

# The University of Sheffield Library

## Citing Electronic Sources of Information

### INTERNET SOURCES

#### Individual works

Author/editor surname, Initial. (Year) *Title* [online]. Edition. Place of publication, Publisher. Available from: URL [Accessed date].

Example:

Marieb.E. (2000) *Essentials of Human anatomy and Physiology: AWL Companion Web Site*. [online]. 6th edition. San Francisco, Benjamin Cummings. Available from: <http://occ.awlonline.com/bookbind/pubbooks/marieb-essentials/> [Accessed 4th July 2001].

Include the year of publication in brackets. Most Web pages are updated on a regular basis. Date of publication is the date the pages were last updated. If you are not sure of the date click on View and page source to check when last modified. If no publication date is given write (No date).

Only mention an edition statement if the document clearly states that the pages have been rewritten rather than just updated.

The accessed date is when you viewed, downloaded or printed the Web page. This statement is necessary to allow for any subsequent changes which may be made to the page or if the page is no longer available.

The term publisher is used here to cover both the traditional idea of publisher of printed sources, as well as organisations responsible for maintaining sites on the Internet, such as the University of Sheffield. If the place of publication is not stated and cannot be ascertained then leave out.

Often information is put on the Internet by organisations without citing a specific author. In such cases, ascribe authorship to the smallest identifiable organisational unit (this is similar to the standard method of citing works produced by a corporate body) or start with the title.

Example:

The University of Sheffield Library (2001) *Nursing and Midwifery in the Library and on the Internet*. [online]. Sheffield, University of Sheffield. Available from: <http://www.shef.ac.uk/library/subjects/subnurse.html> [Accessed 4th July 2001].

#### Citing electronic journals

Author surname, Initial. (Year) Title of article. *Journal title* [online], Volume (part), location within the host. Available from: URL [Accessed date].

The "location within host" is the equivalent of page numbering used with printed sources. If the document does not include pagination an alternative may be used eg date, labelled part, or the the total number of lines, paragraphs or screens.

Example of an article from a journal available in print and electronic form:

Handwashing Liaison Group (1999) Hand washing. *BMJ* [online], 318 (7185), 686. Available from: <http://www.bmj.com/cgi/content/full/318/7185/686> [Accessed 4th July 2001].

Examples of articles from journals only available online:

Snyder, M. (2001) Overview and Summary of Complementary Therapies: Are These Really Nursing? *Online Journal of Issues in Nursing* [online], 6(2), 31st May 2001. Available from: <http://www.nursingworld/ojin/topic15/tpc15ntr.htm> [Accessed 4th July 2001].

Peterson, M. (1997) Skills to enhance problem-based learning. *Medical Education Online* [online], 2,3. Available from: <http://www.med-ed-online.org/f0000009.htm#reference> [Accessed 4th July 2001].

### **Citing a full text item from an online bibliographical database**

Author surname, Initial. (Year) Title of article. *Journal title*. Volume (part), pages. Full-text [online]. Online database name on host [Accessed date].

Example of full text article from CINAHL via the Ovid Biomed service:

Newens, Andrew J. *et al* (1997). Changes in reported dietary habit and exercise levels after an uncomplicated first myocardial infarction in middle-aged men. *Journal of Clinical Nursing* 6(2), 153-160. Full-text [online]. CINAHL, Ovid Technologies Inc.[Accessed 28th May 1998].

### **Citing an abstract from an online bibliographical database**

An abstract should only be cited if it has proved impossible to obtain the full text of the article and it is essential to your work to do so.

Author surname, Initial. (Year). Title of article. *Journal title*. Volume (part), pages. Abstract [online]. Online database name on host [Accessed date].

Example of abstract from CINAHL via the Ovid Biomed service:

Redman, G. M. (1997). LPN-BSN: education for a reformed healthcare system. *Journal of Nursing Education* 36(3), 121-7. Abstract [online]. CINAHL, Ovid Technologies Inc. [Accessed 28th May 1998].

### **Citation from a database that includes citation instructions**

Sometimes the database instructs you on how to cite references. This might be at the end of the article. You must cite the reference as they state. Put in brackets at the end of the citation that this is the case.

Example of such a citation:

Renfrew MJ and Lang S. Early initiation of breastfeeding. (Cochrane Review) In: the Cochrane Library, issue 2. Oxford:Update Software;1998. Updated quarterly.  
(Citation as instructed)

### **JISCMail/Listserv email lists**

These discussion lists generate email messages which are sent directly to the subscriber. Many lists will archive the messages sent. References to these messages should be treated in a similar fashion to journal references; using the list name in place of the journal title and the subject line of the message in place of the article title.

For "Available from" use the email address of the list administrator. These details, together with the author, will appear in the message header.

Author, (Day Month Year). Subject of message. *Discussion list* [online]. Available from: JISCMail/Listserv email address [Accessed date].

Examples:

Nott, A.J. (26 Jan 2000) Integrated care pathways. *Psychiatric-nursing* [online]. Available from: <http://www.jiscmail.ac.uk/lists/psychiatric-nursing.html> [Accessed 5th July 2001].

Sandall, J. (24 May 2001) Free web-based virtual midwifery library. *Midwifery-research* [online]. Available from: <http://www.jiscmail.ac.uk/lists/midwifery-research.html> [Accessed 5th July 2001].

Please note that items may only be archived on discussion group servers for up to a year. A local copy could be kept by the recipient, who is giving the citation, but a note should be given to this effect. It is also in your interest to print a copy of potentially temporary sources in case you need to prove a source after it has been deleted/moved/changed.

### **Usenet newsgroups/Bulletinboards**

Usenet newsgroups allow people with similar interests to read and post messages in a common location on the Internet.

Author (Day Month Year). Subject heading of message. *Newsgroup*[online]. Available from: Name of Usenet newsgroup [Access date].

Example:

Clark, D. & Young, J. (8 June 2001) Substance Misuse resource. *Uk.sci.med.nursing* [online]. Available from: <news:uk.sc.med.nursing> [Accessed 5th July 2001].

If the author's name and initial is not given, use the email name.

Example:

news@rnld.co.uk (7 June 2001) UK Learning Difficulty Website. *Uk.sci.med.nursing* [online]. Available from: news:uk.sc.med.nursing [Accessed 5th July 2001].

### Personal email

If you wish to make reference to personal email messages then the following format is recommended. You should get a sender's permission to quote a message especially if you quote their email address.

Sender (Sender's Email address) (Day Month Year). *Subject of Message*. Email to recipient (Recipient's Email address).

Example:

McConnell, D. (D.McConnell@sheffield.ac.uk) (28th November 1997) *Follow up to your interview*. Personal email to L.Parker (l.a.parker@sheffield.ac.uk).

## OTHER ELECTRONIC SOURCES

### Audiocassettes, CD-ROMs, film, microform, radio broadcasts, television, and videos

When citing one of the above items information about the nature of the item should be given where necessary after the title.

Example:

Peters, T. (1991) *Tom Peters Live*. [Audiocassette]. Boulder, USA, CareerTrack Publications.

Many CD-ROMs, films, videos and broadcasts are the co-operative work of many individuals. These should either be cited with the title as the first element, or if there is an individual with clear responsibility for the intellectual content his name should be used e.g. the director.

Examples:

*Pride and Prejudice*. [Video]. (1997) London, BBC.

*Encarta 98 Encyclopaedia*. [CD-ROM]. (1998) New York, Microsoft Ltd.

Henderson, David. (1985) *Reith Lectures*. BBC Radio 3 and 4. Nov - Dec 1985.

Individual items within a programme should be cited as contributions.

Example:

Thatcher, Margaret. (1986) Interview. In: *Six O'Clock News*.TV, BBC 1. 1986 Jan 29. 18.00hrs.

### Tips and hints

You can use the computer to reduce the amount of typing and therefore, the potential errors which may occur, when referencing. It is possible to have more than one application running at a time and move between them, for example Word and Netscape.

To switch between applications press and hold down ALT while pressing TAB repeatedly to cycle through running applications. When you release TAB the application named in the box comes to the foreground. Alternatively click on the appropriate icon on the same line as the Start button. If you have not yet opened Word, click on Start, go up to Applications and open Word by clicking on the appropriate icon.

When in Netscape or any other Web browser, highlight the location bar with the URL by clicking with the mouse and dragging over the text to be copied. A blue background will appear. Click on *Edit* and *Copy*. Switch to Word, position the cursor where you wish the text to go, click on *Edit* and *Paste*. If you do not want the URL to be formatted as a hypertext link select *Paste Special* and then *Unformatted Text*.

(<http://www.shef.ac.uk/library/libdocs/hsl-dvc2.html>)