

Summary sheet 1: How to cite references correctly

The correct format for reference citing is: (Author surname, year) if the citation is at the end of the sentence, or Author, (year) if the citation is part of the sentence:

(Smith, 2007) or ...Smith (2007) ...

- **If the article cited has two authors, both should be mentioned:**

(Smith and Jones, 2005) or ...Smith and Jones, (2005)...

- **If the article cited contains more than two authors, then the format Author surname *et al.*, year should be used:**

(Green *et al.*, 2000) or ...Green *et al.*, (2000)...

- **Page number(s) should be included if you are quoting or paraphrasing, or if you are citing a table or diagram in the format shown below:**

(Black *et al.*, 2005: 23) or ...Black *et al.*, (2005: 23)...

- **If you cite the same author in different years in the same sentence, the format should be:**

(Patel *et al.*, 2002; 2004) or ...Patel *et al.*, (2002; 2004)...

- **If the same author has published more than one paper in the same year, differentiate them using a lower case letter after the year:**

...(Rodruigez, 2007a)...(Rodruigez, 2007b)...

- **If you are including a table or diagram from a paper in your work, it should include a title and a legend; the citation should be placed in the legend of the item.**

- **Cite the chapter author if the information is from an edited book with authored chapters.**

Things to remember:

Do not include initials of the author(s) in the citation.

Use the correct punctuation after *et al.* and don't forget to *italicise et al.*