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 Hawkridge 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:


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

**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:


**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:


**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.


**Edited book**

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


**Book section or chapter**


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


Journal/Periodical/Magazine/newspaper article (printed)


Journal/Periodical/Magazine/newspaper article (Electronic)


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


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


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
2. Ibid.
3. Ibid., p. 65.


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 is 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.


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


**Book section or chapter**


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

**Journal/Periodical/Magazine/newspaper article (printed)**

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


**Journal/Periodical/Magazine/newspaper article (Electronic)**


**Thesis**

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


**Webpage**

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


**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.


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>


For more details of citing other types of resources and information about Reference Lists and Bibliography’s 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