

Chapter 7

The Numbering System

Contents Page

About this System	Page 113
Referencing In-text	Page 113
Quotations	Page 114
Reference List Rules	Page 115
Sample Reference List	Page 116

The Numbering System

About this system

In this system, used in scientific disciplines, citations of sources are indicated by numbers in the text. A single reference number is used for each work or extract, however many times it is cited. Latin terms (such as *ibid.*) are not used.

The references are collected in a single list at the end of the text.

This is the briefest method, involving no repetition of the reference citation data at all. It involves no careful management of footnotes, nor does it break up the text. The disadvantages are that it forces the reader to turn to the back of the document to check the source of any information; extensive re-numbering of references (and the reference list) is necessary if the order of the text is changed, or if a reference to a new source is added, and because the list is not alphabetic, the whole reference list must be scanned to see if a particular source has been used. It loses its advantages if specific pages are cited, because then a different number has to be used for each.

Referencing In-text

Use a single reference number for each work or extract cited, no matter how many times you refer to it. Number the references in the order in which they are first cited in the text.

Place the reference numbers in parentheses (round brackets), if possible in superscript (above the general level of the line). Place the reference number after closing quotation marks and before punctuation of commas or full stops. (Note: Vancouver style a form of numbering, does not use superscript.)

Example:

The correlation which Barker observed for bees⁽¹³⁾, has since been found to hold for other social insects^(14,15).

More than One Work Referred to at the Same Point

Place commas between the reference numbers, unless three or more consecutive references are cited.

Example:

Although copper oxides are excellent catalysts for the reaction ⁽⁴⁻⁶⁾, poor results have been reported for oxides of iron ^(5,7) and manganese ^(1,2,6-7).

➤ References to Different Parts of a Single Work

Use separate reference numbers.

Example:

In Reference List:

19. Tyrrell, H.J.W. and Harris, K.R. *Diffusion in Liquids*. London: Butterworths, 1984, Chapter 3.
23. Ref.19, Chapter 5.

Quotations

Always record a quotation exactly as given by its author.

➤ Short Quotations

Use single quotation marks for short quotations inserted in the text (for example, less than a complete sentence). At the end of the quotation give the reference number in superscript in parentheses.

Example:

Text: One writer argues that 'Perhaps the best way of bringing some rationality into discussion about higher education fees and student grants is to introduce full-cost fees for courses...'⁽¹⁶⁾.

In Reference List:

16. Evans, N. *The Knowledge Revolution*. London: Grant McIntyre, 1981, p.169.

➤ Long Quotations

For quotations of a sentence or longer (for example, around 30 words), indent each line by five spaces and use single spacing between the lines, if typing. At the end of the quotation give the reference number in superscript in parentheses.

Example:

Text: An approach to sex differentiation in locusts states:
To distinguish the sexes, the locusts must be fully mature. The female is 3cm to 5cm long, and is larger than the male. She has deeper brown and black markings on the abdomen than the male, and the tip of the male abdomen is not black.⁽¹⁷⁾

In Reference List:

17. O'Rourke, B.T. and Marshall, W., eds *Life Science*. Wellington: Reed Education, 1973, p.115.

➤ Omissions from Quotations

To indicate an omission from a quotation, use three full stops (this is called an ellipsis). This can be used in the middle of the quotation or at the end. If at the end, add one more full stop to end the sentence (unless a question mark or exclamation point is the concluding punctuation, in which case, use three full stops followed by the question mark or exclamation point).

Example:

Text: Slinn states that 'Unless we develop adequate monitoring stations and data storing and recording procedures ..., the governments of the world may be in for the biggest revolution since evolution began'⁽¹⁸⁾.

In Reference List:

18. Slinn, W.G.N. 'Some Influences of the Atmospheric Water Cycle on the Removal of Atmospheric Trace Constituents', p.87 in *Atmospheric Chemistry*, ed. E.G. Goldberg. Berlin: Springer-Verlag, 1982, pp.57-90.

➤ Insertions into Quotations

To indicate your own comment e.g. [emphasis added] within a quotation, use square brackets.

Example:

Text: Smith wrote 'We had a reel [sic] fine time'⁽²⁵⁾.

Here [sic] indicates that this is what the writer actually wrote, although it is wrong.

Reference List Rules

Provide a numbered list of references at the end of your text. (The numbers must of course correspond to those used in the text.)

Rules for Citing Different Types of Sources in the Reference List

Follow the rules set out in *Chapter 5* including referencing from the Internet and apply the Numbering Style.

Sample Page Of Text - Numbering System

[This sample has been amended from that given in Leggett, Mead and Kramer (1985), pp.452-453]

The rise of Puritanism has been chronicled by various writers⁽⁹⁻¹¹⁾. Its influence on the legislation of its host countries is a matter of particular interest.

According to A.G. Dickens, Puritanism 'gave the cutting edge to the forces which shaped parliamentary, legal and religious liberties in America as well as in England'⁽¹²⁾. Historian Elbert Russell points out that the relative tolerance of Oliver Cromwell's Puritan Commonwealth allowed dissenting religious sects to organise and spread their doctrines⁽¹³⁾. As a result, one sect - the Quakers - was to have a profound influence on the United States Constitution, particularly the First Amendment. Using William Penn's Great Laws of Pennsylvania as a model, 'every one of the colonies enacted laws recognizing the right of conscience'⁽¹⁴⁾. Later when the colonies had become states and were asked to ratify the new federal constitution, all refused until it was amended to include a Bill of Rights for which Pennsylvania and Maryland made the first proposals: 'the rights of conscience should be held inviolable'⁽¹⁴⁾.

Sample Reference List

By definition, the references for this system are arranged numerically. This sample refers to the examples used in this section's text.

For information on how to cite more exotic sources, or to look up the examples alphabetically, see the Sample Reference List for the Footnoting System (*Chapter 6*).

1. Scott, R.L. et al. *Manganese as a Catalyst*. London: Wiley, 1968.
2. Jones, H.J. and Brown, M.P. 'Poor Performance of Oxides at High Temperature' *Journal of Catalysis* v. 48 no. 4 (March 1982) pp.13-19.
3. Weast, R.C. ed. *CRC Handbook of Chemistry and Physics*. 64th ed. Boca Raton: CRC Press, 1983, p.D-46.
4. Ramachandran, L. 'A Cost-Benefit Analysis of High-Flow Reactors' *Industrial Engineering Quarterly* v. 6 no. 2 (1980), pp.33-35.
5. Vicol, O. and Berdan, I. 'Quantitative determination of Iron Oxides' *Revista do Chimie* v. 37 no. 1 (Jan. 1986) pp.61-64.
6. Converse, J.G. 'Portable analysers: They still have a place in the plant' *InTech* v. 32 no. 6 (June 1985) pp.51-53.
7. Makin, R.O. et al. *Advanced Catalyst Design*. 2nd ed. New York: Marcel Dekker, 1983, Chapter 8.
8. Polwath, K. 'A new method for novellone synthesis' *Nature (London)* v. 185 no. 2361 (1965) p.118.
9. Dickens, A.G. *Reformation and Society in Sixteenth-Century Europe*. New York: Harcourt, 1966.
10. Russell, E. *The History of Quakerism*. Richmond, In.: Friends United Press, 1979.
11. Freeman, H.A. 'William Penn, Quakers and Civil Liberties' *Friends Journal* no. 56 (15 Oct. 1982) pp.13-21.
12. Ref.9, p.181.
13. Ref.10, p.17.
14. Ref.11, p.15.
15. Ref.10, p.133.
16. Barker, P.J. 'Overwintering of Honeybees in Extreme Climates' *Apimondia* v. 12 no. 3 (1971) pp.45-52.
17. Vincent, R. and Clark, T.F., eds. *Economic Aspects of Insect Predation*. New York: Academic Press, 1979.
18. MacLean, H.H. 'Ant Communities' in *Reviews of Insect Behaviour* v. 2, ed. L. Christensen. Amsterdam: Elsevier, 1980.
19. Evans, N. *The Knowledge Revolution*. London: Grant McIntyre, 1981.
20. O'Rourke, B.T. and Marshall, W., eds. *Life Science*. (Teaching Primary Science v. 1) Wellington: Reed Education, 1973, p.115.

21. Slinn, W.G.N. 'Some Influences of the Atmospheric Water Cycle on the Removal of Atmospheric Trace Constituents' in *Atmospheric Chemistry* ed. E.G. Goldberg. Berlin: Springer-Verlag, 1982, pp.57-90.
22. Tyrrell, H.J.W. and Harris, K.R. *Diffusion in Liquids*. London: Butterworths, 1984, Chapter 3.
23. Napper, D.H. 'Steric Stabilization' *Journal of Colloid and Interface Science* v. 58 (1977) pp.390-407.
24. Taihyun Chan and Hyuk Yu 'Self Diffusion of Gelatin by Forced Rayleigh Scattering' *Macromolecules* v. 17 no. 1 (1984) pp.115-118.
25. Drobnik, J. and Rypacek, F. 'Soluble Synthetic Polymers in Biological Systems' in *Polymers in Medicine*, ed. K. Dusek. Berlin: Springer-Verlag, 1984, pp.1-50.
26. Ref. 19, Chapter 5.
27. Evans, U.R. *An Introduction to Metallic Corrosion*. 3rd ed. London: Edward Arnold, 1981.
28. Smith, F. *Rights of Factory Workers*. Policy speech, Bendigo City Hall, 14 May 1982.

