REFERENCING in GenBiochem modules

Coursework MUST contain a ‘Reference list’ in the style of the journal ‘Molecular Microbiology’, for instructions on style see below. You must apply this style as provided to you in the training session by the library staff. Referencing MUST appear 100% consistent throughout.

Style referencing instructions of the journal ‘Molecular Microbiology’:
Students should provide citations for statements and background information that derive from previously published work and should be citing textbooks, and peer-reviewed primary literature and peer-reviewed reviews.

We recommend the use of a tool such as EndNote for reference management and formatting. The current reference styles are available online [Endnote (http://www.endnote.com/support/enstyles.asp)]. Please note that even Reference lists prepared using these software tools may require manual editing to conform with journal style. Specifically, titles should not include all initial capitals, and genus and species names must be italicized. Careful editing can avoid delays at the revision and production stages.

In-text citations: references should be inserted as follows: (Condon, 2007; Chandran and Luisi, 2006, Callaghan et al.,2005). Only articles which are published or "in press" may be included in the reference list. In the text, unpublished or submitted studies should be referred to as such (e.g. J.M. Smith, unpublished), or as a personal communication. It is the student’s responsibility to obtain permission for personal communications.

The reference list should be in alphabetical order according to the first author’s last name. Papers with two authors should follow those of the first named author, arranged in alphabetical order according to the name of the second author. Articles with more than two authors should follow those of the first named author in chronological order. The title of the article must be included. For papers with up to six authors, the names of all authors should be listed. For papers with seven or more authors, the first six names should be listed, followed by "et al.". Standard abbreviations of journal titles should be used, as in the Index Medicus.

Examples of common types of references in the style of ‘Molecular Microbiology’:
Journal citation (1 author):

Journal citation (2 authors):

Journal citation (3-6 authors):

Journal citation (more than 6 authors):

e-journal citation (note the accurate article number, not start/end pages):

Book chapter (note inclusion of chapter authors, year, chapter title, book title, book editors, place of publication, publisher and chapter page nrs):

URL citations:
References to material on the World Wide Web can be given, but only if the information is available without charge to readers on an official site. The format for citations is as follows:
If the author of the webpage is known:

If the organisation is known, but not the author:

Biochemical databases etc:
Please follow the specific database Citation Guidelines.

Further considerations for marking of referencing are:
- Do citations appear in-text in the most appropriate place? *Under-referencing* is a poor style of referencing and can be marked down, i.e. when you only cite once and do not cite a reference source after its first and later citations. I.e. when you only insert a citation in-text after a whole paragraph or section, where you should have inserted citations in multiple places.
- Do the in-text citations and reference list match 100%? I.e. does the list contain ALL the citations AND NO MORE than all the citations used in-text. Are ALL the in-text citations listed? Referencing software will do this automatically and you are strongly encouraged to use it. In-text citations that do not appear in the formatted reference list will be marked down. References without in-text citations will be marked down as well. You can mention materials you have read, but not cited, only in a Bibliography list, not in a Reference list.
- Is the list properly and consistently formatted? You must adhere to the journal ‘*Molecular Microbiology*’ style as instructed in the library training session. I.e. do author’s last names and initials appear consistently (do not include first names)? Do not mix full and abbreviated journal titles. Do not present titles with some of the words starting in italics and some not, apply ONE formatting style and stick to it throughout the whole of the list. This may require manual curation of your database!
- Do ALL references contain the expected critical reference elements?
E.g. for journal citations, these elements are (not necessarily in the right order): name(s), year, title, journal name, journal volume, first and last page numbers (for e-journals an e-page or reference number MUST BE INSERTED instead of a start+last page).

- Issue numbers can be inserted, but must be consistently inserted in ALL references in the list.
- For book chapters the critical elements are (not necessarily in the right order): chapter author(s), chapter number (if available), chapter title, chapter page nrs, editor name(s), book title, year, publisher, place of publication.

If ONE expected reference element that is critical is omitted, then specific CW can be marked down to a threshold mark, as explained in the specific module criteria (e.g PM-246/246C, PM-334/334C). It is therefore important to check all critical elements of citations!

- It is considered poor referencing, if you do not actually read, or have understood, the whole of the reference cited and listed, especially when this is written in an unusual foreign language, or with known access difficulties (e.g. some books). If you have only read the Abstract as provided in English, with the rest of the text in a foreign language you are not skilled in, and it is critical to your review, reference this as such (make a manual correction to the entry/reference). Or if you have ‘read’ it as cited in a different reference, and the reference is critical for your review, then cite it as that (e.g. write ‘…Smith (1955) as cited in Jones & Taylor (2012).’ and provide both references in the list. Poor referencing will be marked down.

- If visual aids for Figures and Tables etc are taken from elsewhere, the sources will need to be referenced. In your referencing tasks or written report, you must insert the in-text citation in the legend of the Figure or Table and provide the full reference in the Reference List formatted to the guidelines. Omission of the in-text citation to the source of inserted materials, is considered poor referencing, even if you have provided the reference in the list at the end.

- Only one reference list should be produced, not separate ones for in-text citations, for visual aids or for www references. For further help, see also review papers on how visual aids have been cited and referenced in full.

Some of these instructions and considerations may sound petty, but it is how reference lists must be compiled professionally and how they will appear in genuine reference lists in publications. Therefore ‘Attention to detail’ must truly be applied for full marks. E.g. if you obtain high marks for referencing, you can refer to ‘having good attention for details’ in the right context in job applications!!

You are therefore strongly advised to carefully check your input entries into your referencing software, and MANUALLY make corrections, as uncurated entries are a regular source of formatting issues. If your Endnote entries are inconsistently formatted, it will probably return as inconsistent formatting in your reference list, which may be marked down!
SUMMARY of considerations for assessment of referencing:

- Are the references (quantity & quality) adequate for the topic?
- Are the majority of the references current?
- Do the citation and reference list match?
- Is there an over-reliance on www references? (www references should not normally exceed 10% of the total)
- For those www references present, is the last access date given?
- Is the list properly and consistently formatted to the style instructions given?
- Are the references cited of good, generally peer-reviewed quality? Current-day science is plagued by predatory journals, publishers, and conferences. Students should avoid using publications from such sources.

**Predatory journals/publishers** Unfortunately, the academic world has started to experience the negative effects of so-called ‘predatory’ open-access journals and publishers. These are journal/publishers that publish open-access reports of usually poor quality, mainly for economic gains. They claim to apply scientific rigour and peer-review prior to publication, but alas this is not the case! It is the student's responsibility to ensure that high-quality materials are used, and thus citations to ‘predatory’ journals/publishers should be avoided. You can also check with your supervisor if the journal/publisher is considered trustworthy or predatory. Please read the following to learn more about predatory journals/publishers, and which checks you can apply:


How to find full-text access to (e-)journals and overcome access problems

When performing a literature search, it is possible that you are not permitted to download the full text or PDF file of a publication. This can be due to many reasons, e.g. access restrictions to a particular e-journal, sometimes if the publication is within 6-12 months of initial publication, or if the publication is only available as hardcopy (particularly older literature).

The LibGuides also mention a tool in IfindResearch, which helps to check if Swansea University has access to a Journal/Article. If you are still not sure if Swansea University has access to a Journal/Article, you can email the library team (medlib@swan.ac.uk) to double-check for you.

*It is also important that you critically assess your priority for accessing a publication. Is it an absolute requirement for your review that you read it?*

**Access to journals off-campus**

When accessing online articles off-campus, you will often need to use your Swansea Institutional Login (same username & password as you use to log on to campus PCs, email and myuni.swan.ac.uk). If the pdf of the article does not appear to be available to you, look for a place on screen to Login. Make sure you are being directed to “log in via your institution”. You may be asked to select your institution as Swansea University. You should then be directed to
the Swansea University login screen. Once logged in, if the library has a subscription to the journal, you should get the full-text. If in doubt, or you experience problems with this, contact (medlib@swan.ac.uk).

Alternatively and if possible, set up a VPN connection off-campus, which also permits direct access to Swansea e-journals. Please see the website of IT Support, visit the IT helpdesk in the library for further assistance or email them directly (itsupport@swansea.ac.uk) for information on how to (tel ext nr is 4000).

**Access to hardcopy journals**

You can obtain access to hardcopy volumes of journals in the library, by submitting a request for a journal volume, which are usually stored in archive (i.e. not on an accessible ISS shelf). This can be done via your library account, search for the journal, and request a volume/issue via completion of the request form (URL http://lisweb.swan.ac.uk/lisworker/forms/library/store_request/storerequest_cms.asp). Please ensure to limit your request to a certain journal volume, or even journal issue if possible, otherwise you will get a couple of meters of bound hardcopy journals! Requests for copies made by ISS staff usually incur a fee, so ensure you tick the right box for how you will collect the requested journal volume/issue.

**Walk-in access to alternative libraries**

**NHS Library:**

Students from the Medical School can also access the medical journals in the Medical Library (NHS) in the hospital. Access is restricted to hardcopy journals, so you will need to go to the NHS library in person!

**Alternative online access**

More and more publications are now also required to be placed in ‘Open-Access Repository’ systems. To find such a file, attempt e.g. a Google (Scholar) search using the title of the particular publication. Contact the CoMed subject librarian for more help on this topic.

**Requesting a reprint by email**

For publications in (e-)journals to which Swansea University does not subscribe, or if it is within the 6-12 month restricted access period, you can kindly request an electronic copy of the publication from the ‘corresponding author’. This is often returned within 1-3 days, so worthwhile attempting if you appraise the publication as critical to your review. The ‘corresponding author’ of a publication can be identified from e.g. the information given for the publication on e.g. Web of Knowledge (WoK), or on the Abstract page of the e-journal. The corresponding author usually has an asterisk or other identifier in the list of authors. WoK often provides the email address of the corresponding author. The Abstract page of an e-journal usually provides the contact information as well. If the corresponding author has moved workplace, try to find his/her current workplace by searching for the corresponding author online, or try to find a contact email address in the most recent publications by that author. Alternatively, try to contact a co-author. In your email to the corresponding author, DO NOT COPY THE URL OF THE PUBLICATION as this is considered bad referencing! Suggested text to request an electronic copy:
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With kind regards,

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*What to do if still not successful in obtaining full-text access*

If all of the above suggestions have failed, and you consider the publication important to your work, discuss your requirement with your literature/project supervisor or the module coordinator. They would like to see these ‘problem’ papers and would like to check that they are indeed so vital.

*The supervisor/module coordinator can also advise you alternative ways of obtaining access to (e-)journals*, e.g., in case of personal friendship with authors or advise on availability of staff loans.

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