MASTERING WRITING OF REFERENCES & BIBLIOGRAPHY

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LEARNING OBJECTIVES

❑Reference & Bibliography: definition & differences

❑Purposes of Referencing

❑Formats/Types of Referencing

❑Components of Referencing

❑Guidelines & Instructions of writing References

❑Common citation mistakes

❑Reference Generator

❑Conclusion

❑Take home message

WHAT IS REFERENCING?

- **Referencing also known as citation.**

- **Defined as method of acknowledging & recognizing someone for their innovative works that we are using in our own research to back & support our idea.**

The basic difference between
Citation & Reference is

Citations are written **in main text** in **short form** &
lead a reader to the source of information,
while
References are written **at the end of paper** & provide
the reader with **detailed information** regarding that
particular source.

WHAT IS BIBLIOGRAPHY

- **A bibliography is a list of sources that appears at the end of a research paper or an article & contains information that may or may not be directly mentioned in the research paper.**

- **Usually bibliographies are organized in alphabetical order by the surname of the first author.**

The basic difference between Reference & Bibliography is

In Reference, only sources that are cited in-text are provided at the end of research paper
while
Bibliography includes items you have not cited in your work; alongside those cited.

PURPOSE OF REFERENCES IN RESEARCH

Acknowledge & Credit to original author

Avoid Plagiarism

Why Referencing?

Allow readers find & verify the sources

Demonstrate your knowledge

SOURCES OF REFERENCES

Citation or References can be taken from various sources:

- **Books/Edited Book/E-Book**

- **Journal Articles (online/published/in press)**

- **Web sources, Part of home page/Website**

- **Conference paper/poster**

- **News paper/Reports**

- **Thesis/Dissertation**

- **Table/Image/Graphics/Pictures**

FORMATS/STYLES OF REFERENCES

Vancouver
(numbered style)

American
Psychological
Association (APA)
Author-date style

Referencing
Formats

Harvard
(author-date style)

American Medical
Association (AMA)
(numbered style)

❑**Vancouver & Harvard** **referencing style is extensively used in** **Biomedical & Health Science**.

❑**APA** **Style is the most popular citation style, widely used in the** **Social and Behavioral Sciences.**

❑ **APA, AMA & MLA** **(modern language association) uses Referencing style.**

❑ **Chicago & Oxford** **format uses Bibliography style.**

Which Reference Style should I follow?

PRINCIPLES OF REFERENCING

4 basic components of referencing:

WHO wrote it?

WHEN Was it published?

WHAT Is the title?

WHERE can you find it?

ESSENTIAL COMPONENTS OF REFERENCING

Each referencing system consists of 2 parts:

IN-TEXT reference

Written within the text which points that the content is taken from outside source.

END-OF-TEXT or FOOTNOTES or BIBLIOGRAPHIC referencing

Detailed information about the source (s) at the bottom of the paper/research work.

REFERENCE WRITING: GENERAL GUIDELINES

GENERAL GUIDELINE FOR WRITING REFERENCE

Complete

Full details: author (s), title, source/URL, place & Publication year, publisher, page number.

Correct

Reader wont able to locate the source if the reference is incorrect

Appropriate

Prevents accusation of Plagiarism

Consistent

A particular text should use 1 specific referencing style throughout

Follow citation style guidelines

It is important to follow the specific guidelines for the citation style required. (Vancouver/Harvard).

| **Check for accuracy** | Double-check all citations to ensure accuracy, including correct spelling of author names & publication information. |

| **Use reputable sources** | Choose reputable & authoritative sources. Avoid sources that are biased or unreliable. |

| **Use online tools** | Use of online available tools (citation generators): for formatting & organizing references. |

GENERAL INSTRUCTIONS FOR WRITING REFERENCES

❑The title **REFERENCE LIST** should start in a **new page,** at the end of the document.

❑Font is **Times New Roman** or **Arial** & font size is **12 pt.**

❑Text of the paper can be **single/double spaced**.

❑**Only sources** that have been cited in-text are listed in reference list.

❑Papers which have been submitted & accepted but not yet published **can be included in 'Reference List',** with the name of the Journal & indicated as **'in press'.**

Number of References per paper?

- Original Scientific Paper: 50 references

- Review papers: 150 references

- Scientific notes: 30 references.

Preferably original scientific references should be from most recent international publications.

   - 85% of References should be less than 5 years old.

Each reference ends with full stop(.)

❑**Information provided in the Reference list** **must include the followings:**

- **name of the author(s)/editors**

- **title**

- **journal name/book name**

- **date of publication**

- **volume, issue, page number(s)**

- **DOI/URL (digital object identifier/uniform resource locator)**

- **place of publication**

- **publisher name.**

The 2 most commonly used referencing style in biomedical research are:

Vancouver Style

Harvard Style

VANCOUVER REFERENCING SYSTEM

VANCOUVER REFERENCE SYSTEM

❑ **Also known as "Author Number System." used in Medicine, Dentistry & Health science.**

❑ **It takes its name from a meeting held in 1978 in Vancouver, Canada, where a group of editors of general medical journals met "to establish guidelines for the format of manuscripts submitted to their journals" (International Committee of Medical Journal Editors: ICMJE).**

❑ It consists of both **in-text citation** & **end of text/References**.

❑ When using the Vancouver style of referencing, both the bibliography and the reference list are arranged in the order in which they are referenced in the text, **NOT in alphabetical order.**

❑ In Vancouver format, we can cite reference from any source. (Journal, book, book chapter, e book, web, newspaper, data base).

VANCOUVER REFERENCE SYSTEM: GENERAL RULES

In-text citation

- **In Vancouver style, each piece of work cited within the text is identified by a unique NUMBER (numerical).**

- **The number are assigned in order of citation. If the piece of work is cited more than once, the same citation number is used.**

- **The number is written as superscript[1] or a combination of superscript enclosed in round/square bracket ([1])/[1].**

❑ **When multiple references are cited, use a comma to separate a series of numbers which are not sequential but no space ([1,5,10]) & use a hyphen to indicate a series of sequential numbers ([5-7]).**

❑ **Full stop can be placed before/after the superscript numbers.**

EXAMPLE:

Rahman has showed that Colistin resistance is increasing faster than reported in previous studies [1,5-7,10].

VANCOUVER REFERENCING SYSTEM: General rules

REFERENCE LIST

- **The title 'REFERENCES' must be provided at the end of the scientific text on a separate page.**

- **Only numerical ordinals (1,2,3,4) should be used in in-text citation & reference list.**

- **The entries in the reference list are placed in the same order in which they were cited in the text.**

- **This list includes full information for all the works cited in the running text.**

VANCOUVER REFERENCING SYSTEM: General Rules of writing Reference List

❑**Do not use Italics.**

❑**If no date of publication is provided, write (no date) or (undated) in place of date.**

❑**Each reference ends with full stop (.).**

If you want to mention sources that have been utilized for hunt of knowledge but not cited in-text, mention them under the heading of 'Bibliography' on a separate page.

VANCOUVER REFERENCING SYSTEM:
General Rules of writing Reference List

Author Name

- **Author(s) names are listed with surname followed by first & middle name (no punctuation).**

- **Multiple authors names are separated by comma.**

- **If > 6 authors, list 1ˢᵗ 6 authors followed by et al.**

  Example:

  1. Gulshan Akhtar is written as: Akhtar G

  2. Quazi Rakibul Islam is written as: Islam QR

VANCOUVER REFERENCING SYSTEM:
General Rules of writing Reference List

Author Name: multiple authors

▪ **In-text citation & Reference list up to 6 authors:**

In-text citation: write surname of only 1st author followed by et al.

Example: Akhtar et al observed that the most common type…………and cellulitis among 23%.[7]

Reference list: write surname followed by initial of all authors each separated by comma.

EXAMPLE:

7. Akhtar G, Malek A, Islam QR, Zaman N.

VANCOUVER REFERENCING SYSTEM: General Rules of writing Reference List

Author Name: multiple authors

- **In-text citation & Reference more 6 authors:**

In-text citation: write surname of only 1st author followed by et al.

Example: Akhtar et al observed that the most common type………..and cellulitis in 23%.[7]

Reference list: write surname followed by initial of 1st 6 authors each separated by comma followed by et al.

EXAMPLE:

7. Akhtar G, Malek A, Islam QR, Zaman N, Hasan N, Mim NN, et al.

IF NAME OF AUTHOR IS NOT AVAILABLE IN THE SOURCE??

❑Use the name of Organization/Corporate author/Company/Publisher.

Article Title

How to Capitalize a Title of a Reference?

❑ All major words & proper nouns are capitalized in article title.

❑ Capitalize 1st word of a title & subtitle

❑ Article title is NOT ITALICIZED.

EXAMPLE:

1. Midazolam for conscious sedation during endoscopy: Cheaper and safer alternative for resource-poor settings.

2. Clinical profile and laboratory parameters of enteric fever in children attending pediatric out patient department in a tertiary care center, Dhaka.

Journal Name

- **The titles of journals MUST BE ABBREVIATED according to the style used in the National Library of Medicine's - NLM Catalog: Journals referenced in the NCBI databases.**

- **Index Medicus abbreviations of journal titles.**

- **Journal names are NOT ITALICIZED.**

VANCOUVER REFERENCING SYSTEM:
General Rules of writing Reference List

- **Year Month (1st 3 letters only) Day: 2019 Jul 2**

- **Publication date is followed by semicolon(;)**

Publication Date

- **Pages 391-402 would be listed as it is.**

- **Pages 332-341 would be listed as 332-41.**

- **Pages 332-338 would be listed as 332-8.**

Page Numbers

CITING ONLINE ITEMS

❑Item retrieved from internet or database:

- write [internet] after the title of the item.

- at the end of citation write Available from: URL (uniform resource locator)

❑Doi numbers must be provided for all references that contain it & written in a separate line at the end of the corresponding reference in the format https://doi.org/.

EXAMPLE:

Gao X, Xu N, Li S, Liu L. Metabolic engineering of Candida glabrata for diacetyl production. PLoS ONE. 2014;9(3)e89854.

https://doi.org/10.1371/journal.pone.0089854

VANCOUVER REFERENCING SYSTEM

HOW TO WRITE CITATION OF DIFFERENT SOURCES

EXAMPLES

FORMAT OF WRITING JOURNAL SOURCES

BASIC FORMAT:

❑ **Name of author(s). Title of the article. Name of the journal. Year of publication; Volume(Issue): Page number(s).**

DOI (if available)

Example of Vancouver Referencing System

In-text citation

Articles with up to 6 authors

According to Saha et al, typhoid fever still remains a serious health burden in developing countries particularly among children.[5]

Reference List

Name of Author(s)

Title of Article

5. Saha SK, Banik Q, Hanif M. Enteric fever cases in 2 largest pediatric hospitals of Bangladesh. Bangladesh J. Infect. Dis. 2018 May;218(4):194-8.

Journal Name

Publication Year

Volume(Isuue): Page number(s)

Example of Vancouver Referencing System

In-text citation

Journal articles with > 6 authors

Krishnan et al stated that, infections remain an important cause for mortality & morbidity in children with nephrotic syndrome specially in developing countries.[3]

Name of Author(s)

Reference List

Article Title

3. Krishnan C, Rajesh TV, Shashidhara HJ, Jayakrishnan MP, Geeta MG, Schiding JK et. Major infections in children with nephrotic syndrome. Int J. Contemp Pediatr. 2017 Jul;4(2):346-50.

Journal Name

Publication date

Volume(Isuue):Page number(s)

Referencing various types of Books

- **Text book/Edited book/Chapter from a book.**
- **Edition is mentioned** only when its not the 1st edition.
- **Number of edition is written as: 2nd ed. / 4th ed.**
- **In case of Revised edition: rev. ed.**

☐ **Book with up to or < 6 authors**: write name of all authors. (surname followed by 1st name)

☐ **Books with > 6 authors**: write name of 1st 6 authors followed by *et al*.

Writing reference of Book (Vancouver Format)

BASIC FORMAT:

<name of author>. <book title: subtitle>. <edition>. <place of publication>: <publisher>; <publication year>. pagination.

| Author | Name of Book | Edition | Publication place | Publisher | Publication Year | Pagination |

Kliegman RM et al. Nelson Textbook of Pediatrics. 21st ed. New Delhi: Elsevier; 2020. 541p.
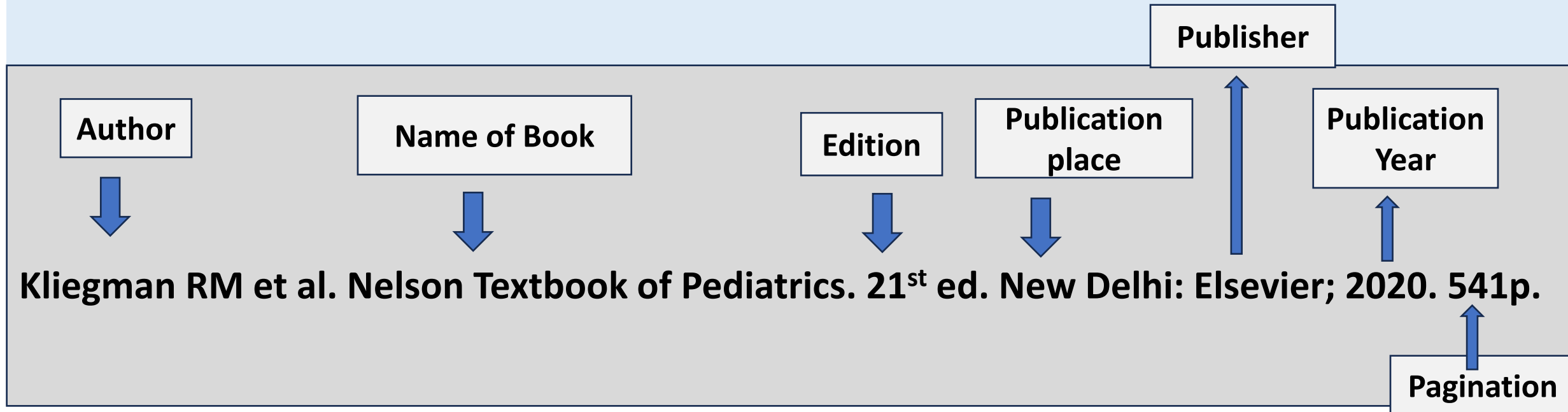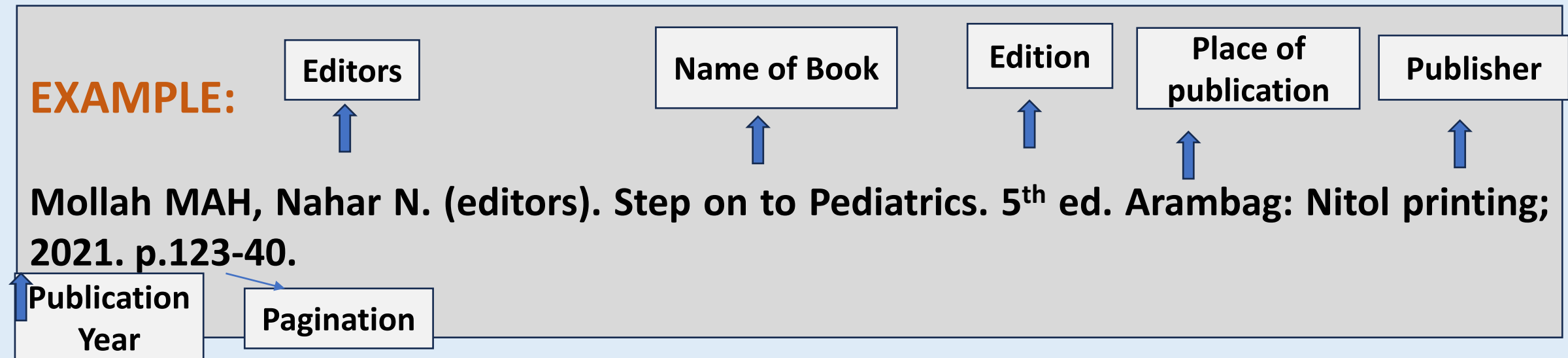
Citation of Edited Book

- reference format is similar to book reference **EXCEPT**

- instead of author's name, the editor name is used followed by '(editors)' to distinguish them as an editor.

- **BASIC FORMAT IS:**

Name of editor(s), (editors). Book title: book subtitle. Edition. Place of Publication: Name of Publisher; Publication Year. Page number of chapter.
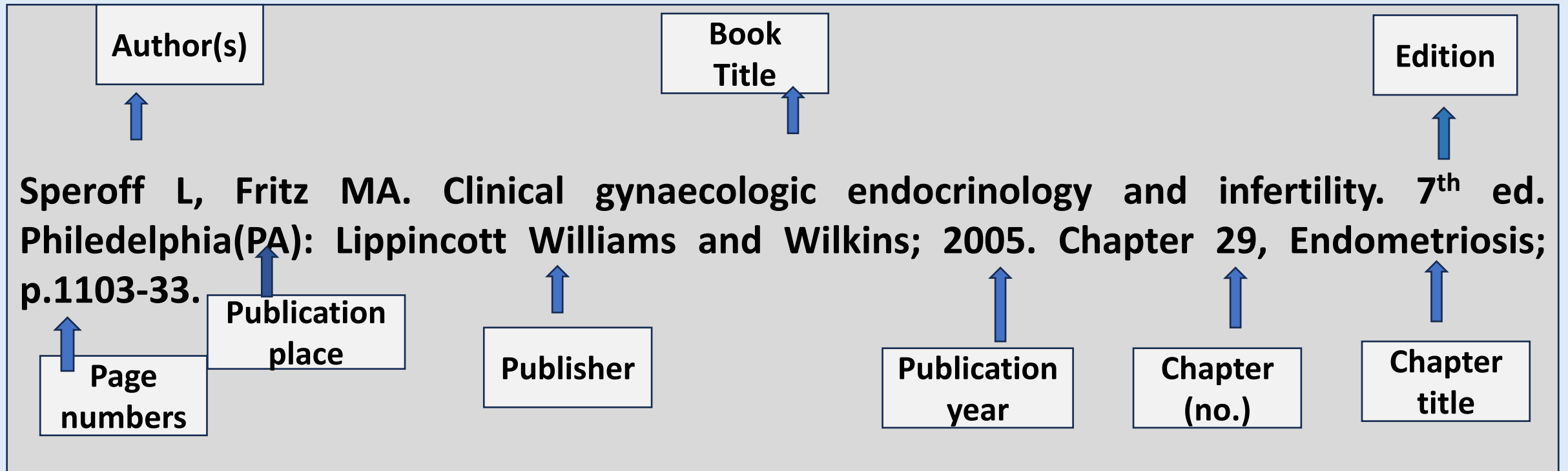
EXAMPLE:

| Editors | Name of Book | Edition | Place of publication | Publisher |

Mollah MAH, Nahar N. (editors). Step on to Pediatrics. 5th ed. Arambag: Nitol printing; 2021. p.123-40.

Publication Year

Pagination

Citation of Book Chapter from Non Edited Book

BASIC FORMAT IS:

Author(s) of book. Book Title. Edition (if not 1st)- ed. Place of publication: publisher name; publication year. Chapter [chapter number], chapter title; p. [page numbers of the chapter].

- Page numbers should be **preceded by p.**

Author(s)		Book Title		Edition

Speroff L, Fritz MA. Clinical gynaecologic endocrinology and infertility. 7th ed. Philedelphia(PA): Lippincott Williams and Wilkins; 2005. Chapter 29, Endometriosis; p.1103-33.

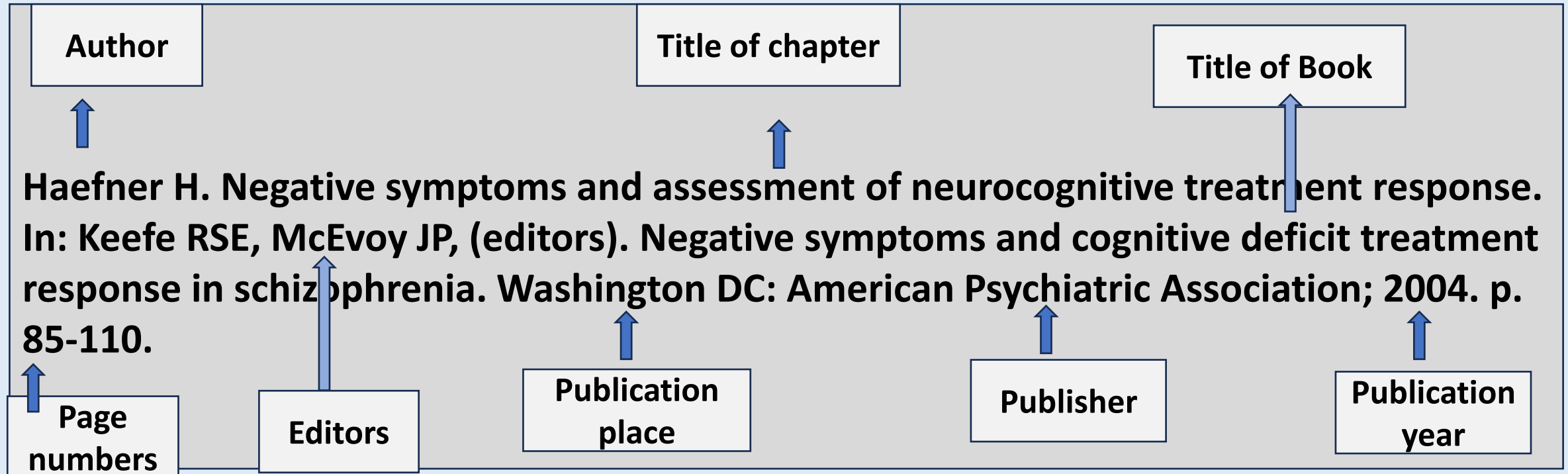| Page numbers	Publication place	Publisher	Publication year	Chapter (no.)	Chapter title

Citation of Book Chapter from Edited Book:

BASIC FORMAT IS:

Author(s) of chapter. Chapter Title. Book title: In: Editor(s) of book, (editors). Book title. Edition (if not 1st). Place of Publication: Name of Publisher; Publication Year. p.[page number of chapters]

- Page numbers should be **preceded by p.**

| Author | | Title of chapter | | Title of Book |

Haefner H. Negative symptoms and assessment of neurocognitive treatment response. In: Keefe RSE, McEvoy JP, (editors). Negative symptoms and cognitive deficit treatment response in schizophrenia. Washington DC: American Psychiatric Association; 2004. p. 85-110.

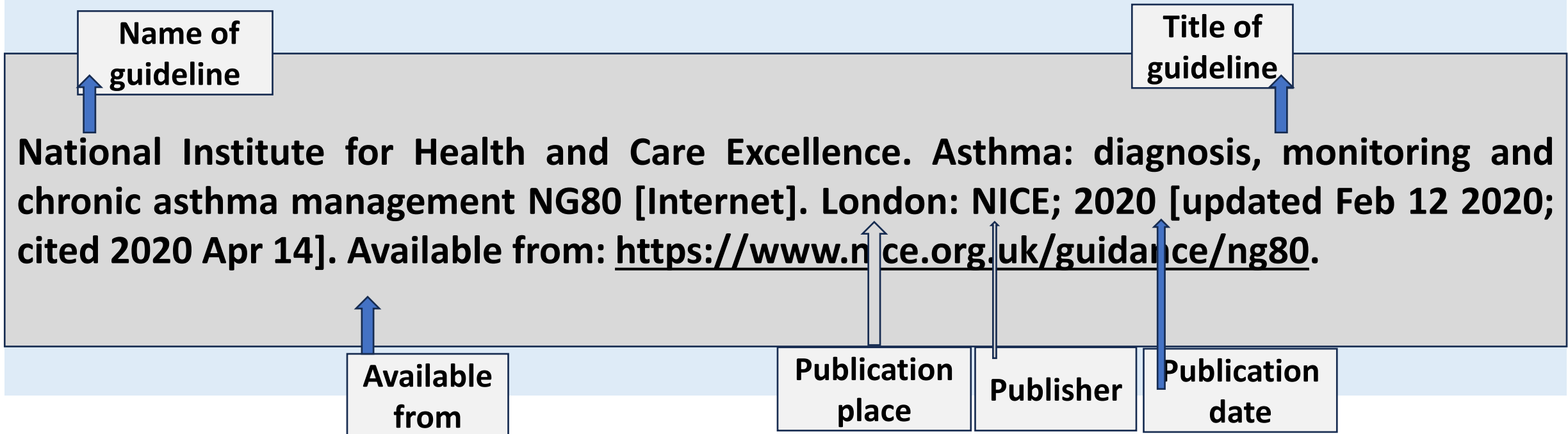| Page numbers | Editors | Publication place | Publisher | Publication year |

Citation of Book with No Author

BASIC FORMAT IS:

Title of book. Book edition. Place of publication: name of publisher; publication year.

Citation of Guideline

BASIC FORMAT:

Name of guideline. Title and guideline number [Type of medium]. Place of publication: Publisher; Date of publication [Date of update/revision; Date of citation]. Availability.

Name of guideline

Title of guideline

National Institute for Health and Care Excellence. Asthma: diagnosis, monitoring and chronic asthma management NG80 [Internet]. London: NICE; 2020 [updated Feb 12 2020; cited 2020 Apr 14]. Available from: https://www.nice.org.uk/guidance/ng80.

Available from

Publication place

Publisher

Publication date

Citation of Thesis/Dissertation

BASIC FORMAT IS:

Author surname(s) followed by initial. Thesis title: subtitle. Award level of thesis. Awarding institution. Year of publication. Page number(s).

EXAMPLE:

Deb S. Psychopathology of adults with mental handicap and epilepsy. PhD thesis. University of Birmingham. 2011. 98p.

Citation of Newspaper article

- BASIC FORMAT IS:

Author surname(s) followed by initial. 'Article title', Newspaper name. Year Month Day of publication; section: page(column).

EXAMPLE:

Author

Article title

Rahman K. Kala-azar cases are decreasing in Bangladesh, The Daily Star. 2018 September 11;Sect. A:2(col.4).

Newspaper name

Publication date

Page number

Column number

Citation of Website/Web page

BASIC FORMAT:

- **Author(s)/Organization. Title of webpage [Internet]. Place of publication: Publisher; Year of original publication OR Year of Copyright [updated year month day; cited year month day]. Available from: URL.**

National Institute for Health and Care Excellence. Antiplatelet treatment: management [Internet]. London: NICE; c2018 [updated 2018 Jun; cited 2018 Sep 28]. Available from: https://cks.nice.org.uk/antiplatelet-treatment.

Note:

- Use the date that the page was first placed on the Internet. If it cannot be found, use the date of copyright, preceded by the letter 'c'.
- If neither a date of publication nor a date of copyright can be found, use the date of update/revision and/or the date cited.

HARVARD REFERENCE SYSTEM

HARVARD REFERENCE SYSTEM

- **Also known as 'Author-Date' format.**

- **Commonly used in UK & Australia.**

- **Harvard referencing format consists of in-text citation & end-text reference.**

HARVARD REFERENCE SYSTEM
General Rules for In-text citation

- **It uses parenthetical system in-text.**

- **Basic format is**: (<author surname> <year of publication>, <page number/s>)

- **A comma is put after publication year if page number(s) is mentioned.**

EXAMPLE OF IN-TEXT CITATION:

(Akhtar 2019, p 40) OR Akhtar (2019, p 40)

- **For articles having 2 authors, write surname of both authors with 'and' in between, followed by year of publication: (Akhtar and Rahman 2019).**

- **For articles having more than 2 authors use *et al.* after the last name of 1st author: (Akhtar *et al*. 2019).**

- **Authors who have > 1 articles published in same year, distinguish between them by using small Latin letters. Example: (Akhtar 2019 a,b).**

HARVARD REFERENCE SYSTEM
General Rules for writing 'Reference List'

- **Write REFERENCE LIST in a new page after the main text, placed in center & in bold font.**

- **List only those sources that were cited in-text.**

- **Reference list is Harvard style are arranged ALPHABETICALLY by first author's surname.**

- **Title of bigger source such as book or journal name are *italicized*.**

- **Use abbreviation p. for single page & pp. for multiple pages.**

CITATION OF DIFFERENT SOURCES

HARVARD FORMAT: EXAMPLES

Writing Author(s) name in Harvard Format

- **Surname in full followed by First &/Middle name in abbreviated form.**
- **Surname is followed by comma (,) & each abbreviated name are followed by full stop (.).**
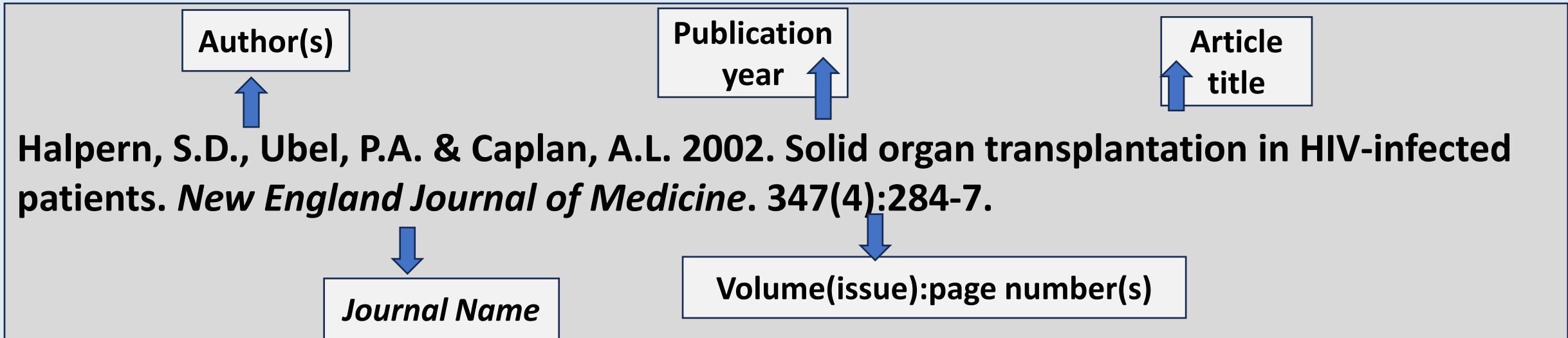
EXAMPLE:

1. Gulshan Akhtar: Akhtar, G.
2. Gulshan Akhtar, Abdul Malek, Quazi Rakibul Islam:
   Akhtar, G., Malek, A., Islam, Q.R.

CITATION OF JOURNAL ARTICLE: HARVARD FORMAT

- **BASIC FORMAT:**

Author's surname, Initials. Publication Year. Title of article. *Title of Journal*. Volume(issue):page number(s).

ORIGINAL ARTICLE

Author(s)	Publication year	Article title

Halpern, S.D., Ubel, P.A. & Caplan, A.L. 2002. Solid organ transplantation in HIV-infected patients. *New England Journal of Medicine*. 347(4):284-7.

Journal Name

Volume(issue):page number(s)

CITATION OF BOOKS (HARVARD FORMAT)

❑**BASIC FORMAT:**

Author/Editor/Compiler's surname, Initial. Publication Year. *Book Title: subtitle.* Edition. Place of publication: Publisher's name. Pagination.

❑The **1st edition of a book is never mentioned**. Mention from 2nd edition & onwards.

❑Use the word editor/editors in full after the name(s).

❑**'ed'** stands for 'edition" NOT editors.

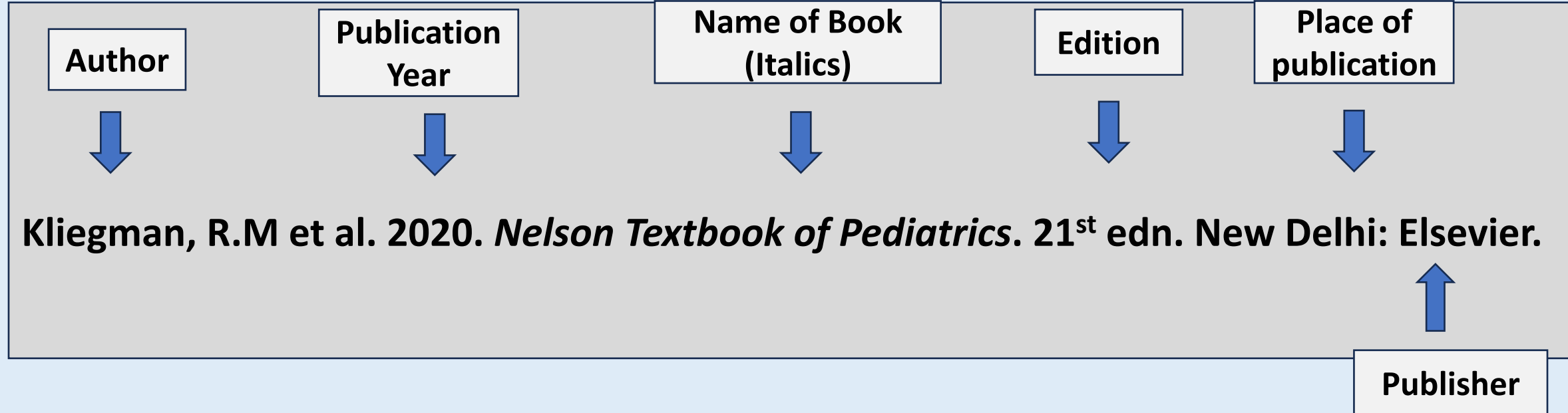❑Name the 'city' NOT state/country. If its not known add the country.

CITATION OF BOOKS (HARVARD FORMAT)

❑ In-text citation from a book

❑ Reference from a book

EXAMPLE: (in-text citation)

Strunk and White (2020) OR (Strunk and White 2020)

❏ Writing Reference from Book (Harvard Format)

| Author | Publication Year | Name of Book (Italics) | Edition | Place of publication |

Kliegman, R.M et al. 2020. *Nelson Textbook of Pediatrics*. 21st edn. New Delhi: Elsevier.

Publisher

❑**Citation of Book Chapter from Edited Book: Harvard Format**

- BASIC FORMAT IS:

Chapter author(s) surname followed by initials. (publication year) 'Chapter title', in Editor(s) surname followed by initials (ed.) *Title*. Place of publication :Publisher's name, pagination.

▪ **Page numbers should be preceded by p.**

Example:

Murphy, A. (2001) 'Understanding globalism through a rural locale', in O'Riordan, T. (ed.) *Globalism, localism and identity*. London: Earthscan, pp. 100-10.

DIFERRENCES BETWEEN VANCOUVER & HARVARD REFERENCING SYSTEM

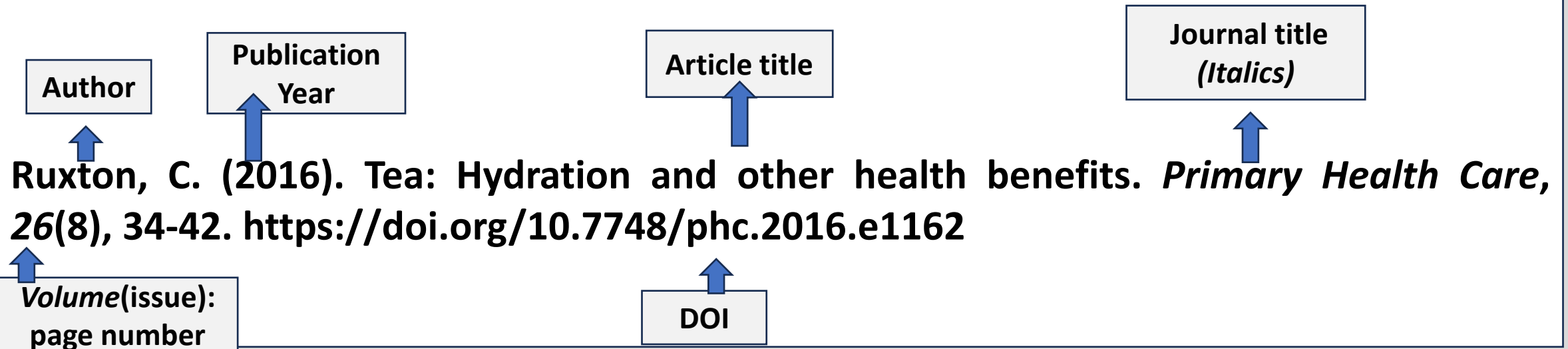| VANCOUVER STYLE	HARVARD STYLE
In in-text, a cited text is indicated by a **superscript with/without enclosed in bracket**.[1]	A cited text is indicated by **author's surname date & page number.** (Rahman 2019, p98).
In the reference list, they are written **numerically**, in the same order that were cited in the main text.	The references are listed **alphabetically** by author's surname or journal/book title.
In the reference list, journal titles are **abbreviated & not written in Italic.**	Journal titles are **written in full & in Italics.**
The date of publication is placed **at the end** of Journal name.	The date of publication is placed **after the name of author.**

AMERICAN PSYCHOLOGICAL ASSOCIATION (APA)

❑APA referencing format is **very similar to** Harvard format.

❑Very popular in USA.

General Rules for In-text citation:

(author surname, publication year, page number/s)
- (Akhtar, 2021, p 48) OR
- Akhtar (2021, p 48) observed that....

General Rules for Reference writing: APA Format (Journal Article)

Author

Publication Year

Article title

Journal title *(Italics)*

Ruxton, C. (2016). Tea: Hydration and other health benefits. *Primary Health Care*, *26*(8), 34-42. https://doi.org/10.7748/phc.2016.e1162

Volume(issue): page number

DOI

COMMON CITATION MISTAKES
&
HOW TO FIX THEM

Forgetting to cite a source	**Keep track of all the sources used in citation Cite all sources properly.**
Inconsistent formatting	**Follow 1 specific citation style guideline consistently throughout the paper.**
Incorrect order of elements	**Placing elements in wrong order, date before author's name.**
Missing or Incorrect DOI/URL	**Not providing DIO/URL for online sources or incorrect URLs.**

Improper use of 'et al'	Incorrectly using 'et al' without knowing when to use it based on number of authors.
Incomplete citation	Missing essential information (author name, publication date, page number)
Incorrect page numbers, misspelling author's /title name	Leads to errors/confusion in retrieval of original source.
Plagiarism	Make sure to properly cite all sources

REFERENCE GENERATOR
OR
REFERENCE MANAGEMENT SOFTWARE (RMS)

CITATION/REFERENCE GENERATOR

❏ **Reference Generator is the quickest & easiest way to cite any source, in any style.**

❏ **Reference generator create citation in 2 parts: in-text citation & end-citation.**

❏ **The reference generator will auto-generate the correct formatting for your bibliography depending on the chosen style (Vancouver, Harvard, APA etc.)**

❏ **The references they produce are only as good as the data you feed in - so if anything is missing, you'll get incomplete, inaccurate results.**

'Mendeley Reference Manager' (www.mendeley.com)

EndNote Citation Generator (www.endnote.com**)**

Zotero Citation Generator (www.zotero.com**)**

'Scribbr' Citation Generator

'Cite This for Me' Citation Generator

'BibGuru CSE' Citation Generator

CONCLUSION

- **Writing references is a crucial part of academic & professional aspect.**

- **It gives not only credit to the original author but also help readers to locate the original sources themselves.**

- **It's a task that require diligence, attention to detail & a commitment to accuracy.**

- **Which citation style should be used depend on source & preference of the place of submission of the paper.**

TAKE HOME MESSAGE

❑ References are an essential part of scholarity & academic writing, providing credibility & allowing readers to locate the sources used in a piece of work.

❑ Provide accurate & relevant information about the source material while adhering to the specific citation style guidelines.

❑ Consistency & attention to detail are crucial to ensure that references are clear, complete & correctly formatted.

Sources

- Vancouver referencing style. University of Queensland, Australia. (updated Feb14 2024).

https://guides.library.uq.edu.au/referencing/vancouver/books

- Harvard. (Cite them right). Newspaper reference examples. Library learning services. (Last updated 02 May, 2023).

https://dmu-ac-uk.libanswers.com/ref/faq/241711

- Harvard Referencing Guide. Southern Cross University.
https://libguides.scu.edu.au/harvard/books

- Patrias K. Citing medicine: the NLM style guide for authors, editors, and publishers [Internet]. 2nd ed. Wendling DL, technical editor. Bethesda (MD): National Library of Medicine (US); 2007 [updated 2015 Oct 2; cited 2018 Oct 2]. Available from: https://www.nlm.nih.gov/citingmedicine

- References, citations and avoiding plagiarism. Last updated 2024 Jan 5.

https:II library-guides.ucl.ac.ul/referencing-plagiarism/vancouver#s-lg-box-wrapper-18252574

URL: https://library-guides.ucl.ac.uk/referencing-plagiarism

THANK YOU