CONVENTIONS FOR CITATIONS AND REFERENCES USED BY COURSES IN BIOLOGY

Literature Cited:
- References are listed fully in alphabetical order according to the last name of the first author and not numbered.
- This is your work. Avoid direct quotations.
- Lists all and only the references cited in your report.
- Is formatted as single-spaced within a reference, and double-spaced between references.
- References begin at the left margin, with subsequent lines indented.
- You are responsible for verifying each reference against the original article.

Note: 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

Conventions for citing references in main body of report:
- each reference must be cited in the text using the surnames of the authors and the year, for example, (Walpole 1985) or Green and Brown (1990); the year always follows the author’s name immediately (do not separate the name of the authors and the year)
- 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

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 Literature Cited section.
Conventions for listing references:

The following is from the ‘Instruction to Authors’ from the Canadian Journal of Zoology. The referencing style used is the Harvard style of referencing (see, for example, http://libweb.anglia.ac.uk/referencing/harvard.htm)

General form

The author is responsible for verifying each reference against the original article. Each reference must be cited in the text using the surnames of the authors and the year, for example, (Walpole 1985) or Green and Brown (1990). Depending on the sentence construction, the names may or may not be in parentheses, but the year always is. If there are three or more authors, the citation should give the name of the first author followed by et al. (e.g., Green et al. 1991). If references occur that are not uniquely identified by the authors’ names and year, use \(a, b, c\), etc., after the year, for example, Green 1983\(a, 1983b\); Green and Brown 1988\(a, 1988b\), for the text citation and in the reference list.

Uniform reference locators (URLs) or digital object identifiers (DOIs) are 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 (see example below).

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. Authors must confirm in their covering letter that papers cited as "In press" have been accepted for publication.

Presentation of the list

The reference list must be single-spaced and placed at the end of the text. References must be listed in alphabetical order according to the name of the first author and not numbered. References with the same first author are listed in the following order.

(i) Papers with one author only are listed first in chronological order, beginning with the earliest paper. (ii) Papers with dual authorship follow and are listed in alphabetical order by the last name of the second author. (iii) Papers with three or more authors appear after the dual-authored papers and are arranged chronologically.

General guidelines on references

References should follow the form used in current issues of the Journal. The names of serials are abbreviated in the form given in Chemical Abstracts Service Source Index (CASSI) (Chemical Abstracts Service, 2540 Olentangy River Road, P.O. Box 3012, Columbus, OH 43210-0012, USA) or in BIOSIS Serial Sources (BIOSIS, 2100 Arch St., Philadelphia, PA 19103-1399, USA). In doubtful cases, authors should write the name of the serial in full. The Journal encourages the inclusion of issue numbers which should be placed in parentheses after the volume number. References to nonrefereed documents (e.g., environmental impact statements, contract reports)
must include the address where they can be obtained. The following bibliographic citations illustrate the punctuation, style, and abbreviations for references.

**Examples of types of references, including electronic references**

**Journal article with DOI:**

**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 citation:


Translation: