 November 2001 on the community code relating to medicinal products for human use. 2001. Available at: <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex:32001L0083> (Accessed: 25 June 2014).

Reports

For governmental reports see Official Publications.

What to include in the reference:

- Author(s) (surname initials) or organisation
- Report number if known: Title
- Place of Publication: Publisher/ Sponsoring organisation; Year of Publication

In-text citation

An analysis of China's investment in companies in different countries has shown... (27).

Reference list

27. Wolf C, Chow BG, Jones GS, Harold S. China's expanding role in global mergers and acquisitions markets. Santa Monica, CA: RAND; 2011.

Online report

What to include in the reference:

- Author(s) (surname initials) or organisation
- Report number if known: Title
- Place of Publication: Publisher/ Sponsoring organisation; Year of Publication
- Available at: URL
- (Accessed: date)

In-text citation

The effect was... (5).

Reference list

5. Curry RE, Moulton BJ, Kresse J. NASA-TM-101708: An in-flight investigation of ground effect on a forward-swept wing plane. Edwards, CA: Ames Research Center; 1989.

Available at: http://www.nasa.gov/centers/dryden/pdf/88171main_H-1573.pdf (Accessed: 25 June 2014).

Online industry or market research report

What to include in the reference:

- Publishing organisation or author(s)
- Title or section of report
- Date of Publication
- Available at: URL
- (Accessed: date)

In-text citation

Media trends in the UK... (9).

Reference list

9. MarketLine. Media in the United Kingdom. April 2013. Available at: <http://advantage.marketline.com> (Accessed: 24 April 2014).

Online company or annual report

What to include in the reference:

- Organisation
- Title
- Year of publication
- Available at: URL
- (Accessed: date)

In-text citation

Despite economic uncertainty the company's profits did increase (11).

Reference list

11. Rolls-Royce Group plc. Annual report 2010. 2011. Available at: http://www.rolls-royce.com/about/publications/annual_report/ (Accessed: 7 December 2011).

Online company or financial report or data source

What to include in the reference:

- Organisation publishing the data
- Title /section of report
- Name of database the data was retrieved from
- Date of publication
- Available at: URL
- (Accessed: date)

In-text citation

Rolls-Royce plc turnover has dramatically reduced in 2009-2010 (2).

Reference list

2. Bureau van Dijk. Rolls-Royce plc profitability trends and changes. FAME; 2010. Available at: <https://fame2.bvdep.com/> (Accessed: 7 December 2011).

Case studies

Case study

What to include in reference:

- Author(s) (surname initials) or organisation
- Number/identifier of case study (if available)
- Title of case
- Place of Publication: Publisher; Year of Publication

In-text citation

According to the case... (1).

Reference list

1. Aaker J, Change V. Case No. M321: Obama and the power of social media and technology. California: Stanford Business School; 2010.

Online case study

What to include in reference:

- Author(s) (surname initials) or organisation
- Number/identifier of case study (if available)
- Title of case
- Place of Publication: Publisher; Year of Publication
- Available at: URL
- (Accessed: date)

In-text citation

According to Gleich and Shaffu (3)...

Reference list

3. Gleich R, Shaffu M. Case No. 405-067-1: Post-acquisition change management in a microtechnology start-up. Wharley End: The Case Centre; 2005. Available at: <http://www.thecasecentre.org/> (Accessed: 25 June 2014).

Working papers

What to include in the reference:

- Author(s) (surname initials) or organisation/institution
- Title
- Working paper series and/or number (if available)
- Place of publication: Publisher (if available); Year of publication
- Available at: URL/DOI
- (Accessed: date)

In-text citation

According to Malter (14) identities have been confounded by organizations.

Reference list

14. Malter D. Eclipsed and confounded identities: when high-status affiliations impede organizational growth. Harvard Business School Strategy Unit Working Paper No. 15-019. 2014. Available at: <http://dx.doi.org/10.2139/ssrn.2505184> (Accessed: 10 February 2016).

|| Newspapers

Printed newspaper article

What to include in the reference:

- Author(s) (surname initials)
- Article title
- Newspaper Title
- (Edition – if known e.g. evening)
- Date of publication
- Page(s)

In-text citation

A blast at an atomic weapons factory was met with denials by Iran (2).

Reference

2. Frenkel S. Europe tightens sanctions over nuclear weapons threat. *The Times* (Evening Ed.). 2 December 2013; Defence: 39.

Article from an online newspaper

What to include in the reference:

- Author(s) (surname initials)
- Article title
- Newspaper Title
- Date of publication
- Available at: URL
- (Accessed: Date)

In-text citation

Rayner (6) reports that *The Royal British Legion Centre for Blast Injury Studies* is to design...

Reference

6. Rayner G. Combat boots that deflect blast of roadside bombs being designed at new £8m research centre. *The Telegraph*. 7 December 2011. Available at: <http://www.telegraph.co.uk/news/uknews/defence/8940510/Combat-boots-that-deflect-blast-of-roadside-bombs-being-designed-at-new-8m-research-centre.html> (Accessed: 7 December 2011).

Standards, patents, protocols and datasheets

Standard

What to include in reference:

- Authorising organisation
- Number: title
- Place of publication: Publisher; Year of Publication

In-text citation

In projects "specification, schedule and cost always have to be bounded to ensure ongoing viability" (4).

Reference list

4. British Standards Institution. BS 6079-1:2010: Project management: part 1: principles and guidelines for the management of projects. London: British Standards Institution; 2010.

Online standard from a database

What to include in the reference:

- Authorising organisation
- Number: Title
- Place of Publication: Publisher; Year of Publication
- Available at: URL/DOI
- (Accessed: date)

In-text citation

Some standards provide guidelines for effective project management (4).

Reference list

4. British Standards Institution. BS 6079-1:2010: Project management: part 1: principles and guidelines for the management of projects. London: British Standards Institution; 2010.

Available at: <https://bsol.bsigroup.com/> (Accessed: 7 December 2011).

Patent

What to include in the reference:

- Inventor(s) (surname initials)
- Patent number: Title
- Authorising organisation
- Year of publication
- Available at: URL
- (Accessed: date)

In-text citation

The method of assembly... (5).

Reference list

5. Hodge CD. US 20080007021 A1: Rear suspension assembly for a drag racing vehicle. United States Patent and Trademark Office. 2008. Available at: <http://patft.uspto.gov/> (Accessed: 25 June 2014).

Joint Service Publication or protocol

Please note: due to the way JSPs are updated version numbers and dates will vary between pages within the same document so make sure you check each page to ensure the reference is traceable. It is possible to drop the Great Britain from your reference (see the country data tip in the Official publications section).

What to include in the reference:

- Authorising organisation
- Number: title: version number
- Year of publication (ensure you take the issue date rather than review date)

If accessing online, add:

- Available at: MOD Intranet
(Note: do not cite DII link)
- (Accessed : date)

In-text citation

The MOD has a simple definition of knowledge (1).

Reference list

1.Great Britain. Ministry of Defence. JSP 747: IM protocol 051: retaining knowledge: version 1.4. 2011. Available at: MOD Intranet (Accessed: 23 April 2014).

Datasheet e.g. ESDU

What to include in the reference:

- Author or authorising organisation
- Number: title: version number
- Place of Publication: Publisher:
Year of publication

If accessing online, add:

- Available at: URL
- (Accessed : date)

In-text citation

The buckling of the panel... (2).

Reference list

2. ESDU. ESDU 003001: Elastic buckling of long, flat, symmetrically-laminated (AsBoDf), composite stiffened panels and struts in compression: Amendment A. 1 February. London: ESDU; 2008. Available at: http://www.esdu.com/cgi-bin/ps.pl?t=doc&p=esdu_03001a (Accessed: 25 June 2014).

Datasets and software

Dataset

What to include in the reference:

- Creator(s) (surname initials)
- Dataset title
- Publisher; Year
- Available at: URL (using DOI)
- (Accessed: date)

In-text citation

Data from Partridge (21) showed...

Reference list

21. Partridge MC. Spectra from LPG sensor repeat testing with 100ppm toluene. Cranfield University; 2014. Available at: <https://dx.doi.org/10.6084/m9.figshare.1004753.v1>. (Accessed: 20 August 2016).

Software

What to include in the reference:

- Programmer or producer(s) (surname initials) or organisation
- Title of software, computer programme or app
- (Version number if available)
- [Medium e.g. Software or Mobile app]
- Year of release/update
- Available at: URL or app store name
- (Accessed: date)

In-text citation

Plone is an example of this sort of use of an open source content management system (7).

Reference list

7. Plone Foundation. Plone (5.0.5) [Software]. 2016. Available at: <https://plone.org/> (Accessed: 1 July 2016).

HELPFUL TIP

All DOIs begin with 10, e.g., 10.6084/m9.figshare.1004753.v1. We advise that DOIs are converted into URLs by adding “<https://doi.org/>” before the DOI, e.g., <https://doi.org/10.6084/m9.figshare.1004753.v1>

Audio visual materials

Film or programme on DVD/Blu-ray/VHS

What to include in the reference:

- Title of film or programme
- [Medium, e.g., DVD]
- Directed by: Director's first name and surname
- Place of distribution: Distribution Company; Year of Distribution

In-text citation

Some funny films about cover-ups, such as *The Pentagon wars* (7)...

Reference list

7. *The Pentagon wars* [DVD]. Directed by: Richard Benjamin. New York: HBO Films; 1982.

Video on YouTube

What to include in the reference:

- Name of person posting video (as written)
- Title of video
- Year video posted
- Available at: URL
- (Accessed: date)

In-text citation

This is a good example of brightening up a building (9).

Reference list

9. UrgentGenius. Christmas light show, Saks 2011. 2011. Available at: <http://www.youtube.com/watch?v=DTXC6eubhos> (Accessed: 19 July 2013).

Video embedded in a website

What to include in the reference:

- Title of video, article or webpage
- Title of hosting website, e.g. BBC News
- [Video]
- Date video posted
- Available at: URL
- (Accessed: date)

In-text citation

The Defence Secretary admitted to failures (9).

Reference list

9. Philip Hammond admits millions wasted on army IT failure. *The Telegraph* [Video]. 14 January 2014. Available at: <http://www.telegraph.co.uk/news/uknews/defence/10572453/Philip-Hammond-admits-millions-wasted-on-army-IT-failure.html> (Accessed: 24 April 2014).

Podcast with author/presenter

Reference where the podcast was published or displayed.

What to include in the reference:

- Author(s) / presenter(s) (surname initials)
- Title of podcast
- Title of hosting website
- [Podcast]
- Date of posted message
- Available at: URL
- (Accessed: date)

In-text citation

Butler (6) gives an account of the misery endured by Bali's young orphans.

Reference list

6. Butler E. Exposing Bali's orphanages. Crossing Continents [Podcast]. 8 December 2011. Available at: <http://www.bbc.co.uk/podcasts/series/cc> (Accessed: 9 December 2011).

Television programme

What to include in the reference:

- Title of programme
- Name of Channel
- Date of transmission

In-text citation

Basil Fawlty is the epitome of bad manners (2).

Reference list

2. Fawlty Towers. BBC Two Television; September 19 1975.

Episode of a television series

What to include in the reference:

- Title of episode
- Title of Television Series
- Name of Channel
- Date of transmission
- Series and episode numbers

If accessed online, add:

- URL/DOI
- (Accessed: date)

In-text citation

This road trip was the exit point for Cleveland to leave the show (4).

Reference list

4. Cool hand Peter. Family Guy. Fox Broadcasting Company; 4 December 2011. Series 10, episode 8.

Audio/video download e.g. iTunes

What to include in the reference:

- Artist(s)
- Title of recording
- Year of distribution
- Available at: URL
- (Downloaded: date)

In-text citation

There's a Place was the first track released (7).

Reference list

7. Carpark North. There's a place. 2001. Available at: <http://www.apple.com/uk/itunes/> (Downloaded: 6 December 2011).

Audio recording

What to include in the reference:

- Artist(s)
- Title of recording
- [Medium, e.g. LP]
- Place of Distribution: Distribution Company; Year of distribution

In-text citation

"I'm caught in the symmetry of your mind" (6).

Reference list

6. Mew. Frengers [CD]. New York: Sony Music; 2003.

Radio programme

What to include in the reference:

- Title of programme
- Name of Channel
- Date of transmission

If accessed online, add:

- Available at: URL
- (Accessed: date)

In-text citation

The collected viewpoints on America's presidential election outcome... (4).

Reference list

4. Letters from America. BBC Radio 4; 23 November 2016. Available at: <http://www.bbc.co.uk/programmes/b083h0tp> (Accessed: 24 November 2016).

Microfiche/microfilm

What to include in the reference:

- Author(s) (surname initials)
- Title of fiche / form
- [Microfiche or Microform]
- Place of Publication: Publisher; Year of publication

In-text citation

The table shows the level of thrust needed (4, p.12).

Reference list

4. Burns T. Homemade rockets [Microfiche]. Toronto: Canadian Institute of Pyrotechnics; 1962.

Images

Illustration, figure, diagram, logo or table

Use this when citing an illustration, diagram, etc. drawn by the author of the book/article.

What to include in the reference:

- Author(s) (surname initials)
- Title of book
- Edition (only include if not the 1st edition)
- Place of Publication: Publisher; Year of publication

In-text citation

To improve research supervisory skills... (4, p.251).

Reference list

4. Wisker G. The good supervisor: supervising postgraduate and undergraduate research for doctoral theses and dissertations. 2nd edn. Basingstoke: Palgrave MacMillan; 2012.

How a picture or figure should appear in the text of your essay:

N.B. caption appears below the figure

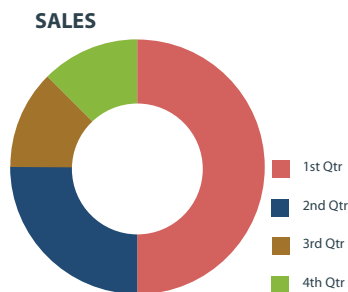


Figure 1 Estimated Sales Forecast (2, p.4)

Embedded illustration, cartoon, diagram, etc.

Use this when another author/artists work has been used to illustrate a point, e.g. Dilbert cartoon embedded within a website article.

What to include in the reference

- Artist(s) (surname initials)
- Title of illustration or webpage/article
- [Medium, e.g. Cartoon]
- Title of publication or hosting website
- Date
- Issue/volume number (if applicable)

If accessing online, add

- Available at: URL/DOI
- (Accessed: date)

In-text citation

The pressure on the housing market... (4).

Reference list

3. Wood P. I told you the housing market was overheating [Cartoon]. Private Eye. April 2014; 1364. Available at: http://www.private-eye.co.uk/sections.php?section_link=news& (Accessed: 24 April 2014).

How an adapted figure should appear in the text of your essay:

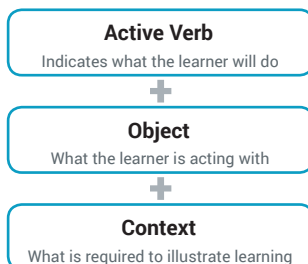


Figure 3: Structure of ILOs. Adapted from: (1, p.64) and (4, p.15)

Ordnance Survey map

What to include in the reference:

- Ordnance Survey
- Title
- [Map]
- Sheet number: scale
- Place of publication: Publisher; Year of publication
- (Series)

In-text citation

P.O. equates to Post Office (16).

Reference list

16. Ordnance Survey. Oxford and surrounding area [Map]. Sheet 164: 1:50,000. Southampton: Ordnance Survey; 1994. (Landranger series).

Online map

What to include in the reference:

- Map publisher
- Title of map section
- [Map]
- Sheet number or tile, scale
- Year of Publication
- Available at: URL
- (Accessed: date)

In-text citation

There are many farms in the area (8).

Reference list

8. Ordnance Survey. Peak District National Park [Map]. Tile SK17NW, 1:50,000. 2010. Available at: <http://edina.ac.uk/digimap/> (Accessed: 25 July 2012).

Painting or drawing

What to include in the reference:

- Artist (surname initials)
- Title of work
- [Medium]
- Institution or collection where the work is held: City; Year

In-text citation

The Mona Lisa by Leonardo da Vinci (4) is arguably best known for her enigmatic smile.

Reference list

4. da Vinci L. Mona Lisa [Oil on canvas]. Musée du Louvre: Paris; 1519.

Painting or drawing online

What to include in the reference:

- Artist (surname initials)
- Title of work
- [Medium]
- Year
- Available at: URL
- (Accessed: date)

In-text citation

Groves' *Carrot on a stick* (12) is playing with colours.

Reference list

12. Groves P. Carrot on a stick [Oil on canvas]. 2007. Available at: <http://www.blackcountryartystuff.com> (Accessed: 27 April 2009).

Photograph – print or slide

What to include in the reference:

- Photographer (surname initials)
- Title of photograph
- [Photograph]
- Place of publication: Publisher (if available); Year

In-text citation

Sublime lighting captures the atmosphere wonderfully (1).

Reference list

1. Collins D. Pictures of the West Midlands [Photograph]. Birmingham: Brummie Books; 2010.

Photograph online or in an online collection e.g. Flickr, Instagram

What to include in the reference:

- Photographer (surname initials)
- Title of photograph
- [Photograph]
- Year of publication
- Available at: URL
- (Accessed: date)

In-text citation

An abundance of movement is captured (2).

Reference list

2. Rush C. Running to work [Photograph]. 1997. Available at: http://www.sounlikelytodo.com/photo_224671.html (Accessed: 3 May 2000).

HELPFUL TIP

Make sure you have actually included some text about your tables or figures in your work.

Simply dropping a table in your paper without any explanation in your text of why you have included it provides more confusion than clarity.

Personal communications

It is generally recommended to refer to personal communications within the text of your work rather than include them as formal references within a reference list because they are non-recoverable. However, if they are being included as appendices to your work and you wish to refer to them, check first with your lecturer as to whether this is appropriate and use the format below. Please also note that if quoting or referring to personal communications that are not publicly available, you must have the permission of parties involved to use them in your work.

Email or letter

What to include in the reference:

- Sender/author (surname initials)
- Subject title of email/letter if available
- Medium, e.g. Email, letter to:
Full name of recipient
- Day/Month and Year
of communication

In-text citation

The details of the organisational structure were outlined (7).

Reference list

7. Godfrey I. Restructure planning for 2012. Email to: Mini O'Neil. 18 December 2011.

Conversation

What to include in the reference:

- Speaker(s) (surname initials)
- Conversation with: Full name of recipient
- Day/Month and Year of communication

In-text citation

It was felt the organisational culture changed when the new CEO arrived (9).

Reference list

9. Williams S. Conversation with: Alan Brightman. 21 March 2013.

Interview, survey or questionnaire

What to include in the reference:

- Interviewee/recipient name (surname initials)
- Title of interview/survey/questionnaire if available
- Interviewed by: Full name of interviewer
- Day/Month and Year of communication

In-text citation

The theory was dismissed as nothing new (8).

Reference list

8. Benson M. Should shots be served in a tall glass? Interviewed by: Iris Highball. 21 May 2013.

Contact us

This guide is based on Patrias K, author; Wendling D, editor. Citing Medicine: The NLM Style Guide for Authors, Editors, and Publishers [Internet]. 2nd edition. Bethesda (MD): National Library of Medicine (US); 2007-. Available from: <http://www.ncbi.nlm.nih.gov/books/NBK7256/>

Shrivenham Campus

Barrington Library

<http://barrington.cranfield.ac.uk>

E: library.barrington@cranfield.ac.uk

T: +44(0)1793 785743

Cranfield Campus

Kings Norton Library

www.cranfield.ac.uk/library/resources

E: library@cranfield.ac.uk

T: +44(0)1234 754444

Management Information and
Resource Centre (MIRC)

<http://www.som.cranfield.ac.uk/som/mirc>

E: mirc@cranfield.ac.uk

T: +44(0)1234 754440

