



Guide to Numeric Referencing

This help sheet is intended as a guide to Numeric referencing. With the Numeric system your essay will normally have a list of References - sources that have been specifically cited in your essay – and a Bibliography – a comprehensive alphabetical list of all works consulted, whether or not specifically cited.

The Numeric system uses superscript numbers (⁸) 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, followed by your Bibliography. (They can also appear as a footnote – at the bottom of the page – or endnote – at the end of each chapter. This help sheet however, provides guidance for a list appearing at the end of an essay).

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

Citing in the text

Single author

To cite a single author in the text you need to include the author's surname followed by a superscript number, see example below:

The works of Preece¹ and Rawcliffe² 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 Preece¹ and T. Rawcliffe² were concerned to

Multiple authors

How you cite multiple authors in the text depends upon the number of authors. For 1 or 2 authors, all are cited, see example below:

Cutler, & Williams³ believe that the fermentation process is prolonged by such low temperatures.

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

Matlock *et al.*⁴ discussed the use of electronic databases.

Direct Quotes

Single author

To cite a direct quote from a single author you need to put the quote in quotation marks (or indent it in a smaller font size if it is a long quote) followed by the superscript number, see example 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.”⁵

Multiple authors

To cite a direct quote by 1 or 2 authors, all are cited, see example below:

“those leading the innovation need to have a steady purpose under such pressure” according to Hawkrige and McMahon.⁶

For 3 or more authors, only the first is cited, the others are represented by *et al*, see example 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.”⁷

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

For a more detailed explanation of citing in the text please refer to the University of Bolton’s publication ‘Cite me I’m yours : Numeric version’ by David Rudd:

<http://www.bolton.ac.uk/library/LibraryPublications/StudySkills/Numeric07.pdf>

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

After your first full reference, you can abbreviate any future reference to this particular one. Latin terms are used for this, see below:

Ibid. use where a reference is to the same work as in the immediately preceding reference – and same page if quoted.

For example:

1. Peter Singer. *Animal Liberation*. 2nd ed. London: Harper-Collins, 1990, p. 198.
2. *Ibid.*

If the reference is to a different page than that in the first it would be shown as:

1. Peter Singer. *Animal Liberation*. 2nd ed. London: Harper-Collins, 1990, p. 198.
2. *Ibid.*, p. 138.

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.

For example:

1. A.C. Hepburn. 'The Belfast riots of 1935'. *Social History*, Vol. 15, no. 1, 1991, p. 75.

25. Hepburn, *loc. cit.*.

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

For example:

1. William Carr. *A history of Germany*. 4th ed. London: Edward Arnold, 1991, p. 98.

22. Carr, *op. cit.*, p. 102.

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.

For a more detailed explanation of using terms and abbreviations please refer to the University of Bolton's publication 'Cite me I'm yours : Numeric version' by David Rudd:

<http://www.bolton.ac.uk/numericbooklet>

Citing in a Reference list

In a list of references names are given with the author's *first* name first followed by last name. Only sources specifically cited in your essay are included. The following list shows some examples of different types of sources that you may use.

Book

Author. *Title*. Edition. Place of publication: Publisher, Date, page number/s.

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

Edited book

Editor. (ed/s.) *Title*. Edition . Place of publication: Publisher, Date.

M. Oldroyd. (ed.) *Developing academic library staff for future success*. London: Facet Publishing, 2004.

Book section or chapter

Author. Title. In: Editor.(ed/s.) *Title*. Edition. Place of publication: Publisher, Date. pp. Pages.

J.S. Town. Information literacy and the information society. In: Hornby, S. and Clarke, Z. (eds.) *Change and challenge: debates on the Information Society for the 21st Century*. London: Facet Publishing, 2003, pp. 83-103.

Electronic book

Author. *Title*. Edition. Place of publication: Publisher, Date. Distributor. URL [Accessed Date].

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)

Author. Title. *Journal*, Volume, (Issue), Date, pp. pages.

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)

Author. Title. *Journal*. Volume (Issue), Year, pp. Pages. Journal/Database Provider URL [Accessed Date]

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]

Thesis

Author. *Title*, Degree type. University. Year.

J.A. Colling. *Towards a better understanding of self-care for long-term condition patients*. MSc. University of Bolton. 2008.

Webpage

Author or Organisation. *Title*. Year. URL [Accessed Date]

R. Leggatt. *A history of photography from its beginnings till the 1920s*. 1992. <http://www.rleggat.com/photohistory/> [8 August 2003]

Cabinet Office. *Building Britain's recovery*. 2010. <http://www.cabinetoffice.gov.uk/> [8 January 2010]

Email

Name of sender. <sender's email address> Subject heading. Date of email. Email to recipient's <recipient's email address>

Keith Green. <K.M.Green@shu.ac.uk> 'External for validation'. 8 June 2005. Email to David Rudd <dhr1@bolton.ac.uk>

A sample Reference list

1. Jason Preece. *Social research: quality matters*. London: Sage, 1998, p. 61.

2. *Ibid.*

3. *Ibid.*, p. 65.

4. T. Rawcliffe. *How to make quality count*. London: Routledge, 2000.

5. T. Cutler and J. Williams. *Low temperature fermentation processes*. Amsterdam: Elsevier, 1986.
6. John Matlock. et al. *Electronic resources*. London: CILIP, 2001.
7. Ian Jones. *Stress management*. Cardiff: Univ. of Wales Press, 1995. pp. 122-3.
8. P. Hawkrige and M. McMahon. *The management of change*. London: Sage, 2000. p. 79.
9. Preece, *op. cit.*, p. 78.
10. A. Warren et al. *Computers and you*. London: Computing Press, 1998. pp. 3-4.
11. Brian Turner. The social construction of age. *Ageing and society*. 10 (3), 2001. pp. 21-24. ProQuest <http://proquest.umi.com/pqdweb> [2 August 2012].
12. Jones, *loc. cit.*.
13. Imperial Cancer Research Fund. *Specific cancers*. 2000. <http://www.ICRFUK.org> [2 December 2003].
14. Rawcliffe, *op.cit.*.

Citing in a Bibliography

All material listed in a References/Notes list needs to be contained again in a Bibliography. This comes after your References/Notes list and is a comprehensive listing of all material consulted whether or not it has been specifically quoted in your essay. All items are listed alphabetically by an author's *last* name first then first name. The following list shows some examples of different types of sources that you may use.

Book

Author. *Title*. Edition. Place of publication: Publisher, Date, page number/s.

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

Edited book

Editor. (ed/s.) *Title*. Edition . Place of publication: Publisher, Date.

Oldroyd, M. (ed.) *Developing academic library staff for future success*. London: Facet Publishing, 2004.

Book section or chapter

Author. Title. In: Editor.(ed/s.) *Title*. Edition. Place of publication: Publisher, Date. pp. Pages.

Town, J.S. Information literacy and the information society. In: Hornby, S. and Clarke, Z. (eds.) *Change and challenge: debates on the Information Society for the 21st Century*. London: Facet Publishing, 2003, pp. 83-103.

Electronic book

Author. *Title*. Edition. Place of publication: Publisher, Date. Distributor. URL [Accessed Date].

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

Journal/Periodical/Magazine/newspaper article (printed)

Author. Title. *Journal*, Volume, (Issue), Date, pp. pages.

Kennerley, M. and Neely, A. 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)

Author. Title. *Journal*. Volume (Issue), Year, pp. Pages. Journal/Database Provider URL [Accessed Date]

Moullin, M. 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]

Thesis

Author. Title, Degree type. University. Year.

Colling, J.A. *Towards a better understanding of self-care for long-term condition patients*. MSc. University of Bolton. 2008.

Webpage

Author or Organisation. Title. Year. URL [Accessed Date]

Leggatt, R. *A history of photography from its beginnings till the 1920s*. 1992. <http://www.rleggat.com/photohistory/> [8 August 2003]

Cabinet Office. *Building Britain's recovery*. 2010. <http://www.cabinetoffice.gov.uk/> [8 January 2010]

Email

Name of sender. <sender's email address> *Subject heading*. Date of email. Email to recipient's <recipient's email address>

Green, Keith. <K.M.Green@shu.ac.uk> *External for validation*. 8 June 2005. Email to David Rudd <dhr1@bolton.ac.uk>

A sample Bibliography

Bate, P. Learners are born, says report. *Independent*, 16th January 2000, pp. 5 and 7.

Bossons, P.J. *The effects of personality and studying style on the success of distance learning students: a study of students' perceptions of success with one distance learning course*. Ph.D. Brunel. 1998.

Cutler, T. and Williams, J. *Low temperature fermentation processes*. Amsterdam: Elsevier, 1986.

Glasbergen, P. and Groenenberg, R. Environmental partnerships in sustainable energy. *European Environment*, January/February, 11 (1), 2002, pp. 1-13. <http://www3.interscience.wiley.com> [12 August 2003].

Imperial Cancer Research Fund. *Specific cancers*. 2000. <http://www.ICRFUK.org>. [2 December 2003].

Lawrence, S. <s.lawrence@go-regions.gsi.gov.uk> *Government office for Yorkshire and Humberside information*. 6 July 2003. Email to F. Berry <f.berry@lmu.ac.uk>

Lucas, K.B. and Lidstone, J.G. Ethical issues in teaching about research ethics. *Evaluation and Research in Education*, 14 (1), 2000, pp. 53-64.

Matlock, J. et al. *Electronic resources*. London: CILIP, 2001.

Porter, M.A. The modification of method in researching postgraduate education. In: Burgess, R.G. ed. *The research process in educational settings: ten case studies*. London: Falmer Press, 1993, pp. 17-28.

Town, J.S. Information literacy and the information society. In: Hornby, S. and Clarke, Z. (eds.) *Change and challenge: debates on the Information Society for the 21st Century*. London: Facet Publishing, 2003, pp. 83-103.

For more details of citing other types of resources and information about reference lists and bibliographies please refer to the University of Bolton's publication 'Cite me I'm yours : Numeric version' by David Rudd:

<https://www.bolton.ac.uk/library/LibraryPublications/StudySkills/Numeric07.pdf>