Vancouver referencing
This information has been adapted from the Vancouver referencing guide.

Referencing guides are updated regularly in line with guidance from the institution on which the style is based. In order to make sure you are using the most up to date version of this guide, check the University Library’s referencing page for the latest version.

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Introduction

Vancouver is a numerical style of referencing designed by the National Library of Medicine's (NLM) International Committee of Medical Journal Editors (ICMJE). It is widely used in medicine and the clinical sciences. Further details of Vancouver referencing can be found from the NLM’s Citing Medicine Style Guide. Some elements of the standard offer a choice of approaches; ensure that you use a consistent standard in your own work. The examples given in this tutorial are based on the University Library's interpretation of the standard.

Referencing in the Vancouver style is a two-part process:

- A number in the text: this is a numerical reference in the text of your work, relating to a numbered reference in the reference list. The number should immediately follow the use of the material whether quoted or paraphrased.
- Reference list: a complete numbered list of all the cited references used in your work with full bibliographic details, to allow the reader to follow up these references and find the original text.

Creating a citation and reference list

Creating a citation

When using a theory or an idea in your work, a reference number will need to be added in parentheses, e.g. (1), (2). Alternatively, numbers can be added in superscript, e.g. 1. Numbers are added sequentially for each new citation, and the number should be included in the punctuation of the sentence.

If you are referring to an author's work and are using their name then you would add the number after the name, e.g. Smith (1) recommends the use of...
or Smith1 recommends the use of...

If you use more than one source at the same time, you can cite them in the same set of parentheses and separate them with a comma, e.g. (1,2). or 1, 2

If using three or more sources that have consecutive citation numbers, then a dash can be used to abbreviate, e.g. (1-3, 5, 7-9), or 1,3, 5, 7-9.

If you are using the same reference more than once in your work, it will keep the same number all the way through, e.g. Smith (1) will be (1) all the way through your work.

Quoting

Quoting

Quoting is when you use the exact phrase or wording of the original author. Try not to be over reliant on quotations, as this may show a lack of understanding of the subject area being studied.
Short Quotations

A short quotation is up to 40-50 words in length, this can be included in the body of the text:

Galley suggests that "the art of fluid administration and haemodynamic support is one of the most challenging aspects of current critical care practice". 1(p. vii) What this means is...

Long Quotations

A long quotation is a quotation which is longer than 50 words. Long quotations should be presented as follows:

- Presented as a new paragraph with a clear line above and below
- Indented from the left margin.
- Do not use quotation marks
- At the end of the quotation, include the citation number and the page number e.g. 2(p. 68) or (2, p. 68).

Young and Boulton argue that in neuropathic diabetic patients:

the absence of symptoms must never be equated with absence of risk of ulceration. Patients may also have a curious indifference to the condition of their feet, which can be likened to sensory inattention, and this can make the importance of education about foot care difficult to impress upon them. 3(p. 68)

This can mean that...

Omitting parts of a quotation

You can also omit parts of the quotation; this is indicated by using three dots inside a square bracket [...]. It is not necessary to use this at the beginning or end of a quotation, as almost all quotes are taken from a larger context, and this will be presumed, e.g.

Durrington states that "women have fewer heart attacks than men [...] similar death rates occur in women about 10 years later than in men". 3(p. 5) This argument...

In the bibliography / reference list:


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Paraphrasing
Paraphrasing means putting someone else's ideas into your own words. It does not mean just changing a word here or there, or even a sentence or two if the phrasing of the original is still evident. The paraphrase should clearly be a restatement of the meaning of the original text in your own words.

When you are paraphrasing, or referring indirectly to a secondary source without making a direct quotation, the statements will need to be referenced, and the page numbers should be given.

Patients with neuropathic diabetes may not see the need for taking extra care of their feet, and can be prone to ulceration without any symptoms preceding to warn of this risk. 1(p. 68)

Reference list

Secondary Referencing
Secondary referencing is when one author is referring to the work of another and the primary source is not available. You should always try to follow up the original reference, and read the work for yourself. However, if the primary source is not available, you can make use of the phrase 'cited in' to acknowledge that the reference is a secondary reference.

Secondary referencing should be avoided where possible.

If you have only read the later publication, you are accepting someone else's opinion and interpretation of the author's original intention. You cannot have formed your own view or critically appraised whether the second author has adequately presented the original material. You must make it clear to your reader which author you have read whilst giving the details of the original:

Date and Cornwall, cited in Faltermeyer stated that... 5

In the Reference list, you should only give the full reference for the source you read.


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Creating a reference list
A reference list of items cited is located at the end of the document, starting on a new page.

The general rules for creating a list are:

- The references are arranged in numerical order rather than alphabetical.
- Include a maximum of six contributors when referencing a journal or conference papers/proceedings, include a maximum of three contributors in all other references. If the item has more than three/six contributors, follow the last name with a comma and et al.
- List contributors as they appear in the text.
- Author/Editor surnames should be given first, followed by a space and then a maximum of two initials given without a space. Commas are used to separate author names, e.g. Smith GA, Johnson T, Turner PW, et al.
- Anonymous works should start with a title.
- Capitalise only the first word, acronyms, proper nouns, and proper adjectives.
- Each reference should end with a full stop unless it is a link or DOI.
- For journals and online references, the month should be abbreviated to three letters, e.g. Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sept, Oct, Nov, Dec.
- For journals, the journal title should be abbreviated; sources for this are available from NLM's Citing Medicine Style Guide: Abbreviation rules for journal titles.

Referencing materials from non-roman script, e.g. Cyrillic, Greek, Arabic, Hebrew, or Korean

General guidance

- Romanise the names of authors.
- Romanise book titles, journal article titles, journal titles, chapter titles, etc. If possible, include a translation after the romanised title.
- If a translation of a title is provided, enclose it in square brackets after the romanised title.
- When including city of publication, use the English form of the name if possible, if not romanise.
- Romanise the name of the publisher. If possible, include a translation, and enclose in square brackets after the romanised publisher unless the translation is given in the book.
- State the original language at the end of the reference, followed by a full stop.
• Romanise the name of all government agencies. If possible, follow a non-English name with a translation and enclose in square brackets.

Notes
• If a title starts with a Greek letter or some other symbol that cannot be reproduced with the fonts available, substitute the name for the symbol, e.g. Ω becomes Omega.
• If the translated title has punctuation other than a full-stop at the end, include this within the square brackets, and a full stop outside of the square brackets e.g. ?].

Referencing materials from character based non-Roman script, e.g. Chinese, and Japanese

General guidance
• Romanise the names of authors.
• Romanise or translate book titles, journal article titles, journal titles, chapter titles, etc.
• If you only provide a translation, this should be enclosed in square brackets.
• If possible, romanise and provide a translation book titles, journal article titles, journal titles, chapter titles, etc.
• If you provide a translation after romanisation, enclose the translation it in square brackets after the romanised title.
• When including city of publication, use the English form of the name if possible, if not Romanise.
• Romanise the name of the publisher. If possible, include a translation, and enclose in square brackets after the romanised publisher unless the translation is given in the book
• State the original language at the end of the reference, followed by a full stop.
• Romanise the name of all government agencies. If possible, follow a non-English name with a translation and enclose in square brackets.

Notes
• If a title starts with a Greek letter or some other symbol that cannot be reproduced with the fonts available, substitute the name for the symbol, e.g. Ω becomes Omega.
• If the translated title has punctuation other than a full-stop at the end, include this within the square brackets, and a full stop outside of the square brackets e.g. ?].

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Referencing materials in languages other than English which use the Roman alphabet

General guidance

- Provide the title in the original language, if possible, include a translation and enclose in square brackets after the original title.
- Use the English form for names of cities and countries when possible
- Use the English form for names of cities and countries when possible. However, the name as found on the publication may always be used.
- You may follow the publisher's name with a translation; add this in square brackets unless the name is given in the publication.
- State the original language at the end of the reference followed by a full-stop.
- Give names of Government Agencies as they appear in the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets after the original name.

Notes

- If a title starts with a Greek letter or some other symbol that cannot be reproduced with the fonts available, substitute the name for the symbol, e.g. Ω becomes Omega.
- If the translated title has punctuation other than a full-stop at the end, include this within the square brackets, and a full stop outside of the square brackets e.g. ?].

Referencing materials published in more than one language

For items presented in two equal languages, such as Canadian materials which may be printed in both official languages of English and French in the same publication

General guidance

- For items printed in two equal languages give all titles in the order that they appear in the text. Separate the titles with an equals (=) sign. Put the languages at the end of the reference followed by a full-stop.

Items printed in more than one language

General guidance

- If the article is written in English and another language, give the English version of the title.
- If none of the published languages are English, translate the title which appears first and place the translation in square brackets.
• List all languages of publication, separated by commas, after the pagination/DOI/URL.

**App**

In the reference list

**Number of reference. Developers name or Rightsholder. Title of App [Medium]. Version. Location: Publisher; Year of publication (if available); [Date updated (if year of publication unavailable)]; [date of citation]. Available App Store or URL**


**Notes**

No official guidance is available from the National Library of Medicine for apps.

• If the date of publication is not available, use the date the app was updated and date cited. If using date updated and date cited they should be presented as such [updated 2017 Feb 27; cited 2018 Jun 6].

• If the date of publication, and date of update are not available use date cited.

• For more information about in-text citation, and creating a reference list see [Creating a citation and reference list](#).

**Blog**

In the reference list

**Number of reference. Author(s) of post. Title. Date of post [Date of citation]. In: Author(s) or editor(s) of blog (if available). Title of blog [Medium e.g. Internet]. Place of publication: Publisher. Date of publication. [Number of screens]. Available from: URL**

Complete blog

In the reference list

Number of reference. Author(s) or Editor(s). Title [Medium e.g. Internet]. Place of Publication: Publisher. Date of publication [date of citation]. Available from: URL


Notes

- If the author is not apparent, try looking at the 'About' or 'Contact Us' links.
- If no author can be found, you may use the name of the editors. If no editors are given, you can start the reference with the blog title.
- If the title of the blog does not contain the word blog, enter it in the medium e.g. [Blog on internet].
- Copy the title of the blog and blog post as closely as possible, including spelling, punctuation, grammar and capitalisation.
- Blogs do not always make clear the date the blog began, if this is the case use the date of the first post and place in square brackets.
- Dates are open ended unless the blog is no longer being updated, e.g 2006 - , or 2006 - 2009.
- If place of publication can't be found or is not available, use the authors city as place of publication.

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Book with a single author

In the reference list

Number of reference. Author(s). Title. Edition (if not first edition). Secondary author (if needed, e.g. translator). Place of publication: Publisher; Year of publication. Pagination.


Notes

- If adding a secondary author, such as a translator, they should follow the same format as the author, e.g. Smith A, translator.
- For more information about in-text citation, and creating a reference list see Creating a citation and reference list.

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Book with two or three authors

In the reference list

Number of reference. Author(s). Title. Edition (if not first edition). Secondary author (if needed, e.g. translator). Place of publication: Publisher; Year of publication. Pagination.


Notes

- If adding a secondary author, such as a translator, they should follow the same format as the author, e.g. Smith A, translator.
- For more information about in-text citation, and creating a reference list see Creating a citation and reference list.

Book with more than three authors

In the reference list

Number of reference. Author(s). Title. Edition (if not first edition). Secondary author (if needed, e.g. translator). Place of publication: Publisher; Year of publication. Pagination.


Notes

- If adding a secondary author, such as a translator, they should follow the same format as the author, e.g. Smith A, translator.
- Include a maximum of three authors. If the item has more than three authors, follow the last name with a comma and then et al.
- Include a maximum of three authors. If the item has more than three authors, follow the last name with a comma and then et al.
- For more information about in-text citation, and creating a reference list see Creating a citation and reference list.
Book – Chapter

Chapter in a book

In the reference list

Number of reference. Author(s). Title. Edition (if not first edition). Secondary author (if needed, e.g. translator). Place of publication: Publisher; Year of publication. Chapter number, Chapter title; Page range.


Chapter in an edited book

In the reference list


Notes

- If adding a secondary author, such as a translator, they should follow the same format as the author, e.g. Smith A, translator.
- For more information about in-text citation, and creating a reference list see Creating a citation and reference list.

Book – Chapter/Section (in an electronic book)

Section in an eBook

In the reference list

Number of reference. Author(s). Title [Medium e.g. Internet]. Edition (if not first edition). Secondary author (if needed, e.g. translator). Place of publication: Publisher; Year of publication. Chapter number, Chapter title; [Date of update/Date of revision/Date of citation]; Page Range or extent. Available from: URL or DOI

Section in an edited eBook

In the reference list

Number of reference. Author(s) of section. Title of section. In: Editor(s). Title of book [Medium e.g. Internet]. Edition (if not first edition). Secondary author (if needed, e.g. translator). Place of publication: Publisher; Date of publication [Date of update/Date of revision/Date of citation]. Page range or extent. Available from: URL or DOI


Notes

• If adding a secondary author, such as a translator, they should follow the same format as the author, e.g. Smith A, translator.

• If the page range is not available, replace with extent in square brackets e.g. [about 10 p.]. or [about 10 screens].

• Only add date of update if available e.g. ; [updated 2014 May 1; cited 2015 Jun 1].

• The format of the date for citation is Year/Month/Day. Use the three letter abbreviations for the month.

• Convert Roman numerals to numbers, e.g. MMXV will become 2015.

• Do not add a full stop to the end of the URL.

• If a DOI is available, use a DOI and reference as follows: doi:

• If a DOI is not available, use a stable URL.

• For more information about in-text citation, and creating a reference list see Creating a citation and reference list.

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Book – Edited

In the reference list

Number of reference. Editor(s). Title. Edition (if not first edition). Secondary author (if needed, e.g. translator). Place of publication: Publisher; Year of publication. Pagination.


Notes

• If adding a secondary author, such as a translator, they should follow the same format as the author, e.g. Smith A, translator.
• Follow the name of the last editor with a comma and the word 'editor(s)', followed by a full stop.

• Include a maximum of three editors. If the item has more than three editors, follow the last name with a comma and then 'et al. editors.'

• For more information about in-text citation, and creating a reference list see Creating a citation and reference list.

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Book – Electronic

In the reference list

Number of reference. Author(s)/Editor(s). Title [Medium e.g Internet]. Edition (if not first edition). Secondary author (if needed, e.g. translator). Place of publication: Publisher; Date of publication [Date of update/Date of citation]. Available from: URL or DOI


Notes

• If adding a secondary author, such as a translator, they should follow the same format as the author, e.g. Smith A, translator.

• Only add date of update if available e.g. [updated 2014 May 1; cited 2015 Jun 1].

• The format of the date for citation is Year/Month/Day. Use the three letter abbreviations for the month.

• Convert Roman numerals to numbers, e.g. MMXV will become 2015.

• Do not add a full stop to the end of the URL.

• If a DOI is available, use a DOI and reference as follows: doi:

• If a DOI is not available, use a stable URL.

• For more information about in-text citation, and creating a reference list see Creating a citation and reference list.

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Code

It’s important to acknowledge the source of code just like you would acknowledge the source of any work that is not your own. Referencing correctly will help to distinguish your work from others, give credit to the original author and allow anyone to identify the source.
Conference Papers

Conference paper in proceedings with a book title

In the reference list

Number of reference. Author(s) of paper. Title of paper. In: Editor(s). Title of book. Conference title; Date of conference; Place of conference. Secondary author (if needed, e.g. translator). Place of publication: Publisher; Date of publication. Pagination.


Conference paper in proceedings without a book title

In the reference list

Number of reference. Author(s) of paper. Title of paper. In: Editor(s). Conference title; Date of conference; Place of conference. Secondary author (if needed, e.g. translator). Place of publication: Publisher; Date of publication. Pagination.


Online conference paper in proceedings with a book title

In the reference list

Number of reference. Author(s) of paper. Title of paper. In: Editor(s). Title of book [Medium e.g. Internet]. Conference title; Date of conference; Place of conference. Secondary author (if needed, e.g. translator). Place of publication: Publisher; Date of publication [Date of revision; Date of citation]. Available from: URL or DOI

Online conference paper in proceedings without a book title

In the reference list

Number of reference. Author(s) of paper. Title of paper. In: Editor(s)[Medium e.g. Internet]. Conference title; Date of conference; Place of conference. Secondary author (if needed, e.g. translator). Place of publication: Publisher; Date of publication [Date of revision; Date of citation]. Pagination. Available from: URL or DOI


Notes

• If adding a secondary author, such as a translator, they should follow the same format as the author, e.g. Smith A, translator.

• Some conference proceedings have a separate title for the book, whilst others are just called 'Proceedings of...'. If your proceedings have a separate title, use the example for conference proceedings with a book title.

• The number and name of the conference should take the following format:

    Proceedings of the [insert number of conference e.g. 9th] [Name of conference];

• Include a maximum of six contributors for conference proceedings; if there are more than six contributors then follow the sixth one with a comma and et al.

• For more information about in-text citation, and creating a reference list see Creating a citation and reference list and click on the relevant section.

Conference Poster

From a poster session

In the reference list

Number of reference. Author(s) of poster. Title of poster. Poster session presented at: Name of conference. Number of conference Title of conference; Date of conference; Place of conference.

38. Bazela C, Grant V, Tucker A. History of medicine 2.0: using creative media to enhance information literacy teaching for 1st year medical students. Poster session presented at: LILAC. 10th Annual Librarians Information Literacy Annual Conference; 2014 Apr 23-25; Sheffield, UK.

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- The number and name of the conference should take the following format:
  Proceedings of the [insert number of conference e.g. 9th] [Name of conference];

- Include a maximum of six contributors for conference proceedings; if there are more than six contributors then follow the sixth one with a comma and et al.

- Poster sessions at conferences may include items that have never been published. If the item has been published, cite the item from a publication (e.g. poster published in a journal should be referenced as a journal article), rather than an untraceable source.

- For more information about in-text citation, and creating a reference list see Creating a citation and reference list.

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Conference Proceedings

Conference proceedings with a book title

In the reference list

**Number of reference. Editor(s). Title of book. Conference title; Date of conference; Place of conference. Secondary author (if needed, e.g. translator). Place of publication: Publisher; Date of publication. Pagination.**


Conference proceedings without a book title

In the reference list

**Number of reference. Editor(s). Conference title; Date of conference; Place of conference. Secondary author (if needed, e.g. translator). Place of publication: Publisher; Date of publication. Pagination.**

Online conference proceedings with a book title

In the reference list

Number of reference. Editor(s). Title of book [Medium e.g. Internet]. Conference title; Date of conference; Secondary author (if needed, e.g. translator). Place of conference. Place of publication: Publisher; Date of publication [Date of revision; date of citation]. Pagination. Available from:


Online conference proceedings without a book title

In the reference list

Number of reference. Editor(s) [Medium e.g. Internet]. Conference title; Date of conference; Place of conference. Secondary author (if needed, e.g. translator). Place of publication: Publisher; Date of publication [Date of revision; date of citation]. Pagination. Available from:


Notes

• If adding a secondary author, such as a translator, they should follow the same format as the author, e.g. Smith A, translator.

• If the page range is not available, replace with extent in square brackets e.g. ; [about 10 p.]. or ; [about 10 screens]. or ; [1 paragraph].

• Some conference proceedings have a separate title for the book, whilst others are just called 'Proceedings of...'. If your proceedings have a separate title, use the example for conference proceedings with a book title.

• The number and name of the conference should take the following format:

Proceedings of the [insert number of conference e.g. 9th] [Name of conference];

• Include a maximum of six contributors for conference proceedings; if there are more than six contributors then follow the sixth one with a comma and et al.

• For more information about in-text citation, and creating a reference list see Creating a citation and reference list.
Dictionary

Dictionary entry - In print

In the reference list

Number of reference. Dictionary title. Edition. Place of publication: Publisher; Year of publication. Title of dictionary entry; Page number.


Dictionary Entry - Online

In the reference list

Number of reference. Dictionary title [Medium e.g. Internet]. Place of publication: Publisher; Year of publication. Title of entry; [Date of citation]; Page range or extent. Available from: URL or DOI:


Full dictionary - In print


Full dictionary - Online

Number of reference. Dictionary title [Medium e.g. Internet]. Place of publication: Publisher; Year of publication. [Date of citation]; Available from: URL or DOI


Notes

- If the page range is not available for the online version, replace with extent in square brackets e.g. ; [about 10 p.]. or ; [about 10 screens]. or ; [1 paragraph].

- For more information about in-text citation, and creating a reference list see Creating a citation and reference list.
Dissertation

In the reference list

Number of reference. Author. Title [Medium]. [Place of publication]: Publisher; Date. Total number of pages.

22. Vickers S. An oral history examination of how technology has impacted on library space using the University of Sheffield Library as a case study [master's dissertation]. [Sheffield]: University of Sheffield; 2008. 110 p.


Notes

• N.B. Thesis is used in American English to denote work undertaken as part of a master's degree. In this guide dissertation denotes work undertaken at master's level, whilst thesis denotes work undertaken for a doctorate.

• For more information about in-text citation, and creating a reference list see Creating a citation and reference list.

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Image – from a book

In print

Number of reference. Author(s). Title. Edition (if not first edition). Secondary author (if needed, e.g. translator). Place of publication: Publisher; Year of publication. [Item Type] Number of item, Title of item; Page range.


Online

Number of reference. Author(s). Title [Medium e.g. Internet]. Edition (if not first edition). Secondary author (if needed, e.g. translator). Place of publication: Publisher; Year of publication. [item type] Number of item, Title of item; [Date of update/Date of revision/Date of citation]; Page Range or extent. Available from: URL or DOI

45. Mtui E, Gruener G, Dockery P. Fitzgerald’s Clinical Neuroanatomy and Neuroscience [Internet]. 7th ed. Philadelphia PA: Elsevier; 2016. [Figure] 5.3, Lateral view of the right cerebral hemisphere, showing the cortical branches and territories of the three cerebral arteries; [Cited 2018 Jul 18]; p. 52. Available from: https://ebookcentral.proquest.com/lib/sheffield/detail.action?docID=4595630
Notes

- If adding a secondary author, such as a translator, they should follow the same format as the author, e.g. Smith A, translator.
- If the page range is not available, replace with extent in square brackets e.g. [about 10 p.] or [about 10 screens].
- Only add date of update if available e.g. ; [updated 2014 May 1; cited 2015 Jun 1].
- The format of the date for citation is Year/Month/Day. Use the three letter abbreviations for the month.
- Convert Roman numerals to numbers, e.g. MMXV will become 2015.
- Do not add a full stop to the end of the URL.
- If a DOI is available, use a DOI and reference as follows: doi:
- If a DOI is not available, use a stable URL.
- For more information about creating a reference list and citing foreign language materials see Creating a citation and reference list.

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Image – Online

Image with author and title provided

Number of reference. Author. Title [type of medium]. Place of Publication: Publisher; Date [Date Cited]. Available from: URL or doi:


Image without author or title

Number of reference. [Description of image] [Type of medium]. Place of publication: Publisher; Date. [Date Cited]. Available from: URL or doi:


Notes

No official guidance for online images

- The role of author refers to the artist (e.g. engraver) or photographer responsible for creating the work. A printer is not considered an author.
You may include the role of the author, separating the name from the role with a comma. E.g. Smith A, engraver.

If there are multiple authors, separate the names with roles separate each authors' name and role with a semicolon, e.g. Smith A, engraver; Jones B, photographer.

If a person or corporation cannot be identified as the author, omit the author and start the reference with the title. Do not use anonymous.

If a title cannot be identified, add a description with enough details to make a meaningful title and enclose in square brackets, e.g. [Left foot with scarring] [photograph].

Include the type of medium, e.g. [poster], [photograph], [print], after the title.

Collections of images may include more than one medium, place them in square brackets separated by a + sign, e.g. [photographs + posters].

If a place of publication cannot be identified, but can be inferred with reasonable accuracy, include in square brackets, e.g. [Sheffield].

If a place of publication cannot be identified or inferred use [place unknown].

When identifying the publisher, do not use the distributor of the image. You may use the term Available from: and list the distributor after, at the end of the reference, e.g. Available from: Name of distributor.

If you cannot find a date of publication, you may use date of copyright. Use a lower case 'c' or © to identify that you have used a date of copyright, e.g. c1984 or ©1984.

If you cannot find a date of publication or ascertain a date of copyright, you can use an estimated date and place the information in square brackets, e.g. [1984?]

If you are unable to identify an estimated date, but know an estimated date range, precede the date range with 'circa', e.g. circa 1890s, or circa 1900.

For the location of a collection of items, include the name of the holding institution preceded by the holding department, e.g. Special Collections, University of Sheffield Library, Sheffield, GB.

For more information about creating a reference list and citing foreign language materials see Creating a citation and reference list and click on the relevant section.

Image – Original (e.g. prints of original poster)

The references in this section refer to individual prints and photographs, as well as collections of prints and photographs. This type of medium often lacks relevant details used when creating an entry in the reference list, see the notes below which explain how to deal with the missing information.

47. [Nurse wearing uniform from Hong Kong] [Photograph]. [Trenton, N.J]: Helene Fuld Health Foundation; [1961-1963?].

Notes

• The role of author refers to the artist (e.g. engraver) or photographer responsible for creating the work. A printer is not considered an author.

• You may include the role of the author, separating the name from the role with a comma. E.g. Smith A, engraver.

• If there are multiple authors, separate the names with roles separate each authors’ name and role with a semicolon, e.g. Smith A, engraver; Jones B, photographer.

• If a person or corporation cannot be identified as the author, omit the author and start the reference with the title. Do not use anonymous.

• If a title cannot be identified, add a description with enough details to make a meaningful title and enclose in square brackets, e.g. [Left foot with scarring] [photograph].

• Include the type of medium, e.g. [poster], [photograph], [print], after the title.

• Collections of images may include more than one medium, place them in square brackets separated by a + sign, e.g. [photographs + posters].

• If a place of publication cannot be identified, but can be inferred with reasonable accuracy, include in square brackets, e.g. [Sheffield].

• If a place of publication cannot be identified or inferred use [place unknown].

• When identifying the publisher, do not use the distributor of the image. You may use the term Available from: and list the distributor after, at the end of the reference, e.g. Available from: Name of distributor.

• If you cannot find a date of publication, you may use date of copyright. Use a lower case 'c' or © to identify that you have used a date of copyright, e.g. c1984 or ©1984.

• If you cannot find a date of publication or ascertain a date of copyright, you can use an estimated date and place the information in square brackets, e.g. [1984?]
• If you are unable to identify an estimated date, but know an estimated date range, precede the date range with 'circa', e.g. circa 1890s, or circa 1900.

• For the location of a collection of items, include the name of the holding institution preceded by the holding department, e.g. Special Collections, University of Sheffield Library, Sheffield, GB.

• For more information about creating a reference list and citing foreign language materials see Creating a citation and reference list.

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Journal Article – Print

In the reference list


Notes

• Cite the version you saw, if you looked at the print version then do not cite the electronic version.

• Cite the journal name used at the time of publication.

• Do not include the header, e.g. News, Case Report, etc.

• If there are more than six authors, list 6 and then use et al.

• Abbreviate the journal title; sources for this are available from NLM’s Citing Medicine Style Guide: Abbreviation rules for journal titles.

• If an issue number is not available, use the volume number and follow with a colon and the page numbers.

• Sometimes a special number, supplement, or part will further divide the issue of a journal. These are referenced as follows:
  o Supplement e.g. 2015 Apr 23; 372(17 Suppl):1667-9.
  o Part e.g. 2015 Apr 23; 372(17 Pt A):1667-9.
  o Special Number e.g. 2015 Apr 23; 372(17 Spec No):1667-9.

• For more information about in-text citation, and creating a reference list see Creating a citation and reference list.

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Journal with a DOI (Electronic)

In the reference list

Number of reference. Author(s). Article title. Journal title [Source e.g. Internet]. Date of publication [Date of citation]; Volume(Issue):Page numbers. DOI:


Notes

- Cite the version you looked at; if you looked at the electronic version then do not cite the paper version.
- Cite the journal name used at the time of publication.
- Do not include the header, e.g. News, Case Report, etc.
- If there are more than six authors, list 6 and then use et al.
- Abbreviate the journal title; sources for this are available from NLM’s Citing Medicine Style Guide: Abbreviation rules for journal titles.
- If an issue number is not available, use the volume number followed by a colon and the page numbers.
- Sometimes a special number, supplement, or part will further divide the issue of a journal. These are referenced as follows:
  - Supplement e.g. 2015 May [cited 2015 May 20]; 122(Suppl):934-98.
  - Part e.g. 2015 May [cited 2015 May 20]; 122(Pt A):934-38.
  - Special Number e.g. 2015 May [cited 2015 May 20]; 122(Spec No):934-8.
- Pagination is not always available on ejournals.
- If the article is in PDF format, count the total numbers of page in the PDF. Place the amount of pages in square brackets followed by p where you would put the pagination, use a full stop after the closed bracket. E.g. 122(5):[4 p.].
- If the article is in XML, HTML, or another format; you should count the screens, paragraphs, or how many pages it would print out on. E.g.
  - 122(5):[about 3 screens].
  - 122(5):[about 3 pages].
  - 122(5):[20 paragraphs].
- For more information about in-text citation, and creating a reference list see Creating a citation and reference list.
Journal without a DOI (Electronic)

In the reference list

Number of reference. Author(s). Article title. Journal title [Source e.g. Internet]. Date of publication [Date of citation]; Volume(Issue):Page numbers. Available from:


Notes

- Use a stable URL which will always work, rather than a session URL which stops working when you log off and are often very long.
- Cite the version you looked at; if you looked at the electronic version then do not cite the paper version.
- Cite the journal name used at the time of publication.
- Do not include the header, e.g. News, Case Report, etc.
- If there are more than six authors, list 6 and then use et al.
- Abbreviate the journal title; sources for this are available from NLM’s Citing Medicine Style Guide: Abbreviation rules for journal titles.
- If an issue number is not available, use the volume number followed by a colon and the page numbers.
- Sometimes a special number, supplement, or part will further divide the issue of a journal. These are referenced as follows:
  - Supplement e.g. 2015 May [cited 2015 May 20]; 122(5 Suppl):934-98.
  - Part e.g. 2015 May [cited 2015 May 20]; 122(5 Pt A):934-38.
  - Special Number e.g. 2015 May [cited 2015 May 20]; 122(5 Spec No):934-8.
- If the volume and issue number are unavailable, follow the date of publication with the page number, e.g. 2018: 20-4
- Pagination is not always available on ejournals.
  - If the article is in PDF format, count the total numbers of page in the PDF. Place the amount of pages in square brackets followed by p where you would put the pagination, use a full stop after the closed bracket. E.g. 122(5):[4 p.].
  - If the article is in XML, HTML, or another format; you should count the screens, paragraphs, or how many pages it would print out on. E.g.
- 122(S):[about 3 screens].
- 122(S):[about 3 pages].
- 122(S):[20 paragraphs].

For more information about in-text citation, and creating a reference list see Creating a citation and reference list.

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Journal Article – Preprint (Ahead of publication)

In the reference list

Number of reference. Author(s). Title of article. Title of journal [source e.g. Internet]. Forthcoming Date of publication. [Date of citation]. Available from: or DOI:


Notes

- Cite the version you looked at; if you looked at the electronic version then do not cite the paper version.
- Cite the journal name used at the time of publication.
- If a DOI is available, use a DOI and reference as follows: doi:
- Do not include the header, e.g. News, Case Report, etc.
- If there are more than six authors, list 6 and then use et al.
- Abbreviate the journal title; sources for this are available from NLM’s Citing Medicine Style Guide: Abbreviation rules for journal titles.
- If an issue number is not available, use the volume number followed by colon and the page numbers.
- Sometimes a special number, supplement, or part will further divide the issue of a journal. These are referenced as follows:
  - Supplement e.g. 2015 May [cited 2015 May 20]; 122(Suppl):934-98.
  - Part e.g. 2015 May [cited 2015 May 20]; 122(Pt A):934-38.
  - Special Number e.g. 2015 May [cited 2015 May 20]; 122(Spec No):934-8.
- If the volume and issue number are unavailable, follow the date of publication with the page number, e.g. 2018: 20-4
- Pagination is not always available on ejournals.
- If the article is in PDF format, count the total numbers of page in the PDF. Place the amount of pages in square brackets followed by p where you would put the pagination, use a full stop after the closed bracket. E.g. 122(5):[4 p.].

- If the article is in XML, HTML, or another format; you should count the screens, paragraphs, or how many pages it would print out on. E.g.
  - 122(5):[about 3 screens].
  - 122(5):[about 3 pages].
  - 122(5):[20 paragraphs].

- For more information about in-text citation, and creating a reference list see Creating a citation and reference list.

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Magazines

To reference an article from a magazine see Journal Article.

Most magazines do have an issue and volume number, but it is normally hidden away as not to interfere with the content. You can check the front, back, and spine of the magazine for this information. You may also need to check the publication information, which is normally printed in the first or last few pages of a magazine. This information is normally in very small text.

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Newspaper Article

Print newspaper article

In the reference list

Number of reference. Author. Article title. Newspaper title. Date of publication. Section letter, number or name (if available). Page number(s)(column number).


Online newspaper article

In the reference list

Number of reference. Author. Article title. Newspaper title [Medium e.g. Internet]. Date of publication [Date of update; Date of citation]. Section letter, number or name (if available). Location/page number if available. Available from:

Available from: http://www.theguardian.com/science/2014/may/15/octopus-suckers-arms-chemical-skin

Notes

- Some online articles are modified after initial publication; add the date of update before the date of citation (as above).
- If the page range is not available, replace with extent in square brackets e.g. ; [about 10 p.]. or ; [about 10 screens]. or ; [1 paragraph].
- If you are referencing a local newspaper and the title does not indicate the city or town it is published in, add the city/town in round brackets either after the title or in the title e.g. The (Sheffield) Star.
- For more information about in-text citation, and creating a reference list see Creating a citation and reference list.

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Reports

In print

In the reference list

Number of Reference. Author(s). Title of report. Edition (If not first). Place of publication: Publisher; Date of publication. Report No.:


Online

Number of Reference. Author(s). Title of report [Medium]. Edition (If not first). Place of publication: Publisher; Date of publication. Report No.: [Date of Update/Revision (if needed)]. [Date of citation]. Available from: URL or doi


Notes

- Include a maximum of three contributors when referencing reports. If the item has more than three follow the last name with a comma and 'et al.', e.g. Smith GA, Johnson T, Turner PW, et al.'
Enter the title of the report as it appears, following the guidance regarding translation and transliteration as necessary.

It is common for reports to have an organisation as author, if this is the case, use the organisation name as author.

For more information about in-text citation, and creating a reference list see Creating a citation and reference list.

Standards

In the reference list

Number of Reference. Author(s). Title of report. Edition (If not first). Place of publication: Publisher; Date of publication. Report No.:


Notes

Add a country designation if an organisation has authored a report and does not have the country in the name.

For more information about in-text citation, and creating a reference list see Creating a citation and reference list.

Thesis

Thesis - In print

In the reference list

Number of reference. Author. Title [Medium]. [Place of publication]: Publisher; Date. Total number of pages. Notes (e.g. Volumes).


Thesis - Online

Number of reference. Author. Title [medium and where available]. Place of publication: Publisher; Date of publication [Date of citation]. Pages. Notes (e.g. volumes). Available from: (e.g. URL)

Notes

- N.B. Thesis is used in American English to denote work undertaken as part of a master's degree. In this guide dissertation denotes work undertaken at master's level, whilst thesis denotes work undertaken for a doctorate.

- For more information about in-text citation, and creating a reference list see Creating a citation and reference list.

Video – Physical format

In the reference list

Number of reference. Author. Title [Type of medium e.g. Film, DVD]. Secondary Author (e.g. producer/director). Place of publication: Publisher; Date of production. Extent: Physical Description.


42. Howe A. Talking to patients: and helping them to talk to you [DVD]. Sheffield: University of Sheffield; 2014. 1 videodisc: 30 min., sound, colour, 4 3/4 in.

Notes

- The role of secondary author, in the case of audio visual materials will be the director or producer.

- For more information about in-text citation, and creating a reference list see Creating a citation and reference list.

Video – Website

In the reference list

Number of reference. Homepage [medium e.g. Internet]. Place of publication: Publisher; Date of publication of homepage [Date homepage updated]. [Video], Title; Date published [Date reviewed; Date of citation]; [Length e.g. 2min., 31sec]. Available from:


Notes

- For more information about in-text citation, and creating a reference list see Creating a citation and reference list.

Website

Whole website

In the reference list

Number of reference. Author (if available). Title [Type of medium]. Edition (if available, e.g. American ed.) Place of Publication: Publisher; Date of publication [Date of update; date of revision]. Available from: (e.g. URL)


Part of a website

In the reference list

Number of reference. Title of homepage [Medium e.g. Internet]. Place of Publication: Publisher; Date of Publication. Title of part of website; Date of publication if different to homepage [Date of Update/Revision; Date of citation]; [Number of screens/pages]: Available from:


Notes

- If you are unable to find the author of the webpage, start the reference with the name of the homepage.
- Sometimes an organisation can be the author of the webpage; if the organisation beings with 'The' do not include this in the organisation name.
- Use the same spellings, punctuation, grammar, and capitalisation as the homepage.
- If you are unable to find the place of publication on the homepage, you can do the following:
  - If you know where the organisation is based, you may assume the place of publication in square brackets.
o If you are unable to reasonably assume place of publication and cannot find place of publication, use [place unknown]

- If you are having problems locating the publisher, look at the copyright statement, or the 'contact us' link.
- If you cannot identify the publisher you can use 'publisher unknown' in square brackets e.g. [place unknown: publisher unknown];
- Date of publication can be difficult to find, firstly look in the 'about the site' section. If you are still unable to find this you can use the copyright date e.g. c2006.
- If no date of publication or copyright can be found, use the date of update/revision or citation e.g. [Updated 2015 Aug 12; Cited 2015 Aug 12];
- If the page range is not available, replace with extent in square brackets e.g. ; [about 10 p.]. or ; [about 10 screens]. or ; [10 paragraphs].
- For more information about in-text citation, and creating a reference list see Creating a citation and reference list.

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Summary

You have reached the end of this resource.

Why not look at some of our other Information and Digital Literacy resources?

Book onto a webinar: Information and Digital Literacy Workshops.

Take an online tutorial: Information and Digital Literacy Tutorials.

Visit our FAQs: Library FAQs

Get in touch: library@sheffield.ac.uk

Full URLs

Vancouver referencing guide: https://librarydevelopment.group.shef.ac.uk/referencing/vancouver.html

University Library’s referencing page: https://www.sheffield.ac.uk/library/idlt/referencing


Referencing Code: https://librarydevelopment.group.shef.ac.uk/Assets/pdfs/referencing/referencing-code.pdf

Information and Digital Literacy Webinars: https://www.sheffield.ac.uk/library/infoskillsworkshops

Information and Digital Literacy Tutorials: https://www.sheffield.ac.uk/library/idlt

Library FAQs: https://libraryhelp.shef.ac.uk/

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