

Numeric Referencing: footnote style

When writing a piece of academic work you must always indicate in your text when you have used factual information, data, opinion, direct quotation, or have made a summary or paraphrase in your own words from another source. To do this you have to use a particular style of referencing.

THIS general guide sets out to explain how to reference sources of information using a Numeric Style of referencing. The references can either be inserted at the bottom of each page (footnotes – like the example below), or they can be provided at the end of the assignment (endnotes). For this handout, all examples refer to numeric referencing using footnotes. Please check with your course handbook and/or lecturer to see whether this is a numeric format that is acceptable for the subject you are studying.

Inserting the References

When using footnotes you will need to insert a number in the text of your assignment each time you use data obtained from another source, even if you have expressed the information in your own words. This can be done in Word by selecting the 'References' option on the toolbar and then 'insert footnote' from the drop-down menu.

Example

Many experimental studies may be biased simply because the samples used are volunteers.¹ A further common sampling bias is the student. It is estimated that three quarters of research studies are conducted on students.² Sears showed that in 1985, 74% of participants used in four of the most significant US research journals were undergraduate students.³ Therefore, to call many of the participants 'volunteers' is misleading.

¹Ora, J.P. *Characteristics of the volunteer for psychological investigations*. Office of Naval Research Contract 2149 (03), Technical Report 27, (1965), p. 41.

²Valentine, E. *Conceptual Issues in Psychology*. London: Routledge, (1992), p.18.

³Sears, D. O. 'College sophomores in the laboratory: Influences of a narrow data base on social psychology's view of human nature'. *Journal of Personality and Social Psychology*, 51, (1986), pp. 515-530.

The numbers in the text must be in the order that the data has appeared in the body of your work. You do not repeat any number, even if the information is from the same source (see page 2 for further details).

Using the same reference more than once

It is important to include all of the details featured above on first mention in the footnote. If these are referred to again, it is possible to use the following:

Ibid. - This refers to the same source as the immediately preceding foot/endnote.

Example

¹Williams, C. *Capitalism, Community and Conflict: The South Wales Coalfield, 1898-1947*. Cardiff: University of Wales Press, (1998), pp. 110-118.

²ibid., p. 56.

Op. cit. - This refers to a source already referred to but not the previous foot/endnote.

Example

¹Williams, C. *Capitalism, Community and Conflict: The South Wales Coalfield, 1898-1947*. Cardiff: University of Wales Press, (1998), pp. 110-118.

⁶Williams, op. cit., p. 56.

Constructing Numeric References and a Bibliography

The following checklist shows the details you need to include in the footnote position for the more common types of materials sourced. The layout and formatting should be as shown for the relevant source type.

Checklist

Book Crandell, K.A., (ed.) <i>The Evolution of HIV</i> . Baltimore: Johns Hopkins Press, (1999), p. 80.	Surname, followed by initials., <i>Title</i> . - Place of publication: Publisher, (year of publication), page number (s).
Chapter in an edited book Coffin, J. M., 'Molecular Biology of HIV'. In: K.A. Crandell (ed.) <i>The Evolution of HIV</i> . Baltimore: Johns Hopkins Press, (1999), pp. 3-4.	Surname, followed by initials., 'Chapter title'. In: (editor), <i>Title of book</i> . City of publication: Publisher, (year), page number (s). <i>Begin with the author and title of the chapter. Also provide the chapter page numbers, preceded by pp.</i>
Journal article Walker, J. R., 'Citing Serials: Online Serial Publications and Citation Systems'. <i>Serials-Librarian</i> , 33 (3/4), (1998), pp. 347-356.	Surname, followed by initials., 'Title of article', <i>Journal title</i> , volume (issue number), (year), page number(s). <i>Include the volume number, issue number (if applicable) and page range.</i>
Electronic journal article Royall, C.P., Thiel, B.L. and Donald, A.M. 'Radiation Damage of Water in Environmental Scanning Electron Microscopy'. <i>Journal of Microscopy</i> . [Online], 204(3), (2001), pp. 185-195. Available from: http://www.blackwell-synergy.com/ [Accessed 9 th May 2002].	Surname, followed by initials., 'Title of article', <i>Journal title</i> , [Online], volume (issue number), (year), page number(s). Available from: URL of site, [Date accessed]. <i>If page or paragraph numbers are not available, omit them.</i>
Website with author Hawking, S., <i>Professor Stephen Hawking's website</i> . [Online], (2000), Available from: http://www.hawking.org.uk/home/hindex.html [Accessed 9 th May 2002].	Surname, followed by initials., <i>Title</i> . [Online], (Year), Available from: URL of site [Date accessed].

Website with no author <i>Feminist Collections: A Quarterly of Women's Studies Resources</i> . [Online], (2002), Available from: http://www.library.wisc.edu/libraries/WomensStudies/fcmain.htm [Accessed 9th May 2002].	<i>Anon or Title of website</i> . [Online], (Year), Available from: URL of site [Date accessed]. <i>If no author is given, reference the organization responsible or begin with the title instead. If no ownership is detectable, you should question whether the source is of sufficient quality.</i>
Newspaper article Vasagar, J. 'Extra places at university for rich students'. <i>The Guardian</i> , 10 May 2011, p. 1	Author/journalist ., 'Title of article'. Name of newspaper, date, page. <i>Include the day and month of publication.</i>
Thesis Gill, M.R. ' <i>The Relationship Between the Physical Properties of Human Articular Cartilage and Tissue Biochemistry and Ultrastructure</i> ', Ph.D. thesis, University of Leeds, (1997).	Surname, followed by initials., <i>Title of thesis</i> . Degree, Awarding body, (year). <i>For a Master's level work, write unpublished master's thesis.</i>
Conference paper Soliman, S. and Wheatley, C. 'Frequency coordination between CDMA and non-CDMA systems'. In <i>Proceedings of the MTT-S Symposium on Technologies for Wireless Applications Digest</i> , 20-22 February 1995, San Diego, CA, USA. IEEE Conference Publications, (2002), pp. 123-130.	Surname, followed by initials., 'Title of paper'. In <i>Title of conference</i> , date of conference, location of conference. Place of publication (if known): publisher, year (if known). Page number(s).
Online conference paper Gallop, A.M.C. 'Current Challenges in Forensic Science'. In <i>The National Forensic Science Conference</i> . [Online], 3 June 2009, The Barbican, London. Public Services Events. Available from: http://www.publicserviceevents.co.uk/main/overview.asp?ID=86 [Accessed 22 September 2009].	Surname, followed by initials., Title of paper. In: Editor(s) of conference proceedings if known. <i>Title of conference</i> , [Online], date of conference, location of conference. Place of publication (if known): publisher, year (if known). URL of site. [Date accessed].
CD-ROM <i>Who's Who 1897-1998 electronic resource</i> [CD-ROM]. London: Oxford University Press (1998).	<i>Title</i> [CD-ROM]. City of publication: Publisher, (Year of publication).
Audio/video downloads The Killers (2004) <i>Mr Brightside</i> . iTunes [Download]. Available at: http://www.apple.com/uk/itunes/ [Accessed: 13 November 2007].	Artist (if available; if not use title first) (Year of distribution) <i>Title of recording</i> . Name of download site. [Download]. Available at: URL [Date accessed].
Images, figures and tables Fig. 1. List of housing performance indicators for multi-family residential buildings ¹	<i>Provide the title of the image, figure or table followed by the footnote number. Write the reference for the source of the image, figure or table in the footnote.</i>

Bibliography

At the end of the work you will also be expected to supply a full bibliography listing all the sources of information you have consulted in your research. These bibliographic details are copied from your footnotes, but with the numbers removed, and arranged alphabetically by author's family name.

Example

Bibliography

Crandell, K.A. (ed.), *The Evolution of HIV*. Baltimore: Johns Hopkins Press, (1999).

Feminist Collections: A Quarterly of Women's Studies Resources. [Online], (2002), Available from: <http://www.library.wisc.edu/libraries/WomensStudies/fcmain.htm> [Accessed 9th May 2002].

Gill, M.R. '*The Relationship Between the Physical Properties of Human Articular Cartilage and Tissue Biochemistry and Ultrastructure*'. Ph.D. thesis, University of Leeds, (1997).

Hawking, S. *Professor Stephen Hawking's website*. [Online], (2000), Available from: <http://www.hawking.org.uk/home/hindex.html> [Accessed 9th May 2002].

Ora, J.P. *Characteristics of the volunteer for psychological investigations*. Office of Naval Research Contract 2149 (03), Technical Report 27, (1965).

Sears, D. O. 'College sophomores in the laboratory: Influences of a narrow data base on social psychology's view of human nature'. *Journal of Personality and Social Psychology*, 51, (1986), pp. 515-530.

Valentine, E. *Conceptual Issues in Psychology*. London: Routledge, (1992).

Walker, J R. Citing Serials: Online Serial Publications and Citation Systems. *Serials-Librarian*, 33 (3/4), (1998), pp. 343-356.

General points about references

- Note that in this style the title and subtitle are made prominent by *italicising* the text. You may underline instead if you wish.
- Whatever style of formatting you use, you should stick to it, for example: if you choose to put titles in italics then this is how all titles should appear throughout the piece of work.
- When writing your foot/endnotes and bibliography you must ensure that you include all the required details about each information source.
- If there are more than three authors, you can include the first and then replace the others with "*et al.*" (which means "and others") in your footnote.

References and further reading:

Adapted from:

University of Leeds (2011) *How do I insert references into my work?* Available at:

http://library.leeds.ac.uk/info/200232/referencing/817/how_do_i_insert_references_into_my_work/4 (Accessed: 31 October 2011).

Cardiff University (2011) Referencing in the MHRA Style. Available at:

<http://www.cardiff.ac.uk/insrv/resources/guides/but028.pdf> (Accessed: 15 November 2011)