

## **REFERENCING REQUIREMENTS FOR UG AND PG FORMATIVE AND SUMMATIVE ASSESSMENTS – UPDATE INCLUDING DIGITAL OBJECT IDENTIFIER (DOI)**

### **Introduction and background**

It is self-evident that the precise referencing of peer-reviewed, published, scientific research is fundamental to our teaching and research. This forms the hard evidence for and against our discussions / arguments and, thus, sourcing the original references is essential to confirm the validity of the supporting work.

When assessing work, markers often need to check the legitimacy of content. It is, therefore, essential that students have correctly identified the references cited.

### **Citing of references**

From Academic Year 2025-26 it will be a requirement to include (where available\*) the **Digital Object Identifier (DOI)** for each reference included in the reference list. Following relevant guidance relating to the citing and formatting of references is one of the elements embedded in marking criteria. If you do not provide a valid DOI supporting the origin of each of the references in your submitted work, this will also not meet the relevant marking criteria that cover appropriate validation and discussion of content. The final mark awarded will, therefore, in part be determined by how well these criteria have been met.

The inclusion of an inappropriate DOI, that does not provide a link to a verifiable cited article, may be considered as a case of Academic Misconduct and be brought to the attention of the School Academic Misconduct Officer (SAMO).

\* Note that it is recognised that many older references (and books) might not have a DOI in which case the full details of the publication must be included to ensure that it can be traced.

Where the source of content included in your work is a website you must ensure a valid URL is provided along with the date the content was accessed.

All references in the list at the end must be cited in the text. References in the text give the name and date.

Below are instructions that detail appropriate referencing in the Harvard convention. If using a referencing software package you may need to edit to match these instructions.

### **Citing references in text – Harvard Convention**

References cited in the Harvard convention follow the format as described below.

**One author:** ...an assay to measure IgA in saliva (Smith, 1999). (N.B. Full stop is outside the closing parenthesis if citation is at the end of the sentence).

**Or,**

In a recent study Smith (1999) described an assay...

**Two authors:** ...an assay to measure IgA in saliva (Smith & Jones, 1999).

**Or,**

In a recent study Smith & Jones (1999) described an assay...

**Three or more authors:** ...an assay to measure IgA in saliva (Smith et al., 1999).

**Or,**

In a recent study Smith et al., (1999) described an assay...

### **Citing several references for one section**

Place citations in date order and separate by a semi-colon,

e.g. (Smith & Jones, 1994; Green et al., 1998).

The punctuation and italics must be exactly as shown here.

References to papers by the same author(s) in the same year should be distinguished in the text and the reference list by the letters a, b, etc.

(e.g. Smith & Jones, 1994a; Smith & Jones, 1994b).

### **The reference list**

#### **Journal reference**

1. References in the list at the end must be given in alphabetical order of first author names and can be single line spaced text but with an extra line space between each reference.
2. Do NOT use numbers.
3. All authors must be given unless there are 10 or more, in which case use "et al.," after the first 10.

The following sequence must be used:

- a. First author surname\_initials,\_subsequent author surname\_initials & last author surname\_initials
- b. Use "&" or "and" and no comma for two authors.
- c. After the name of the final author, write out the year in brackets, followed by a full-stop.
- d. The full title of the paper (minimising use of internal capitals).
- e. Full title of journal in italics.
- f. Volume number (not in bold or underlined and do not include part/issue numbers) followed by a comma.
- g. Initial and final page numbers separated by a hyphen and followed by a full-stop.
- h. Digital Object Identifier (DOI)

For Example:

Towbin H, Staehelin T & Gordon J (1979). Electrophoretic transfer of proteins from polyacrylamide gels to nitrocellulose sheets: procedure and some applications. *Proceedings of the National Academy of Sciences of the United States of America* 76, 4350-4354. <https://doi.org/10.1073/pnas.76.9.4350>

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