

Citing published work properly

1. GENERAL

1.1. There are many variations on how to cite published work. This sheet explains a method generally used in the sciences.

1.2. Several aspects are common to all and, you should *always* follow when writing, regardless of whether you are doing course-work, project, or publication:

- a. Always include a bibliography at the end with complete references to the works cited;
- b. Always include an in-text indication when you use material from a particular source, regardless of whether it is a direct quotation or not.

1.3. Proper referencing is important for five reasons:

- a. It is required for university-level course-work;
- b. It marks the difference between plagiarism and a summary of others work;
- c. It prevents you from being legally guilty of copyright infringement.
- d. It is a courtesy to the original author to give them credit for their own ideas and work; and
- e. It conversely lays the blame with the original author if the information is wrong.

2. BIBLIOGRAPHY

2.1. The references in your bibliography should be complete so that a reader can locate the exact work that you used. Usually this includes:

- a. The surnames and initials of all authors.
- b. The year that the work was published.
- c. The title of the article or chapter.
- d. The name of the journal or book in which the article or chapter was published.
- e. If a book, then the name of the publisher and the place published.
- f. The page numbers of the article or chapter.

2.2. Organize the bibliography alphabetically by surname of author, then by date of publication when there is more than one for each author.

2.3. If there is no obvious author specified, then use "Anonymous" in place of an author name, or use the name of the organization that published the work.

For example, for an NHS policy document you might use “UK National Health Service” as the author and alphabetize the reference under “U”.

- 2.4. If the material was *only* published on the Internet and has no journal or book title (as opposed to a journal article that you downloaded from the Internet), then also include the internet address.

3. EXAMPLE

The following text comes from an essay about tooth development:

A multi-cusped tooth crown is thus produced by a cascade of enamel knots that initiate cusps and induce subsequent knots. The initial cusps in the cascade should be taller, less variable, and more evolutionarily stable (in terms of cusp loss or addition) than later ones (Jernvall, 1995, 1997). This proposition was explored in the present study by measuring variability and change in cusp positions and assessing their correlation with cusp height, position within the developmental cascade, cusp function, and degree of evolutionary change.

The citations to the work of Jernvall are placed in the text using the common form of the surname of the author and date of the papers cited in parentheses. The citation covers the previous two sentences, which present information that came from Jernvall’s papers.

Because this information was used in the text of the essay, a full reference must be provided in the bibliography as follows:

- Jernvall, J. 1995. Mammalian molar cusp patterns: developmental mechanisms of diversity. Acta Zoologica Fennica, 198: 1-61.*
Jernvall, J. 1997. Developmental basis of mammalian molar cusp evolution. Journal of Vertebrate Paleontology, 17 (supplement): 56A.

4. EXAMPLE REFERENCES FOR DIFFERENT TYPES OF SOURCES

Journal article:

- Gingerich, P. D. 1974. Size variability of the teeth in living mammals and the diagnosis of closely related sympatric fossil species. *Journal of Paleontology* 48:895-903.

Book Chapter:

- Armitage, K. B. 1984. Recruitment in yellow-bellied marmot populations: kinship, philopatry, and individual variability. Pp. 277-403 in *The biology of ground-dwelling squirrels* (J. O. Murie and G. R. Michner, eds.). University of Nebraska Press, Lincoln.

Internet-only Source:

- Alroy, J. 2003. North American Mammalian Paleofaunal Database.
<http://www.nceas.ucsb.edu/~alroy/nampfd.html>.

Anonymous source (e.g., government report):

- Caldicott Committee. 1997. Report on the review of patient-identifiable information. *The Caldicott Report*. UK Department of Health: London.
<http://www.doh.gov.uk/ipu/confiden/report/index.htm>.