

List of References and/or Bibliography

Referencing is the practice of acknowledging other authors' work. This is essential to provide supporting evidence for your own writing and also as a process of professional honesty.

There are two parts to referencing:

- ✓ In-text Citation
- ✓ List of References

1. In-text Citation

An in-text citation is the acknowledgement of other authors' work. It includes both paraphrasing and making direct quotes. Unless a writer uses language that is particularly appropriate, it is better to paraphrase whenever you can. This shows that you are able to synthesise the ideas rather than just repeat them.

After you have paraphrased the words or stated the findings of another author in your report, you need to acknowledge where the information came from. At the end of the sentence you need to include the citation. There are two basic citation methods:

1. the **name and date system**, sometimes called the Harvard system:

e.g. Skelton poses that all engineers have the legal and moral duty to ensure that a plant designed or operated under their control is as safe as is reasonably practicable (Skelton, 1997).

When using a reference again in the same report [i.e. Skelton], include the same details at the end of your paragraph.

e.g. Process industries are in a different situation from most industries, Skelton suggests, because the release of toxic materials or large amounts of energy can result in accidents (Skelton, 1997).

Each different reference in your report will have a similar citation:

e.g. the Institution of Chemical Engineers suggest that the success of any safety management lies in the confidence and attitude of its staff (IChemE, 1991).

References are included in alphabetical order of author at the end of the report.

2. the **numbered system**, sometimes called the Vancouver system:

e.g. Skelton poses that all engineers have the legal and moral duty to ensure that a plant designed or operated under their control is as safe as is reasonably practicable [1].

Note that this Handbook uses the Vancouver system.

References are included in numerical order (ie, in order of appearance) at the end of the report.

Which system should you use? It depends, of course. Your department may specify which system it wants you to use. Likewise, many journals and publishers will require a particular format (and there are a million variations on the two basic systems). Otherwise, many authors and readers prefer the author+date system because it's easy to find an author's work in the list of references, because it's in alphabetical order. This is really important in a major work where there may be hundreds of references. The numbered system suits better where the chronological ordering of the references makes more sense, eg by grouping references by chapter.

2. List of References

Your list of references should only include the texts cited in your report [not any further reading that you may have done]. The references can be found in the reference list ordered alphabetically by name and numerically by year or numerically by appearance in the text, depending on which of the two systems you've used.

References should include the surname of the author and their first name initial, the date of publication in brackets, the title of the book in *Italics*, the place of publication and the publishing organisation:

References

IChemE (1991). *Safety in Chemical Engineering*. UK: Institution of Chemical Engineers

Skelton, B. (1997). *Process Safety Analysis: an Introduction*. UK: Institution of Chemical Engineers

or

1. Skelton, B. (1997). *Process Safety Analysis: an Introduction*. UK: Institution of Chemical Engineers
2. IChemE (1991). *Safety in Chemical Engineering*. UK: Institution of Chemical Engineers

Software to make it easy – *Word + EndNote*

Keeping track of citations is a problem, particularly in large reports. If you delete a reference in the numbered system, you have to renumber all the later ones. In the name+date system, you have to sort all the references into alphabetical order. It makes sense to use software to make this job easier.

Although MS Word 2003 (and earlier) has an endnote/footnote capability, which is useful for the numbered system, it doesn't support the name+date system.

Word 2007 has a citation and referencing system that will store your references and allow you to insert them into your documents. This version of Word is not yet widely available.

A separate package, called **EndNote**, is available at many universities. This is a specialised bibliographic system. It allows you to store your references in a database and also to export references from many library systems. (This saves typing in the author's name, title of the work, date, publisher, etc). Inserting an item in your report is as simple as selecting it in EndNote and clicking on the insert citation button on the EndNote toolbar in Word:



With EndNote you can also reformat all your references from one system to another and accumulate the references that you use regularly, carrying them from one document to another via your reference library. You can also import references from other users.

The Library runs regular EndNote classes. Check here for booking (<http://www.lib.unimelb.edu.au/endnote/index.html>).

More information

Get EndNote at the University of Melbourne:

<http://www.studentit.unimelb.edu.au/itguide/online/endnote.html>

See the *Skills for Engineering* site at:

<http://www.dlswb.rmit.edu.au/eng/BENG0001/LEARNING/MostWanted/index.html> +

Click on *Referencing*.

Visit the LSU Learning Lab at: <http://www.dlswb.rmit.edu.au/lsu/index.htm> +

Click on *Writing Skills* and then *Referencing*.