

Using the Vancouver British Standard (RGU Recommended) Style

These notes are designed to address questions about the specifics of using the RGU Recommended version of the Vancouver style on RefWorks. They do not cover technical aspects of using RefWorks, or the general principles of Vancouver referencing: for these, see the separate guides available on the Library webpages at

<http://www.rgu.ac.uk/library/howto/page.cfm?pge=25531>

Contents

	Page
Section I: General Notes	
References imported or stored in one style and output in another	2
Capitals and italics	2
Authors' names	3
Section II: Vancouver Notes	
Reference citations for specific materials	
A book by a single author / group of authors who have not written chapters separately (a monograph)	3
An anthology, or a book where different authors have written different chapters – citing the whole book	3
An anthology, or a book where different authors have written different chapters – citing a section	4
A thesis (print or online)	4
An article in a journal, magazine or newspaper (print)	5
Conference proceedings (whole volume)	5
Conference proceedings (single paper or article)	6
An exhibition catalogue	6
Where there is no author	6
Committee reports	7
Patents	7
Legal materials	
Cases	8
Legislation	8
Bills	9
Command papers	9
Scottish Law Commission / Law Commission materials	9
In electronic formats only	9
Figures, tables and illustrations	10
Original artworks	10
Maps	10
Electronic resources	
In fixed formats (e.g. on CD-ROM)	11
Online books	11
Online journal articles	11
Webpages	12
Films and broadcasts	12
Films and TV programmes on CD or DVD	13
Conversations, letters or emails (personal communications)	13



Section I: General Notes

References imported or stored in one style and output in another

References do not have to be output in the style they were first imported in, but bear in mind that not all styles use the same fields or field formats: if you have imported a citation in one style you may have to move information within it into another field, or add information, to output it successfully in a different style

e.g. a Patent citation in Harvard requires only the name of the **applicant** to whom the patent has been granted, but the Vancouver style also requires the name of the **inventor(s)** if that is different to the name of the patent-holder. If you have imported a patent citation in Harvard but want to output it in Vancouver you will need to add the inventor details to the citation.

Of particular importance, if you are converting citations between the Harvard and Vancouver styles recommended for RGU, is the fact that citations which include **day/month dates** (such as conference proceedings) will cite them differently in the two styles. In Harvard, these dates are normally written e.g. **12 August**, while in Vancouver they are normally written e.g. **Aug 12**

Check the following notes against the particular types of citation you are using and edit any necessary changes accordingly before you output your citations in the new style.

To edit:

- use the **View** menu in RefWorks to locate the citation in question
- click **Edit** next to the citation
- change the **View required fields for:** box to the style you want to output in
- edit the citation as required
- click **Save Reference**

Capitals and italics

Where citations have ordinary upper-and-lower case formatting, the RGU Recommended style will capitalise and/or add italics as required. If you have imported citations from a source e.g. a database which capitalises or italicises parts of the citation where it is not required in your style, **RefWorks** will not necessarily correct this: you may have to edit individual entries if they are showing irregularities when you output them.



Authors' names

Authors' names should be entered into RefWorks surname first, followed by first name(s) or initials, and if there are several authors their names should be separated by ";" e.g. **Doukakis, I; Proctor, T; Proctor, S.**

RefWorks will automatically convert full first names to initials in the format required for your style, but it may not pick up instances where citations have been imported from sources which store names with surname last – you may need to edit such citations if they show irregularities when output.

Where the author is an institution, company or other corporate entity its name should be entered in full, in ordinary upper and lower case e.g. **Department of Health Social Services Inspectorate** – RefWorks will convert it if required.

Section II: Vancouver notes

Reference citations

Referring to a book by a single author, or by a group of authors who have not written chapters separately (a monograph)

Use Ref Type: Book, Whole

Fields to check:

Edition – where an edition is numbered, enter only the number e.g. **3** - RefWorks will add **st, nd, rd, th** as required
- where there is no edition detail, this field can be left blank

Referring to a section in an anthology, or a book where different authors have written different chapters – if you're citing the whole book

Use Ref Type: Book, Edited

Fields to check:

NOTE: this template is also used for volumes of conference proceedings. If you are using it for an edited book, leave the **Pub Date Free Form** and the **Notes** fields blank.

Edition – where an edition is numbered, enter only the number e.g. **3** - RefWorks will add **st, nd, rd, th** as required
- where there is no edition detail, this field can be left blank



Referring to a section in an anthology, or a book where different authors have written different chapters – if you're citing a section

Use Ref Type: Book, section

Fields to check:

NOTE: this template is also used for illustrations in a book. If you are using it for a section in a book, leave the **Notes** and **Section Number** fields blank.

Edition - where an edition is numbered, enter only the number
e.g. **3** - RefWorks will add **st, nd, rd, th** as required
- where there is no edition detail, this field can be left blank

Referring to a thesis (print thesis)

Use Ref Type: Dissertation/thesis (unpublished)

Fields to check:

Pub Year - this should be the year in which the thesis was approved.
N.B. There is no need to incorporate the words "Unpublished" and "thesis" as RefWorks will add them.

Referring to a thesis (online thesis)

Use Ref Type: Dissertation/thesis

Fields to check:

Pub Year - this should be the year in which the thesis was approved
Retrieved date - use this for the date at which you consulted the thesis online. Enter it in the format e.g. **2004 Jan 26**
N.B. There is no need to incorporate the words "[online]" and "thesis" as RefWorks will add them.



Referring to an article in a journal (print publications)

Use Ref Type: Journal

Fields to check:

- Issue** - use this for the part or issue number (e.g. **10**) or name (e.g. **Summer**) – RefWorks will add the brackets automatically
- Pages** - enter in the format e.g. **42-48** (if there is only one page e.g. **42**)

Referring to an article in a magazine (print publications)

Use Ref Type: Magazine Article

Fields to check:

- Issue** - give the day/month date in the format e.g. **October 12**
- Pages** - enter in the format e.g. **42-48** (if there is only one page e.g. **42**)

Referring to an article in a newspaper (print publications)

Use Ref Type: Newspaper Article

Fields to check:

- Issue** - if the issue is not numbered or named give its day/month date in the format e.g. **October 12**
- Pages** - enter in the format e.g. **42-28** (if there is only one page e.g. **42**) The column letter (e.g. **a**) you may see in some databases is not a requirement for this style.

Referring to conference papers or proceedings (whole volume)

Use Ref Type: Book, Edited

Fields to check:

- Editors** – if there is no editor given, use the name of the organisation or institution organising the conference
- Title** – include the details of the conference it is the proceedings of e.g. **New challenges for corporate and marketing communications. Proceedings of the Eighth International Conference on Corporate and Marketing Communications.**
- Pub date free form** – use for the date of the conference, in the format e.g. **2003 Apr 7-8**
- Notes** - use for the location of the conference e.g. **London, UK**
- Place of publication** – use for the place the proceedings were published.

Referring to conference papers or proceedings (individual paper)

Use Ref Type: Conference Proceedings

Fields to check:

- Authors** – this should be the author(s) of the individual paper
- Title** – this should be the title of the individual paper
- Editors** – if there is no editor given, use the name of the organisation or institution organising the conference
- Proceedings title** – include the details of the conference it is the proceedings of e.g. **New challenges for corporate and marketing communications. Proceedings of the Eighth International Conference on Corporate and Marketing Communications.**
- Conference date** – use for the date of the conference, in the format e.g. **2003 Apr 7-8**
- Notes** – use for the location of the conference e.g. **London, UK**
- Pages** – first and last pages of the individual paper, in the format e.g. **42-48**

Referring to exhibition catalogues

Use Ref Type: Book, edited

Fields to check:

- Editors** – if there is no editor given, use the name of the gallery or institution holding the exhibition
- Title** – give the full title, including exhibition details if they are included e.g. **Art from Europe. Catalogue of an exhibition at the Tate Gallery.**
- Pub date free form** – use for the dates of the exhibition, in the format e.g. **1987 Apr 15 – Jun 21**
- Notes** – use for the location of the event e.g. **London, UK**

Where there is no author

For an unsigned article in a journal or newspaper (such as an editorial), leave the author field blank. Other anonymous authors (for example of a poem or a cartoon) can be listed as "**Anon.**"



Committee Reports

Use Ref Type: Report

Fields to check:

- Author** - use this for the full name of the committee. If the report is known informally by the name of the chairman/woman of the committee (e.g. "the Dearing Report") you may wish to enter these details in the **Notes** field if it will help readers of your work to identify the report.
- Notes** - if you wish to identify the chairman/woman of the committee you should use this field, in the format e.g. **Chairman: Sir Ron Dearing**. However you do not have to do so.

Referring to patents

Use Ref Type: Patent

Fields to check:

- Inventors** - if Applicant is different from Inventor(s), give Inventor only in this field
- Assignee(s)** - use this field for Applicant i.e. the person or organisation the patent is granted to
- State/country** - enter the origin in full e.g. **European patent** for EP
- Patent number** - give patent number without date e.g. **1474707** ,
not **1474707 2004-11-10**
- Pub year** - give the year as included in the full patent number
- Date issued** - use this for the day/month date as included in the full patent number in the format e.g. **Nov 10** for 11-10

NOTE: date and country formats are different for Harvard patent citations so if you are switching between styles you should edit these fields.

Referring to legal materials

Cases

Use Ref Type: Cases/Court Decisions

Fields to check:

Title - if it is an EU case, include the case number in the title e.g. **Case 43/75. Defrenne v SABENA**

Ordinal Series – use this for case report series abbreviation e.g. **1 Q.B.** or **S.C. (H.L.)** See “Quick Law” Guide 2 on legal abbreviations (on the Library website at <http://www.rgu.ac.uk/library/howto/page.cfm?page=27148>) for abbreviations.

Pages – if you are citing a whole case, use only the number of the first page e.g. **256**. If you are citing part of a case, use the first page of the case and the first page of the part you are citing, joined by **at** e.g. **31 at 44**, where 31 is the first page of the case.

Where a case has ONLY been reported in a newspaper, and no citation to a law report series or a neutral citation exists, use Ref Type **Newspaper Article** and leave the author field blank.

Legislation

Use Ref Type: Laws/Statutes

Fields to check:

Title - if it is EU legislation put all the details listed in the “How to Cite References” Guide in this field, *except* the Official Journal information if you are using it. For UK and Scottish legislation give the title only in this field.

Pub Year - leave this field blank for EU legislation as all the details should be in the title field

Document Number – for UK and Scottish legislation, use this for the chapter/S.I. number e.g. **c.33, s.4** Abbreviations for the different types of legislation can be found in the **How to Cite References** Guide.

- if it is EU legislation and you wish to include the Official Journal information, put it in this field, in round brackets e.g. **(OJ L304 2004; 30 September, p. 12)** Otherwise, leave this field blank.

**Bills**

Use Ref Type: Bills/Resolutions

Fields to check:

Legislative body – use **H.C.** if House of Commons, **H.L.** if House of Lords or **S.P.** if Scottish Parliament

Session – use the format e.g. **2004-05**

Hansard (UK Parliamentary debates)

Use Ref Type: Cases/Court Decisions

Fields to check:

Title – enter **Hansard**

Pub Year – leave blank

Ordinal Series – use this for the location in Hansard: enter "H.C." or "H.L." (depending on which House the debate took place in), "Vol." and volume number, and "col." and column number, in the format e.g. **H.C. Vol. 421, col. 1695**

Pages – enter the full date of the debate, in brackets e.g. **(27 May 2004)**

Command papers (UK Parliament)

Use Ref Type: Book, Whole

Fields to check:

Author – enter the originating committee or Ministry

Edition and **Place of publication** – leave blank

Publisher – enter abbreviation and number of command paper e.g. **Cm. 6178**

Pub Year – enter the year in round brackets e.g. **(2004)**

Scottish Law Commission / Law Commission (reports, discussion papers etc.)

Use Ref Type: Book, Whole

Fields to check:

Title – include the report number in brackets at the end of the title e.g. **Report on insanity and diminished responsibility (Report 195)**

Legal material only available electronically

Treat this as for an electronic journal article.



Referring to figures, tables and illustrations

NOTE: if you are citing an artwork itself, rather than an illustration of it, use the Ref Type **Artwork**.

If the table is by the same author as the larger work in which it appears, simply cite the larger work and include the table or figure number in the "page number" field. Use the method below if the table is not by the person who wrote the larger work and you are only citing the table.

Use Ref Type: Book, Section

Fields to check:

- Authors** - use this for the artist(s) or the author of the table (if they are not the author of the book)
- Section title** - use for the title of the illustration
- Notes** - use this for the format of the work, in the format e.g. **Oil on Canvas**
- Editors** - use this for the authors or editors of the work in which the illustration etc appears
- Pub Year** - this should be the year the book was published.
NOTE: the Vancouver style does not require the date of the artwork itself. If you are using an illustration citation that was originally input in the Harvard (RGU Recommended) style, you should remove the date of the artwork from this field and replace it with the book date.
- Section number** - use this only for plate, figure or table details where they apply e.g. **Fig. 30.4**

Referring to original artworks (not illustrations of them)

Use Ref Type: Artwork

Fields to check:

- Notes** - use this for the format of the work e.g. **Oil on canvas**
- Place of publication** - use this for the place in which the artwork can be seen e.g. the city where the gallery is located.
- Institution** - use this for the gallery, collection etc. in which the artwork can be seen.
- Pub year** - use this for the year in which the work was first exhibited (or the year in which it is thought to have been produced, if it was not exhibited in the artist's lifetime).

Referring to maps

Use Ref Type: Map

The Vancouver style does not require the scale or the map series.



Referring to electronic resources

Referring to electronic resources in "fixed" formats (e.g. on CD-ROM)

With the exception of feature-film DVDs (see below) there is no standard format on RefWorks for these. Use the Ref Type most appropriate to the type of information and put the format in square brackets at the end of the title field e.g. **Higher education in the learning society. [CD-ROM]**.

Referring to online books and journals

For online resources that are based on their print counterparts (online journals or books) it is fairly straightforward to identify authors, dates etc. and the only difference is that you add the format, the web address and "accessed date".

For an **online book**

Use Ref Type: Monograph

Fields to check:

Retrieved date - use this field for the date you accessed the resource, in the format e.g. **2004 Oct 26**

For an **article in an electronic journal**

Use Ref Type: Journal, Electronic

Fields to check:

Retrieved date - use this field for the date you accessed the resource, in the format e.g. **2004 Oct 26**

URL - this will usually be address for the journal's "front page" or for the database host, rather than the individual article

RefWorks will automatically add **[serial on the Internet]** to the citation so there is no need to enter it.



Referring to webpages

Use Ref Type: Web page

Fields to check:

Authors – usually the person who posted the content you are citing. If the content is unsigned you can use the name of the website, or of the organisation it belongs to

Title – this should be the title of the page you are citing, if this is different from the title of the website as a whole (e.g. **How to cite references** rather than **RGU Library Webpages**)

RefWorks will automatically add [**homepage on the Internet**] to the citation so there is no need to enter it

Place of Publication – this should be the location of the publisher

Publisher – if the website is hosted by a company or organisation you can use them as the publisher. Otherwise the publisher may be the author. ISPs such as Freeserve are not normally cited as publisher, except for material on their own company webpages.

Last updated, year - use for approximate date the webpage has been in existence e.g. **c.1997-2003**

Last updated, full date - use for the last updated date of the page, in the format e.g. **2003 Mar 2**

Accessed, year - e.g. **2004** (this and the next field are the date you used the page online)

Accessed, month/day - in the format e.g. **Jul 12**

NOTE: the Harvard style requires only a publication date and the accessed date, so if you are using a citation which was originally in the Harvard style you will need to edit the date fields.

Referring to films and broadcasts (other than on video or DVD)

Use Ref Type: Motion Picture

Fields to check:

Medium – e.g. **film, radio broadcast, TV**

Notes - use for episode title/number if single episode of a broadcast series. Otherwise leave blank

Place of publication – normally the main offices of the studio or production company

Distributor/studio - use for company and/or station if citing a broadcast

Pub Year – if a broadcast, use for the year it was first broadcast. If you are citing a long-running series as a whole (rather than a single episode) you may put **n.d.** here for “no date”

Pub Date Free Form – use for the day/month date of broadcast in the format e.g. **Jan 16**. If you are not citing a broadcast, leave this field blank.



Films or TV programmes on video or DVD

Use Ref Type: Video/DVD

Fields to check:

Medium - e.g. **videocassette**

Referring to conversations, letters or emails (personal communications)

The Vancouver style does not give specific guidance on personal communications. The RGU Recommended style adapts accepted practice in other styles to the Vancouver approach.

Use Ref Type: Personal communication

Fields to check:

Description - e.g. **personal communication**, or **personal communication by email**

Pub Year - put the year the communication was made here, and the day/month details in **Pub Date Free Form**

Pub Date Free Form - use for the day/month the communication was made in the format e.g. **Aug 12**