



Referencing Policy

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Prepared by: Fenella Corrick

Approved by: John R Clark, Executive Dean

The College preferred referencing style is the **Vancouver style**, also known as the National Library of Medicine (NLM) style, and this should be used for all written assignments in the doctorate programme. In the master's programmes, students may choose to use the **APA style**¹ if they prefer or if faculty recommend it.

It is recommended that students use citation management software, which will organise and format references automatically, saving a great deal of time and reducing errors. Examples of such software include Zotero, Mendeley, and Endnote.

The Vancouver style

The Vancouver style was originally devised by a group of editors known as *the Vancouver group* in 1978. This group evolved into the International Committee of Medical Journal Editors, ICMJE.

The Vancouver style can be summarised as numerical endnote referencing. This guide explains how to use the Vancouver style in your writing.

In-text referencing

All sources cited in your writing should include a numerical reference, formatted as follows:

- When a source is cited, it is identified by a number, and the same number is used for that source whenever it is subsequently used in the text.
- The number is given in brackets or in superscript.
- References are numbered consecutively in the order they first appear in the text.
- Use a hyphen if citing more than three consecutive references: (1, 2, 3) or (1, 2, 7-15).
- Where to put the reference number?
 - If the author's name (or corporate author, such as the World Health Organisation) is mentioned in the sentence, give the reference number immediately after the name, for example: "*Pasteur (4) demonstrated that...*"
 - For indirect citations, where the author is not directly mentioned, give the number at the end of the sentence before the full-stop, for example: "*Drug A has been shown to be superior to drug B for late-stage disease (5).*"

¹ See: <https://apastyle.apa.org/style-grammar-guidelines>

Reference list

- The reference list must only include sources directly cited in the text
- References should be presented in numerical order as they appear in the text
- Note that a *bibliography* can also be included, which may include additional resources that you read or encountered during preparation of an assignment, and which are not cited

How to format references in Vancouver style

- Book

Author surname Initial(s). Title: subtitle. Edition (if it is not the first edition). Place of publication: Publisher; Year of publication.

- Chapter from edited book

Author(s) surname Initial(s). Title of chapter: subtitle. In: Author(s) surname Initial(s). Title of book. Place of publication: Publisher; Year of publication. p. page numbers.

- Note: if there are 7 or more authors or editors, only the first 6 are listed followed by “et al”

- Conference paper

Author(s) Initial(s). Title of contribution. In: Editor(s) surname Initial(s). editor(s). Title of conference proceedings, date, place of conference. Place of publication: publisher; Year. p. page numbers.

- Dissertation or thesis

Author's surname Initial(s). Title: subtitle. Award level of thesis, Awarding institution; Year of publication.

- Journal articles (electronic)

Author(s) surname Initial(s). Title of article. Abbreviated title of journal [online]. Year of publication; volume number(issue number): page numbers. [Accessed date]. Available from: URL or doi²

- Journal articles (print)

Author(s) surname Initial(s). Title of article. Abbreviated title of journal. Year of publication; volume number(issue number): page numbers.

- Personal communication

Author(s) Surname Initial/s, private communication, Abbrev. Month. Year.

² When citing online articles, doi is preferred over URL if possible.

- Sometimes it may be appropriate to refer to private communication or unpublished material if it has scholarly relevance, for example: private correspondence, live speeches, personal interviews, telephone conversations.
- Personal communications should **only be cited in-text** and not included in the Reference list, unless there is recoverable, accessible data (e.g., a personal letter that has subsequently been published). It is considered best practice to seek the permission of the other party.
- Personal communication can be indicated in either of two formats, for example:
- “In a letter dated 17th March 2024, D.R. Scientist stated that...” or “A letter (Scientist D.R., personal communication, Mar 2024) confirmed that...”
- Use of Artificial Intelligence (AI) software
 - Use of AI tools in published work and assignments should always be acknowledged
 - In some cases, publishers or the College may ask for a cover sheet or form summarising use of AI tools in written work, in which case full details should include exactly what the tool was used for and how, including quotation of prompts and which section(s) of the writing the tool was used to assist or generate
 - AI tools should be cited in the same way as personal communication (see above), in-text, including the following information:

Name of the tool, version number, manufacturer, date used, way in which tool was used

- Website

Author(s)/Editor(s) surname Initial(s). Title. [online]. Publisher: place of publication; Year [Accessed date]. Available from: URL

The full style guide from ICMJE with more examples can be found at:

<https://www.ncbi.nlm.nih.gov/books/NBK7256/>