A Very, Very Quick Guide to Referencing for UoC Science Students

Why reference?

For a wide range of reasons including:

- To acknowledge the sources of the information on which your work is based
- To demonstrate that you have read the appropriate materials for the subject
- To provide the reader with the means to identify and source the materials for themselves
- To strengthen your argument or perspective with appropriate evidence
- To provide alternative views on the topic
- **To avoid plagiarism**[*]

What are the correct formats for references?

Depends on the context:

- **In-text citations** – short forms of references used in the text to identify sources as you write. Examples of correct in-text citation formats are given in Table 1.
- **Reference list** – gives the full details of the in-text citations to allow the reader to identify and source the original materials for themselves (see page 2 of this handout).
- **Bibliography** – a list of the materials you have used or read for the work but **not** actually cited directly anywhere in the text. **Not normally used in University level science**.

Table 1. Correct formats for in-text citations

In text citations for sources with:	Example of correct format
One author	(Smith, 2020)
Two authors	(Smith and Jones, 2019)
More than **two** authors	(Smith *et al.*, 2015)
More than one source from the same author in the same year – use lower case letters to distinguish them	(Smith, 2021a; 2021b)
More than one reference used to support the statement/idea – list in chronological order	(Smith, 2019; Jones, 2021)

Please note. Despite what it may say in some referencing guides, page numbers are rarely required in scientific writing, even where a direct quote given in quotation marks ("…") is used. Under most circumstances **only the surname(s) and date should be provided in in-text citations**.

How do I place references within the text?

In all of your University work you need to show where you sourced your information, but as you will see from reading the literature, where you place the in-text citation to a reference varies. You can place it at the end of a sentence to show where the information came from (Smith, 1995). Or you can phrase it differently, and put the citation at the beginning or in the middle of a sentence, for example: Smith (1999) demonstrated that… whilst Jones *et al.* (2009) argued… Other authors have reported conflicting results on this matter (Smith, 2012; Jones *et al.*, 2016; Brown and Taylor, 2020).

Separate multiple citations with a semi colon (;) and list chronologically within the brackets. Remember that *et al.* MUST be italicised in all of your in-text citations (and should be formatted as shown in the examples above).

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[*] You should NEVER copy directly from a resource, unless using specific quotations ("..") , as this is plagiarism. You must paraphrase and change what is stated into your own words. For further advice on how to avoid plagiarism please go to https://my.cumbria.ac.uk/Student-Life/Learning/Skills-Cumbria/Referencing-and-Avoiding-Plagiarism/.

Adapted from Pears, R. and Shields, G. (2019) *Cite them right: the essential referencing guide*. 11th edn. London: Red Globe Press. The Cite Them Right website may also be useful to you – easily accessed through the library via Eresources A-Z.

What formats should be used in the reference list?

The Harvard referencing style defines how sources should be formatted in the reference list. Outlined below are examples of common types of reference and how they should be formatted.

Pay particular attention to the format of the text - the italics, punctuation and order are all important.

Peer Reviewed Journals:
Surname, Initial. (Year) 'Title of article given in single quotation marks', *Title of Journal in Italics,* volume (issue), pp. page numbers.

Notman, G.M., McGill, R.A., Hawkins, S.J. and Burrows, M.T. (2016) 'Macroalgae contribute to the diet of *Patella vulgata* from contrasting conditions of latitude and wave exposure in the UK', *Marine Ecology Progress Series,* 549, pp. 113-123.

Electronic Journals:
As long as an electronic journal article is peer-reviewed and has an ISSN number, it should be cited exactly like an article in a print journal (see formatting above).

Online-only journals may have an electronic page number (as shown here), otherwise use the Digital Object Identifier (DOI) at the end of the citation. Date accessed is not required as the content will not change.

Stevenson-Holt, C.D., Watts, K., Bellamy, C.C., Nevin, O.T. and Ramsey, A.D. (2014) 'Defining landscape resistance values in least-cost connectivity models for the invasive grey squirrel: a comparison of approaches using expert-opinion and habitat suitability modelling'. *PloS one*, 9(11), p.e112119.

Books:
Surname, Initial. (Year) *Title of book given in italics*. Edition of book. Place of publication: Publisher.

Starr, C. (2013) *Woodland management: A practical guide.* 2nd edn. Marlborough: Crowood Press.

Chapter of an Edited Book:
Surname, Initial. (Year) 'Title of chapter given in single quote marks' in Author or Authors of the book (if editors use (eds.) here) *Title of the book given in italics*. Place of publication: Publisher, pp. give page numbers.

Stansbury, A., Deecke, V., Götz, T. and Janik, V.M. (2016) 'Potential uses of anthropogenic noise as a source of information in animal sensory and communication systems' in Popper, A.N. and Hawkins, A.D. (eds.) *The Effects of Noise on Aquatic Life II*. New York: Springer. pp.1105-1111.

Websites:
Surname, Initial./Organisation (Year) *Title of webpage*. Available at: give full URL. (Accessed: day month year).

Villadsen, D. (2020) *Tree identification and Biodiversity*. *The Ecologist.* Available at: https://theecologist.org/2020/jul/02/using-tree-identification-raise-awareness-biodiversity (Accessed: 9th July 2021).

Sources in the reference list should be listed in alphabetical order by surname of the first author. Do not use bullet points or numbers. **All authors** should be listed as shown above (despite what the Cite Them Right guidance may say…). If multiple sources from the same author are included, list them chronologically. You can add DOI at the end of each reference if you wish, but it is not essential and please be consistent.

You may also find reference management software such Refworks helpful when researching, citing and referencing your sources. Refworks can be accessed through the UoC library Eresources. Use the 'Cite Them Right Harvard' output style, but beware that the reference list will still need to be checked to ensure the software has formatted the text correctly (CAPITALISATIONS are a common problem – Top Tip: highlight text, hold shift down and press F3 to switch between text cases quickly and easily in MS Word). Google Scholar also gives a 'cite' option; copying and pasting from their Harvard format is almost correct and a few minor tweaks will sort out the brackets and punctuation. Make sure **Latin names are italicised** throughout your reference list.

If you have any other questions about referencing or avoiding plagiarism you can contact the university's Library and Academic Advisors through the library or by email (skills@cumbria.ac.uk). Alternatively, speak to your tutors for advice.

Adapted from Pears, R. and Shields, G. (2019) *Cite them right: the essential referencing guide*. 11th edn. London: Red Globe Press. The Cite Them Right website may also be useful to you – easily accessed through the library via Eresources A-Z.