Getting started with... citing references

There are two main types of reference styles: author, date (e.g., Harvard) or numbered (e.g., Vancouver).
These are often adapted by institutions and organisations into their own house styles. You should always check which reference style to use before submitting a piece of coursework, a thesis or an article.

Harvard style
In this style the references are denoted by author and date in the body of the text. The bibliography at the end gives the full reference, listed alphabetically by author name. Here is an example of the Harvard style bibliography:


Vancouver style
In this style the references are denoted by running numbers in the body of the text. The bibliography at the end gives the full reference in number order. Here is an example of the Vancouver style bibliography:


You need to reference all material used in the preparation of a piece of work, including webpages, DVDs, etc. A reference for an electronic source should at least provide:

• A document title or description
• A date – either of publication or last update
• A web address, otherwise known as a URL
• If possible, the person / organisation responsible for the document
• The date on which you last accessed the resource

Continued overleaf

Help and enquiries
If you have any queries about citing references please contact us at hcl-enquiries@bodleian.ox.ac.uk or 01865 (2) 21936

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An example of citing an electronic source:

Bodleian Health Care Library resources
The libraries have several books with sections on citing references and creating bibliographies. For example:

Reference management software
There are several software packages available that can help in managing references and creating bibliographies. Library staff can provide training on the following resources, but cannot make them available for individuals on their personal computers.
- Endnote – available on computers in the library www.endnote.com
- Refworks – available free of charge to all members of the University of Oxford. For more information see: www.bodleian.ox.ac.uk/eresources/refworks
- Reference Manager – www.refman.com

Library staff can also advise on the freely available reference management systems Mendeley and Zotero. For a comparison of several popular reference management software options go to: http://libguides.bodleian.ox.ac.uk/reference-management and select the ‘Comparison Tables’ tab.

More information
ICMJE – Uniform requirements for manuscripts submitted to biomedical journals: http://www.icmje.org/recommendations/browse/manuscript-preparation/preparing-for-submission.html

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