Students of the Business School, School of Education, and the School of Law have their own specific referencing styles and they should use the separate education, business and law guides.

**Within the text**

In-text citations in Vancouver/Uniform are entered in the following way:

Enter a running number in the text which links to the numbering in the bibliography at the end.

For example: Archer and Smith (3,4) claim that … **OR**: In recent studies (3,4) it is claimed that …

**Page numbers**

Page numbers are not given within the in-text citations in Vancouver/Uniform.

**Using quotations**

If you are quoting more than a few words then indent the quotation from the rest of the text. For example:

**In the text:**

As Blaxter, Hughes and Tight (12) state in reference to librarians:

> Researchers owe a duty to librarians to make good use of them, and there is much that a librarian may be able to advise you on or help you with, if approached in the right way.

**In the bibliography:**


**Citing a secondary person**

Only cite the work that you have actually read. If you read a source that refers to the work of someone else ideally you should find and read the work that has been referred to. However, if you are unable to locate the original work you must make it clear to your reader that you are citing work that you have not read. The work that you have read is ‘secondary’ as you are relying on someone else’s interpretation or opinion of the original work rather than your own. For example:

**In the text:** Oliver (5) cites Nemeroff, 2008, saying that …

**In the bibliography:** 5. Oliver, P. Understanding the research process. London: Sage; 2010. Chapter 1, The idea of research; p. 1-23.

**Citing personal communications, lecture notes etc.**

Requirements for this depend on your discipline. Check your course handbook or with your supervisor. Often such works are cited within the text but not included in the reference list. If so, an example of this would be: … referencing guides would be useful if you have time (2011 email from G Dawson to me; unreferenced)

**The bibliography/reference list at the end of your written work**

You must create a bibliography/reference list at the end of your written piece of work. This list should include only those items you’ve referred to in the text. The references are listed in numeric order, starting with 1.

**Examples:**

<table>
<thead>
<tr>
<th>Type</th>
<th>Example</th>
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<tbody>
<tr>
<td>Type</td>
<td>Detailed Description</td>
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