

## *Citations*

- The author–date system is the preferred style for RTN Working Papers Series. Numbered citations are not allowed. While it is possible to use a short number of endnotes for further comments, all citations have to be based on author-date system.
- The author-date system takes up slightly more room in the text than the numbered citation system but it gives the reader more information about the reference without consulting the reference list.
- If references are added or deleted, this system is relatively easy to amend: if you find that you need to add an extra reference early on, you do not have to renumber all the references in a chapter, which you would have to when using the numbered citations.

### *Style of text citation*

- For a single author use 'Gaston (1995) suggested that ...' or '... demonstrated in three different species (Gaston 1995)'.  
• If there are two authors use Gaston and Spicer (2000).  
• If there are three or more authors use the name of the first author followed by et al., e.g. 'Bell et al. (1989) showed that ...'.  
• Add a, b, c etc. to distinguish between two or more references with the same author name and year date (e.g. Roitt 1999a,b).  
• List a string of references in chronological order, e.g. (Black 1985; Black 1991; Smith and Black 1995; Carruthers 1999).  
• When citing an anonymous editorial in a journal use the name of the journal and the date, e.g. (*Lancet* 1998) and list this reference under 'L' in the list of references.

### *Style of list citation*

- Reference lists should appear at the end of each chapter or at the end of the book under the heading 'References'.  
• List references in alphabetical order by author; do not number the list.  
• For references starting with the same surname and initials, list single-author works first, in chronological order; list two-author works second, in alphabetical order of the second author, then chronologically; list multi-author works third, arranged only chronologically:

Brown, F. (1999)

Brown, F. and Smith, J. (1989)

Brown, F. and Vested, K. (1983a)

Brown, F. and Vested, K. (1983b)

Brown, F., King, L., Evans, R. and Eliot, W. (1987)

Brown, F., Evans, R. and King, L. (1990)

- Order the items within each reference (authors' surnames, initials, journal article title, journal title, volume number and page range) in a consistent way. *Reordering is a very time-consuming process.*

### *Examples of Harvard references*

Please note, the examples below are intended to be a guide only. The exact style used here will not necessarily be imposed if you have used a consistent, orderly and unambiguous system.

Adams, A.B. (1983a) Chapter title: subtitle. *Journal Title*, 46 (2): 617–619.

Adams, A.B. (1983b) *Book Title*. Publisher, New York.

Bennett, W.P., Hoskins, M.A., Brady, F.P. et al. (1993) Chapter title. *Journal Title*, 334: 31–35.

Cummings, M. (1995) Chapter title: subtitle. In: Smith, D., Jones, A.B. & Porter, N. (eds.) *Book Title*. Blackwell Science, Oxford.

Docherty, K.J. (ed.) (1998) *Book Title*. Blackwell Publishers, Oxford.

Lessells, D.E. (1989) Chapter title. In: Arnold, J.R. and Davies, G.H.B. (eds.) *Book Title*, Blackwell Scientific Publications, Oxford.