



PROFESSIONAL DEVELOPMENT

Tips on Writing References

By

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Referencing is a standardized method of acknowledging all the sources of information, data, and ideas one uses in writing a manuscript, book, or thesis. This is usually done in two places: briefly within the actual text and then in one overall full list at the end of the text.

What are references?

References are sources of information or statements e.g. books, journal articles, web sites, which have been used in writing a manuscript, book, or thesis.

What is a bibliography?

A bibliography is a list, which includes the references, but may also contain details of other documents you have consulted but have not mentioned directly in your work.

What is a quotation?

If you copy exactly what some else has said or written you quote them.

Why do you need to write references?

When we produce a manuscript, report or thesis, we use a large amount of background or comparative information which we obtain from other sources such as textbooks or journal articles. This information must be attributed to its original sources and that is why we are legally bound to make reference to these books or articles. Failure to do so is not only dishonest but is considered plagiarism (act of copying another person's work and presenting it as ones own) and could result in rejection of your work. Furthermore, listing your references gives the reader of your work the option to read more on the subject and reassures the reader or reviewer that you've read up on the subject and have applied that knowledge to your work.

What do you need to reference?

A reference is required when you:

1. **Quote another person word for word (direct quotation).**
You will need to provide a reference from which it was taken regardless if it was a phrase, sentence or paragraph.
2. **Paraphrase or summarise.**

Ideas or data obtained from another writer must be referenced even if you have changed the wording and/or content.

3. **Use of statistics.**

Disease prevalence, mortality, survival.

4. **Use of tables, figures, diagrams and appendices.**

The source of these must be acknowledged unless they are entirely from your own research work.

5. **Use controversial facts, opinions, or dates which might be challenged.**

However, information of a general nature which are common knowledge do not need to be referenced.

In other words, you will need to reference any ideas or data you have used which are not your own. Please note that it is, nowadays, just as important to cite electronic sources as it is to reference print materials since they are both covered by copyright law.

What information do you need to reference a book?

1. Author(s) or editor(s).
2. Title.
3. Edition number, if it is a 2nd or later edition.
4. Place of publication.
5. Publisher.
6. Year of publication.

What information do you need to reference a journal article?

1. Author(s) of the article.
2. Title of the article.
3. Title of the journal.
4. Year of publication.
5. Volume number.
6. Issue number.
7. Inclusive page numbers.

What information do you need to reference an online journal article / newspaper article?

1. Author(s) of the article (If the article does not have an author then use Anon. [abbreviation of anonymous]).
2. Title of the Journal or Newspaper.
3. Type of medium in square brackets e.g. [online] after newspaper or journal title.
4. Year of publication.
5. Volume number (if there is one).
6. Part number or date and month of publication (which ever applies)
7. Available from: Is it available via a database on the World Wide Web? For example; Available from: Science Direct on the World Wide Web (where Science Direct is the name of a database).
8. URL: the web address where you can access the document.
9. Date of access in square brackets, e.g. [Accessed 25 January 2002] This is the date on which you viewed the document. Internet documents undergo constant revision so the exact date that you consulted the document is vital.

Reference styles

There are many reference styles in the literature. However, the commonest style used in medical publishing is the Vancouver Style followed by the Harvard Style. We shall first briefly describe the Harvard style then a detailed description of the Vancouver style will be presented. Regardless of the style any reference system is composed of two parts; citation of the reference in the text and the reference list at the end of the text. It is your responsibility and not the editor's/reader's to verify the references against the original documents.

A) Harvard Style

1- Citation of reference in text:

Reference with single author

Name of author, year publication, (Hussein, 1899)

Author's name part of a sentence

"Hussein (1899) showed that....."

Reference with two authors

Both names are given, (Hussein and Rateb, 1880)

Reference with three authors

First name followed by et al, (Rateb et al, 1890)

Several references

Arrange chronologically, (Hussein, 1899, Rateb, 1900, Farid, 1911)

Several references with the same author and same year

(Farid, 1800a, Farid, 1800b)

2- Reference list:

Order of references is alphabetical

Example: Aaronson, N.K., Meyerowitz, B.E., Bard M. et al. (1991b). Quality of life research in oncology: Past achievements and future priorities. *Cancer*, 67:839-43(suppl.).

B) Vancouver Style

Updated information on the Vancouver Style can be obtained from the National Library of Medicine (NLM) databases http://www.nlm.nih.gov/bsd/uniform_requirements.html.

The titles of journals should be abbreviated according to the style used in Index Medicus. Consult the List of Journals Indexed in Index Medicus, published annually as a separate publication by the library and as a list in the January issue of Index Medicus. The list can also be obtained through the library's web site (<http://www.nlm.nih.gov>).

1- Citation of reference in text:

References should be numbered consecutively in the order in which they are first mentioned in the text. Identify references in text, tables, and legends by Arabic numerals in parentheses. Use superscript numbers between brackets e.g. ⁽¹⁾. Separate 2 reference numbers by ", " e.g. ^(1,2) Separate >2 reference numbers by "- " e.g. ⁽¹⁻³⁾

Information from manuscripts submitted but not yet accepted should be cited in the text as 'unpublished observations' (in parenthesis).

2- Reference list

Journals

1. Standard journal article

List the first six authors followed by et al. (Note: NLM now lists all authors.)

Halpern SD, Ubel PA, Caplan AL. Solid-organ transplantation in HIV-infected patients. *N Engl J Med.* 2002 Jul 25;347(4):284-7.

As an option, if a journal carries continuous pagination throughout a volume (as many medical journals do) the month and issue number may be omitted.

Halpern SD, Ubel PA, Caplan AL. Solid-organ transplantation in HIV-infected patients. *N Engl J Med.* 2002;347:284-7.

More than six authors:

Rose ME, Huerbin MB, Melick J, Marion DW, Palmer AM, Schiding JK, et al. Regulation of interstitial excitatory amino acid concentrations after cortical contusion injury. *Brain Res.* 2002;935(1-2):40-6.

2. Organization as author

Diabetes Prevention Program Research Group. Hypertension, insulin, and proinsulin in participants with impaired glucose tolerance. *Hypertension.* 2002;40(5):679-86.

3. Both personal authors and an organization as author (This example does not conform to NISO standards.)

Vallancien G, Emberton M, Harving N, van Moorselaar RJ; Alf-One Study Group. Sexual dysfunction in 1,274 European men suffering from lower urinary tract symptoms. *J Urol.* 2003;169(6):2257-61.

4. No author given

21st century heart solution may have a sting in the tail. *BMJ.* 2002;325(7357):184.

5. Article not in English

(Note: NLM translates the title into English, encloses the translation in square brackets, and adds an abbreviated language designator.)

Ellingsen AE, Wilhelmsen I. Sykdomsangst blant medisiner- og jusstudenter. *Tidsskr Nor Laegeforen.* 2002;122(8):785-7.

6. Volume with supplement

Geraud G, Spierings EL, Keywood C. Tolerability and safety of frovatriptan with short- and long-term use for treatment of migraine and in comparison with sumatriptan. *Headache.* 2002;42 Suppl 2:S93-9.

7. Issue with supplement

Glauser TA. Integrating clinical trial data into clinical practice. *Neurology.* 2002;58(12 Suppl 7):S6-12.

8. Volume with part

Abend SM, Kulish N. The psychoanalytic method from an epistemological viewpoint. *Int J Psychoanal.* 2002;83(Pt 2):491-5.

9. Issue with part

Ahrar K, Madoff DC, Gupta S, Wallace MJ, Price RE, Wright KC. Development of a large animal model for lung tumors. *J Vasc Interv Radiol.* 2002;13(9 Pt 1):923-8.

10. Issue with no volume

Banit DM, Kaufer H, Hartford JM. Intraoperative frozen section analysis in revision total joint arthroplasty. *Clin Orthop.* 2002;(401):230-8.

11. No volume or issue

Outreach: bringing HIV-positive individuals into care. *HRSA Careaction.* 2002 Jun:1-6.

12. Pagination in roman numerals

Chadwick R, Schuklenk U. The politics of ethical consensus finding. *Bioethics*. 2002;16(2):iii-v.

13. Type of article indicated as needed

Tor M, Turker H. International approaches to the prescription of long-term oxygen therapy [letter]. *Eur Respir J*. 2002;20(1):242.

Lofwall MR, Strain EC, Brooner RK, Kindbom KA, Bigelow GE. Characteristics of older methadone maintenance (MM) patients [abstract]. *Drug Alcohol Depend*. 2002;66 Suppl 1:S105.

14. Article containing retraction

Feifel D, Moutier CY, Perry W. Safety and tolerability of a rapidly escalating dose-loading regimen for risperidone. *J Clin Psychiatry*. 2002;63(2):169. Retraction of: Feifel D, Moutier CY, Perry W. *J Clin Psychiatry*. 2000;61(12):909-11.

15. Article retracted Feifel D, Moutier CY, Perry W. Safety and tolerability of a rapidly escalating dose-loading regimen for risperidone. *J Clin Psychiatry*. 2000;61(12):909-11. Retraction in: Feifel D, Moutier CY, Perry W. *J Clin Psychiatry*. 2002;63(2):169.

16. Article republished with corrections

Mansharamani M, Chilton BS. The reproductive importance of P-type ATPases. *Mol Cell Endocrinol*. 2002;188(1-2):22-5. Corrected and republished from: *Mol Cell Endocrinol*. 2001;183(1-2):123-6.

17. Article with published erratum

Malinowski JM, Bolesta S. Rosiglitazone in the treatment of type 2 diabetes mellitus: a critical review. *Clin Ther*. 2000;22(10):1151-68; discussion 1149-50. Erratum in: *Clin Ther* 2001;23(2):309.

18. Article published electronically ahead of the print version

Yu WM, Hawley TS, Hawley RG, Qu CK. Immortalization of yolk sac-derived precursor cells. *Blood*. 2002 Nov 15;100(10):3828-31. Epub 2002 Jul 5.

Books and Other Monographs

19. Personal author(s)

Murray PR, Rosenthal KS, Kobayashi GS, Pfaller MA. *Medical microbiology*. 4th ed. St. Louis: Mosby; 2002.

20. Editor(s), compiler(s) as author

Gilstrap LC 3rd, Cunningham FG, VanDorsten JP, editors. *Operative obstetrics*. 2nd ed. New York: McGraw-Hill; 2002.

21. Author(s) and editor(s)

Breedlove GK, Schorfheide AM. *Adolescent pregnancy*. 2nd ed. Wiecezorek RR, editor. White Plains (NY): March of Dimes Education Services; 2001.

22. Organization(s) as author

Royal Adelaide Hospital; University of Adelaide, Department of Clinical Nursing. *Compendium of nursing research and practice development, 1999-2000*. Adelaide (Australia): Adelaide University; 2001.

23. Chapter in a book

Meltzer PS, Kallioniemi A, Trent JM. Chromosome alterations in human solid tumors. In: Vogelstein B, Kinzler KW, editors. *The genetic basis of human cancer*. New York: McGraw-Hill; 2002. p. 93-113.

24. Conference proceedings

Harnden P, Joffe JK, Jones WG, editors. *Germ cell tumours V*. Proceedings of the 5th Germ Cell Tumour Conference; 2001 Sep 13-15; Leeds, UK. New York: Springer; 2002.

25. Conference paper

Christensen S, Oppacher F. An analysis of Koza's computational effort statistic for genetic programming. In: Foster JA, Lutton E, Miller J, Ryan C, Tettamanzi AG, editors. Genetic programming. EuroGP 2002: Proceedings of the 5th European Conference on Genetic Programming; 2002 Apr 3-5; Kinsdale, Ireland. Berlin: Springer; 2002. p. 182-91.

26. Scientific or technical report

Issued by funding/sponsoring agency:

Yen GG (Oklahoma State University, School of Electrical and Computer Engineering, Stillwater, OK). Health monitoring on vibration signatures. Final report. Arlington (VA): Air Force Office of Scientific Research (US), Air Force Research Laboratory; 2002 Feb. Report No.: AFRLSRBLTR020123. Contract No.: F496209810049.

Issued by performing agency:

Russell ML, Goth-Goldstein R, Apte MG, Fisk WJ. Method for measuring the size distribution of airborne Rhinovirus. Berkeley (CA): Lawrence Berkeley National Laboratory, Environmental Energy Technologies Division; 2002 Jan. Report No.: LBNL49574. Contract No.: DEAC0376SF00098. Sponsored by the Department of Energy.

27. Dissertation Borkowski MM. Infant sleep and feeding: a telephone survey of Hispanic Americans [dissertation]. Mount Pleasant (MI): Central Michigan University; 2002.

28. Patent Pagedas AC, inventor; Ancel Surgical R&D Inc., assignee. Flexible endoscopic grasping and cutting device and positioning tool assembly. United States patent US 20020103498. 2002 Aug 1.

Other Published Material

29. Newspaper article

Tynan T. Medical improvements lower homicide rate: study sees drop in assault rate. The Washington Post. 2002 Aug 12;Sect. A:2 (col. 4).

30. Audiovisual material

Chason KW, Sallustio S. Hospital preparedness for bioterrorism [videocassette]. Secaucus (NJ): Network for Continuing Medical Education; 2002.

31. Legal Material

Public law:

Veterans Hearing Loss Compensation Act of 2002, Pub. L. No. 107-9, 115 Stat. 11 (May 24, 2001).

Unenacted bill:

Healthy Children Learn Act, S. 1012, 107th Cong., 1st Sess. (2001).

Code of Federal Regulations:

Cardiopulmonary Bypass Intracardiac Suction Control, 21 C.F.R. Sect. 870.4430 (2002).

Hearing:

Arsenic in Drinking Water: An Update on the Science, Benefits and Cost: Hearing Before the Subcomm. on Environment, Technology and Standards of the House Comm. on Science, 107th Cong., 1st Sess. (Oct. 4, 2001).

32. Map

Pratt B, Flick P, Vynne C, cartographers. Biodiversity hotspots [map]. Washington: Conservation International; 2000.

33. Dictionary and similar references

Dorland's illustrated medical dictionary. 29th ed. Philadelphia: W.B. Saunders; 2000. Filamin; p. 675.

Unpublished Material

34. In press

(Note: NLM prefers "forthcoming" because not all items will be printed.)

Tian D, Araki H, Stahl E, Bergelson J, Kreitman M. Signature of balancing selection in Arabidopsis. Proc Natl Acad Sci U S A. In press 2002.

Electronic Material

35. CD-ROM

Anderson SC, Poulsen KB. Anderson's electronic atlas of hematology [CD-ROM]. Philadelphia: Lippincott Williams & Wilkins; 2002.

36. Journal article on the Internet

Abood S. Quality improvement initiative in nursing homes: the ANA acts in an advisory role. Am J Nurs [serial on the Internet]. 2002 Jun [cited 2002 Aug 12];102(6):[about 3 p.]. Available from: <http://www.nursingworld.org/AJN/2002/june/Wawatch.htm>

37. Monograph on the Internet

Foley KM, Gelband H, editors. Improving palliative care for cancer [monograph on the Internet]. Washington: National Academy Press; 2001 [cited 2002 Jul 9]. Available from: <http://www.nap.edu/books/0309074029/html/>.

38. Homepage/Web site

Cancer-Pain.org [homepage on the Internet]. New York: Association of Cancer Online Resources, Inc.; c2000-01 [updated 2002 May 16; cited 2002 Jul 9]. Available from: <http://www.cancer-pain.org/>.

39. Part of a homepage/Web site

American Medical Association [homepage on the Internet]. Chicago: The Association; c1995-2002 [updated 2001 Aug 23; cited 2002 Aug 12]. AMA Office of Group Practice Liaison; [about 2 screens]. Available from: <http://www.ama-assn.org/ama/pub/category/1736.html>

40. Database on the Internet

Open database:

Who's Certified [database on the Internet]. Evanston (IL): The American Board of Medical Specialists. c2000 - [cited 2001 Mar 8]. Available from: <http://www.abms.org/newsearch.asp>

Closed database:

Jablonski S. Online Multiple Congenital Anomaly/Mental Retardation (MCA/MR) Syndromes [database on the Internet]. Bethesda (MD): National Library of Medicine (US). c1999 [updated 2001 Nov 20; cited 2002 Aug 12]. Available from: http://www.nlm.nih.gov/mesh/jablonski/syndrome_title.html

41. Part of a database on the Internet

MeSH Browser [database on the Internet]. Bethesda (MD): National Library of Medicine (US); 2002 - [cited 2003 Jun 10]. Meta-analysis; unique ID: D015201; [about 3 p.]. Available from: <http://www.nlm.nih.gov/mesh/MBrowser.html> Files updated weekly.

MeSH Browser [database on the Internet]. Bethesda (MD): National Library of Medicine (US); 2002 - [cited 2003 Jun 10]. Meta-analysis; unique ID: D015201; [about 3 p.]. Available from: <http://www.nlm.nih.gov/mesh/MBrowser.html> Files updated weekly.