

PHRP reference checklist and style guide

Checklist to avoid common errors

- Remove EndNote formatting
- Ensure each citation is marked in the text with a superscript number (not in brackets). Note that superscripts should be placed before all punctuation marks except for those that end a sentence.
e.g. Hospitalisation rates have increased in recent years^{1,2}, although NSW has fewer hospitalisations than Australia as a whole AND Hospitalisation rates have increased in recent years across NSW.^{1,2}
- Always include links to referenced documents if they are available online, other than journal articles, along with the citation date. Note: Do not start the URL with http://, and do not include a full stop at the end
e.g. Community Preventive Services Task Force (US). The community guide: increasing appropriate vaccination. Washington: US Department of Health and Human Services; 2014 [cited 2012 Sep 1]. Available from: www.thecommunityguide.org/vaccines/index.html
- Check the format of the citation date is correct [cited year month day]
e.g. [cited 2012 Sep 1]
- Use an en dash (–), not a hyphen (-), between page numbers. Note that the second page number is not referred to in full
e.g. Whiteman DC, Webb PM, Green AC, Neale RE, Fritschi L, Bain CJ, et al. Cancers in Australia in 2010 attributable to modifiable factors: summary and conclusions. Aust N Z J Public Health 2015. 39(5):477–84.
- All reference titles should be in sentence case, i.e. do not capitalise each word. See example above
- List the first six authors and then use et al. If there are seven authors, list all seven authors.

More information

Public Health Research & Practice uses the Vancouver referencing system. Authors are responsible for checking the authenticity and accuracy of references, and for including all references in their own work. Special care should be taken to see that every reference in the text is included in the list of references and vice versa, and that there is consistency in the spelling of authors' names and the citation of dates throughout the paper.

Each citation should be marked in the text with a superscript number. The reference list should be presented in numerical order at the end of the manuscript. Guidance on Vancouver referencing is published by the US National Institutes of Medicine: Citing Medicine 2nd edition www.ncbi.nlm.nih.gov/books/NBK7256/

Specific referencing points are outlined below.

Titles for periodicals

Titles are not italicised in references (although they are italicised in text). Abbreviate journal titles according to the National Library of Medicine (http://www.nlm.nih.gov/tsd/serials/terms_cond.html). Names of journals not listed should be given in full.

Elements of a citation (in order)

For books

- Author
- Title
- If relevant (series title, volume, edition, editor etc.)
- Place of publication
- Publisher
- Year
- Page numbers

For journal articles

- Author
- Title
- Abbreviated journal title
- Year
- Volume number
- Issue number
- Page numbers

Journal articles and other publications

- For all journal articles, the following style is used:

Williams FM, Cherkas L, Spector T. A common genetic factor underlies hypertension and other cardiovascular disorders. *BMC Cardiovasc Disord.* 2004;4:20.

- Always include links to referenced documents if they are available online, other than journal articles, along with the citation date:

Community Preventive Services Task Force (US). The community guide: increasing appropriate vaccination. Washington: US Department of Health and Human Services; 2014 Jun [cited 2012 Sep 1]. Available from: www.thecommunityguide.org/vaccines/index.html

- Do not use http:// if the URL includes www as it is not needed.
- Start the URL with www if possible
- No full stops at the end of a URL, even when it ends a sentence
- When a webpage has been disabled or removed but it is still necessary to reference it, insert (URL no longer active) at the end of the reference:

Davies A. Pregnant women who smoke are easy targets for the morality police. *Sydney Morning Herald*; 2013 Feb 7 [cited 2015 Nov 26]. www.smh.com.au/opinion/society-andculture/pregnant-women-who-smoke-are-easytargets-for-the-morality-police-20130206-2dyx5.html#ixzz2KN6AyeWZ (URL no longer active).

Punctuation

The principle elements of the citation are separated by full stops. No spacing between the year, vol, issue no. elements.

e.g. Braverman P, Gruskin S. Poverty, equity, human rights and health. *Bulletin of the World Health Organization.* 2003;81(7):539–45.

Note:

- En rule used between page numbers
- Second page number is not referred to in full.

Authors

Authors' initials follow their surname with no punctuation between the initials and the surname. List the first six authors and then use et al. (same for the number of editors).

Personal communication

Avoid citing personal communication unless it provides essential information not available from a public source. In this case, the name of the person and date of communication should be cited in parentheses in the text. Personal communications should not appear in the reference list. Authors should obtain written permission and confirmation of accuracy from the source of a personal communication.