

LCJ & IGLC Referencing Guide 2016

This guide is based on the referencing guide contained in ASCE's *Manuscript Submission and Revision Requirements*¹ with permission from ASCE. Additions to the ASCE guide are marked with a bar in the left margin (as this paragraph).

The Lean Construction Journal (LCJ) and the *International Group for Lean Construction* (IGLC) use the author-date method for in-text references (e.g., Smith 2004 or Smith & Jones 2004) and, if specific pages are referenced: (Smith 2004, 123-5; Smith & Jones 2004, 69).

This guide contains advice on referencing sources most frequently used in IGLC papers. Please refer to <http://libweb.anglia.ac.uk/referencing/harvard.htm> for ideas about how to deal with a range of other sources and *adapt the guidelines there to conform with the look and feel outlined here*. If in doubt please highlight any references you are uncertain about.

To ensure that all references are correctly formatted we recommend using a reference manager tool for inserting the references in your paper. If you are not already using one, we recommend *Zotero*, which is both easy to use and a free download from Zotero.org. You also need to download a style definition for the ASCE style. This can be found in the Zotero style repository at Zotero.org/styles ([Direct link to ASCE style](#)).

If you are using *EndNote* you can download EndNote styles [here](#) ([Direct link to ASCE style](#)).

A References section must be included that lists all references alphabetically by last name of the first author. References must be published works only. Exceptions to this rule are theses, dissertations, and “in press” articles, all of which are allowed in the References list. References cited in text that are not found in the reference list may be deleted or queried by the editor. All references included in the References section must be cited in the text.

Examples of reference formatting are below.

Books — If a whole book is used (or pages here and there throughout the book), page numbers need not be given.

Evans, G. M., and Furlong, J. C. (2003). *Environmental biotechnology: Theory and applications*, Wiley, Chichester, U.K.

If no author is listed, titles should be alphabetized:

Moody's municipal and government manual. (1988). Moody's Investors Service, New York.

If a specific chapter is being used, the chapter title and inclusive page numbers should be included. Reports must include the full institution name and location.

¹ <http://ascelibrary.org/doi/pdf/10.1061/9780784479018.ch05> This material may be downloaded for personal use only. Any other use requires prior permission of the American Society of Civil Engineers.

Chapters in Books — For chapters of edited books the required elements for a reference are:

Chapter author(s) surname(s) and initials. (Year of chapter). Title of chapter In: Book editor(s) initials first followed by surnames with ed. or eds. after the last name (Year of book) *Title of book*. Place of publication: Publisher. Chapter number or first and last page numbers

Ballard, G. and Howell, G. (1994). Implementing Lean Construction: Improving downstream performance. In: L. Alarcon, ed. (1997). *Lean Construction*. Rotterdam: AA Balkema, pp. 115-130.

Lautana, M. (1995). A Process Approach to Design for Construction. In: L. Alarcon, ed. (1997). *Lean Construction*. Rotterdam: AA Balkema, pp. 237-248. ☒

Pryke, S. and Smyth, H. (2006). Scoping a Relationship Approach to the Management of Complex Projects in Theory and Practice. In S. A. Pryke ed. (2006). *The Management of Complex Projects. A Relationship Approach*, , Oxford, Boston: Blackwell Publishing. 316 pp.

An in-text reference to the above examples will read:

(Ballard & Howell 1994; Lautana 1995; Pryke & Smythe 2006)

Building Codes and Provisions — Building codes, provisions, and standards should be listed alphabetically by the name of the promulgating institution. If a title and code number are given, the title should be in quotes, and the code number in italics; if only a title is given, the title should be in italics.

ACI (American Concrete Institute). (1989). “Building code requirement for reinforced concrete.” *ACI 318-89*, Farmington Hills, MI.

Building Officials and Code Administrators International (BOCA). (1993). *The BOCA national building code*, Country Club Hills, IL.

CEN (European Committee for Standardization). (1992). “Design of steel structures, part 1.1.” *Eurocode 3*, Brussels.

Electronic Materials —

CD-ROM—The section, chapter, and page numbers should be provided if available:

Liggett, J. A., and Caughey, D. A. (1998). “Fluid statistics.” *Fluid mechanics* (CD-ROM), ASCE, Reston, VA, Section ..., Chapter ..., pp. ...

Website—The following elements should be included: author’s name (if known); year of publication or last revision (if available); full title of the document, in quotation marks; title of the complete work (if applicable), in italics; full web address, enclosed within angle brackets; and date of the visit (if applicable), in parentheses. If the Web page shows no year of publication, the year of the visit may be used in its place.

Arizona Dept. of Commerce. (2005). “Community profile: Hualapai Indian Reservation.” <<http://www.azcommerce.com/doclib/commune/hualapai.pdf>> (Mar. 17, 2014).

“Acquisition reform network.” (1998). Arnet, <<http://www.arnet.gov>> (Jan. 21, 2010).

Digital Documents — The required elements for digital documents such as a pdf are:

Author/Organisation (Year). *Full title of report*. Place: Publisher. <[webaddress/URL](#)> (date-accessed)

DPR (2014) *Our History*. DPR Construction. <<http://www.dpr.com/company/history>> (3Mar14)

If any details are missing, refer to the note on references with missing details below

State Government of Victoria (2013). *Group Self Build, Housing and Community Building*. Housing & Community Building: Finance & Business Services, <<http://www.dhs.vic.gov.au/for-individuals/housing-and-accommodation/home-owner-support/group-self-build>> (29Apr14)

Coulter, A. & Collins, A. (2011). *Making shared decision-making a reality: no decision about me, without me*. London: The King's Fund. <http://www.kingsfund.org.uk/publications/nhs_decisionmaking.html> (12Sept11)

Khemplani, L. (2006). *Visual Estimating: Extending BIM to Construction*, AECBytes, <<http://www.aecbytes.com/buildingthefuture/2006/VisualEstimating.html>> (14Jan09)

Journal Articles — The standard format for a paper published in a journal is as follows (please include DOI number if known):

Beskos, D. E. (1987). “Boundary element methods in dynamic analysis.” *Appl. Mech. Rev.*, 40(1), 1–23.

Björnfot, A and R. Jongeling (2007). Application of line-of-balance and 4D CAD for lean planning. *Construction Innovation* 7(2), 200-211. DOI: 10.1108/14714170710738559

ASCE Journals — ASCE no longer uses page numbers and has adopted a new format for its references (including those older papers that still contain page numbers). Use the following style for citation to an ASCE journal:

Authors. (Year of initial publication). “Title of paper.” *Journal abbr.*, DOI, CID/page range.

Irish, J. L., and Resio, D. T. (2013). “Method for estimating future hurricane flood probabilities and associated uncertainty.” *J. Waterway, Port, Coastal, Ocean Eng.*, 10.1061/(ASCE)WW.1943- 5460.0000157, 04013015.

Non-English Language Journals — Please give an English translation of a non-English-language title in [square brackets]:

Glock, D. (1977) “Überkritisches Verhalten eines starr ummautelten Kreisrohres bei Wasserdruck von aussen und Temperaturdehnung [Critical behavior of liners of rigid pipeline under external water pressure and thermal expansion].” *Der Stahlbau*, 7, 212–217 (in German).

Committee/Technical Reports from ASCE, CII and other organisations — committees, task forces, etc. publish reports, proposed codes and standards, commentaries on codes and standards, and so on. The committee is the author.

ASCE Task Force on Friction Factors in Open Channels. (1963). “Friction factors in open channels.” *J. Hydraul. Div.*, 89(2), 97–143.

Foreign Journals — Authors may want to give an English translation of a non-English-language title. Some non-English-language journals also have titles and abstracts in English, with the research papers being in the foreign language.

Glock, D. (1977). “Überkritisches Verhalten eines starr ummautelten Kreisrohres bei Wasserdruck von aussen und Temperaturdehnung [Critical behavior of liners of rigid pipeline under external water pressure and thermal expansion].” *Der Stahlbau*, 7, 212–217 (in German).

In-Press Articles — Articles that are “in press” (i.e., those that have been accepted but have not yet been published) may be included in the References list. Include the year of acceptance, if possible, or the current year as follows:

Dasgupta, G. (2008). “Stiffness matrix from isoparametric closed form shape functions using exact integration.” *J. Aerosp. Eng.*, in press.

Corporate reports — When referencing a corporate author the required elements for a reference are:

Authorship/Organisation (Year). *Full title of report*. Place: Publisher:

Department of Health (2001). *National service framework for older people*. London: Department of Health.

IPD definition task Group (2007). *Integrated Project Delivery: A Working definition*. Sacramento, CA.: AIA California Council.

Coulter, A. & Collins, A. (2011). *Making shared decision-making a reality: no decision about me, without me*. London: The King's Fund.

Maps — The following style is used for maps:

Brown, R. J. E. (1967). Permafrost in Canada, *Map 1246A*, Geol. Surv. of Can., Ottawa, ON.

Smith, R. L., Bailey, R. A., and Ross, C. A. (1970). Geologic map of the Jemez Mountains, New Mexico, *U.S. Geol. Surv. Misc. Invest. Map*, I-571.

Newspaper Articles — The article author (if known), year in parentheses, title of the article in quotes, name of the newspaper in italics, and section/page numbers (if applicable) should be included for article citations:

Mossberg, W. S. (1993). “Word isn’t perfect but new WordPerfect is too much for words.” *Wall Street Journal.*, Dec. 2, B1.

Proceedings — The location of a conference or symposium is required only if it is part of the title or proceedings. The name and location of the publisher is required. If there is no “publisher,” the name of the location of the sponsor are required. The name of the sponsor is sometimes part of the title of a conference proceeding. Editor name(s) and volume number should be included if available.

Eshenaur, S. R., Kulicki, J. M., and Mertz, D. R. (1991). “Retrofitting distortion-induced fatigue cracking of noncomposite steel girder-floorbeam-stringer bridges.” *Proc., 8th Annual Int. Bridge Conf.*, Engineers’ Society of Western Pennsylvania, Pittsburgh, 380–388.

Karam, G. N. (1991). “Effect of fiber volume on the strength properties of short fiber reinforced cements with application to bending strength of WFRC.” *Proc., 6th Technical. Conf. of the American Society for Composites*, A. Smith, ed., Vol. 1, Technomics, Lancaster, PA, 548–557.

IGLC Proceedings — authors may use an abbreviated form if they wish:

Macomber, H. and Howell, G.A. (2003). “Linguistic action: Contributing to the theory of Lean construction.” *Proc. of the 11th Ann. Conf. of the Int’l Group for Lean Construction*. Blacksburg, VA

Papers from the first three IGLC meetings will need a full reference to Alarcon 1997; see examples in the “Chapters in Books” section above (Ballard & Howell 1994; Lautana 1995).

Theses —

Author (Year of initial publication). *Title of thesis*. Degree, Institution.

Flores, F. (1982). *Management and Communication in the Office of the Future*, PhD Dissertation, University of California at Berkeley

References with missing details — Where there is no obvious publication date, check the content and references to work out the earliest likely date, for example:

1995?	probable year
ca. 1995	approximately 1995
199-	decade certain but not year
199?	probable decade

Occasionally it may not be possible to identify an author, place or publisher. This applies particularly to what is known as 'grey literature', such as some government documents, leaflets and other less official material.

Anon	author anonymous or not identifiable
npp.	no place of publication
nnp.	no named publisher
n.d.	no date

Information such as place and publisher not found on the document, but traced from other sources, should be placed in square brackets.

Be very cautious about using as supporting evidence material where you cannot identify the author, date or source.

Secondary sources

You may come across a summary of another author's work in the source you are reading, which you would like to make reference to in your own document; this is called secondary referencing. A direct reference:

Research carried out in the Saudi Arabia area by Abdelhamid (1986 cited in Bassett, 2006, 142) found that ...

In this example, Abdelhamid is the work which you wish to refer to, but have not read directly for yourself. Bassett is the secondary source, where you found the summary of Abdelhamid's work. Alternatively the item may be referenced indirectly:

(Abdelhamid 1986 cited in Bassett 2006, 142)

It is important to realise that Bassett may have taken Abdelhamid's ideas forward, altered their original meaning or even misunderstood them. If you need to cite a secondary reference it is recommended that, where possible, you read the original source for yourself rather than rely on someone else's interpretation of a work. *For this reason it is best to avoid using secondary referencing.*

N.B. The reference list at the end of your document should only contain works that you have read.

Unpublished material

LCJ & IGLC do not permit unpublished material to be included in the References list. It may be cited in the text in the following forms:

...other researchers (Orton et al., unpublished data, 1992)...

In some cases (A. W. Pinter, personal communication, 1979)...

Working papers and submitted papers are considered unpublished and should be cited in the text as follows:

(B. Smith, "[title of paper]," working paper, Salk Institute, Pittsburgh, Pennsylvania)

(B. Smith, "[title of paper]," submitted, Salk Institute, Pittsburgh, Pennsylvania) Unpublished reports should be cited in text according to one of the following formats:

(author name(s), name of report, presented at ____, 2012) (author name(s), name of report, unpublished report)

A paper that has been presented at a conference or meeting but is otherwise unpublished should be cited as an "unpublished report":

... in Chang and McTavish (unpublished report, 1991)...

SI units

The use of **Système International (SI) units** as the primary units of measure is mandatory. Other units of measurement may be given in parentheses after the SI unit if the author desires. More information about SI units can be found from NIST at: <http://physics.nist.gov/cuu/Units/index.html>.

The symbols for the base units of SI are as follows: A, cd, K, kg, m, mol, and s. For SI supplementary units, the symbols are rad and sr. The symbols for SI-derived units are Bq, C, F, Gy, H, Hz, J, 1m, 1x, N, Pa, S, Sv, T, V, W, Wb. The SI multiplying prefixes are a, c, d, f, n, p, m. Other units used with SI in civil engineering include C, day, h, ha, L, min, t, and year. Scientific notation with SI units (for example, $2.4 \times 10^3\text{m}$) is acceptable.

Conversion factors from US customary to SI units

U.S. customary unit (symbol)	SI unit (symbol)	Multiply by
Acre-foot (acre/ft)	Cubic meters (m ³)	1.23×10^3
Acre (acre)☒	Hectare (ha)	0.405
Inch (in.)☒	millimeter (mm)	25.4
Kilogram force (kgf)	Newton (N)	9.81
Mile (mi)	Kilometer (km)	1.61
Pound force (lbF)☒	Newton (N)	4.45
Pound force per square inch (psi)	Kilopascal (kPa)	6.89
Pound mass (lbm)☒	Kilogram (kg)	0.454
Gallon (gal.)	Litre (L)	3.79

SI prefixes applicable to engineering

Factor	Prefix	Symbol ^a
10 ⁹	Giga	G
10 ⁶	Mega	M
10 ³	Kilo	K
10 ²	Hecto	h
10¹	Deka	da
10 ⁻¹	Deci	d
10 ⁻²	Centi	c
10 ⁻³	Milli	m
10 ⁻⁶	Micro	μ
10 ⁻⁹	Nano	n

^a Unit symbols only used when preceded by a numeral.

