

Citing your references using British Standard (numeric) system

Before using this guide, please check if your School specifies the use of a particular referencing system, and, if so, whether it provides its own guidelines to the scheme (e.g. in a course handbook). Note that in the British Standard system if you wish to cite references in your bibliography to which you have not directly referred in the body of the text, it is recommended that you include these references in a separate bibliography arranged alphabetically by surname of author.

Citing your references correctly is an essential part of your academic work for three main reasons :

- to acknowledge the sources you have used as the basis for your research. Failure to do this could be construed as plagiarism. For further details on plagiarism see <http://www.brookes.ac.uk/library/skill/plagiarism.html>
- to enable other people to identify and trace the sources you have referred to quickly and easily.
- to support facts and claims you have made in your text.

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|---------------------|---|
| Citing | acknowledging within your piece of work the source from which you obtained information. |
| Reference | full details of the source from which you obtained your information. |
| Bibliography | a list of the references you have used, usually placed at the end of your text. |

Citing references in the body of the text

Cited publications are numbered in the order in which they are first referred to in your work, (instead of naming authors in your text, each reference that you refer to is allocated a number).

Numbers appear in the text in square or round brackets or as a superscript numeral. Choose which option you prefer and be consistent. If the same publication is referred to more than once in your text, use the same number each time.

eg The proposal was suggested in the House of Commons (1) and revised later the same year (2). Simmons (3) tabled further amendments during the next session. Zemel and Zemel (4) in their recent study.....

Where there are more than 3 authors, cite the first author followed by et al.

eg Moy et al. (5) suggested.

Page numbers should be included when there is a need to be more specific, for example when making a direct quotation:

eg As Kelvin stated (1 p.100) 'the value of...'

Quotations

Short quotations may be run into the text, using single quotation marks eg:

As Kelvin stated (1 p.100) 'the value of...'

Longer quotations should be separated from the rest of the text by means of indentation and optional size reduction, and do not need quotation marks:

eg Simone de Beauvoir (3 p.365) examined her own past and wrote:

The past is not a peaceful landscape lying there behind me, a country in which I can stroll wherever I please, and will gradually show me all its secret hills and dates. As I was moving forward, so it was crumbling.

Arranging references in the bibliography

References are arranged in numerical order using the same number you assigned them in the body of the text. **See page 4 for details of citing electronic resources**

Book References

Include where possible the following information in the following order :

Author

Surname first, followed by initial/s. (Note: British Standard 1629:1989 recommends putting authors in capitals, however common practice does not tend to follow this).

If there is more than 1 author, include them in the order they appear on the title page. If there are more than 3, record the first, followed by et al.

If the book is edited, use ed. after the name.

If there is no author (the work is anonymous), begin the reference with the title of the book.

Title

Capitalise the first letter of the first word and any proper nouns.

Use italics for the title (or underline), whichever option you use, be consistent.

Edition

Only include the edition number if it is not the first.

Publisher and Date

Include the place of publication, followed by the publisher, followed by the date of publication.

Pages

If quoting a specific section include the pages where the quote occurs.

Insert the abbreviation pp. before the page numbers.

Examples of book reference :

eg 1. Pilcher, J. *Age and generation in modern Britain*. Oxford: Oxford University Press, 1995.

eg 2. Kimmel, M.S. Messner, M.A. eds. *Mens' lives*. 4th ed. London: Allyn and Bacon, 1997.

Section in book edited by another :

eg 3. Franklin, A.W. Management of the problem in Smith, S.M. ed. *The Maltreatment of children*. Lancaster: MTP, 2002, pp.83-95.

Journal references

Include information as detailed overleaf. Information can usually be found at head of article or contents page. Remember if you have referred to a journal article in your text, number the reference to match its number in the text.

Author

As for books – see pg. 2.

Title

Use the title given at the beginning of the article.

Title of journal

Use the title given on the front of the journal and underline or use italics.

Volume and Issue or part number

Include volume number and issue number (issue number in brackets).

Date

Where possible record the month as well as year.

Pages

As for books – see above.

eg King, A. Football fandom and post-national identity in the new Europe.
The British Journal of Sociology, 51(3), 2000, pp. 419-442.

Newspaper articles

eg Bailey, M. Hopes for ports reorganisation despite dock labour squalls. *Times*, 29 May 1975, pp. 21.

Videos

eg Perlman, I. *Itzak Perlman*. Produced and directed by Tony deNonno.
10 min, 1985. Video.

Conference Papers

The author (or organisation) is the first part of the reference. However if there is no author, the title forms the first part of the reference.

eg *International Conference on Scientific Information*. Washington: Scientific Association, 1997.

NB If you wish to cite references in your bibliography to which you have not directly referred in the body of the text, include these references in a separate bibliography arranged alphabetically by surname of author and include the elements as indicated above.

Further reading

Bosworth, D. *Citing your references: a guide for authors of journal articles and students writing theses or dissertations*. Thirsk: Underhill Press, 1992.

British Standards Institution. *Recommendations for references to published materials*. London: BSI, 1989 (BS 1629).

British Standards Institution. *Recommendations for citing and referencing published materials*. London: BSI, 1990 (BS 5605).

British Standards Institution. *Recommendations for citation of unpublished documents*. London: BSI, 1983 (BS 6371).

Dees, R. *Writing the modern research paper*, 2nd ed. Boston: Allyn & Bacon, 1997.

University of Chicago Press. *The Chicago manual of style*. 14th ed. Chicago: University of Chicago Press, 1993.

Citing electronic resources

Electronic resources, including the internet, are subject to copyright in exactly the same way as printed books or journals. To show the extent of your research, and to avoid plagiarism, it is essential that you fully acknowledge the source of all direct quotations, and other people's writing to which you refer in your work, including information from all electronic resources.

Citing electronic resources in the body of the text:

Number your citations in the order in which they appear in your text, using round or square brackets. For example:

eg It is crucial not to assume that all information found on the Web is of equal value (1).
The Government's proposals on mental health reform met with a mixed response (2).

Arranging electronic resources in the bibliography:

As far as possible, provide the same information you would provide for a print reference (author, title, date the document was written, if these are stated). Also provide the exact address from which you retrieved the page and the date on which you retrieved it, as the Web changes constantly. List your entries in numerical order to match the sequence of references in your text.

Example of web page:

Mind. *Mental Health Alliance gives final verdict on 2007 Mental Health Act*. 2007. Available at: <http://www.mind.org.uk/News+policy+and+campaigns/Press/MHA2007-08-07+final+report.htm> (Accessed: 3 September 2007).

Example of electronic journal:

Francis, Becky. University Lecturers' Perceptions of Gender and Undergraduate Writing. *British Journal of Sociology of Education*, 24(3), 2003, pp. 357-373. Available at: <http://ejournals.elsevier.com/> (Accessed: 3 September 2007).

NB It is recommended that the url above is used for all electronic journals accessed via Oxford Brookes University Library web pages, rather than a long url specific to a particular title.

EndNote

You can use EndNote, available from the Library and pooled room computers, to build up a database of your references. EndNote will automatically format the citations in your text and the references in your bibliography in the style you need. For full details see: <http://www.brookes.ac.uk/library/endnote.html>

Further reading

Li, Xia and Crane, Nancy. *Electronic styles: a handbook for citing electronic information*. 2nd ed. Medford, N.J: Information Today, 1996.