References and citations

In all your work it is essential to show the sources of information on which your work is based and – in project reports, dissertations and theses – how your work is related to previous work in the same area. The information about each publication should be sufficient to allow a reader to easily find the publication in a library and to make an initial assessment of the publication's quality.

The conventions described below are adapted from Cambridge University Press guidelines (January 2005). The list of publication types and the information required are based on the BibTeX specification.

The notes in this section describe the standards and conventions for citations and references. They are applicable to all written work in the School. There are two parts:

Citation. This is the reference in the text to the work you are referring to

> "...the remainder of this section is based on the work reported in (Farmer and Watro 1989a)."

> "Some writers (e.g. (Vonk 1990)) see this as one of the principal classes of prototype..."

> "Gray's (1978) pioneering work in this area ..."

> "Litwin (1980) developed the first linear hashing algorithm..."

References (or Bibliography). This is the section at the end of the report which lists the works cited, in alphabetical order.

Text citations

1. All citations must be given using the author-date ("Harvard") system, which corresponds to the "APAlike" LaTeX bibliography style .:

2. Citations should give the author's surname, the date of publication and, if required, a page number, e.g. (Knuth, 1998: 20).

3. For sources of figures and tables, give the author name and date in the caption; give the full details in the reference list.

4. Several citations together should be listed in either date order (Smith 1996; Jones 1998; Williams in press).

5. Personal communications and unpublished data (e.g. lecture notes) should be cited in full in the text, and should not be included in the reference list (e.g. R. A. Smith, personal communication 2003, R. W. Harvey, notes for lecture *CMPS3B21 Image Retrieval*, 2005).

6. Citations to works with two authors should give both names , e.g. (Smith and Jones 2000).

7. Citations to works with three or more authors should use *et al*., the abbreviation of the Latin 'and others' (e.g. Garcia-Molina *et al*. 2000).

There are two reasons for preferring the author-year citation format: first, it means that you become more familiar with the names of researchers in the subject, second, it makes it easier for faculty to mark your work.

References section

1. The References section must contain only work that is cited in the text. There are never separate References and Bibliography sections; it is never subdivided.

2. All published works cited in the text (including sources for figures and tables) must be included in one list of references at the end of the essay, report or dissertation. The references are sorted by author and then by year.

3. All references in the reference list must be cited in the text.

4. The reference list should be headed with an unnumbered section heading 'References'.

5. Ensure that every reference is complete, giving the following information:

Type of work	Details required
book	author(s)/editor(s), year, title, publisher (place of publication)
part of a book	author(s), year, title, chapter/pages, book editor(s), book title, publisher (place of publication)
conference paper	author(s), year, title, conference title, pages (URL/DOI)
journal paper	author(s), year, title, journal, volume (issue), pages (URL/DOI)
manual	organization, year, title
technical report	author(s)/editor(s), year, title, institution
thesis	author, year, title, institution
Web site	author(s), year, site name/subject, URL

Items in parentheses are not always available, but should be included if they are.
Author names are in the form: surname initial(s), e.g. Mayhew P. J.
Many papers are available online – for these you should give the full publication details followed by the DOI. A URL alone is not adequate.

Presentation of references

1. Works by the same first author must be in alphabetical order by author, irrespective of the number of authors, e.g.:
   Smith
   Smith, Jones and Wilson
   Smith and Wilson

2. Works by the same author(s) in the same year should be distinguished by using lower-case a, b etc., e.g.:
   (Smith 1998a)
   (Smith 1998b)

3. Forthcoming works should be listed as 'forthcoming' in the references list

4. Journal and conference titles may be either in full or abbreviated, but they should all be treated the same way and must be italicised.

5. Book and journal titles must have maximum capitalisation (all significant words start with an upper-case letter) and must be italicised.

6. Article and chapter titles should have minimum capitalisation (first letter only upper case) and are not iticalicised.

7. Author names should be separated by 'and'

8. Volume and pages numbers should be given as numbers (e.g. 5, 93-122) and are not prefixed with 'Vol', 'p.' etc. Issues of a volume should be given in parentheses immediately after the volume number (e.g. 16(4), 23-29)

Web page references

Software and other resources

Where you need to refer to a website for material such as the source of a program you have used, you should include it as a footnote. For example:

"For these experiments we used the Stanford POS tagger[1] ..."

Papers

Most papers in computing are now available online as well as in conventional printed format.

The publication details are essential because academic papers are reviewed by suitably qualified experts before being accepted for publication. The number and quality of reviews, and the acceptance criteria vary, but well-respected international journals and conferences generally have more rigorous acceptance criteria, more and better quality reviews of papers. Reputable publishers of academic books have similar review processes. These processes provide a quality assurance mechanism for academic publications, which is generally lacking for other forms of publication.

1. If you are referencing a page that is not published conventionally you should include the page's author(s) if they are named (this acknowledges their contribution) and the title of the page.

2. If the page has a date of last modification you should use this as the publication date, otherwise you should add the month and year you consulted the site in parentheses at the end of the reference and otherwise treat the page as undated (see examples below).

3. Provide the URL or DOI (see below) of a paper as well as the conventional publication details.

4. If the page has no authors or editors listed you should treat the organisation publishing the page as the author.

Examples:

These three examples (CUP 2005; Raggett 2002 and Neilsen Norman Group n.d.) show various forms of reference for online publications.

Caldwell B., Chisholm W., Vanderheiden G., White J. (eds) (2004) *Web Content Accessibility Guidelines 2.0*, http://www.w3.org/TR/WCAG20/

CUP Book Production Guide: Science, Technology and Medicine, (2005) https://authornet.cambridge.org/information/productionguide/stm/text.asp

Neilsen Norman Group, *Intranet Usability Reports*, http://www.nngroup.com/reports/intranet/

Raggett, D. (2002) *Getting Started with HTML*, http://www.w3.org/MarkUp/Guide/

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[1] nlp.stanford.edu/software/tagger.shtml

DOI

Many publishers have adopted the DOI (Digital Object Identifier) standard to provide unique references to their papers – if a DOI is available for a work you reference, you should include it as part of the reference, as it should remain valid even if the URL is changed.

Example:

Yan H. and Selker T. (2000) A Context-Aware Office Assistant, *ACM International Conference on Intelligent User Interfaces*, New Orleans, 276-279
http://doi.acm.org/10.1145/325737.325872

Example references

The examples below are citations and references for a book (Ginsberg 1987), two journal papers - the second of which has its volumes divided into issues (Abdelbar and Hedetniemi 1998; Ozmutlu *et al.* 2004), a conference paper (Nishiura *et al.* 2003), a technical report (Sawhney 1997), a part of a book (DeWitt 1991), a thesis (Couvreur 1997), and a manual (Sun JSGF 1998) which is only available online.

Examples:

Abdelbar A.M., and Hedetniemi S.M. (1998) Approximating MAPs for belief networks in NP-hard and other theorems, *Artificial Intelligence* 102, 21-38

Couvreur C. (1997) *Environmental Sound Recognition: A Statistical Approach*, PhD thesis, Faculté Polytechnique de Mons, Belgium

DeWitt, D.J. (1991) The Wisconsin Benchmark: Past, Present and Future, *in* Gray, J. *The Benchmark Handbook*, Morgan Kaufmann, San Mateo

Ginsberg M. (1987) *Readings in Nonmonotonic Reasoning*, Morgan Kaufmann, Los Altos

Nishiura T., Nakamura S., Miki K. and Shikano K. (2003) Environment Sound Source Identification Based On Hidden Markov Model For Robust Speech Recognition, *EuroSpeech 2003*, 2157-2160

Ozmutlu S., Spink A. and Ozmutlu H.C. (2004) A day in the life of Web searching: an exploratory study *Information Processing and Management* 40(2): 319-345, DOI: 10.1016/S0306-4573(03)00044-X

Sawhney N. (1997) *Situational Awareness from Environmental Sounds*, Technical Report for Modeling Adaptive Behavior (MAS 738), Pattie Maes, MIT Media Lab

Sun JSGF, (1998) *Java Speech Grammar Format Specification*
http://java.sun.com/products/java-media/speech/forDevelopers/JSGF/index.html

References

Dunnett M. (1993) *Grammar and Style*, Duckworth, London

Gowers E. (1973) *The Complete Plain Words*, (revised by B. Fraser), HMSO, London

Lamport L. (1999) *LaTeX: A Document Preparation System*, Addison Wesley, Reading, Mass.

Silyn-Roberts H. (1996) *Writing for Science*, Longman, London

Smith D (2005) *Hints on Writing for Computing Assignments*, Technical Report UEA School of Computing Sciences, Norwich http://www.cmp.uea.ac.uk/

Swan M. (1995) *Practical English Usage*, O.U.P, Oxford

Zobel J. (2005) *Writing for Computer Science*(2e), Springer, Berlin