

CITING AND REFERENCING: USING BRITISH STANDARD NUMERIC

What is citation?

Citation is the means by which you tell a reader the sources – books, journals, Web pages that you have referred to in your work.

Why it is important to reference the work of other people?

It is important to cite sources accurately for four main reasons; giving credit to other authors, showing that you have read widely, letting others trace the works you have read and avoiding plagiarism.

WARNING!

There are many citation systems. This advice sheet demonstrates one of the most popular, British Standard Numeric, (BS ISO 690:2010), but there are many others and each department in the University has its own preference. It is very important to check your department or module's handbook, or ask your tutor for the style you will use.

Examples in this guide

This guide will show you how to cite a wide range of resources using British Standard Numeric:

Books	Chapters from books	Podcasts
Journal articles	Conference papers	Media
Web sites	Newspaper articles	Wikis
Images	British Standards	Blogs
Theses	Exhibition catalogues	Emails

Citing references in your text – also known as “In text citations”

When using the Numeric style, information resources are referred to in the text of your work by numerals in brackets, in the order in which they are first cited:

The notion of an invisible collage has been explored in the sciences (1)

Subsequent citations of a particular resource receive the same number as the first. If parts of a resource are cited, page numbers, etc., may be given after the numerals: Its absence among historians is noted by Stieg (2 p.556)

The references to the information resources should be arranged in their numerical order in a numbered list.

Citing sources in your reference list

For each type of material you cite you will need a slightly different arrangement:

Book

() AUTHOR(S). *Title*. Edition – if not the 1st. Place of publication: Publisher, Year.

(1) CRANE, D. *Invisible Colleges*. Chicago: University of Chicago Press, 1972.

Chapter from an edited book

() AUTHOR(S). Title of chapter. In: AUTHOR(S)/EDITOR(S), ed(s). *Book title*. Edition. Place of publication: Publisher, Year, Pages. (use p. or pp.)

(2) DAVIES, S. *The Professor, Agnes Grey and Wuthering Heights*. In: H. GLEN, ed. *The Brontes*. Cambridge: Cambridge University Press, 2002, pp. 75.

Journal article

() AUTHOR(S). Title of article. *Title of journal*, Year, Vol. no. (Part no./Issue/Month), Pages, (use p. or pp.)

(3) KUZNAR, L.A., and LUTZ, J.M. *Risk sensitivity and terrorism*. *Political studies*, 2007, 55(2), pp. 341 – 361.

Website

(Some websites do not have all the citation elements so cite all the ones you can find)

() AUTHOR(S). *Title of document*. [online]. Organisation responsible (optional), Year. [date viewed]. Available from: web address

(4) DARLING, A. *Speech by the Chancellor of the Exchequer at Mansion House*. [online]. HM Treasury, London, 2009. [viewed 17/06/2009]. Available from: http://www.hmtreasury.gov.uk/speech_chex_2009_index.htm retrieved July 14th 2009

Newspaper articles

() AUTHOR(S). Article title. *Newspaper title*, Day and Month (abbreviated). Year. Pages. (use p. or pp.)

(5) BROWN, P. *New foot and mouth outbreak suspected*. *The Guardian*, 27th Feb, 2002. p. 1.

Image

() ARTIST. *Title of the work* [Material types]. At or In: (where found, for example in a book or museum). IN: AUTHOR/EDITOR of book. *Title*. Place of publication: Publisher, Year.

(6) **MASOLINO, T.** *1427 The Temptation of Adam and Eve [Painting]. In: BRUCEMITFORD, M. The Illustrated Book of Signs and Symbols. London: Dorling Kindersley, 1996.*

Papers in conference proceedings

() AUTHOR(S). Title. In: EDITOR(S) *Title of conference proceedings. Place and date of conference* (unless included in title). Place of publication: Publisher, Year. Pages. (use p. or pp.)

(7) **GIBSON, E.J.** *The performance concept in building. In: Proceedings of the 7th CIB Triennial Congress, Edinburgh, September 1977. London: Construction Research International, 1977. pp. 129-136.*

British Standards

() NAME OF AUTHORISING ORGANISATION. *Number and title of standard.* Place of publication: Publisher, Year.

(8) **BRITISH STANDARDS INSTITUTE.** *BS ISO 81782: Reciprocating internal combustion engines – Exhaust emission measurement. London: British Standards Institute, 2008.*

Theses and dissertations

() AUTHOR. *Title.* Designation (Level, e.g. MSc, PhD.), Institution, Year.

(9) **MARSHALL, J.** *The Manuscript tradition of Brunetto Latini's "Tresor". Unpublished thesis (PhD), University of London, 2002.*

Exhibition catalogues

() ARTIST. *Title of exhibition.* [Exhibition catalogue]. Place of publication: Publisher, Year.

(10) **HARRIS, W.** *William Harris as designer. [Catalogue of an exhibition held at the Whitworth Art Gallery, 3 May – 4 June 1983]. London: Arts Council, 1983.*

Electronic messages from a public domain. e.g. discussion boards or conferences

() AUTHOR (of message). Title. In: *Electronic conference or bulletin board.* [online]. Year. [date viewed]. Available from: web address

(11) **WOODPUD.** *Problems with kernel 2.6.17-4. In: Ubuntu forums: Edgy Eft development [online]. 2006. [viewed 10 July 2006]. Available from: <http://www.ubuntuforums.org>*

Weblogs (Blogs)

() AUTHOR. Title of the posting (if applicable). In: *Title of the blog* [online]. Year. [date viewed]. Available from: web address

(12) LOUGHBOROUGH UNIVERSITY LIBRARY. *Preserving the great central railway.* In: *ad-lib* [online]. 2010. [viewed 18/09/2010]. Available from: <http://blog.lboro.ac.uk/blog/>

Wiki

() WIKI NAME. *Title of article.* [online]. Year. [date viewed]. Available from: web address
LIBRARYWIKIS

(13) Collaboration between libraries. [online]. 2008. [viewed 17/09/2010]. Available from: <http://librarywikis.pbworks.com/Collaboration-between-Libraries>

Media (video, film, or broadcast)

() *Title.* [Type of media]. ORIGINATOR (e.g. director). Place of production: Production company, Year.

(14) *The last command.* [silent film]. Directed by Josef VON STERNBERG. Paramount Pictures, London: distributed in the UK by Universal International Pictures (UK), 1928.

Podcasts

() BROADCASTER (if available). *Name of podcast* [type of resource e.g. podcast]. Organisation/publisher responsible (optional). Year [date accessed]. Available from: web address

(15) 6 MUSIC. *Stuart Maconie's Freak Zone* [podcast]. BBC. 2010. [accessed 17/09/2010] Available from: <http://www.bbc.co.uk/podcasts/6music>

Example Bibliography

Arrange your references, by number, in the order in which they were first cited in your work:

(1) 6 MUSIC. *Stuart Maconie's Freak Zone* [podcast]. BBC. 2010. [accessed 17/09/2010] Available from: <http://www.bbc.co.uk/podcasts/6music>

(2) HARRIS, W. *William Harris as designer.* [Catalogue of an exhibition held at the Whitworth Art Gallery, 3 May – 4 June 1983]. London: Arts Council, 1983.

(3) KUZNAR, L.A. and Lutz, J.M. *Risk sensitivity and terrorism, Political studies*, 2007, 55(2), pp.341-361.

(4) LOUGHBOROUGH UNIVERSITY LIBRARY. *Preserving the great central railway.* In: *ad-lib* [online]. 2010. [viewed 18/09/2010]. Available from: <http://blog.lboro.ac.uk/blog/>

What is the difference between a reference list and a bibliography?

This will vary from department to department. For some departments, a reference list contains all the citations from your work, and a bibliography contains all the items you have read irrespective of whether they have been cited or not. For others, the bibliography contains all the citations from your work and a list of references contains all the items you have read irrespective of whether they have been cited or not. Check with your department.

Note: If you have accessed a resource electronically, or used a mobile device/e-book reader, you may need to add information to the citation. Please see your Departmental handbook or ask your tutor for advice.

All study advice sheets are available to view and download on the Library website:
<http://www.lboro.ac.uk/services/library/students/learningsupport/adviceandplanningsheets/>

<http://creativecommons.org/licenses/by-nc-sa/2.0/uk/>

