



## Guide to Numeric Referencing

This help sheet is intended as a guide to Numeric referencing. Using this system your essay will normally have a list of References - sources specifically cited in your essay – followed by a Bibliography – an alphabetical list of all works consulted, cited or not.

The Numeric system uses superscript numbers (<sup>8</sup>) which run sequentially through your essay. They must not run out of sequence nor be repeated. These numbers will tie in with your list of References which usually appears at the end of your essay.

A References list usually includes bibliographical information (publication details only). However, if you want to add comments to your essay your list should be titled 'Notes', not 'References'. Remember, any note/comment included in your essay should also be followed by a superscript number.

### Citing in the text

#### Single author

Include the author's surname followed by a superscript number, see below:

The works of Preece<sup>1</sup> and Rawcliffe<sup>2</sup> were concerned to emphasise the importance of quality in social research.

**Note:** it is customary, the first time you refer to an author in your main text, to use not just their surname, but first name, or initials, too. For e.g. The works of Jason Preece<sup>1</sup> and T. Rawcliffe<sup>2</sup> were concerned to .....

#### Multiple authors

For 1 or 2 authors, all are cited, see below:

Cutler, & Williams<sup>3</sup> believe that the fermentation process is prolonged.

For 3 or more, only the first is cited, the others are represented by *et al*, see below:

Matlock *et al.*<sup>4</sup> discussed the use of electronic databases.

### Citing direct quotes in the text

#### Single author

For a direct quote from a single author, put the quote in quotation marks followed by the superscript number, see below:

As Jones says, "These resting times provide periods for reflection and permit time for new things to be learned, mastered and brought to fruition."<sup>5</sup>

#### Multiple authors

For a direct quote by 1 or 2 authors, all are cited, see below:

"those leading the innovation need to have a steady purpose under such pressure" according to Hawkridge and McMahon.<sup>6</sup>

For 3 or more, only the first is cited, the others are represented by *et al*, see below:

Warren *et al.*, state that "Before attempting to decide which is the best computer for you, it may help to familiarize yourself with some of the jargon you are likely to meet."<sup>7</sup>

**Note:** if your quote is a long one, indent it from the main body of your essay and use a smaller font.

### **Some common terms and abbreviations used in a list of References/Notes**

After your first full reference abbreviate any future reference to it using Latin terms as below:

**Ibid.** use where a reference is to the same work as in the immediately preceding reference – and same page if quoted. If it is a different page this should be shown.

**Loc. Cit.** use where a reference is to the same page of a work cited in an earlier reference, but not the immediately preceding one.

**Op. Cit.** use where a reference is to a work cited earlier, but not the immediately preceding one and not the same page.

**Note:** if you have more than one text by the same author, distinguish it by adding the first word of the title e.g. Carr, *Origins*, *op. cit.*, p. 24. – but make sure you have quoted the complete reference earlier.

### **Citing in a Reference list**

References are listed by the author's *first* name first followed by last name. Include only sources cited in your essay. Below are some examples of sources that you may use.

#### **Book**

Peter Singer. *Animal Liberation*. 2<sup>nd</sup> ed. London: Harper-Collins, 1990, p. 79.

#### **Electronic book**

D. Keenan and S. Riches. *Business law*. Harlow: Pearson Education, 2007. Mylibrary. <http://lib.mylibrary.com/> [27 June 2009]

#### **Journal/Periodical/Magazine/newspaper article (printed)**

M. Kennerley and A. Neely. Measuring performance in a changing business environment. *International Journal of Operations and Production Management*, Vol. 23 (2), 2003, pp. 213-229.

#### **Journal/Periodical/Magazine/newspaper article (Electronic)**

M. Moullin. Eight essentials of performance management. *International Journal of Health Care Quality Assurance*. 17 (3), 2004, pp. 110-112. <http://www.emeraldinsight.com/> [2 March 2006]

### **Citing in a Bibliography**

Include all items in a References/Notes list in a Bibliography. This includes all material consulted whether quoted in your essay or not. Items are listed alphabetically by an author's *last* name first then first name. Below are some examples of sources that you may use.

#### **Book**

Singer, Peter. *Animal Liberation*. 2<sup>nd</sup> ed. London: Harper-Collins, 1990, p. 79.

#### **Electronic book**

Keenan, D. and Riches, S. *Business law*. Harlow: Pearson Education, 2007. Mylibrary. <http://lib.mylibrary.com/> [27 June 2009]

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**For the 'Quick Guide' to the Numeric system or the more detailed booklet please refer to:**

<http://www.bolton.ac.uk/library/Study-Skills/Referencing/Numeric-Referencing.aspx>