Help with referencing using the Vancouver Liverpool referencing style

What is referencing?

Referencing, also called citing, simply means that whenever you quote from another author’s work, or use your own words to express his/her ideas in your own work, you should acknowledge that you have done so.

Why should you reference?

- To show where you got your information from.
- To allow whoever is reading your work to identify and follow up your sources and verify your data.
- To show the extent of your research.
- To strengthen your academic argument.
- To avoid plagiarism (see below).

When should you reference?

A reference is required when you:

- Use someone else's ideas in your own words (paraphrase)
- Use a brief account of someone else's ideas (summarise)
- Use someone else's exact words (quote)
- Use someone else's figures, tables or structure (copy)

Plagiarism

Plagiarism is passing off someone else’s ideas as your own. If you don’t know when to cite and reference the sources you have used, you may be guilty of plagiarism without realising it. If you keep a record of where you find your information, then it will be easy to find the details when you need to reference your work.

For more information on plagiarism please refer to the University document Code of Practice on Assessment: Appendix I: Academic Integrity Policy
What sources should you reference?

The following are some examples of sources you might access and need to reference:

- Books
- Journal articles
- Web pages
- DVDs, video or other digital media
- Newspapers
- Conference papers
- Theses
- Papers published in an institutional repository
- Pamphlets
- Radio / TV / internet broadcasts
- Interviews and personal communication

When do you not have to reference?

There are some things that you do not have to reference because they are common knowledge and are not considered the work of any particular person. For example:

- The chemical symbol for water is H2O
- There are 365 days in a year
- The Battle of Hastings took place in 1066

Common knowledge is information that the majority of people either knows or can find in a number of sources. Common knowledge is factual information that is beyond dispute. If you are not sure whether something is common knowledge or not, provide a reference for it.
Vancouver Liverpool Referencing Style

There are two parts to the referencing process:

1. The citation

This is when you briefly acknowledge the source of your information in the text of the document. This is known as ‘citing’ and you do it each time you use someone else’s ideas in your work. The Vancouver system uses superscript numbers to do this:

- The first citation in your text will be number one\(^1\)
- Subsequent in-text citations will be numbered\(^2\) consecutively\(^3\)
- Multiple citations are separated by a hyphen\(^3,4\) or a comma\(^5,7,11\) or a combination\(^5,6,11\)
- If you cite a work more than once in your text\(^1\) use the same number each time you cite it\(^1\)

2. The reference list

You also need to provide a complete list of the works you have cited at the end of your document. This is known as a reference list and includes full details of the publications you have used. This is arranged in numerical order, and matches the citation numbering within your text. For example:


**General points**

**Authors’ names**
List the first 4 names, but if there are 5 or more authors, list the first 4 followed by et al. (as in example 2 below)

**Journal names**
Journal names should be italicised and abbreviated. You can use the Pubmed journal database to find abbreviations: [http://www.ncbi.nlm.nih.gov/nlmcatalog/journals](http://www.ncbi.nlm.nih.gov/nlmcatalog/journals)

**EXAMPLES**

The examples below illustrate how to reference journal articles, books, conference proceedings, dictionary definitions, web pages, reports, theses, newspaper articles and blogs.

**Journal article (print)**

*What to include:*

Author(s).
Article title.
*Journal name (abbreviated)*
Year of publication; volume(issue number): page numbers.


**Journal article supplement (print)**

Journal article (Electronic)

**Note:** For articles from ‘established’ journals (i.e. those previously available in print as well as electronic format, such as BMJ, JAMA, New England Journal of Medicine, etc.), reference as for print journals (above) even though accessed via the internet.

Use the format below only for articles from purely electronic journals (i.e. those that have never existed in print form), or for articles from ‘eprint ahead of publication’ sections of established journals (these often lack conventional page numbering).

**What to include:**

Author(s).
Article title.
*Journal name (abbreviated)*
Year of publication;volume(issue number):page numbers.
DOI (Digital Object Identifier).
This is usually included at the beginning of the article. For example: doi:10.1371/journal.pmed.1000381. If this is not available use the URL (Web address) as an alternative.


Book (authored)

**What to include:**

Author(s).
Title.
Edition (if not the first edition).
Place of Publication (Town or city. If more than one is listed, choose the first):
Publisher,
Year of publication.


E-book (authored)

What to include:

Author(s).
Title.
Edition (if not the first edition).
Place of Publication (Town or city. If more than one is listed, choose the first):
Publisher,
Year of publication.
URL (Web address)


Book (edited)

What to include:

Editor(s).
Title.
Edition (if not the first edition).
Place of Publication (Town or city. If more than one is listed, choose the first):
Publisher,
Year of publication.


**E-book (edited)**

*What to include:*

Editor(s).
*Title.*
Edition (if not the first edition).
Place of Publication (Town or city. If more than one is listed, choose the first):
Publisher,
Year of publication.
URL (Web address)


   [http://www.springerlink.com.ezproxy.liv.ac.uk/content/ux454u/](http://www.springerlink.com.ezproxy.liv.ac.uk/content/ux454u/).

**Book (section or chapter)**

*What to include:*

Author(s) of the chapter or section.
Title of the chapter or section followed by . In:
Editor(s) of the book.
*Title of the book.*
Edition (if not the first edition).
Place of Publication (Town or city. If more than one is listed, choose the first):
Publisher,
Year of publication:
Page numbers.

Web page

What to include:

Author(s) (often this will be the organization responsible for site).

Title.

Date of the Web site (if available).

URL

(Access date).


Web page (no date available)


BNF

What to include:

Author(s). (This will be British Medical Association and Royal Pharmaceutical Society of Great Britain)

Title.

Issue number.

Place of publication. (Town or city):

Publisher. (This will be BMA, RPS),

Year of publication.

Cochrane Review

What to include:

Author(s).
Article title.
Journal name (abbreviated)
Year of publication; issue number: article number.


Conference proceedings (whole)

(All of the papers from a conference issued as one publication. For referencing purposes the layout is similar to that of an edited or authored book).

What to include:

Editor(s) or organizing body of the conference proceedings.
Title.
Edition (if not the first edition).
Place of Publication (Town or city. If more than one is listed, choose the first): Publisher,
Year of publication.
URL (for e-conference proceedings)


   [http://www.springerlink.com.ezproxy.liv.ac.uk/content/lw8542t4p700/](http://www.springerlink.com.ezproxy.liv.ac.uk/content/lw8542t4p700/)
Conference proceedings (individual paper)

(For referencing purposes the layout is similar to that of a book section or chapter).

**What to include:**

Author(s) of the conference paper.
Title of the conference paper followed by . In:
Editor(s) or organizing body of the conference proceedings.
*Title of the conference paper.*
Place of Publication (Town or city. If more than one is listed, choose the first):
Publisher,
Year of publication:
Page numbers.
URL (for e-conference paper)

   [http://www.springerlink.com.ezproxy.liv.ac.uk/content/2378226k61v37817/fulltext.pdf](http://www.springerlink.com.ezproxy.liv.ac.uk/content/2378226k61v37817/fulltext.pdf).

Dictionary definition

**What to include:**

Author(s)/editor(s) of the dictionary (if given).
*Title of the dictionary.*
Edition (if not the first edition).
Place of Publication (Town or city. If more than one is listed, choose the first):
Publisher,
Year of publication.
Dictionary word:
Page number(s).
URL (for e-dictionary)


Newspaper article

What to include:

Author.
Title of the article.
Newspaper Name.
Date of newspaper;
Section of newspaper (if applicable):
Page number.
URL (for online newspaper)

29. Campbell D. GPs turn to old vaccine as flu death toll hits 50. The Guardian. Friday 7th January 2011:2

   http://www.lexisnexis.com.ezproxy.liv.ac.uk/uk/legal/results/docview/docview.do?docLinkIn
   d=true&risb=21_T8251519793&format=GNBFULL&sort=BOOLEAN&startDocNo=1&res
   ultsUrlKey=29_T8251519796&csib=22_T8251519795&treeMax=true&treeWidth=0&csi=1
   38620&docNo=1

   http://www.lexisnexis.com.ezproxy.liv.ac.uk/uk/legal/results/docview/docview.do?docLinkIn
   d=true&risb=21_T8237740735&format=GNBFULL&sort=BOOLEAN&startDocNo=1&res
   ultsUrlKey=29_T8237740743&csib=22_T8237740742&treeMax=true&treeWidth=0&csi=1
   0939&docNo=3

NICE guidelines (online)

What to include:

Author (This will be the National Institute for Health and Care Excellence).
Title.
(Guideline number).
Date.
URL
(Access date).


Parliamentary/Government/Official publications/Legislation

Act of Parliament

What to include:

Title.
Place of publication (Town or city):
Publisher (This will be TSO (or The Stationery Office) in most cases or HMSO for older Acts),
Year of publication.


Regulations/Statutory Instruments

What to include:

Title.
Statutory Instrument number.
Place of publication:
Publisher,
Year of publication.
URL (if accessed online)


Green papers (consultative documents), White papers (Government policy) and other ‘Command papers’

What to include:

Author (This will be a Government department).
Title.
Paper number.
Place of publication:
Publisher,
Year of publication.


Report (online)

What to include:
Author(s).
Title.
Report details.
URL
(Access date).


Thesis

What to include:
Author.
Title
[Type of thesis].
Name of University,
Year of publication.
URL (for e-thesis)
