

Instructions and advice to the author of thesis work, PM, home exams, lab reports, literature work or similar at courses within EMG

Part III - References

1 General information

These instructions apply for all written assignments that are handed in at the Department of Ecology and Environmental Science (EMG) if nothing else has been explicitly stated by the supervising teacher or course coordinator. The instructions are divided into three parts, and this third part covers the format of the references your text will include. In some cases, a checklist used for peer-review may be added. The supervising teacher will notify you if this becomes an actuality.

2 Writing references

When writing references, we use the Harvard system, which is also called Harvard-APA (Author and year). This means it is not allowed to use either footnotes (the Oxford system) or numbers (the Vancouver system) while referring. It is important to keep in mind that your references are not written to show where you have found that reference, rather they are written to allow the reader to find your reference. There are many ways to format your reference list, and different publishers, organizations and journals use their own formats. If your teacher refers to this document, the references should be formatted in accordance with the University library's instructions: (UB: <https://www.umu.se/bibliotek/soka-skriva-studera/skriva-referenser/>). However, there are some exceptions to the University library's instructions, and these will be specified in the chapters below.

2.1 References in running text

When you write a reference in running text, you must state the author's/authors' surname(s) and year published, in accordance with the instructions from the University library (<https://www.umu.se/bibliotek/soka-skriva-studera/skriva-referenser/harvard-hanvisningar-i-text/>). In contrast to the library's instructions, you are not to state the page number in your reference in running text. An exception here is if you are quoting something directly, in which case you must include the page number. If you cannot find information regarding year published, you may state no date (n.d). References in running text are usually written in parentheses at the end of the sentence to which the reference belongs. If the two following sentences are connected to the same reference, you can formulate the sentences in a matter that allows the reader to understand that the same reference is being used, and thus only referencing once to the same reference. E.g., "After some time, the Red Forest outside of Chernobyl had been replaced by a new plant community consisting of grass, bushes, and young deciduous trees (Kal'chenko and Fedotov 2001). A part of the area was replanted with pines to prevent erosion and to reduce the spread of radioactive materials." In cases like the one presented in the example

above, the reference should always be written in the first sentence. It is also possible to refer to the authors in running text, and thus only stating the year published in parentheses, e.g., "Kunz et al. (2016) showed that the growth of cod correlated strongly with rises in temperature, but not with the concentration of CO₂.", however, this should be used sparingly since it often makes the text more difficult to read.

For references with one, two, or three authors, all authors' surnames are stated together with the year published, e.g., (Rydberg 2014) or (Lidman, Jonsson and Berglund 2020). For articles, or other publications, with four or more authors, only the name of the first author is stated followed by et al, e.g., (Sobek et al. 2014). In the cases where you want to present several references in the same sentence, these are written within the same parentheses and separated by a semicolon, e.g., (Agudelo-Echavarría et al. 2020; Harper et al. 2011; Johansson 2016). When you include several references within the same parentheses, these are ordered alphabetically. Make sure you are consistent in doing this throughout your report. If you make references to sources with the same author(s) and year published, you distinguish between these by adding a, b, c, etc. through the following format: (Lidman, Jonsson and Berglund 2020a; Lidman, Jonsson and Berglund 2020b). While making references to a website, state the author's name, the organization's/agency's/authority's name, as well as the year the website was updated, e.g., (Sweden's environmental objectives 2021). Please observe that you should always strive to refer to a published source, and only certain exceptions will be allowed when referencing websites.

In cases where, for example, a report from a government agency does not have an author, or where the organization behind the report is more relevant than the author or editor, the agency's name is stated instead of the author's name, e.g., (IPCC 2013). This is used for well-known organizations like IPCC and WHO as well as for government agencies like the Swedish Environmental Protection Agency, the Swedish National Food Administration, or HaV. You may use well-established acronyms, like WHO, but if they belong to a lesser-known organization they should be explained the first time you refer to the source, e.g., (Svenska MiljöEmissionsData [SMED] 2018) and thereafter (SMED 2018) in following references. All legislation or legal text should be referred to in running text by stating the code of statutes, year published, followed by number, e.g., (SFS 1998:808) or (AFS 2006:4). EU directives should be referred to in running text in the following manner: "...to reach good status in accordance with the European Parliament's and Council's directives (2000/60/EG).

If you have used unpublished information that has emerged through personal communication, e.g., through an interview or e-mail, the informant's surname and that it is personal communication should be stated in the running text, e.g., (Blomquist, per. comm.). However, this should be used sparingly, and please observe that you may never use personal communication to refer to something said during a lecture. When you have gathered map material or data from a database, for example IVL's database of metal levels in moss, you only present the web address in the running text (www.ivl.se). This means that you do not need to state a full URL. References to databases do not need to be included in the reference list.

2.2 Writing the list of references

The list of references at the end of your report must include all reference that have been mentioned in the text, and vice versa. This means that legislation, directives, rulings, and

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parliamentary documents be included. The reference list must have enough information to allow the reader to find the reference. For articles published in scientific journals, this usually means that the following must be presented: The name(s) of the author(s), the year in which the article was published, title, the journal's name, volume, possible issue, and page number, or article number if the journal uses this instead of page numbers. A link to the publication should not be included, despite it being included in the University library's instructions. For so-called online-first articles, which are articles that have not yet been published in a printed version of the journal, the reference list needs to have a DOI-number instead of volume, issue, and page number. In other cases, the DOI-number does not need to be included.

For references to other types of publications, e.g., reports from government agencies, textbooks, anthologies/edited books, and dissertations, EMG's instructions differ from the University library's in some areas. The following should be included for these types of publications: name of the author(s) or organization/agency (if this is more suitable), year, title, publisher (either publishing house or institution), report number (if applicable), place where published, total pages, and possible ISBN/ISSN number. In contrast to the instructions from the University library, you do not need to include a web address for printed reports or reports in pdf-format. As far as possible, references to websites should be avoided, though if these are included the following should be stated: author/organization/agency, year when last updated, title of the website, full link address, and date when you retrieved the information from the website. Since the link may change, it is of the utmost importance that you state the correct title of the website that you have visited.

The reference list is sorted by the first author's surname, alphabetically, and the reference list must be formatted with a hanging indent (1 cm) to easily separate the different references. See examples below. For publications with more than ten authors you may present the first five, followed by et al. In the reference list below, you can see examples of how different types of references should be presented in the reference list: articles from scientific journals (Lidman, Jonsson och Berglund 2020a; Lidman, Jonsson och Berglund 2020b; Rydberg 2014; Sobek et al. 2014), report with authors (Harper et al. 2011), edited report published by an organization or government agency (IPCC 2013; Swedish Environmental Protection Agency (Naturvårdsverket) 2019), chapter from an edited book/anthology (Battarbee et al. 2001), a textbook (Wetzel 2001), an academic dissertation (Johansson 2016), legislation (SFS 1998:808), EU directive (European Parliament and Council's directive 2000/60/EG), website (Sweden's environmental objectives 2021), and personal communication (Blomquist and Byström). For a more detailed explanation regarding how the different types of references should be written, see the University library's website (<https://www.umu.se/bibliotek/soka-skriva-studera/skriva-referenser/harvard-skriva-referenslista/>). Be precise regarding what is written in a normal font and what is written in italics for different types of references, and be attentive regarding where to place a period, comma, colon, semicolon. Be consistent in your use of first names or initials. If an author's first name is used in one reference, it must be used in all references and vice versa.

3 References

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