

HOW TO COMPILE THE REFERENCES SECTION

The references section is made up of a list of the papers, books, articles etc. that you have cited in the text of your work. It is placed at the end of your document, before any appendices.

Points to note:

- Each reference is listed only once.
- There are minor variations in the way the lists are cited for different house styles, as for example, in the position of the date, the use of italics, quote marks, etc. It is important to find out exactly the form that your department requires, and to stick to it rigidly.
- Be sure that every full-stop or comma is in the right place, and all other aspects of the formatting are correct. Formatting of references is riddled with convention, and lecturers often check this area very thoroughly.
- There are standard abbreviations for the journals. Don't make them up – ask the librarian. One of the most convenient publications for checking journal abbreviations is *Periodical Title Abbreviations*, Volumes 1-3, edited by L.G. Alkire, and published by Gale Research Company, Detroit, Michigan.

1. Papers and journals:

- Surname and initials of the author(s) (surname first, followed by the initials).
- The year of publication (in brackets).
- Title of paper.
- The name of the journal (in italics or underlined and in its correctly abbreviated form) For instance, the journal abbreviation in the first example below (Bull. Inst. Math. App.) is the correct way to cite Bulletin of the Institute of Mathematics and its applications. The abbreviation in the second example is that for Scientific American.
- The volume number of the journal (underlined or in bold).
- The numbers of the pages on which the paper begins and ends. Note: the actual page from which your information is taken is not cited.

Examples:

Heart, V.G. (1982) The law of the Greek catapult. *Bull. Inst. Math. App.* **18**, 58 – 63
Soedel W. and Foley V. (1979) Ancient catapults. *Sci. Am.* **240**, 150 – 160

2. Books:

- Surname and initials of the author(s) (surname first, followed by the initials).
- The year of the publication.
- Title of the book (underlined or in italics, and with the main words (everything except articles, prepositions and conjunctions) capitalised).
- If there is a subtitle, it is separated from the main title by a colon (:).
- Title of series, if applicable.
- Volume number, or number of volumes, if applicable.
- Edition, if other than first.
- Publisher.
- Place of publication.

- Page numbers of the material quoted. Note: if you need to cite different parts of a book, it is acceptable to leave out the page numbers.

Examples:

Stroustrup, B. (1991) *The C++ Programming language*. Second edition. Addison – Wesley, Reading, Massachusetts, pp 225 – 253.

Barret, C.S. and Massalski, T.B. (1980) *Structure of Metals: Crystallographic Methods, Principles and Data*. Third edition. Pergamon Press, Oxford, pp 73 – 98.

3. Thesis:

Example:

Inman, M.E. (1994) Corrosion of carbon steel in gheothermal systems. PhD thesis, The University of Middletown.

4. Personal communications:

- Personal communications are not cited in the References section. If you have a number of them and to give them authenticity, you may like to have a separate section for them, citing the surnames, initials and affiliations of the people cited.

5. Material from the Intenet:

The Internet, partuculary the frequently asked questions sections, is increasingly being accessed by students for material relavant to their project work. It has to be remembered that these citations cannot be regarded as being as solidly based as those of the conventional sources, which are accessible via libraries and which will reliably exist over a long period of time. There are not yet any conventions as to how to cite this material. The following suggestions are only tentative:

- It may be wise not to include references to the Internet in the references itself, but to follow with a separate section called Internet sources.
- The sources could then be cited as follows:

Example:

Internet newsgroup 'comp. compression' (1995) Frequently Asked Questions Part 1, Subject [17]: *What is the state of fractal image compression?* Entry from P Mair <mair@zariski.harvard.edu>.

Such a source could be alternatively be cited as personal communication.