CITING AND REFERENCING STYLE FOR BIOLOGY COURSES (Kim Curry and Rossi Marx, June 2014)

REFERENCES:

• this is your work; do not quote
• lists all and only the references cited in your report
• you are responsible for verifying each reference against the original article
• All five of the required primary references:
  ✓ must be refereed, which means they are published in edited journals and are peer reviewed
  ✓ may include refereed online journals, but not other Web sites

The following is adapted from the ‘Instruction to Authors’ from the Canadian Journal of Zoology:

Conventions for citing references in main body of report:

• each reference must be cited in the text using the surnames of the authors followed by the year, e.g. ‘(Walpole, 1985)’, ‘Green and Brown (1990)…’
• depending on the sentence construction, the names may or may not be in parentheses, but the year always is
• examples for citations
  ✓ with one author: ‘According to Smith (1980)…’ or ‘(Smith, 1980)’
  ✓ with two authors: ‘Courtship behaviours of mallards…(Brown and Smith, 1976)’
  ✓ with more than two authors: ‘A Marbled Murrelet juvenile was found… (Winchester et al., 1995)’
  ✓ with unknown author: ‘This drug is used to treat…(American Heart Association, 2007)’
  ✓ with multiple references: ‘Canopy arthropods form a discrete… (Nadkarni, 1993; Stork, 1994; Winchester, 1995)’
  ✓ that are not uniquely identified by the authors’ names and year, use a, b, c, etc., after the year, for example, Green 1983a, 1983b; Green and Brown 1988a, 1988b, for the text citation and in the reference list
  ✓ with no date: ‘(Miller, n.d.)

Note: et al. is short for et alia, Latin for ‘and others’. There should be a period after ‘al.’. If a reference has more than two authors, the citation in the main body of the report should give the name of the first author followed by ‘et al.’. The full reference (including all of the authors) is given in the References section.
Conventions for listing references:

- alphabetical order according to the name of the first author; references are not numbered
- single-spaced
- begin at the left margin with subsequent lines indented
- multiple references with the same first author are listed in the following order:
  1. papers with one author only are listed first in chronological order, beginning with the earliest paper
  2. papers with dual authorship follow and are listed in alphabetical order by the last name of the second author
  3. papers with three or more authors appear after the dual-authored papers and are arranged chronologically
- when applicable, references to journal articles should include the issue number, which should be placed in parentheses after the volume number

Examples of types of references, including electronic references

The following bibliographic citations illustrate the punctuation, style, and abbreviations for references:

**Journal article:**


**Note:** Uniform reference locators (URLs) or digital object identifiers (DOIs) can be useful in locating references on the Web, and authors are encouraged to include these; they should be added to the reference in the reference list.

**Journal article with URL:**


**Journal article available online only (with DOI):**


**Entire issue of journal:**


**Report:**

**Book:**

**Book in a series:**

**Part of book:**

**Paper in conference proceedings:**

**Institutional publications and pamphlets:**

**Corporate author:**

**Thesis:**

**Laboratory Manual:**
Mitchell, G. 2006. Biology 190A Laboratory manual. Department of Biology, University of Victoria, Victoria, B.C.

**Web site:**

**Web document:**

**Translation:**
Unpublished reports, private communications, and in press references:
References to unpublished reports, private communications, and papers submitted but not yet accepted are not included in the reference list but instead must be included as footnotes or in parentheses in the text, giving all authors’ names with initials; for a private communication, year of communication should also be given, e.g., J.S. Jones (personal communication, 1999). If an unpublished book or article has been accepted for publication, include it in the reference list followed by the notation “In press”. Do not include volume, page number, or year in an in-press reference, as these are subject to change before publication.

Appendices:
Although these are not often seen in a formal scientific paper, you may be required to hand in raw data and calculations in an appendix. When required, calculations must include units of measurement.

Optional Additional Information:
While this set of instructions covers many questions concerning how to write formal reports, it is by no means a comprehensive list. Future courses in biology may expand on this basic framework.

There are several books, which offer more detailed information on how to write effectively. These include, but are not limited to:


There are also Internet sites that offer instructions for report writing, as well as gathering information. The UVic homepage has a link to the library, which in turn has links to reference tools and Internet searching.

Finally, your instructor can answer questions about how to write effectively, provided you approach her/him early enough with a list of specific questions. As instructors, we assume you will come to us with questions if they arise. Therefore, it is your responsibility to read over these instructions and ask for clarification when necessary.