References and citations guide

Why do I need to reference?
It is important to make sure you are referencing things correctly right from the start. Correct referencing is a professional skill. Incorrect referencing looks amateurish, gives a bad impression to the marker and will cause you to lose marks.

References are there for a reason: they show the reader where the previous studies you discuss came from, and where they can be found. For any of your written work to qualify as a scientific report, the reader must be able to follow your research back to its source. A correctly referenced piece of work will include enough detail for the reader to find and check the original references for themselves.

Where you are asked to reference your work, any failure to correctly do so will be classed as poor academic practice and may be deemed to be plagiarism. Such instances will be dealt with according to the University Policy on Academic Integrity and Academic Misconduct.
(http://www.reading.ac.uk/web/files/qualitysupport/9_Academic_integrity_and_academic_misconduct_final.pdf)

When should I reference?
You should include a reference for all the sources of information that you use when writing or creating a piece of your own work. This includes:

- Directly quoting someone else's work/ideas;
- Describing someone's ideas in your own words (paraphrasing);
- Referring to or drawing upon someone else's work/ideas, either directly or indirectly.

You must include a short citation in the text of your work (a name/year or number – see below for full details), and a full citation in your reference list at the end.

What should I reference?
You can reference books and textbooks and academic journals and articles. Books and textbooks are checked by publishers before publication and it is very important that you use the latest edition. These will provide a general overview of a subject through a review of evidence. Academic journals and articles undergo a peer review process where they are checked and verified by subject experts before publication. These will provide original sources of evidence and are more commonly used when referencing. You can use the Summon search box on the Library homepage to find these, along with more specialised databases such as PubMed and Web of Science. If you aren't sure how to do this, contact your Pharmacy Liaison Librarian (https://www.reading.ac.uk/library/contact/staff/libliaison.aspx).

If you are using online resources, you should consider literature published or created by pharmaceutical or governmental bodies - for example, medical guidelines by NICE or a report by the Department of Health and Social Care.

We do not recommend including web pages found through a general Google search. Although it is easy to find information from the internet to include in an essay or report, the Web pages you access often display the personal opinions of their authors and will rarely provide a balanced view.
In almost all cases you'll need to follow up any leads you find on the internet by looking for more conventional sources of information. For example, if you have found an academic web page that lists publications, use the Library website to find the full text.

**How should I reference?**
There are two main referencing styles in the Pharmacy department: Harvard (the 'author-date' system) and Vancouver (the 'number' system). The important thing to note is that you cannot use both referencing styles at the same time: it’s one or the other. You will usually be informed which style is required for your essay or report. Check which style of referencing your lecturer wants you to use.

**Harvard style**

**In-text citations**
For the Harvard style, your in-text citation should include:
- The author of the cited work
- The year of publication of the cited work.

There are two ways of including an in-text citation and you can use both depending on how you want to structure each sentence. You can include the citation with the author’s surname and date in brackets at the end of the sentence:

Medical systems need to be carefully considered and designed to reduce the likelihood of medication errors (Ferner, 2012).

Or, you can include the author’s surname as part of your sentence, in which case only the date is in brackets:

More recently, a paper by Ferner (2012) has suggested that...

**If you wish to cite more than one source in a sentence**
List the sources chronologically, separated by semi-colons.

There are many studies that have examined the effect of alcohol on cognitive impairment (Brown, 2009; Smith, 2012; Hussein et al., 2017).

**If the citation has two authors**
List both authors each time you reference the work.

A recent study by Morbey and Smith (2018) found that...

It has been shown previously (Morbey and Smith, 2018) that....

**If the citation has three or more authors**
Use the first author’s name followed by "et al.". **Note: you will need to include all authors in the final reference list.**

A recent study by Rang et al. (2015) found that...

It has been shown previously (Rang et al., 2015) that....
If you have multiple papers by the same authors in the same year
Differentiate them using letters.

Smith and Jones (2001a)... and Smith and Jones (2001b).

Citing work by a company or organisation
Many works by organisations do not have individually named authors. In this case, you can use the name of the organisation or company, such as Cancer Research UK or NICE, as the author. This is known as a corporate author. Note: in your final reference list, don't use the surname, first name style – write the organisation name as it appears.

1 in 20 people suffer from severe asthma (Asthma UK, 2015).

Direct quotation
If directly quoting from a work, you need to use single quotation marks. You also need to include a page number in the in-text citation. For example:

More recently, a paper by Walker et al. (2015) stated that ‘student pharmacists are valuable and important to practice model transformation’ (p.47).

If you are using a paper cited by another author
You must include both authors, to show that you have not read the original article.

According to Ahmed (2014, as cited by Jones, 2016)...

This type of referencing is known as secondary referencing and should be avoided wherever possible, as the author citing the work may bring their own bias or misinterpretation. It is better to seek out the original reference (in this case, Ahmed’s) and cite it directly if it is useful. In the final reference list, you should only include the reference you have read yourself.

Your reference list

References in a Harvard referencing list must be in alphabetical order according to author's surname. The following list gives common source types, with the precise formatting to use and an example to illustrate use in practice.

**Journal articles**


**Books**


Reading School of Pharmacy

Book chapters


Web pages

Author, A. N. (year). *Title of web page*. URL: web address [access date].


Other types of reference
If you're using an item type that isn't listed here, please use Study Advice's [citing references guide](#) or contact your Liaison Librarian.

Example Harvard reference list


Vancouver style

In-text citations
When you are using the Vancouver style, each piece of work cited should have a unique number, assigned in order (your first reference is 1, your second is 2 etc.). If you cite a piece of work more than once, the same citation number should be used. You can write the number in brackets or as superscript. Whichever you choose, make sure that you are consistent throughout your work. For example:

Medical systems need to be carefully considered and designed to reduce the likelihood of medication errors (1).

or

Medical systems need to be carefully considered and designed to reduce the likelihood of medication errors¹.

If you wish to cite more than one source in a sentence
Include the citation number for each piece of work. Use a hyphen to link consecutive numbers. For example:

There are many studies that have examined the effect of alcohol on cognitive impairment (1,3, 4-7, 9).

If the citation has two authors
List each author individually. If you are not including the authors' names in the text, the number alone is enough.

A recent study by Morbey and Smith (4) found that...

A recent study (4) found that...

If the citation has three or more authors
Use the first author's name followed by "et al." Again, if you are not using the authors' names directly in the text, the citation number is enough. **Note: you will need to include all authors in the final reference list.**

A recent study by Rang et al. (2) found that...

A recent study (2) found that...

Citing work by a company or organisation
Many works by organisations do not have individually named authors, and in many cases the 'author' will be an organisation or company such as Cancer Research UK or NICE. This is known as a corporate author. In Vancouver, this will look the same as any other type of reference. **Note: in your final reference list, you don't need to use the surname, first name style – write the organisation name as it appears.**

One in 20 people suffer from severe asthma (6).

If you have multiple papers by the same authors in the same year
As different articles will have different citation numbers, these are written as standard Vancouver references.

Smith and Jones (1)... and Smith and Jones (2).
Direct quotation
If directly quoting from a work, you need to use single quotation marks. You also need to include a page number in the in-text citation. For example:

More recently, a paper by Walker et al. (3) stated that 'student pharmacists are valuable and important to practice model transformation' (p.47).

If you are using a paper cited by another author
You need to include both authors' names in the body of your text to show that you have not read the original article.
According to Ahmed as cited by Jones (5)...

This type of referencing is known as secondary referencing and should be avoided wherever possible, as the author citing the work may have their own bias or misinterpretation. It is better to seek out the original reference (in this case, Ahmed's) and cite it directly if it is useful. In the final reference list, you should only include the reference you have read yourself.

Your reference list
References in a Vancouver referencing list must be in numerical order based on the order of citation. The following list gives common source types, with the precise formatting to use and an example to illustrate use in practice.

Journal articles
Author AN. Title of article. Full title of journal. Year;volume number(issue number):page numbers.


Books
Author AN. Title of book. Edition (if not the first). Place of publication: publisher; year.


Book chapters
Author AN. Title of chapter. In: Editor 1, Editor 2, editors. Title of book. Place of publication: publisher; year. Page numbers.


Other types of reference
If you’re referencing something that isn’t listed here, use the advice on Imperial College's in-depth guide to Vancouver referencing or contact your Liaison Librarian.

Example Vancouver reference list

Managing your references and creating bibliographies with EndNote
You can use reference management software to help organise your references, which reduces the hassle of manually compiling your reference list. The University offers support with EndNote online, free software that you can use both on- and off-campus. The referencing guidance given in this document matches the Harvard for Reading and Vancouver for Reading styles in EndNote.

Using EndNote can help you in Part 2 of your course and is increasingly important in Parts 3 and 4 as you gather more references for your assignments. If you would like to learn how to use EndNote for your work, contact your Liaison Librarian.

Further help with references
If you would like further guidance on citing references you can go the Library’s guide at: libguides.reading.ac.uk/citing-references. You can also contact your Pharmacy Liaison Librarian (https://www.reading.ac.uk/library/contact/staff/lib-liaison.aspx) for help with specific reference types, or the Study Advice team (https://www.reading.ac.uk/library/study-advice) for help with referencing more generally.