

HOW TO CITE LITERATURE AND LIST SOURCES¹

There are several different ways to incorporate references into your work. The following is a guide to citing and listing reference material for CONS 101.

CITING LITERATURE

In your written work, every time you mention an item of information or any idea that is not your own, the source must be credited directly in the text; this is known as citing literature. This usually refers to published material but can also include personal communications from colleagues, professors, etc. Avoid using direct quotations and footnotes wherever possible. Do not copy *verbatim* from your sources; rephrase the material into your own words and acknowledge the source in one of the following ways:

If the source has one author:

Pratt (1978) found that ingestion of soft drinks increases irritability of rats. OR: Ingestion of soft drinks increases the irritability of rats (Pratt 1978).

Note that only the author's last name is used (no first name or initials) and the year (because the author might have more than one publication). Do not include the title of the reference or where it was found (i.e., journal, volume or page numbers). If the author(s) has more than one publication in the same year, cite and list these as 1978a, 1978b, etc.

If the source has two authors:

Others agree with respect to these effects of soft drinks on rat physiology (Birle and Suthers 1981). OR: Birle and Suthers (1981) are in agreement with respect to these effects of soft drinks on rat physiology.

If the two authors have the same last name, both names must be included. Do **not** replace “and” with the symbol “&” in your citations.

If citing two sources in the same sentence:

There is general agreement about the effects of soft drinks on rat physiology (Pratt 1978; Birle and Suthers 1981). OR: Pratt (1978) and Birle and Suthers (1981) are in agreement with respect to these effects of soft drinks on rat physiology.

Note the chronological order of the two references and that the citation occurs before the period at the end of the sentence.

If there are three or more authors:

Five kingdoms of organisms are now recognized (Purves *et al.* 1992). OR: Purves *et al.* (1992) recognize five kingdoms of organisms.

It is appropriate to use “*et al.*” when citing references to indicate the involvement of three or more authors; however, this Latin abbreviation for “and others” should either be underlined or italicized.

If you are citing a refereed source that you accessed online, cite the same way described above.

¹ This guide has been adapted from the UBC First Year Biology website
<http://www.zoology.ubc.ca/bio1/>

Unrefereed websites:

Although you should always first seek out formal, refereed sources when writing a scientific document, you may need to cite an unrefereed source such as a website. Note that websites are much less credible than formal, peer-reviewed literature. Unrefereed websites and homepages should be cited either by the name of the author or the name of the site/organization with either the year created or the year the site was last modified

When preparing food for rearing insects, it is important to keep all food free from bacterial contamination (Saffell 1982). OR: Rules for citation of electronic sources are provided by individual journals (NRC Research Press 2005).

Personal communications:

Although the recommended diet is 1 g/day flour, mealworms survive just as well on 0.5 g bran/day (W. Woolfrey, Biology Lab Technician, personal communication).

Include the first name or initials of a personal communication but do not include the year. Personal communications are less credible than written sources so always try to find written references.

Technical papers with no denoted author:

Salmon stocks in B.C. are decreasing (Department of Fisheries and Oceans, 1998).

Cite the institute or organization from which it was published with the date.

If the information is cited in one of your references (journal article, book or website) and you are unable to obtain the original paper:

List **both** sources in your references or literature-cited section.

Brown (1969, cited in McMillan 1988) reported that...

Every effort must be made to actually read all literature cited since errors can be made in any review of the primary literature. However, if an article that has been referred to in an article you have read is unavailable, you must still indicate where you obtained the second-hand information.

REFERENCE SECTION: LISTING LITERATURE CITED

This list comes at the end of the work in a section titled "Literature Cited" and includes all literature cited in the work. Include texts, books, articles from news media, journals, electronic sources, etc. Do not include personal communications or material which you have consulted but have not referred to directly, i.e., which you have not cited. In addition to giving credit to those researchers who have done the work, references also allow others to use your references as background information if they wish to further investigate the details of your work. Once you have found one relevant article, you can use the reference list to find other references on that topic.

When listing your references, arrange them in alphabetical order, by the last name of the primary author (first author listed). Include all last names and first and second name initials only (*et al.* is not acceptable in your reference list). Do not change the order of authors' names in a publication. The year of the reference follows the author's name. If the author(s) has more than one article, then the earliest article is listed first. If you are listing articles from journals, the volume number (e.g., 8 and 23 in the journal examples on the next page, which are in bold type) is required; however, the issue number (e.g., the 2 in parentheses in the example on the next page) is required only if each issue begins with page 1. Provide the publisher's name and city for books but not for journals. Page

numbers are not required for book references but they are necessary for journal articles or articles (chapters) in an edited volume.

Note: in your "Literature Cited" section, include all sources in **one list in alphabetical order** (i.e., the divisions shown here are to clarify the examples and are unnecessary). Do not number.

Examples of how to list books/ebooks:

Allen, G.E., and Baker, J.J.W. 2001. *Biology. Scientific process and social issues*. Fitzgerald Science Press, Inc., Bethesda, Maryland.

McMillan, V.E. 2006. *Writing papers in the biological sciences*. Bedford St. Martin's Press, Boston, Mass.

Pechenik J.A. 2005. *Biology of the invertebrates*. McGraw-Hill, Higher Education, Boston, Mass.

Pechenik J.A. 2007. *A short guide to writing about biology*. Addison Wesley Longman, New York, NY.

Purves, W. K., Orians, G. H., and Heller, H. C. 1992. *Life: The science of biology*, 3rd edition. Sinauer Associates, Inc., W. H. Freeman and Company, Sunderland, Mass.

Example of how to list books in a series (monographic series):

Scott, W.B., and Crossman, E.J. 1973. *Freshwater fishes of Canada*. Bulletin of the Fisheries Research Board of Canada. No. 184.

Examples of how to list journal articles (including electronic journals):

Birle, R. A., and Suthers, W. C. 1981. The effects of soft drinks and their constituents on the stamina of rats. *Journal of Rat Physiology*, **23** (2): 14-22.

Pratt, B. T. 1978. The real thing. *Soda News*, **8**: 456-457.

Example of how to list journal article with DOI (digital object identifier):

Van der Sanden, J.J., and Hoekman, D.H. 2005. Review of relationships between grey-tone co-occurrence, semivariance, and autocorrelation based image texture analysis approaches [online]. *Canadian Journal of Remote Sensing*, **31**(3): 207-213. doi:10.1139/rs03-011.

Example of how to list an article or chapter in an edited volume:

Muldal, S., and Lajtha, L. G. 1974. Chromosomes and leukemia. pp. 451-480. In: J. German, (ed.), *Chromosomes and cancer*. John Wiley & Sons, New York.

Example of how to list a pamphlet or government document:

Thompson, G. A. 1985. *Vegetation classification of the Endowment Lands*. UBC. Technical Committee on the Endowment Lands, G. V. R. D. Parks Department, Technical Paper #4.

Example of how to list a technical paper with no denoted author:

Include in list using the first letter of the institute or organization from which it was published. This paper would be listed under "D" for department.

Department of Fisheries and Oceans. 1998. Salmonids of B.C.

Example of how to list a thesis or dissertation:

Brown, J. H. 1969. The life history and ecology of the northern lake chub (*Couesius plumbeus*) in the La Ronge region of Saskatchewan. M. Sc. Thesis, University of Saskatchewan, Saskatoon, Sask.

Examples of how to list unrefereed websites:

Include the author's name (with initials) and/or web page description, year when the site was created or last updated (use blank brackets "[]" if unknown), title or heading of the website, the fact that it was found [online], URL from which it is available, and the [date when you accessed the site]. List alphabetically by author or use the first letter of the institute or organization from which it was published.

Crayfish Corner. []. A website with crayfish information [online]. Available from <http://www.mackers.com/crayfish/> [accessed 24 March 2005].

NRC Research Press. 2005. Canadian Journal of Zoology, Instructions to authors [online]. Available from http://pubs.nrc-cnrc.gc.ca/cgi-bin/rp/rp2_prog_e?cjz_instruct_e.html [accessed 20 April 2005].

Saffell, B. 1982. A resource center for rearing beneficial insects [online]. Available from <http://www.mayhillpress.com/insects.html> [accessed 4 December 1997].