



# Information Skills

## Referencing made simple

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## 1 Why is citation and referencing important?

It is important you fully understand how to cite your references correctly. This will ensure readers of your work can follow up your sources, and also help to ensure you avoid allegations of plagiarism. Moreover, as a postgraduate institution, LSHTM expects all students to demonstrate a high standard of academic practice in work done for School courses.<sup>1</sup>

### 1.1 What is the standard required?

The details of the standards required by the School for referencing and citation of your academic work can be found in the LSHTM Academic Writing Handbook <http://www.lshtm.ac.uk/edu/qualityassurance/academicwritinghandbook.pdf>. As a minimum, you must:

- Acknowledge the work of others wherever you make use of it.
- Present such acknowledgements in a consistent way using a recognised citation system.
- Give a well-presented reference list at the end of your work.

## 2 Reference styles

A citation or reference is a way of properly acknowledging where you make use of the work of others. A citation or reference style is a way of making these acknowledgments in a clear and systematic format. There are a number of reference styles, the most popular for scientific papers being Harvard Style and Vancouver Style. The style you choose dictates what information about your source goes into your in-text citations and bibliographic reference list, and in what format.

Students need to check the requirements in the Masters Programme Project Handbook for their own particular course. Any specific requirements will be detailed in the section *Writing up your project report*.

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<sup>1</sup> London School of Hygiene & Tropical Medicine, *Academic Writing handbook – Guidance for students 2013-14*, 2013, p.1

## 2.1 Harvard Style

The Harvard Reference style, also called parenthetical referencing or 'author/date' style, is so called because it is believed to have originated at Harvard University, and because it uses partial citations consisting of the author(s) and the year of publication enclosed by parantheses, or brackets, within the text.

### Examples: Harvard style

Below is a book and a journal article reference in Harvard style, as they would appear in your reference list:

Book:

*Middleton, VTC & Hawkins, R. 1998, Epidemiology at a glance, Butterworth-Heinemann, Oxford.*

Journal:

*Meriç, F, Bernstam, EV, Mirza, NQ, Hunt, KK, Ames, FC, Ross, MI, Kuerer, HM, Pollock, RE, Musen, MA & Singletary, SE 2002, 'Breast cancer on the world wide web: cross sectional survey of quality of information and popularity of websites', British Medical Journal, vol. 324, no. 7337, pp. 577-581.*

Here are two examples of how they would appear as cited in the text of your paper:

Book:

*"Epidemiology has been described by Middleton and Hawkins as 'the study of health and disease in defined populations' (1998, p.4)."*

The book's authors are referred to by name in the text, so only the date is required. The citation is of a direct quote, so a specific page number is added.

Journal:

*"A study of online information sources found huge variance between the quality of information provided (Meriç et al 2002)."*

The journal article's authors are not mentioned, so the citation must include both the author name and the date. Because there are more than three authors, the first named author and 'et al' is used.

## 2.2 Vancouver Style

Vancouver or 'numbering' style was named after the location of the founding meeting of the International Committee of Medical Journal Editors, who went on to devise the system. In Vancouver, References are numbered according to the order they are cited

in the text, and the number thus assigned to them is used to refer to the source in in-text citations.

### Examples: Vancouver style

Below is a book and a journal article reference in Vancouver style, as they would appear in your reference list:

1.) Middleton VT, Hawkins R. *Epidemiology at a glance*. Oxford: Butterworth-Heinemann; 1998.

2.) Meric F, Bernstam EV, Mirza NQ, Hunt KK, Ames FC, Ross MI, et al. *Breast cancer on the world wide web: cross sectional survey of quality of information and popularity of websites*. *BMJ*. 2002; 324 (7337):577-81.

Because the journal article has more than 7 authors, the reference shows only the first six, followed by 'et al'.

Here are two examples of how the references would appear as cited in the text:

Book:

*"Epidemiology has been described by Middleton and Hawkins as 'the study of health and disease in defined populations'. (1; p.4)"*

The book citation is of a direct quote, so a specific page number is added after the reference number.

Journal:

*"A study of online information sources found huge variance between the quality of information provided. (2)"*

The reference numbers should appear outside full stops and commas and inside colons and semi-colons.

### 2.3 The LSHTM Academic Writing Handbook

The School has produced a Handbook covering the essentials of academic writing <http://www.lshtm.ac.uk/edu/qualityassurance/academicwritinghandbook.pdf>. Chapter 2: Citing and Referencing covers Harvard and Vancouver reference styles, including:

- which styles are acceptable
- citing within the text
- creating a reference list
- when you need to cite

The Appendix gives full guidance on constructing your reference list, with numerous examples in both Harvard and Vancouver styles for a wide range of different resources, including journals, books, book chapters, theses, official publications, grey literature, webpages, and conference proceedings.

## 2.4 More guidance on reference styles

### 2.4.1 Harvard

Guide produced by the Monash University Library, Australia: <http://lgdata.s3-website-us-east-1.amazonaws.com/docs/387/866106/monash-harvard-referencing-guide-2012.pdf>.

### 2.4.2 Vancouver

Guide produced by the National Library of Medicine, USA: <http://www.ncbi.nlm.nih.gov/books/NBK7256/>.

#### Exercise 1

There are a number of textbooks and journal articles on the desks – create a reference for one using either Harvard or Vancouver style.

.....

.....

.....

.....

## 3 Reference Managers

Various computer software packages are available which allow references to be readily recovered from databases, easily inserted into your document, and automatically adjusted whenever any other alterations are made. These are known as ‘reference management’ packages or ‘reference managers’.

### 3.1 Which package should I use?

The School supports a package called EndNote (available on School network for London-based students, or for purchase at preferential rates by all students). All packages have pros and cons. Three of the most commonly used are:

#### 3.1.1 EndNote

A desktop application from Thomson Reuters.

#### Key benefits?

- Able to import references from most databases.
- Has over 5000 bibliographic output styles.
- Free on the LSHTM network or via remote desktop for London-based students.
- Training and support from the School’s ITS staff available.
- The latest versions can store your PDF files.

### **Any drawbacks?**

- You need to buy it unless you are using the School's network - a discount is available for students: <http://www.lshtm.ac.uk/its/software/endnote.html>).
- Can only be used on the specific computer it's been installed on.
- Is not designed with online collaboration in mind.

### **3.1.2 Mendeley**

A free desktop and web-based application.

#### **Key benefits?**

- It's free and does the job.
- Mac version available.
- It can import references from most online databases.
- It has sharing/collaboration features.
- Stores PDF files and allows you to extract data from them e.g. bibliographies.
- Being both desktop and web-based means it can be used either on your own computer offline, or at another computer via the web.

#### **Any drawbacks?**

- You need to register online to use all features (though this is still free).
- Still relatively new and developing, and not quite as well-known as EndNote.

### **3.1.3 Zotero**

A free web-based open-source application.

#### **Key benefits?**

- It's free and does the job.
- It can import references from most online databases.
- It has sharing/collaboration features
- Being web-based means it can be used almost anywhere.

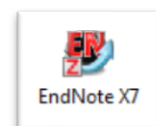
#### **Any drawbacks?**

- It can only be used with certain browsers (Firefox, Safari or Chrome).
- Still relatively new and developing, and not quite as well-known as EndNote.

## **4 Using EndNote: the basics**

### **4.1 Getting Started**

You should always open EndNote via the Novell Application window.  
You can then create a Library and save it on your computer.



## Exercise 2

Open EndNote X7 by clicking on the EndNote X7 icon in the RESEARCH group of the Novell window. In EndNote click on FILE then NEW, then browse to your H:EndNote folder and save your new file.

## 4.2 Manually adding a reference

Click on References on the EndNote toolbar and select New Reference. Select the Reference Type from the drop down list, and then fill in as many fields in the form as you can.

## Exercise 3

Enter the following journal article reference:

McGowan, C.R. and A.M. Viens, *Reform of the coroner system: a potential public health failure*. *Journal of Public Health*, 2010. 32(3): p. 427-30.

Your reference should look like this:

Reference Type:	Journal Article
Rating	. . . . .
Author	McGowan, C. R. Viens, A. M.
Year	2010
Title	Reform of the coroner system: a potential public health failure
Journal	Journal of Public Health
Volume	32
Issue	3
Pages	427-30

## 4.3 Exporting a reference from an online database

### 4.3.1 Medline (and other Ovid databases)

Conduct your search, and then tick the boxes next to the results that you wish to export. You can then export these references to your open EndNote Library by clicking on the Export options on the toolbar at the top of your results list:

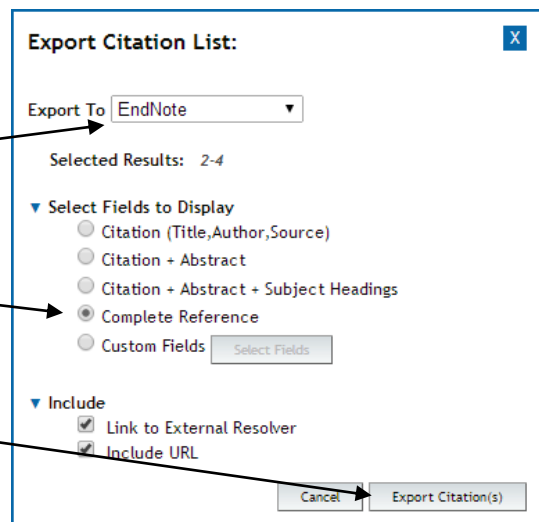
The screenshot shows a search results toolbar with the following elements: a 'Select Range' dropdown, 'Print', 'Email', 'Export' (highlighted with a red box), 'Add to My Projects', and 'Keep Selected' buttons. Below the toolbar, the first search result is displayed: '1. [checked] England and Wales finally get first chief coroner.' with the word 'coroner' highlighted in yellow. The author 'Dyer C.' is listed below the title. A 'Complete Reference' button is visible on the right side of the result entry.

When you click Export, a dialogue box will open.

In the dialog box, change the Export To option to EndNote.

Choose Complete Reference from the Select Fields to Display options.

Finally, click Export Citation(s).



### 4.3.2 CINAHL (and other EBSCO databases)

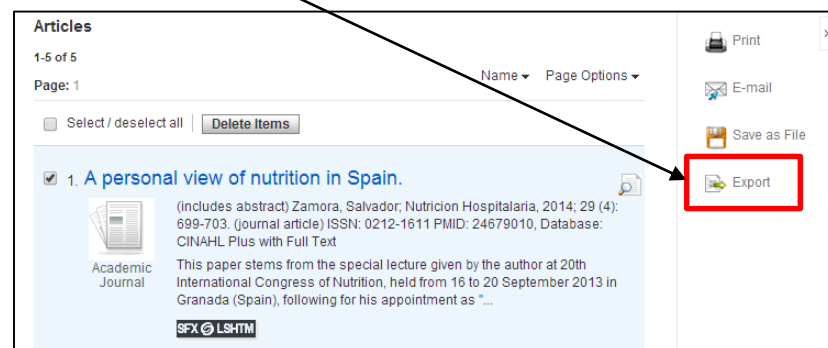
Conduct your search, then click the Add to Folder icon for all results you wish to export.



To export your selected results, click on the Folder option in the top right corner on the toolbar:



In your Folder, select the results you wish to export by ticking the box next to the result. Then click the Export option in the right hand menu.



This will take you to the Export Manager screen. Do not change the File Format options, as they are set to export to EndNote by default. Click Save to export to your EndNote Library.

## Exercise 4

Run a search in Medline or CINAHL, and add five results to your EndNote Library.

Your Library should now contain six References.

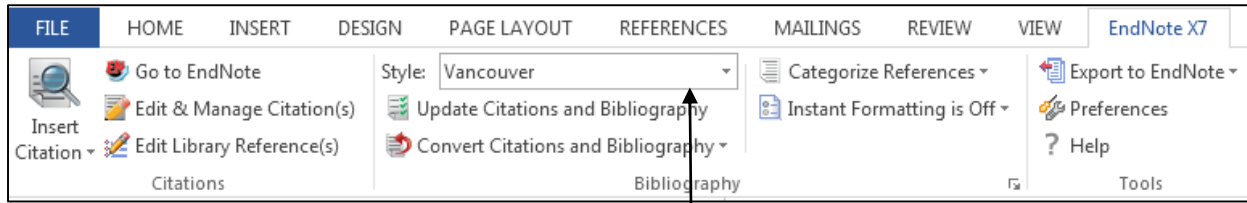
## 4.4 References in MS Word

### 4.4.1 Entering a reference

When EndNote and Word are installed on the same machine, a new tab called EndNote X7 appears in Word – this is the EndNote Ribbon. When EndNote and Word



are both open, you can use the options in this Ribbon to insert and amend references in your assignment.

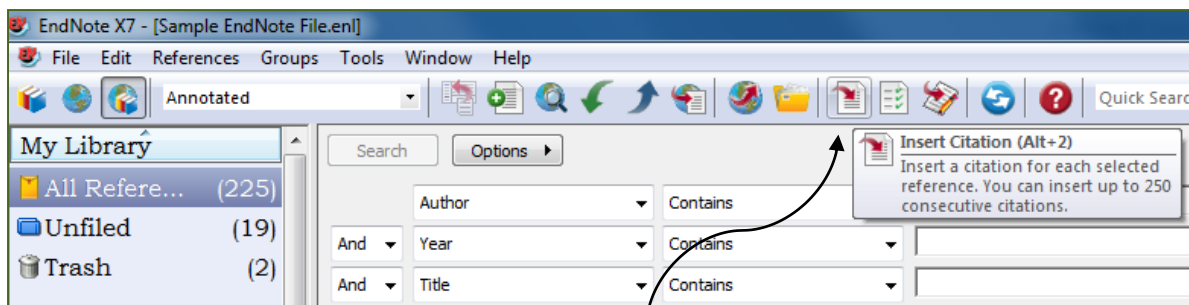


On the EndNote X7 tab select the referencing style you require e.g. Harvard or Vancouver from the Style drop down menu. EndNote contains thousands of referencing styles. The most popular styles have been included in the drop down menu for easy access.

In your Word document, click where you would like the reference to go.

Click on the Go To Endnote option on the EndNote X7 tab and select your reference or references in your EndNote library. NOTE: if you want to insert more than one reference in the same place, hold down your CONTROL key to select them all.

Then click on the Insert Citation button in the EndNote Library toolbar.



**This is the Insert Citation button.**

Your citation will then appear in the text, in the format you have specified. EndNote will automatically create a Reference List at the end of the document in your chosen style. If you are using Vancouver, EndNote will automatically re-number and re-sort your references if you go back and add a reference earlier in the document.

#### 4.4.2 Changing your reference style

You can use the EndNote Ribbon to change all the references you have already entered using EndNote to a different style at any point while writing your assignment. Simply select the new style from the Style drop down menu, and the citations in your document and the Reference List will update to the new style.

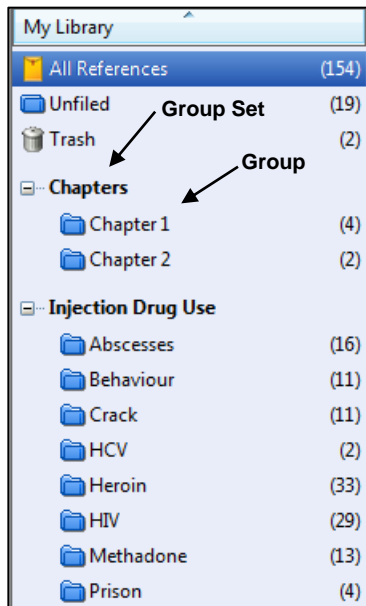
#### Exercise 5

Navigate to U:\IT Courses and scroll down to open the Referencing Made Simple folder. Right click on the Word document Exercise 5, select Copy, and then paste this document into your My Documents folder. Open the document and complete the exercise.

## 5 Organising references within your EndNote Library

### 5.1 Groups

Once you have imported your references, you can put them into Group folders so that you can keep track of them.



You can create as many group folders as you like in the left-hand column of your EndNote Library, and can drag and drop references into them in order to organise your library. A single reference can be put into as many Groups as you like.

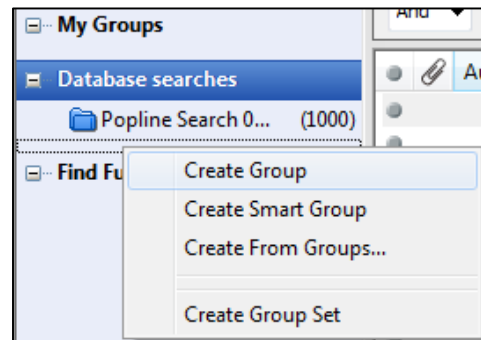
### 5.2 Group Sets

You can further organise your Groups into Group Sets: headings under which Group folders may be placed.

To create a Group, right click in the left hand pane and select Create Group, then name your Group. You can now drag and drop references into this Group from your reference list. To delete a Group, right click on the Group and select Delete Group. This will NOT delete any of your references – they will

still be in your Reference list once you have deleted the Group.

To create a Group Set, right click in the left hand pane and select Create Group Set, then Name your Group Set. You can drag and drop Group Folders into your Group Set, or create a new Group within the Group Set by right clicking on the Group Set and selecting Create Group.



## 6 PDFs: managing the full text with EndNote

### 6.1 Attaching and viewing PDF files

EndNote allows you to attach PDFs (or other file types you might wish to reference) to the references in your library. To attach a PDF to your reference, you must first save the PDF to your computer. Then click once on the reference in your library and click on the Attach File icon in the top right of the screen.

Now browse to your PDF and select Open. Once you select another reference you will be prompted to save changes. Select Yes.

### 6.2 Using the Find The Full Text feature

EndNote can search for PDFs for you. If EndNote is able to find a PDF, it will attach it to the relevant reference. To find full text click on the reference that you would like the PDF for (hold down the CONTROL key to select multiple references) and click the Find Full Text button in the toolbar.



## **7 Get more help**

There are a range of resources to help you with citation and referencing on the Library guidance pages: <http://www.lshtm.ac.uk/library/guidance/citations/index.html>.

IT Training have created a full guide to EndNote X7:

[https://intra.lshtm.ac.uk/its/ittraining/learningmaterials/pdf/endnote\\_x7.pdf](https://intra.lshtm.ac.uk/its/ittraining/learningmaterials/pdf/endnote_x7.pdf).

The ITS Helpdesk ([ITSHelpDesk@lshtm.ac.uk](mailto:ITSHelpDesk@lshtm.ac.uk)) can offer basic support on EndNote, or refer you for more specialist help from the IT Training team.

EndNote Technical Support: <http://endnote.com/support/contact-support>.

EndNote Knowledge Base: <http://endnote.com/support/search-knowledgebase>.

If you have any questions about this handout, please email [infoskills@lshtm.ac.uk](mailto:infoskills@lshtm.ac.uk).