

### A. Electronic books

Include author(s), year, title, [online], edition (other than 1<sup>st</sup> edition), place of publication (if required), publisher, information database or source, date accessed and location (URL).

Morgan, Nigel and Pritchard, Annette (2001). *Advertising in tourism and leisure*. [online]. Oxford, Butterworth-Heinemann. Book from Netlibrary last accessed 19 June 2009 at: <http://netlibrary.com/>

### B. Electronic journal, magazine and newspaper articles

Include author(s), year, title of article, [online], journal title, volume, issue number and page number(s), information database or source (if applicable), date you accessed the material and location (URL). Use the URL for the database or homepage, as the URL for a particular article may not stay the same on return visits.

Reitzig, Markus (2016). Strategic management of intellectual property. [online]. *MIT Sloan management review*, 45 (3), 35-40. Article from Business Source Premier last accessed 18 February 2017 at: <http://search.epnet.com/>

If the journal/magazine is electronic only i.e has no print equivalent, there may be no page numbers and/or the numbering may not be by volume and issue. Give as much information as you can.

Charavaryamath, Chandra, Singh and Baljit (2006). Pulmonary effects of exposure to pig barn air. [online]. *Journal of occupational medicine and toxicology*, 1:10. Article from Biomed Central last accessed 26 June 2017 at: <http://www.biomedcentral.com/>

You may not be able to find page numbers for some electronic articles, even if there is a print equivalent.

Tobin, Colm (2016). Pure evil. [online]. *The Guardian*, 3 June. Last accessed 13 March 2017 at: <http://guardian.co.uk/>

### Other websites

Include author(s), year, title, [online], date you accessed the material and location (URL).

Crick, Bernard (2009). *George Orwell: voice of a long generation*. [online]. Last accessed 3 May 2016 at: [http://www.bbc.co.uk/history/british/britain\\_wwtwo/orwell\\_01.shtml](http://www.bbc.co.uk/history/british/britain_wwtwo/orwell_01.shtml)

If you cannot identify an author, reference the work by title.

Sheffield Botanical Gardens. (2008). [online]. Last accessed 23 February 2017 at: <http://www.sbg.org.uk/>

### Media/Feature films

Provide film title, year, format, director and production company.

Million dollar baby. (2004). [film]. Directed by Clint Eastwood. Warner Bros.

# Quick Guide to Referencing

## Research Methodology Module 2018

Department of Laboratory Medicine



كلية العلوم  
الطبية التطبيقية

Faculty of Applied  
Medical Sciences

## Introduction

This leaflet sets out recommended practice for referencing and bibliographies, according to the **Harvard method**. It is based on guidance from the committee of scientific research of the faculty of applied medical sciences and a range of international standards.

Accurate and consistent referencing is essential in all academic work. Whenever you refer to either the work or ideas of someone, or are influenced by another's work, you must acknowledge this. If you make a direct quotation from someone's work, this should be referred to accurately. You should acknowledge your source in two places

- In the main body of text (citing reference)
- In a bibliography or a reference list at the end of the piece of work

You are strongly advised to keep detailed records of all sources used, and to do this at the time you use them.

## Citing references

Referring to someone else's work or ideas in the text of your own work is known as 'citing'. This should be acknowledged by quoting both the author's last name (family name) and the date of the work in brackets.

In a recent study (Gibbs, 2017), it is argued...

This leads the reader to the bibliography, where the full reference appears. This is located at the end of your work.

If the author's name occurs naturally in the sentence, the year only is given in brackets.

Gibbs (2017) believes students are active ...

For two or three authors, the names of all should be given.

Rainer and Reiman (2015) take a different view...

In the case of more than three authors, the first author only should be given, followed by et al.

Sindi et al. (2016)...

If you can't identify the author of a work, cite it by the title. *The dictionary of biology (2015) defines...*

## Bibliography/Reference list

A reference list should contain full and accurate references for each item you have quoted or referred to in the body of your text. A bibliography also includes any other works used in your research. All references should give enough information to easily trace the material used.

According to the **Harvard method**, references are arranged in one alphabetical sequence, by name of author, followed by date of publication. If there is no author, the item should be listed by title. Below is a list of how to reference a range of commonly used types of material:

## Book

The main elements you need are author(s), year, title, edition (other than 1<sup>st</sup> edition), place of publication (if required) and publisher. You will usually find the relevant information on the book's title page and back of the title page. The reference should be as follows.

Chappell, David and Willis, Andrew (2016). *The architect in practice*. 9<sup>th</sup> edition., Oxford, Blackwell.

For multiple authors, reference all of them to a maximum of three. If there are more than three, you should use et al. after the first author's name.

Bott, Frank, et al. (2001). *Professional issues in software engineering*. 3<sup>rd</sup> ed., London, Taylor and Francis.

If a book has an editor(s), indicate this by putting (ed.) or (eds.) after the name(s).

Crouch, David, Jackson, Rhona and Thompson, Felix (eds.) (2016). *The media and the globalisation*. London, Routledge.

## Journal, magazine and newspaper articles

To reference a journal or magazine article, include author(s), year, title of article, journal/magazine title (in full), volume number, issue number and page numbers.

Gruber, Jonathan and Frakes, Michael (2006). Does falling smoking lead to rising obesity? *Journal of health economics*, 25 (2), 183-197.

Davis, Simon (2004). Project management in local and central government: an interim view. *Project manager today*, XVI (5), 4-5.

For newspaper articles, give the date of the newspaper instead of the volume /issue.

Davey, Jenny (2015). Does free Internet access really exist? *Sunday Times*, 23 April, 16.

This information can be obtained from the cover and first pages of the journal, magazine or newspaper, but will not necessarily appear on the pages inside (and therefore not on a photocopy you may have of an article).

## Electronic sources

Referencing electronic sources can be difficult. Look for and provide as much of the information recommended as possible. It is important to include the format of the material, e.g [online], the date you access the material and location, eg URL. A website can be updated at any time so you need to indicate exactly when you used it.