School of Bioscience Education
Citing References Guide
Advice on the consistent acknowledgement of print and electronic resources

Citing references
This guide contains advice on the consistent acknowledgement of print and electronic resources for work undertaken by students in the School of Bioscience Education.

In any piece of research or written work you need to acknowledge, or cite your sources. A list of references usually appears at the end of a piece of work. Each reference describes an item, usually published (for example a book, report or thesis) or part of an item (a chapter, journal article or electronic document/webpage). The reference will also provide essential details which enable the reader to locate the cited publications with ease. A bibliographic reference should, at a glance, answer a number of questions about the item cited: Who wrote it? Who published it? Where was it published? When was it published?

The importance of references
The literature review and the process of compiling a comprehensive list of references about the items you have consulted are both important elements of the research process.

An incomplete or inaccurate list of references reflects on the quality of your work and may devalue its impact. A detailed list of references is used to:
• give proper credit to other people’s work and ideas, and to avoid plagiarism
• show that you have consulted widely, have recognised and acknowledged the relevant debates, arguments and practice in a given field
• substantiate any statement that you make
• signpost others to related works and prior publications
• enable others to check the evidence and accuracy of your information, and to consult texts which you have found relevant and useful.

Plagiarism
Referencing your work correctly enables you to avoid plagiarism. The term plagiarism describes the act of taking and using another person’s thoughts, words, judgements, ideas etc as your own, without any indication that they are those of another person. It is a serious academic offence and can result in severe disciplinary action. The College statement on academic honesty and integrity is available in the College Policy Zone at http://www.kcl.ac.uk/college/policyzone/index.php?id=381. There is also information about plagiarism available in the School and Department handbooks.

Citation conventions
There are recognised conventions for citing the work of others when writing essays and journal articles etc. In-text citations are placed at the point within the text at which reference is made to another’s work, and these refer the reader to the reference list (sometimes called a bibliography) which is usually placed at the end of the essay/article.

Reference list or bibliography
The terms reference list and bibliography are sometimes used interchangeably, but here we define bibliography as a list of consulted readings - for example a list of textbook sources that you have studied while composing your essay, but have not specifically cited in the text. By contrast, the reference list is defined as a list of cited sources. The sources listed in a reference list must match against the in-text citations and similarly, the in-text citations must have a matching entry in the reference list. Often you may be asked to only produce a reference list when you are writing an essay (only including the sources which you have cited in the essay).

Quoting
In scientific writing the use of direct quotations is frequently inappropriate and unacceptable, whereas in some subject areas in the Humanities it is a recognised practice. For most areas of Biomedical Science direct quotations should rarely be used and you should check your module handbook for specific guidance.

To make it clear when you are directly quoting from a source, use double quotation marks for short quotations, or indentations for longer extracts and include the page number in the citation for a book.

Paraphrasing
Paraphrasing the words of others does not make them your own. It must always be clear that the ideas being expressed are those of the original
author. Read the passage until you thoroughly understand it, and then write your own version without looking back too often to the original. A citation must still be given to acknowledge the source of the ideas. If you refer to work from more than one source in a paragraph then include citations for all of the sources.

**Secondary referencing**
The use of secondary referencing in scientific writing is strongly discouraged. You should never cite an article you have not seen in full. If it is impossible to read the original article, but you wish to include the findings of that research as reported in a review or textbook, then you must cite the article or book which refers to the original work, e.g. ‘Brown’s results cited by Jones (1999, p563) indicated that…’ It would then be the details of the work by Jones which you would include in your reference list.

On occasion you may wish to reference a journal article or book which has summarised background information on a particular topic drawing from a number of different sources which you won’t read yourself. In that instance you can use the format ‘reviewed in’ or ‘reviewed by’ e.g. The rate of a biochemical reaction is dependent on enzyme activity (reviewed in Smith et al, 2009). You would then ensure that the Smith article then appeared in your reference list.

**Diagrams, figures, images and illustrations**
Scanned or electronic images included in written work should always be acknowledged by citation. If your work is to be published, permission must be sought from the original creator before inclusion of any graphic material.

**Citation and reference styles**
There are three main approaches to citing references:

- **in the author-date approach**, the in-text citations are given using the author’s surname and the date (actually year) in brackets, while the reference list at the end of the document is arranged alphabetically.
- **the numeric approach** uses numbers to indicate citations within the text, and the reference list at the end is ordered numerically.
- **the footnotes method** uses superscripted numbers within the text to refer to footnotes at the bottom of each page, in which the references are given in full. The footnote style is not commonly used in the sciences and details will not be included in this guide.

The sequence of information, and punctuation and formatting conventions of the reference style used will mean that a reference list formatted in one reference style may look quite different from a list formatted in another.

If you have a free choice of style, make sure you are consistent in its usage. If you are writing a paper for publication, the citation style is dependent on the editorial policy of the journal in which the item is to appear. Refer to the publisher’s instructions for authors normally available on the journal website on how to structure and format a reference list for a particular journal e.g. Cell’s instructions for authors are available at http://www.cell.com/cell/authors.

Students in the School of Biomedical Science are advised to use either the King’s College London School of Bioscience Education author-date style or King’s College London School of Bioscience Education numbered style detailed below if no specific reference style is stated in a module handbook.

If you wish to use bibliographic software to manage your references (and automatically format your bibliography) please note that a ‘King’s Bio Sci Ed’ version of both the author date and numbered styles have been developed for RefWorks and EndNote. See http://libguides.kcl.ac.uk/bioref for more information.

**The author-date approach**
This is often referred to as the Harvard system but please note that there is no one Harvard or author-date style, you may see many variations in format. For example the Cell journal, King’s College London School of Bioscience Education author–date style and APA (American Psychological Association) styles all use the author–date approach but are not the same.

The references are cited in the main body of the text by inserting the author’s surname and the year of publication in brackets at the relevant point. The reference list contains the sources you have cited in alphabetical order by author’s surname.

Here is an example using the King’s College London School of Bioscience Education author-date style –

**within the text of the work:**
The ability to give clear explanations is key to effective teaching (Ramsden, 2003 p45) but engaging students in role play is significant in aiding learning (Bartlett and Burton, 2006; Joyner and Young, 2006).

**in the reference list:**

Rules for the citations in the text
• when two or more references to the same author have been cited, arrange them in the reference list in chronological order by date of publication, e.g. Brown, 2003, Brown, 2006
• when two or more references to the same author have been cited from the same year, differentiate them with an a b c annotation, e.g. Smith, 2004a, Smith, 2004b
• if two authors have the same surname, add their initials in the citation, e.g. Smith TH, 2002, Smith W, 2002 or follow the rule above using the a b c annotation.
• if you refer explicitly to an author in the text, a date in brackets will be sufficient for the citation, e.g. Cook’s key paper on Hepatocellular carcinoma (1985) is often cited in this area; or you could use the format: In Jones (2014) it is stated that...
• when quoting directly from a book or similar long work (use direct quotations with care), the page number on which the quote appears may also be given e.g. (Green, 2005 p255). Page numbers are not normally used in in-text citations for journal articles.

Rules for numbers of authors names
Rules for the number of authors’ names to include in a citation and in the reference list, may differ between the various author-date styles, e.g. King’s College London School of Bioscience Education author-date style.

In a citation:
• if the work you are referring to has two authors, use ‘and’ e.g., (Brown and Black, 2005)
• if there are three or more authors use ‘et al.’ which means ‘and others’ e.g., (Kitambi et al., 2014)

In the reference list:
• all authors names should be included up to 10 author names. If there are 11 or more author names then list the first 10 and follow this with et al.


The author-date style allows for amendments to be easily inserted at the last minute, but some argue that it is disruptive to the flow of text.

The numeric approach
This is also known as the citation-sequence approach, the British Standard system or, in the medical field, as the Vancouver system (recommended by the International Committee of Medical Journal Editors, who met in Vancouver). The bibliography is a numbered list of all the items you have cited, ordered in the sequence in which they were first cited. In the text, the number is inserted at the relevant point and can be placed within brackets or as a superscript.

Here is an example using the King’s College London School of Bioscience Education numbered style:

Within the text of the work:
Although undernutrition is not common in developed countries (1), it is associated with an increased length of stay in hospitals (2, 3).

in the reference list:

This style is less disruptive to the flow of the text, but re-numbering and re-arrangements will have to be made if there are any last minute amendments or insertions, and this can be very time consuming unless using bibliographic software (see below).

Details
• always use the number of the initial citation if you refer to the same document again
• if more than two numbers are cited in a continuous sequence, connect the first and last with a hyphen, (3–4), otherwise use commas: e.g. (1,2,5–9,13,17)
• when quoting directly from a book or similar long work (remember, use direct quotations with care), or referencing a particular part of a book the page number on which the quote appears may be given after the quote in the text e.g.
Barett and Ganong (1) state that “The parts of the heart normally beat in orderly sequence: Contraction of the atria (atrial systole) is followed by contraction of the ventricles (ventricular systole), and during diastole all four chambers are relaxed.” (p489).

Reference lists
Uniformity, consistency and accuracy are the three golden rules for reference lists. The examples on the following pages should help clarify how to format entries for the recommended styles for use by Biomedical Science students.

In general you should bear the following in mind:
• refer to any guidelines (either in this userguide or a specific other style highlighted in your module handbook) you may have been given for the exact format and punctuation. For example in various styles, the year may, or may not be enclosed in brackets; the journal title may be given in italics or underlined, the volume numbers may be given in bold
• imnumerable variations of order and punctuation are possible: what is essential is that all the required information is presented, and in a consistent style
• where an important element of a reference is not available, for example the date or author of a document, this should be stated e.g. [no date] or [n.d.].
• including the issue number for a journal is normal where each issue starts with page 1, but in some styles it is not considered essential if the page sequence continues throughout the whole volume
• preferably avoid citing unpublished works, conversations or correspondence (especially if the information can also be found in published work)
• check your list of references before submitting your work, even if you have used bibliographic software

Journal title abbreviations
Often journal titles are given in abbreviated format e.g. J Mol Biol for the Journal of Molecular Biology. If you opt to use this style, you must maintain it consistently, and use the officially recognised abbreviations. You can look up many official biomedical journal abbreviations using the journals database in PubMed http://www.ncbi.nlm.nih.gov/nlmcatalog/journal s. If the journal you wish to cite from is not listed on the PubMed site then ‘All that JAS (Journal Abbreviation Sources)’ covers all subject areas http://www.abbreviations.com/jas.php.

The King’s College London School of Bioscience Education require the abbreviated format to be used.

If you use reference management software e.g. EndNote or RefWorks you will be able to use the abbreviated formats automatically.

Reference list examples
The examples which follow are all given in the King’s College London School of Bioscience Education author-date style with the year immediately after the author’s name in the reference list (and this is the same format for the King’s College London School of Bioscience Education numbered style reference list). If using the Nature, Vancouver or other named numeric system, you may find that the year should be placed after the source name and other formatting will need to be checked.

Journal articles
A standard journal article reference should include: author(s) and title of the article; journal title; year; volume; issue (unless not required) and first and last page numbers, e.g. Alwan, N.A., Greenwood, D.C., Simpson, N.A., Mc Ardle, H.J., Godfrey, K.M., and Cade, J.E. (2011). Dietary iron intake during early pregnancy and birth outcomes in a cohort of British women. *Hum. Reprod.* **26**(4), 911-919.

Book and chapter references
A book reference should include: author(s) or editor(s); date of publication; title; edition number (if not the first); place of publication; and publisher. If you are referring to a specific chapter in a book you will have to note the title of the chapter and its author(s) as well as the title of the whole work and its editor(s) and include the first and last page numbers of the chapter e.g.

Official publications
Advisory Committee on the Safety of Blood Tissues and Organs SABTO (2014). *Donation of
Theses or dissertations

The degree type and university are required as well as the author, year and title, e.g.: Hirani, N. (2013). *Adding to the recombineering toolbox: interrogating internal transcriptional complexity in caenorhabditis elegans operons via recombineered fosmid-based reporters*, (PhD thesis), (London: King's College London).

Diagrams, figures, images or illustrations

These can be treated in a similar way to book chapters, but with ‘illus.’ appended, e.g.: Danielson, E. (2005). Efferent connections of the vermis. In *Grays Anatomy*, 39th edn (Edinburgh: Elsevier), p. 364, illus. An image or figure from a webpage or other online source may also be treated as a web document (see below).

Legal documents – different conventions apply when citing legal sources such as statutes and case reports – see the referencing in law pages on the Law library subject guide

http://kcl.ac.uk.campusguides.com/content.php?pid=400992&sid=3283534

Electronic sources

Citing electronic information can be problematic. Web-based information in particular is subject to change or may disappear completely.

Full-text documents online

doi:10.1002/14651858.CD009178.pub2, (Citation as instructed).

Internet sources

A standard reference to an internet source should include the author, the date the information was published or updated (either year or full date) if known, the title of the work, the URL (including the internet access protocol (for example ftp://, telnet://, http://), the hosting web site (if this is not obvious from the URL), and the accessed date. The accessed date is the date you viewed, downloaded or printed the web page. This statement is necessary to allow for any subsequent changes which may be made to the page, or if the page is no longer available.

Web document


Image from a web resource


Ejournal article

Where journals are available in print form as well as online it is unnecessary to refer to the online access details, the standard journal reference information will suffice. If you are reading the journal article online (as most science and health journals at King's are only available this way) then just check to make sure that pages are provided. If they are there is no need to give the web address. If the journal is only available in electronic form (normally indicated in the journal through the use of the phrases ‘epub ahead of print’, Advance Online Publication” or similar, then the web address or DOI (unique digital identifier) and access date are essential, e.g.: Sole, R., and Macia, J. (2014). Synthetic biology: Biocircuits in synchrony. *Nature advance online publication*. Available: http://dx.doi.org/10.1038/nature13224 [Accessed 3rd June 2014].

Personal email messages

Brown, D. (d.brown@kcl.ac.uk), (2014; Communication sent 8th July 2014). [Thoughts on recent Nature article on processing properties of ON and OFF pathways for Drosophila motion detection]. Sent to Clark, D. (d.clark@nature.com). [Email]. You should always obtain permission from an email correspondent before quoting their email address.

General tips for electronic sources

- always bookmark useful web documents
- save, print or screen capture all the documents and correspondence that you intend to cite, just in case they aren’t effectively archived or disappear.
• learn to appraise critically and evaluate resources in terms of currency and authority – resources that don’t cite a specific author/aren’t on a website you trust (e.g. Department of Health) or publication date should be treated with caution
• if there is no apparent author, try to identify the most relevant and specific corporate unit, but if this is not possible, use the title in place of the author’s name
• if no date is available, state ‘no date’ or [n.d].

Good note taking
Record the full bibliographic details of any item you read, if you think you might decide to refer to it later in your work. Specific pieces of information are required depending on the type of material being referenced – see the examples given above in Reference Lists.

If you keep pdfs or photocopies of articles, be aware that you will not necessarily find all the information you need printed on the page, so make sure you write any missing details on the copy or annotate the pdf. If you have found your references in a database, the required information can be saved or printed out. If you use bibliographic management software, you can often save the records straight to your own database or library of references.

Bibliographic management software
Bibliographic software will generate and format reference lists linked to your citations. References are entered into your personal bibliographic database, either manually or by importing them from an external source such as an online database or catalogue. Citations in your word-processed text are inserted by linking to the appropriate references in your database. The software will then format your citations and create a reference list in a specified style, saving you a great deal of time and effort.

RefWorks and Endnote Online are web-based bibliographic software services, subscribed to by Library Services and available from any computer which is online. EndNote desktop is also available to King’s staff and students by licence agreement and is loaded onto all student computers. See the library website for support in using any of these programs.

EndNote styles for the School of Bioscience Education:
- Author-date King’s Bio Sci Ed (author-date style)
- Numbered King’s Bio Sci Ed (numbered style)

RefWorks styles for the School of Bioscience Education:
- Author-date King’s Bio Sci Ed (author-date style)
- Numbered King’s Bio Sci Ed (numbered style)

Further information
However, bear in mind that the exact style described will not be the same as the King’s College London School of Bioscience Education styles described above.
Remember also to always check your module handbook or web pages for specific advice.