

REFERENCING INSTRUCTIONS FOR THE FACULTY OF HEALTH SCIENCES – STAFF MEMBERS

(DISSEMINATED BY THE OFFICE OF THE DEPUTY DEAN: RESEARCH
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The purpose of these instructions

Various documents exist throughout the Faculty of Health Sciences on how to reference different kinds of publications. The purpose of these instructions, then, is to supersede all the others and get us all to use the same version of the Vancouver and Harvard referencing styles.

Naturally, when we're writing for other institutions or are submitting articles for publication we have to keep to the letter of the referencing guidelines those institutions or journal editorial boards set out. The instructions given on these pages, therefore, apply to our in-house writing only.

The Vancouver referencing style

In-text references at the end of a sentence

The Vancouver style uses numbers in the text to indicate to readers that if they look up a particular number (called a "reference marker") in the text they'll find under the same number in the reference list all the details of the reference.

The first reference marker you give in the text has the number "1", the second "2", the third "3" and so on. Each reference marker keeps its same number throughout a document. So the second, fifth, and 255th time you use the reference marker you gave the number "1" to originally you'll use "1" again.

Where do you put the reference marker in relation to the full stop at the end of a sentence? You put it immediately after the full stop. Here's an example:

It is estimated that up to 85% of HIV-infected women may be co-infected with HPV.¹

You can see from the example that there is no space between the full stop and the reference marker.

If you give two or more reference markers after the full stop you write them like this – ^{3,7,9}. – with commas in between but no spaces. If the numbers acting as your reference markers are consecutive you write them in this way – ⁴⁻⁶.

Note that ^{3, 7, 9} (instead of ^{3,7,9}) would have been wrong because of the spaces after the commas. If you'd written ^{4 - 6} or ^{4 - 6} or ⁴⁻⁶ (instead of ⁴⁻⁶)

you'd have been wrong as well. You need a short hyphen with no spaces around it between the ⁴ and the ⁶ and not a long dash.

Reference markers are written in superscript. They are not surrounded by brackets.

In-text references inside a sentence

You can use the superscript reference markers inside a sentence as well. If your marker is placed next to a punctuation mark make sure that the punctuation mark comes first, as in:

If the host immune system is intact,⁷ around 80% of genital infections will be cleared in less than two years.

Note that there is no space between the punctuation mark and the ⁷ but that there is a space before the start of rest of the sentence that follows the ⁷.

A reference list written in Vancouver style

In Vancouver style, the name of a journal article and the name of a book are written in sentence case. The name of a journal, however, is written in title case. You'll also see in the examples given below that the name of a journal is always written in an abbreviated form that you can look up on the website of the faculty's library.

The link for the correct journal abbreviations (PubMed: [Journals in NCBI Databases](http://www.ncbi.nlm.nih.gov/nlmcatalog/journals)) is <http://www.ncbi.nlm.nih.gov/nlmcatalog/journals>

Here is an example of an item in a reference list. The "26" is an arbitrary reference item number.

26. Halpern SD, Ubel PA, Caplan AL. Solid-organ transplantation in HIV-infected patients. *N Engl J Med.* 2002;347(4):284-7.

There are several things to notice about this example item:

- There is no punctuation between an author's family name and his or her initials and no punctuation (or space) between initials when an author has two or more initials;
- A comma separates an author's initials from the family name of the author next in line;
- A full stop ends the list of authors' names and there is no "&" in front of the name of the final author;
- The article title is written in sentence case and ends with a full stop;
- No spaces surround the punctuation marks that follow the date;
- Page numbers are written in an economical way – so it's "284-7" and not "284-287"; and

- The reference item ends off with a full stop.

The list of sample reference-list items set out immediately below shows the different types of articles that might be items in a reference list.

Referencing journal articles

1 An article where there are more than six authors

Notice the "et al." ("and others") that comes after the initials of the sixth author.

Rose ME, Huerbin MB, Melick J, Marion DW, Palmer AM, Schiding JK, et al. Regulation of interstitial excitatory amino acid concentrations after cortical contusion injury. *Brain Res.* 2002;935(1-2):40-6.

2 An article where the 'author' is an organisation

Notice that the name of the authoring organisation is written in US English and in title case. Your reports and articles are to keep to UK spelling rules but you can't alter the spelling of any component of a reference item.

Diabetes Prevention Program Research Group. Hypertension, insulin, and proinsulin in participants with impaired glucose tolerance. *Hypertension.* 2002;40(5):679-86.

3 An article that has no author

In this situation you start off your reference item with the name of the article.

21st century heart solution may have a sting in the tail. *BMJ.* 2002;325(7357):184.

4 A journal volume that has a supplement

The word "Suppl" and the supplement number are inserted after the volume number. The "S" immediately in front of the page numbers indicates that the pages are part of the supplement.

Geraud G, Spierings EL, Keywood C. Tolerability and safety of frovatriptan with short- and long-term use for treatment of migraine and in comparison with sumatriptan. *Headache.* 2002;42 Suppl 2:S93-9.

5 A journal issue that has a supplement

The word "Suppl" and the supplement number are inserted after the issue number and inside the brackets that surround the issue number.

Glaser TA. Integrating clinical trial data into clinical practice. *Neurology*. 2002;58(12 Suppl 7):S6-12.

6 A volume that has parts

In brackets immediately after the number of the volume write "Pt" (short for "Part") then the number of the part.

Abend SM, Kulish N. The psychoanalytic method from an epistemological viewpoint. *Int J Psychoanal*. 2002;83(Pt 2):491-5.

7 An issue that has parts

If it is the issue that is divided into parts the "Pt" and its number go inside the brackets after you have given the issue number.

Ahrar K, Madoff DC, Gupta S, Wallace MJ, Price RE, Wright KC. Development of a large animal model for lung tumors. *J Vasc Interv Radiol*. 2002;13(9 Pt 1):923-8.

8 A journal that has no volume

In this case you simply put the issue number in brackets immediately after the semi-colon (";") that follows the year of the journal.

Banit DM, Kaufer H, Hartford JM. Intraoperative frozen section analysis in revision total joint arthroplasty. *Clin Orthop*. 2002;(401):230-8.

9 A journal that has neither volume nor issue

Journals can be labelled by month instead of volume and/or issue numbers. Remember to use the abbreviated form of the month.

Outreach: bringing HIV-positive individuals into care. *HRSA Careaction*. 2002 Jun:1-6.

10 Pages with Roman numerals

Chadwick R, Schuklenk U. The politics of ethical consensus finding. *Bioethics*. 2002;16(2):iii-v.

11 An article republished with corrections

If an error has been made in an article and the error is corrected when the article is republished you need to indicate this fact as in the example that follows.

Mansharamani M, Chilton BS. The reproductive importance of P-type ATPases. *Mol Cell Endocrinol*. 2002;188(1-2):22-5. Corrected and republished from: *Mol Cell Endocrinol*. 2001;183(1-2):123-6.

12 Article published electronically ahead of the print version

At the end of the item you add "Epub" and the year and date.

Yu WM, Hawley TS, Hawley RG, Qu CK. Immortalization of yolk sac-derived precursor cells. Blood. 2002 Nov 15;100(10):3828-31. Epub 2002 Jul 5.

Referencing books and other monographs

13 A book with authors who have written an entire work

The title of the book is given in sentence case, just as the title of an article is. You need to give the name of the city or town where the book was published. If the town is not well known, give the name of the state (for the USA) or country after the name of the city or town.

The name of the publishing house is given after the name of the city or town. So, in the example that follows, "Mosby" is the name of the publishing house.

Murray PR, Rosenthal KS, Kobayashi GS, Pfaller MA. Medical microbiology. 4th ed. St. Louis: Mosby; 2002.

14 Where your reference is a chapter in a book

Note where and how the name of the author is written and those of the editor. You'll also notice that the initials "NY" are given in brackets after the place name "White Plains". The compiler of the reference list knows that most readers won't know where White Plains is, so the name of the state White Plains is found in – New York State – is given as well.

In the example given below the book is in its second edition. Note where and how to indicate the number of the edition. If it is the first edition of a book you don't have to write anything at all.

Also note that you reference a chapter, as shown below, if you refer to only one chapter in a book. If you refer to more than one chapter then simply reference the entire book.

The numbers at the end of the reference item are the numbers of the pages that the chapter takes up in the book.

Breedlove GK, Schorfheide AM. Adolescent pregnancy. 2nd ed. Wiczorek RR, editor. White Plains (NY): March of Dimes Education Services; 2001. 98-109 p.

15 Where the editors or compilers are the authors

Note where the word "editors" goes in your reference item. Because New York City is what we automatically think of by the mention of "New York", the word "City" isn't given.

Gilstrap LC 3rd, Cunningham FG, VanDorsten JP, editors. Operative obstetrics. 2nd ed. New York: McGraw-Hill; 2002.

16 Where the 'author' is an organisation

Notice that the organisation's name is written in title case and that the number of pages the book contains is written at the end of the item after the date.

In the second example the name "Maryland" is given because Rockville is an unknown town. In the third example everyone knows that San Francisco is in California so "California" doesn't have to be given.

Advanced Life Support Group. Acute medical emergencies: the practical approach. London: BMJ Books; 2001.

American Occupational Therapy Association, Ad Hoc Committee on Occupational Therapy Manpower. Occupational therapy manpower: a plan for progress. Rockville, Maryland: The Association; 1985 Apr.

National Lawyer's Guild AIDs Network (US); National Gay Rights Advocates (US). AIDS practice manual: a legal and educational guide. 2nd ed. San Francisco: The Network; 1988.

17 Paper presented at a conference

The authors (presenters) of the paper come first. If the conference is fifth in a series of conferences on the same topic (as in the example below) that fact must be mentioned.

Christensen S, Oppacher F. An analysis of Koza's computational effort statistic for genetic programming. Paper presented at the 5th European Conference on Genetic Programming; 2002 Apr 3-5; Kinsdale, Ireland.

18 Dissertation

Borkowski MM. Infant sleep and feeding: a telephone survey of Hispanic Americans [dissertation]. Mount Pleasant (MI): Central Michigan University; 2002.

19 Newspaper article

If the name of the journalist had not been given, the item would have begun with the title of the newspaper article. Note that the section of the

newspaper that the article falls under has been given, as well as the column of type.

Tynan T. Medical improvements lower homicide rate: study sees drop in assault rate. The Washington Post. 2002 Aug 12;Sect. A:2 (col. 4).

20 Dictionary and similar references

Dorland's illustrated medical dictionary. 29th ed. Philadelphia: W.B. Saunders; 2000.

21 In press or forthcoming

Tian D, Araki H, Stahl E, Bergelson J, Kreitman M. Signature of balancing selection in Arabidopsis. Proc Natl Acad Sci U S A. Forthcoming 2002.

22 CD-ROM

Anderson SC, Poulsen KB. Anderson's electronic atlas of hematology [CD-ROM]. Philadelphia: Lippincott Williams & Wilkins; 2002.

23 Monograph on the Internet

Foley KM, Gelband H, editors. Improving palliative care for cancer [Internet]. Washington: National Academy Press; 2001 [cited 2002 Jul 9]. Available from:
<http://www.nap.edu/books/0309074029/html/>

24 Homepage/Website

Cancer-Pain.org [Internet]. Palliative cancer care. New York Association of Cancer Online Resources, Inc.; [updated 2002 May 16; cited 2002 Jul 9]. Available from:
<http://www.cancer-pain.org/pall/78320%/htm>

25 Website articles with "doi" in the website address

If a web site (article) address has a digital object identifier ("doi") as part of its alphanumeric string you know that the article you are referencing will always be found at that address. With an ordinary web address (without a "doi") you are not guaranteed to find the particular article you are looking for at the web address you are using. For some reason a change has taken place. Where you see "doi" you have that guarantee.

We recommend that when a "doi" is available you include it for both print and electronic sources. The "doi" is typically located on the first page of the electronic journal article, near the copyright notice. The "doi" can also be found on the database landing page for the article.

You have no need to give the date of access if there is a "doi" in the website address.

For more on "doi", see [Electronic Sources and Locator Information \(PDF\)](#) and the [DOI category of the APA Style Blog](#).

Chinkhumba J, Tomkins A, Banda T, et al. The impact of HIV on mortality during in-patient rehabilitation of severely malnourished children in Malawi. *Trans R Soc Trop Med Hyg* 2008;102:639-44. [<http://dx.doi.org/10.1016%2Fj.trstmh.2008.04.028>]

The Harvard referencing style

In-text references

The name(s) of the author(s) can be a part of a sentence and the date given in brackets or sometimes both the name and date are put in brackets. So:

Fischer (2011) remarks on the difficulty of finding appropriate material on the topic.

OR

The difficulty of finding appropriate material has been remarked on (Fischer 2011).

Look at the punctuation used to separate authors' names or the names of groups of co-authors:

Fischer (2011), Masilela and Browne (2011), and De Jager, Patrick and Williamson (2012) remark on the difficulty of finding appropriate material.

The difficulty of finding appropriate material has been remarked on (Fischer 2011; Masilela and Browne 2011; De Jager, Patrick and Williamson 2012).

In addition to giving authors' names and the year of their publications, you need to add the page number of any text that you quote directly from a publication. Notice the double quote marks as well.

"This illness was unheard of 15 years ago," states Fischer (2011: 95).

Using "et al."

The first time you refer to a publication in your document you give the names of all authors if there are two or three of them. So:

De Jager, Patrick and Williamson (2012) comment on the dangers of taking this approach.

Every time you use this publication after this first reference you'll use "De Jager et al. 2012". For publications with four authors or more you use the first author's name and then "et al." – even on first usage in the text.

Direct quotations

Use direct quotations – even short ones – only when you consider that the words used by the author you are citing will express a particular meaning to your readers in a way that you couldn't match.

Long quotations (longer than 40 words) should not be set out in the way short ones are. With short quotations you use double quote marks around the quotation and write the quoted phrase or sentence as part of your paragraph. Long quotations should be set out as paragraphs on their own and be indented from either side. You don't need quotation marks around direct quotations set out in this way.

So, for example, if the paragraph you've just read were a direct quotation you would write it out in this way:

Long quotations (longer than 40 words) should not be set out in the way short ones are. With short quotations you use double quote marks around the quotation and write the quoted phrase or sentence as part of your paragraph. Long quotations should be set out as paragraphs on their own and be indented from either side. (Jones 2012:10)

Please note the position of the final full stop in relation to the author's name, year of publication and page number from which the quotation was taken.

Position of reference marker (author and date and page number) in relation to the full stop

Imagine this situation: you want to quote a statement from a newspaper. The original statement was "Some of our public hospitals are a mess and a shambles." If you choose to quote the entire statement you would write: "Some of our public hospitals are a mess and a shambles." (Maibela 2011: 35)

The reference marker would be outside the full stop because you have quoted the entire statement and it ended in a full stop.

If, however, you chose to leave out "a shambles" you would write: "Some of our public hospitals are a mess" (Maibela 2011:35). In this case your reference marker would come in front of the full stop because what you have quoted didn't end in a full stop.

Please note that American journals or international journals that use American spelling have a different rule when it comes to the position of the full stop in relation to the reference marker. With these articles the full stop always comes at the end of a quotation, even if that quotation did

not end in a full stop in the original. So, in the case of the examples set out immediately above you would have:

"Some of our public hospitals are a mess and a shambles." (Maibela 2011:35)

AND

"Some of our public hospitals are a mess." (Maibela 2011:35)

A reference list written in Harvard style

Notice the case used (lower case or title case) for the different elements in this reference to a journal article.

Patterson, P.J., d'Amico, M. & Buch, E. 2012. Rainwater harvesting in difficult times. *Agriculture in South Africa*, 15 (4), 440-8.

Referencing journal articles

1 An article where there are more than six authors

Notice the "et al." ("and others") that comes after the initials of the sixth author.

Rose, M.E., Huerbin, M.B., Melick, J., Marion, D.W., Palmer, A.M., Schiding, J.K., et al. 2010. New places to fish in Mpumalanga. *South African Waters*, 12(3), 29-36.

2 An article where the 'author' is an organisation

Notice that the name of the authoring organisation in this example is written in US English and in title case.

New World Development Organization. 2011. Food production in Malawi. *Southern African Journal of Development*, 7 (2), 32-7.

3 An article that has no author

In this situation you start off your reference item with the name of the article.

21st-century solutions to food security. 2009. *Journal of Food Security*, 2 (2), 91-7.

4 A journal volume that has a supplement

The word "Suppl" and the supplement number are inserted after the volume number. The letter "S" immediately in front of the page numbers indicates that the pages are part of the supplement.

Geraud, G., Spierings E.L. & Keywood C. 2010. Can dying languages be resuscitated? *Language Issues*, Suppl 2, S93-9.

5 A journal issue that has a supplement

The word "Suppl" and the supplement number are inserted after the issue number and inside the brackets that surround the issue number.

Glauser, T.A. 2005.

New career pathways in South Africa. *Journal of Careers*, 58 (12 Suppl 7), S6-12.

6 A volume that has parts

Sometimes a journal volume is divided into two parts and doesn't have an issue number. In brackets immediately after the number of the volume write "Pt" (short for "Part") then the number of the part.

Abend, S.M. & Kulish, N. 2002. The psychoanalytic method from an epistemological viewpoint. *International Journal of Psychoanalysis*, 83 (Pt 2), 491-5.

7 An issue that has parts

If it is the issue that is divided into parts the "Pt" and its number go inside the brackets after you have given the issue number.

Ahrar, K. Madoff, D.C., Gupta, S., Wallace, M.J. & Price, R.E. 2008. Refound communities. *Journal of Anthropology*, 13 (9 Pt 1), 923-8.

8 A journal that has neither volume nor issue

Journals can be labelled by month instead of volume and/or issue numbers.

Outreach: bringing HIV-positive individuals into care. 2010. *People on the Outside*, June, 1-6.

9 Pages with Roman numerals

Chadwick, R. and Schuklenk, U. 2002. The politics of ethical consensus finding. *Ethics*, 16 (2), iii-v.

10 An article republished with corrections

If an error has been made in an article and the error is corrected when the article is republished you need to indicate this fact as in the example that follows.

Mansharamani, M. & Chilton, B.S. 2003. When the closet is locked from the outside. *The Psychology of Homosexuals*, 188 (2), 22-5. Corrected and republished from *The Psychology of Homosexuals*, 2001. 183 (2), 123-6.

11 Article published electronically ahead of the print version

At the end of the item you add "Epublication" and the year and date.

Yu, W.M., Hawley, T.S. Hawley, R.G. & Qu, C.K. 2004. Kinship systems among Amazon tribes. *Journal of Kinship and Families*, 2002 Nov 15, 100 (10), 381-87. Epublication 2002 Jul 5.

Referencing books and other monographs

12 A book with authors who have written an entire work

The title of the book is given in sentence case, just as the title of an article is. You need to give the name of the city or town where the book was published. If the town is not well known, give the name of the state (for the USA) or country after the name of the city or town.

Also notice how and where to indicate what edition of the book it is. The title of the book is given in sentence case, so differs from the titles of journals, which are written in title case.

Boyes, T.J. 2005. *Conquering the north: Agriculture with little rain*. 2nd ed. Polokwane, South Africa: Limpopo Publishers.

13 Where your reference is a chapter in a book

Note where the word "ed" (for "editor") (or "eds" for "editors") goes in your reference item and the page numbers that the chapter takes up in the book at the end.

Also note that you reference a chapter, as shown below, if you refer to only one chapter in a book. If you refer to more than one chapter then simply reference the entire book.

Gilstrap, L.C. 3rd, Cunningham, F.G. & Van Dorsten. 2004. Rainwater harvesting. In Bowness, S. ed. *Experimenting with South African agriculture*. Howick, South Africa: Midlands Press. 21-30 p.

14 Where the editors or compilers are the authors

Note where the word "ed" goes in your reference item.

Bowness, S. ed. 2006. Experimenting with South African agriculture. Howick, South Africa: Midlands Press.

15 Where the 'author' is an organisation

Notice that the organisation's name is written in title case and that the number of pages the book contains is written at the end of the item after the name of the publishing house.

In the second example "Maryland" is put in brackets. In the third example everyone knows that San Francisco is in California so "California" needn't appear.

Advanced Life Support Group. 2005. Acute medical emergencies: the practical approach. London: Frazer Books, 454 p.

American Occupational Therapy Association, Ad Hoc Committee on Occupational Therapy Manpower. 1999. Occupational therapy manpower: a plan for progress. Rockville, Maryland: The Association Press, 84 p.

National Lawyer's Guild AIDS Network (US). 2003. AIDS practice manual: a legal and educational guide. 2nd ed. San Francisco: The Network Press.

16 Paper presented at a conference

The names of the authors (presenters) of the paper come first. If the conference is fifth in a series of conferences on the same topic (as in the example below) that fact must be mentioned.

McIntyre, A. 2006. Food security: new trends. Paper presented at the 5th International Conference on the Urgency of Food Security, 8 – 11 April 2006, Polokwane, South Africa.

17 Dissertation

Borkowski, M.M. 2002. Infant sleep and feeding: a telephone survey of Hispanic Americans [dissertation]. Mount Pleasant, Michigan: Central Michigan University.

18 Newspaper article

If the name of the journalist had not been given, the item would have begun with the title of the newspaper article. Note that the section of the newspaper that the article falls under has been given, as well as the column of type.

Tynan, T. 2002. Medical improvements lower homicide rate: study sees drop in assault rate. The Washington Post. Aug 12, Sect. A:2 (col. 4).

19 Dictionary and similar references

Dictionary of language and linguistics. 29th ed. Saunders W.B. 2000. Philadelphia: East Coast Press.

20 In press or forthcoming

Tian, D., Araki, H, Stahl & Bergelson J. From pidgins to creoles. Crystal's Language Series, Forthcoming 2002.

21 CD-ROM

Anderson, S.C & Poulsen KB. 2004. World languages [CD-ROM]. London: Oxford University Press.

22 Monograph on the Internet

You must include the date on which you cited the monograph.

Foley, K.M. and, Gelband, H eds. 2006. A world without jobs [Internet]. Washington DC: National Academy Press. [cited 2007 Jul 9]. Available from:
<http://www.nap.edu/books/0309074029/html/>

23 Homepage/Website

SAQA [Internet]. Higher education institutions [updated 2002 May 16; cited 2002 Jul 9]. Available from <http://www.saqa.org.za/show.asp?id=1979>

24 Website with "doi" in the website address

If a website address has a digital object identifier ("doi") as part of its alphanumeric string you know that the book or article you are referencing will always be found at that address. With an ordinary web address (without a "doi") you are not guaranteed to find the particular article you are looking for at the web address you are using. For some reason a change has taken place. Where you see "doi" you have that guarantee.

If a web address has a "doi" in it you don't need to give the date on which you cited the book or article.

We recommend that when a "doi" is available you include it for both print and electronic sources. The "doi" is typically located on the first page of the electronic journal article, near the copyright notice. The "doi" can also be found on the database landing page for the article.

For more on “doi”, see [Electronic Sources and Locator Information \(PDF\)](#) and the [DOI category of the APA Style Blog](#).

Foley, K.M. and, Gelband, H eds. 2006. A world without jobs [Internet]. Washington DC: National Academy Press. [<http://dx.doi.org/10.1012%3Ds.ftsrkk.2006.09.031>]