**References**

**Parenthetical (Harvard) system**

The density of viable bacteria in a culture can be estimated by creating serial dilutions, plating out and counting colonies (Bloggs, 2011).

The parenthetical system looks like this:

The author(s) and date of the work are included in brackets at the appropriate point in the text. In this case, the list of full references at the end of the document is ordered alphabetically, and the references are not numbered.

For multi-author works, the full list of names is usually not given in in-text references. Rather, the first name is given followed by ‘et al.’. This is commonly done for works with more than three authors.

While different referencing systems have minor variations in how they present complete references, the basic information provided is always very similar, and based on the principle of providing sufficient information so that the reader can find the information source.

An overview is given below of standard referencing formats for the types of sources that learners are likely to cite.

**Books**

General reference format:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Authors (year), | Title | Edition (if relevant) | Publisher’s location | Publisher |
| Roberts, M.B.V. (1986), | Biology – A Functional Approach, | 4th ed., | Cheltenham | Nelson Thornes |

For books that have an editor or editors, include (ed.) or (eds) after the names.

If a book does not have named authors or editors, the reference begins with the title, e.g.:

CLEAPSS Laboratory Handbook (2001), Uxbridge, CLEAPSS School Science Service

Journal articles

General reference format:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Authors (year) | ‘Article title’ | Journal title | vol. no | issue no | pp. xxx–xxx |
| Meredith, Jr, J. E., Fazeli, B., Schwartz, M. A. (1993), | ‘The extracellular matrix as a cell survival factor’ | Mol. Biol. Cell | vol. 4 | no 9 | pp. 953–961 |

**Websites**

General reference format:

|  |  |  |  |
| --- | --- | --- | --- |
| Authors (year), | Title. | [online] | Last accessed date: URL |
| Goldacre, B | The stigma gene. | [online] | Last accessed 4 April 2015:  http://www.badscience.net/2010/10/pride-and-prejudice/ |

For example:

Webpages and online resources frequently do not have individual authors. In that case, the name of the organisation is given.

Nuffield Foundation (2011), Maintaining and preparing cultures of bacteria and yeasts. [online] Last accessed 28 February 2015: http://www.nuffieldfoundation.org/practical-biology/maintaining-and-preparing-cultures-bacteria-and-yeasts

Similarly, it is often not possible to find the year in which online material or documents were produced. In that case, use the year in which the information was sourced.

If no author or organisation can be found, reference the website by title. However, in that case due consideration should be given as to whether the website is a trustworthy source!