Brief Guide to Referencing with SBS system

This is a guide to the SBS system but you should always check your course handbook and/or module outline for any further guidance, as your lectures may prefer a different style of referencing.

Introduction:

This guide gives advice on referencing using the SBS System. This is the preferred referencing system for the School of Biological Sciences at the Xi'an Jiaotong-Liverpool University. There are numerous different types of referencing systems available, but the most important thing is to be consistent. Most style guides fall into two commonly used system: 1) author-date system (Harvard, APA) and 2) numeric system (Vancouver, MLA). In the School of Biological Sciences, a typical author-date scheme for citing books and journal articles is adopted, which is similar to that used by many biological journals. In the main text of your work you should refer to your source for a specific fact, idea or quote as you go along, normally (but not always) at the end of the sentence or paragraph containing it. And at the end of your essay or report, you should include an alphabetical (by last name) reference list. This guide suggests a style within SBS system which aligns with the guidance of University of Liverpool.

Plagiarism:

When writing assignments you must acknowledge the source of your ideas and quotes in sufficient detail so that readers can locate the item. Referencing is important to avoid plagiarism, to verify quotations and to enable readers to follow up what you have written and locate the cited work. Plagiarism is defined by Xi'an Jiaotong-Liverpool University Student Regulations as "Reproducing material from other works or a paraphrase of such material without acknowledgement". For more information on how to avoid plagiarism please refer to Department of Registry.

Collecting and organizing references:

It is often not easy (or possible) to retrieve sources after you have written your text. For this reason it is best to write down all the citation details of a source as you use it, and to compile a reference list at the end of the document that includes full details of all references cited. Bibliographic software, such as **EndNote**, **RefWorks**, or **Zotero**, will help you organize your references according to different citation systems and to add the citations to your text.

Two parts in SBS system:

- **In-text citation** – Citing in the text of your work: this means acknowledging, within your text, the sources that you have used.

- **Referencing List** – These are the details of the sources you have used. You list them in alphabetical order at the end of your work.

In-text citations:

- In an author-date style, in-text citations usually require the name of the author(s) and the year of publication.

- A page number is included if you have a direct quote, paraphrase a passage or you want to direct the reader to a specific page. Page numbers may also be included if you are referring to a long work and the page numbers might be useful to the reader.

How to create a reference list/bibliography:

- A reference list contains only the books, articles, and web pages etc. that are cited in the text of the document. A bibliography includes all sources consulted for background or further reading.

- A reference list is arranged alphabetically by author.

- If you have more than one item with the same author, list the items chronologically, starting with the earliest publication.

Contents

Books

Elements of citation

Author (s) of book – family name and initials (Year of publication). *Title of book – italicised*. Edition (other than the 1st edition) ed. pp. Page number (s). Publisher, Place of publication.

Note: If you wish to cite an entire book, include the names of editors if relevant, as shown for Bates & Maxwell (1993), followed by 'Ed.' or 'Eds.' in parentheses.

Reference type	In-text examples	Reference list example
Single author	• …as described in Lewin (2004). *or* • (Lewin, 2004)	Lewin, B. (2004). *Gene VIII*. Pearson Prentice Hall, New Jersey.
2 authors	• (Bates & Maxwell, 1993)	Bates, A. D. & Maxwell, A. (1993). *DNA Topology*. (Rickwood, D. & Male, D., Eds.), pp. 26-28. IRL Press, Oxford.
3 or more authors	• (Dolowitz *et al.*, 2008)	Dolowitz, D., Buckler, S. & Sweeney, F. (2008). *Researching online*. pp. 50-55. Palgrave Macmillan, New York.
No author	• (Anon, 2004) 'Anon' is the abbreviation of 'Anonymous'	Anonymous. (2004). *Do: leadership the Army way 2004*. Jossey-Bass, San Francisco.
No date	• (Morris, n. d.)	Morris, D. (n. d.) *History of business*. Business Press, London.

Reference type	In-text examples	Reference list example
Multiple works by the same author	• (Willmott, 2004, 2006).	Willmott, W. F. (2004). *Rocks and landscapes of the national parks of southern Queensland*. Geological Society of Australia, Queensland Division, Brisbane. Willmott, W. F. (2006). *Rocks and landscapes of the national parks of southern Queensland*. Geological Society of Australia, Queensland Division, Brisbane. **Order chronologically in the reference list.**
Multiple works by the same author, published in the same year	• (Dawkins, 1996; Willmott, 2004)	Dawkins, R. (1996). *Climbing mount improbable*. Viking, London. Willmott, W. F. (2004). *Rocks and landscapes of the national parks of southern Queensland*. Geological Society of Australia, Queensland Division, Brisbane.
Two or more works by different authors	• (Dawkins, 1996a, 1996b)	Dawkins, R. (1996a). *Climbing mount improbable*. Viking, London. Dawkins, R. (1996b). *River out of Eden*. Phoenix, London. **Order alphabetically by title in the reference list.**
Edited book	• (Dawkins, 1996; Willmott, 2004)	Dawkins, R. (1996). *Climbing mount improbable*. Viking, London. Willmott, W. F. (2004). *Rocks and landscapes of the national parks of southern Queensland*. Geological Society of Australia, Queensland Division, Brisbane.

Reference type	In-text examples	Reference list example
E-book (available online)	• (Dittmar & Zanker, 2011)	Dittmar, T. & Zanker, K. S. (Eds.) (2011). *Cell fusion in health and disease: I: cell fusion in health*. Springer, New York. http://10.7.1.204:81/read.php?resid=1080455 [date accessed 07/03/13]

Chapter in a book

Elements of the citation

Author (s) of chapter – family name and initials (Year of publication). Title of chapter. In *Title of book – italicised*, Edition (Editor(s) – family name and initials, Ed(s).), pp. Page number(s). Publisher, Place of publication.

Reference type	In-text examples	Reference list example
Chapter in an edited book	• (Wang & Liu, 1990)	Wang, J. C. & Liu, L. F. (1990). DNA replication: topological aspects and the roles of DNA topoisomerases. In *DNA topology and its biological effects* (Cozzarelli, N. R. & Wang, J. C., Eds.), pp. 321-340. Cold Spring Harbor Laboratory Press, Cold Spring Harbor.

Journal articles

Elements of the citation

Author (s) of journal article – family name and initials (Year of publication). Title of journal article. *Title of Journal (abbreviated) – italicised & the first letter of each word capitalized* **Volume**, Page number(s). doi (for electronic journal articles)

Reference type	In-text examples	Reference list example
Journal article (scientific journals with abbreviations)	• (Drlica & Zhao, 1997)	Drlica, K. & Zhao, X. (1997). DNA gyrase, topoisomerase IV and the 4-quinolones. *Microbiol. Mol. Biol. Rev.* **61**, 377-392.
Journal article (scientific journals without abbreviations)	• (Stewart *et al*, 1998)	Stewart, L., Redinbo, M. R., Qiu, X., Hol, W. G. L. & Champoux, J. J. (1998). A model for the mechanism of human topoisomerase I. *Science* **279**, 1534-1541.
Electronic journal article	• (Bagoly *et al*, 2013)	Bagoly, Z, Sarkady, F, Magyar, T, Kappelmayer, J, Pongrácz, E, *et al*. (2013). Comparison of a New P2Y12 Receptor Specific Platelet Aggregation Test with Other Laboratory Methods in Stroke Patients on Clopidogrel Monotherapy. *PLoS ONE* **8**, e69417. doi:10.1371/journal.pone.0069417

Conference proceedings

Elements of the citation

Editor (s) (Year of publication). *Title of conference – italicised*, p. Page number (s). Date of conference. Place of conference. Publisher, Place of publication (if available).

Reference type	In-text examples	Reference list example
Proceedings with title different from conference name	• (Vivain, 1985)	Vivain, V. L. (Ed.) (1985). Child abuse and neglect: a medical community response. In *1st AMA National Conference on Child Abuse and Neglect*, p. 256. Mar. 30-31, 1984. Chicago. American Medical Assoc, Chicago.
Proceedings without separate title	• (Ferguson & Sommer, 1986)	Ferguson, R. M. & Sommer, B. G. (Eds.) (1986). *Proceedings of a Conference on the Clinical Management of the Renal Transplant Recipient with Cyclosporine*, p. 216. Nov. 3-5, 1985. Palm Springs, FL. Grune & Stratton, Orlando, FL.
Proceedings without editor	• (Anon, 2009)	Anonymous. (1989). *Symposium on Nonhuman Primate Models for AIDS*, p. 115. Oct. 11-13, 1989. Portland, OR. Oregon Regional Primate Center, Portland.

Dissertations and theses

Elements of the citation

Author – family name and initials (Date of degree). *Title – italicised*. Type of publication. Institution granting the degree, Place of institution.

Reference type	In-text examples	Reference list example
Theses or dissertations	• (McDonald, 2005)	McDonald, L. R. (2005). *Assessment of body composition using magnetic resonance imaging*. Ph.D. thesis. University of Liverpool, Liverpool.

Reports

Elements of the citation

Author of report – family name and initials (Year of publication). *Title of report – italicised*. Name of Co., Place of Co.. Report number.

Reference type	In-text examples	Reference list example
Report	• (Onaral, 1984)	Onaral, B. (1984). *Interactive computing and graphics in undergraduate digital signal processing*. Drexel University, Philadelphia, PA. Report nr MWPS-F-84-9.

Web pages

Elements of the citation

Author (s) of page – person or organization (Year-page created or revised) Title of page. *Publisher – italicised*. Full Web address (URL) [date accessed mm/dd/yy]

Reference type	In-text examples	Reference list example
Web page	• (Deacon, 2004)	Deacon, J. (2004) The microbial world: Mycorrhizas. *University of Edinburgh*. http://helios.bto.ed.ac.uk/bto//microbes/mycorrh.htm [date accessed 08/08/04]

Further help and contacts

If you have any difficulties using any of the reference schemes mentioned above, or any other referencing format which you have been asked to use by your instructors, please contact your librarian (http://libguides.lib.xjtlu.edu.cn/ALRD). Remember, it is always helpful to consult the person for whom you are writing, whether it is a tutor or an editor, as to which style of referencing they want you to use.

Acknowledgement

This guide is inspired by the following pieces of work and excellent sites:

BIOL605 Honors Project Manual 2010-2011 All Programs Biological Sciences. (2010) *University of Liverpool*.

XJTLU (2012) XJTLU Harvard Referencing System. *Xi'an Jiaotong – Liverpool University*. http://lgdata.s3-website-us-east-1.amazonaws.com/docs/3591/768348/XJTLU_Harvard_Referencing_System.pdf [date accessed 07/03/13]

NMSU (n. d.) CBE Documentation. *New Mexico State University*. http://lib.nmsu.edu/depts/reference/documents/CBEstyle.pdf [date accessed 07/04/13]

UTM (2008) CSE/CBE Referencing System. *University of Toronto Mississauga*. http://www.utm.utoronto.ca/asc/Handouts/CSE%20SBE%20Style%20Manual.pdf [date accessed 07/04/13]