Birmingham City University

How to write references

Harvard Referencing Guidelines

Version: 1st September 2015

Library & Learning Resources

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Revisions

This is the second review of this document and the associated web pages that were produced for the first time in 2013-14. Changes to the structure of the web pages in 2015 have involved the following:

- Simplifying the *Citing sources in-text* site so that it is clearer.
- Creating a Concise Guide to the content with the image showing the format and one example.
- Reference list: adding a section on the *Mechanics of style* to make explicit the style guidelines related to punctuation, capitalization and abbreviations.
- Referencing: changing the examples so that as many as possible relate to work by Birmingham City University staff.
- Adding an index as an aid to finding content.
- Referencing: adding *Exhibitions* to the Visual sources section.
- Referencing: improving the structure by:
  - Combining books with one author, multiple authors and corporate authors all under the heading: *Books.*
  - Moving all the electronic sources to the *Electronic sources* site. This has expanded to include referencing e-books, electronic reports (pdfs), online journal articles and online newspaper articles.
  - Removing the section *Multiple works with the same author* as the content was already covered in *Citing several works by the same author in the same year.*
- Referencing: removing all instances of the word [online] appearing as a format.
- Referencing: changing *Publications from a website* so that it refers to non-pdf sources. The previous page has now moved to Section 5.11.1 *Electronic reports.*
- Referencing: removing *Quotations from plays and poetry* as the page is repeated in the *Citing sources in-text* site.

Revisions in 1st September 2014 version

Minor changes have been introduced in response to staff feedback in the following areas:

- The inclusion of three sections: Hansard and National Curriculum (Other sources) and Medical images (Visual sources)
- All the sections within Music have received minor amendments to bring them into line with the BMus. Student Handbook 2014-15. Library and Learning Resources would like to record their thanks to Duncan Fielden for his support with this part of the Guidelines.
- The YouTube video section in Audio-visual sources has been improved to make it clearer that you are usually citing the ideas of the person who is speaking in the video or the institution that posted the video.
- The term Vidcasts has been changed to Vodcasts to mean videos which are uploaded to the internet. Vidcast is now the name of an app that allows you to send video to Google's Chromecast.
- For podcasts or videos uploaded to the internet the same applies: it is the work of the author/creator/composer that you are citing to support your own ideas. The Podcasts and Vodcasts section has therefore been updated.

1.   Referencing and avoiding plagiarism

1.1   Purpose of referencing

Referencing is an essential part of academic scholarship and ethical values demand that authors identify the sources used in their work. You are referencing in order to:

- Acknowledge an intellectual debt to another author where you have drawn from his or her published work or ideas, either explicitly or implicitly.
- Support specific facts or claims which you make in your text.
- Enable your reader to find sources to which you have referred easily and quickly.

The benefits of referencing to you are that:

- It shows the range of reading that you have done. This gains you marks.
- It can make your own arguments more convincing by supporting them with the ideas of acknowledged experts and data from credible sources.
- It is a basic academic requirement and doing so means you cannot be accused of plagiarism.

Failure to identify sources upon which you draw is considered as plagiarism, defined by the University in Section 2.2 of its Student Disciplinary Policy as "the submission of an item of assessment which, all or in part, contains work produced by another person(s) in such a way that it could be assumed to be the student's own work".

Plagiarism is treated as academic misconduct and dealt with in accordance with the Student Disciplinary Policy and Operating Process (details of this policy and how it operates are given on the iCity page https://icity.bcu.ac.uk/student-services/complaints-and-appeals/disciplinary).

There are two inter-related parts of the referencing process:

i.   The citation is essentially a marker you put in your text to show that you are referring to a source. For example, you may have given a direct quotation or summarised the ideas from the source. The marker you use links to the full reference in your reference list.

ii.   The reference gives full details about the source you have cited in your text so that you can go from the source to the original from the details given. References are listed in an **organized, structured and consistent way**, at the end of your assignment, before any appendices. Footnotes and endnotes are not used in the Harvard (Author-date) referencing style.

1.2   Harvard referencing

These guidelines have been developed to bring consistency to the practice of citing references within the University so that there is a document to which all students and staff can refer. The Harvard system emphasises the name of the author and the publication year in the text with full bibliographic details in a reference list. Citing references informs your reader where you found your information and is the accepted way of giving credit to the ideas and evidence on which your argument is based. It is standard academic practice and you must do this in all your assignments.

The style that is recommended is very similar to the Harvard-style referencing format used by Microsoft Word. This is shown as Harvard – Anglia in the Style section of the References tab. It is also based on the publication, *Cite them Right* (Pears and Shields, 2013) and Anglia Ruskin

University's (2015) Harvard referencing web page. There are differences between all three and these are shown in Appendix 1 along with the University's preferred style.

Facts, ideas, dates, events and information that are expected to be known by a student working in that subject area would be considered to be 'common knowledge' and therefore would not expect to be referenced.

You will encounter other styles of referencing, especially if you are looking at books and articles relating to law, literature, psychology, media studies and the performing arts. These commonly use a numeric style with a number inserted in the text rather than an author's name and date. There are separate guidelines for these styles of referencing and there are links to these from the Referencing page https://icity.bcu.ac.uk/library-and-learning-resources/Referencing.

1.3   Confidentiality

For some forms of academic writing, it is not possible to provide the name of a cited source for reasons of confidentiality. This is especially the case in a health context.

The following statement of confidentiality can be found in the Faculty of Health, Education and Life Sciences' *Policy on Confidentiality,* Section 3.4:

> You must always ensure that when documents are used that relate to individual circumstances, there is no possibility that the individual(s) can be identified.

> When you submit academic work for assessment, you sign to state that the work is your own, that confidentiality has been maintained and that any names used in the work are pseudonyms. It is good practice for you to state at the outset of your work that pseudonyms have been used.

The full policy is detailed as an Appendix in your Student Handbook/Course Guide.

Guidance is provided in Section 2.4 of these referencing guidelines regarding the maintenance of confidentiality of source material.

1.4   Reference management software

You can use EndNote Web which is available to you on the University network to manage your references. This software is particularly useful if you have lots of references to handle. Training is available through Corporate ICT but you must book a place on the course. Full details on the web page https://icity.bcu.ac.uk/cict/staff/Skills-Training/Training-Schedule.

Free open source reference management software is also available. The University's databases will often export references to software such as Zotero, CiteULike and Mendeley and to apps such as RefMe.

2.   How to include citations and quotations in your text

There are several ways to acknowledge your sources: backing up an assertion, quoting, summarising what has been written and critiquing. Further details are given in the publication *Using Sources and Avoiding Plagiarism* on the web page https://icity.bcu.ac.uk/library-and-learning-resources/centre-for-academic-success/study-guides/Writing/112-Using-sources-and-avoiding-plagiarism.

The examples used throughout this document are in red and are aligned to the left.

2.1   Direct citation

A **direct citation** is where the name of the author(s) composer(s) or creator(s) is used within a sentence with the year following in brackets where the name(s) occurs naturally in the text.

When making reference to an author's work in your text, their name is followed by the year of publication of their work, as in these examples:

Roberts (2010) has estimated that one third of children will be alone in hospital at any given time, but expectation that children will be accompanied and supported by their parents may cause children who are alone to be overlooked.

Geraghty (2005) has usefully outlined the contours of this debate in relation to *My Beautiful Laundrette* (1986), a television-funded film which had a successful theatrical release and which in many ways epitomises the success of 1980s Film on Four.

Dickson (2000) adopts a theoretical framework in which to study concerns about ethical fashion, beliefs about the fashion industry and support for socially responsible businesses.

Where you are mentioning a particular part of the work and quoting directly word for word, a page reference should be included, for example:

As Owens (1994: 440) notes: "Planning and sustainability share two fundamental perspectives: the temporal and the spatial".

When summarising or paraphrasing a page number is not required.

When there are two authors for a work, both surnames should be given before the date separated by 'and', for example:

Eisenhardt and Graebner (2007) show that case studies are a sound means of developing research theory and that a single case study has merit in the development of theories.

Where reference is made to the ideas of several authors in a sentence and they are referred to directly, they are both cited, for example:

Soars (2003; 2009) and Kim et al. (2009) have written extensively about the various ways in which retailers can use sensory stimuli to influence environments and change consumer behaviour. Soars (2009) categorised retail atmospherics according to the four senses of sight, sounds, smell and touch. For Kim et al. (2009), the more sensory "touch points" are involved in experiences of consumption, the more engaging it will be.

If there are more than two authors, include the surname of the first, followed by "et al." You will need to cite all the authors in your reference list.

If you are referring to the general theme of the resource, page numbers are unnecessary. Do NOT put the author's first name or initial.

Do NOT put a website address in the text. Use the author or the title of the web page.

If two or more information resources have the same author and year, they are distinguished by lower-case letters (a, b, c, etc.), following the year within the brackets, for example:

Extending the work of Patton (1990) and Miles and Huberman (1994), Onwuegbuzie and Leech (2005b) identified 24 sampling schemes that are available to researchers including qualitative, quantitative, and mixed methods researchers.

If more than one publication from an author illustrates the same point and the works are published in different years, then the references should be cited in chronological order (i.e. earliest first separated by a semi-colon) for example:

The most prominent normative model is the participatory or discursive model with Jurgen Habermas as its strongest advocate with similar views expressed by Barber (1984; 1996) and others.

2.2   Indirect citation

An **indirect citation** is where the name of the creator does not occur naturally in the text. If you make reference to a work or piece of research without mentioning the author in the text, then both the author's name and publication year are placed at the relevant point in the sentence or at the end of the sentence in brackets, for example:

In the UK Joseph Paxton designed the first publicly funded municipal park: Birkenhead Park on Merseyside. Opened in 1847, it inspired Frederick Law Olmsted to design New York's Central Park (Schuyler, 1986) and was the first of many urban parks to be created in Britain's industrial towns and cities. When Birkenhead Park was opened, Manchester had no accessible parks (Conway, 1991); but by the 1920s the city had almost sixty (Lasdun, 1991).

When there are two authors for a work, they should be cited in the text separated by 'and':

The public and private sectors in the USA are collaborating to promote BIM's use (Underwood and Isikdag, 2011). However there is a view that the case for BIM is not totally proven, with the overall effectiveness of BIM utilisation still not completely justified (Jung and Joo, 2010).

Where more than two authors have the same viewpoint, list them at the relevant point in the sentence or at the end of the sentence, putting the author's surname, followed by the date of publication and separated by a semi-colon and within brackets. Where several publications from a number of authors are referred to, then the references should be cited in **alphabetical order,** for example:

It is also arguable that nurse education, along with much of higher education generally, is dominated by an instrumentalist ideology (Collini, 2011; Goodman, 2012; Morrall and Goodman, 2012; Roggero, 2011). This is the first step, acknowledging our 'prejudices'.

With three or more authors, use 'et al.' in the text as, for example:

Students' mastery goals have been linked with experiencing pleasant emotions such as enjoyment of learning, pride and achievement and being less likely to experience debilitating emotions such as boredom, anger and negative affects (Daniels et al., 2008; Kaplan and Maehr, 1999; Linnenbrink, 2005; Pekrun et al., 2006; Roeser et al., 2002; Turner et al.,1998).

Most change models such as the Change Cube, (Mintzberg et al., 1998), the Star Model (Galbraith et al., 2001), and the change kaleidoscope (Balogun and Hope-Hailey, 2002) suggest that multiple factors should be considered when implementing successful change.

If more than one publication from an author illustrates the same point and the works are published in different years, then the references should be cited in chronological order (i.e. earliest first separated by a semi-colon) for example:

The playful structure metaphor draws on structured classroom observations of over 100 primary schoolchildren using the Quality Learning Instrument, designed and validated for assessing the quality of children's learning experience in early years primary classrooms (Walsh et al., 2006; 2010c).

Over the past decade, a small group of scholars have offered several competing definitions of green criminology, attempting to distinguish it as a unique area of study (Halsey, 2004; 2006; Herbig and Joubert, 2006).

If you are quoting several works published by the same author in the same year, they should be differentiated by adding a lower case letter directly, with no space, after the year for each item. For example:

Like some Abstract Expressionists, Martha Graham adopted the stream-of-consciousness technique used by some of her favourite authors (Polcari, 1988a)...Both Rothko and Graham portrayed human action as a cyclic process that continually tenses and relaxes, falls and recovers or dies and is reborn (Polcari, 1988b).

If several works published in the same year are referred to on a single occasion, or an author has made the same point in several publications in the same year, they can all be referred to by using lower case letters separated by a semi-colon, for example:

Facebook usage has been measured in several ways including daily time spent on site (Junco 2012a; 2012b; Rosen et al., 2013)...

2.3   Quoting

Quoting is where you provide text from an external source **word for word**. The page number(s) is compulsory with a quote from a textbook but usually optional with other citation types. It is given after the year, separated by a colon. You should use quotes sparingly, e.g. normally only 10% of your citations should be quotes.

Quotations of less than 50 words or less than two sentences should be placed in double quotation marks within your text. These examples show both direct and indirect citations when using quotes:

Andel (1997: 61) stated: "by ignoring the efficient return and refurbishment or disposal of products, many companies miss out a significant return on investment".

Cave (2005: 646) asserts that, ''if nurse teachers do not maintain their clinical ability, they will not be able to support their claim in being able to apply theory to current practice".

Qualitative research "is an approach for exploring and understanding the meaning individuals or groups ascribe to a social or human problem" (Creswell, 2014: 4).

Longer quotations are over about 50 words or two sentences, are **indented both left and right** but without the quotation marks and are introduced by a colon. The author, date and page number(s) are included in an appropriate location, for example:

Srivastava (2007: 54-55) defines Green Supply Chain Management as:

> **integrating environmental thinking into supply-chain management, including product design, material sourcing and selection, manufacturing processes, delivery of the final product to the consumers as well as end-of-life management of the product after its useful life.**

Unless the guidelines require the use of a long quotation this method is not recommended for academic writing. Your lecturer/tutor is more interested in what you have to write rather than reading long quotations.

2.3.1   Quotations from plays and poetry

Use italics for the titles of plays, poems and literature when you mention them. Do not enclose them in inverted commas: e.g. *Kiss Me Kate; Enigma Variations; Hamlet; Twelfth Night.* Character names do not normally go in italics – Pete, Olivia, Hamlet.

Short quotes of no more than forty words (4 printed lines) should be enclosed in quotation marks and set within the main body of the text. For example:

Much speculation has occurred in regards to the scene when Malvolio imagines he might marry Olivia, "there is example for't; the Lady of the Strachy married the yeoman of the wardrobe" (Shakespeare, *Twelfth Night,* Act 2 Scene 5 Line Nos. 36-37).

Published plays may contain line numbers, particularly in classic texts such as Shakespeare. If they exist it is good practice to include the line number, but Act and Scene numbers must always be included

2.   How to include citations and quotations in your text

For poetry, verse and lyrics, line breaks are marked with an oblique. For example:

"Thou, to whom the world unknown / With all its shadowy shapes is shown; / Who see'st appalled the unreal scene / While fancy lifts the veil between".

A quotation of more than four lines is considered a long quote and should be indented left and right. There is no need to use inverted commas. If you quote more than four lines set out the poem exactly as it appears in the original. For example, in E.E. Cummings *[In Just-]*

<div align="center">

it's

spring

and

the

goat-footed

balloonMan   whistles

far

and

wee

</div>

When quoting dialogue from a dramatic work you need to consider whether the speaking character name is part of the quote. If the speaking character name is part of your quote or if you are quoting dialogue from more than one character, use the long quote form and incorporate the usual blank lines between characters' speeches.

2.4   Maintaining confidentiality of source material

If internal documents from Trusts, Clinical Commissioning Groups, Local Authorities or Special Health Authorities are being cited, for example, policies, procedures or care plans, it is essential that the name is never divulged as these documents are not available to the general public.

The Faculty of Health, Education and Life Sciences' *Policy on Confidentiality,* Section 3.5 states:

> If names of individuals or organisations used in assessments are not available to the general public, the work has ... breached confidentiality...Assessments that have breached confidentiality will achieve a mark of 1%.

To maintain confidentiality using Harvard you are advised to follow these examples:

This action was taken in accordance with the NHS Trust's (Name withheld, 2005) disciplinary policy.

NHS Trust (name withheld) (2005) would then appear in your reference list (see section 3).

For documents available to the general public, for example a Trust's patient information leaflets:

The information provided by the Trust about this service is written in several languages (Appendices 1-3).

In your Appendices, these documents would then be labelled as Appendix 1, Appendix 2, and Appendix 3.

2.5   Secondary referencing

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 in-text:

Ennis (1996, cited in Robinson, 2011) identifies three key critical thinking dispositions:

In this example, Ennis is the work which you wish to refer to, but have not read directly for yourself. Robinson is the secondary source, where you found the summary of Ennis's work. It is important to realise that Robinson may have taken Ennis's ideas forward, and altered their original meaning.

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.**

The reference list at the end of your document should only contain works that you have read. Only Robinson (2011) would appear in the reference list.

Sometimes it will be necessary to quote from sources dating from the time of the music, the literature or the play you are writing about, for example, from treatises, tutor books, dictionaries. It is unlikely that you will always have access to a facsimile of the original source, but you will either be quoting the source from a modern translation (e.g. Hotteterre, translated by Douglas), or from an author who quotes the source in their own book or article (e.g. Quantz, cited in Donington). In both cases it will be necessary for you to give your reader details in the text of both the original publication and of the modern source that you have actually used, for example:

Lully may have introduced the flute into the orchestra in 1677 during his performances of his opera *Isis* (Hotteterre, 1707, translated by Douglas, 1984: 24).

Quantz (1752, cited in Donington, 1989: 47) gives his lengthy German account of inequality…

2.6 Citing tables and figures

When reproducing selected data, or copying an entire table or figure, you must make reference to the source. A reference within the text to a table or figure taken from someone else's work, should include the author and page to enable the reader to identify the data.

All tables should be numbered with an explanatory caption above the table.

For example:

Table 1. Local government districts in Strathclyde, 1973-1996.

District	Number of households in 1991	Household numbers as a proportion of regional total	Household numbers as a proportion of Scotland total
Argyll and Bute	26,775	2.96	1.33
Bearsden and Milngavie	14,748	1.63	0.73
Clydebank	18,629	2.06	0.92
Clydesdale	21,775	2.41	1.08
Cumbernauld and Kilsyth	22,873	2.53	1.13
Cumnock and Doon Valley	16,395	1.81	0.81
Cunninghame	54,011	5.98	2.67
Dumbarton	29,972	3.32	1.48
East Kilbride	31,139	3.45	1.54
Eastwood	23,091	2.56	1.14
Glasgow	289,855	32.09	14.35
Hamilton	39,884	4.42	1.97
Inverclyde	36,015	3.99	1.78
Kilmarnock and Loudon	31,839	3.52	1.58
Kyle and Carrick	45,083	4.99	2.23
Monklands	37,793	4.18	1.87
Motherwell	54,169	6.00	2.68
Renfrew	78,853	8.73	3.90
Strathkelvin	30,440	3.37	1.51
Strathclyde Region	903,339	100.00	44.72
Scotland	2,020,050		100

Source: The Scottish Office (1995) Table B2.

You should also refer to the table in your text, for example:

Table 1 shows the size of these districts measured in household numbers relative to one another and to Scotland as a whole.

Note: Your reference to a table in the text should come before the table itself.

The source in the above example is given at the bottom of the table. If it is not then it should be included in the caption at the top, including the page number. For example:

Table 2. Search duration in Strathclyde for new house purchases 1989-1990. Source: Scottish Office (2005: 192).

Time period	Cumulative frequency
<1 week	11.2
<1 month	36.8
<2 months	58.5
<3 months	75.3
<4 months	80.8
<5 months	85.2
<6 months	86.8
<1 year	96.6
<18 months	97.2
<2 years	99.6

You still need to include the source in your reference list. In the above example, this would appear as:

Scottish Office (1995) *Local Government in Scotland.* Edinburgh: Scottish Office.

2.7 Citing figures

Figures should be labelled and numbered with an explanatory caption and the caption positioned **below** the figure.

For example:
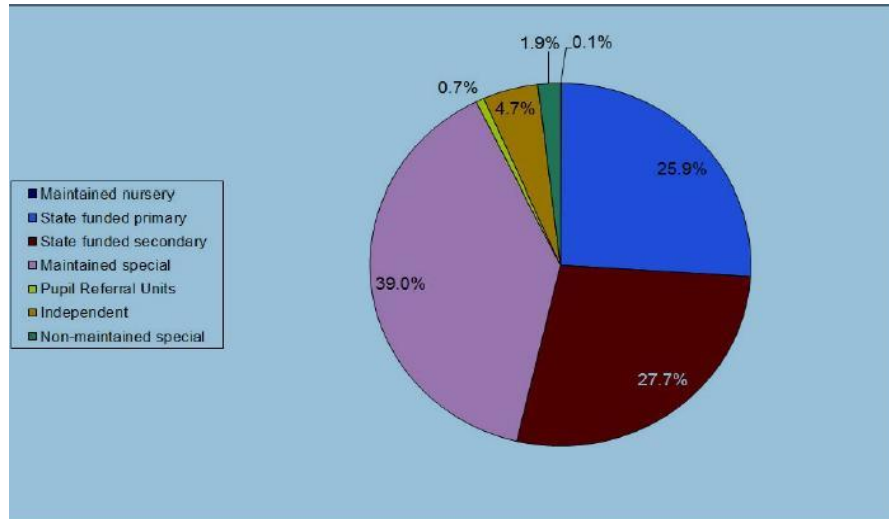
Figure 1. Percentage of pupils with statements of special needs by school type attended in 2011/12. Source: Department of Education (2012: 4).

In the text you should also refer to the figure. For example:

Figure 1 shows that 53% of pupils with special needs attend state-funded primary and secondary schools.

Note: You should always refer to a figure in the text **before** you reproduce the figure.

In your reference list the reference to the figure would appear as:

Department of Education (2012) *Children with Special Educational Needs: An analysis 2012.* **Available at: https://www.gov.uk/government/publications/children-with-special-educational-needs-an-analysis-2012 [Accessed 1 July 2014].**

If the source of the data is not the author's own, but obtained from another source, it becomes a secondary citation.

3.   Reference List

3.1   The mechanics of style

When writing for publication you must follow the style rules established by the publisher to avoid inconsistencies in journal articles or conference papers. You need to use a consistent system of punctuation and typography throughout the reference list. Each element of a reference should be clearly separated from subsequent elements by punctuation or change of typeface. The following sections detail how this is done in the University's system:

3.1.1.   Punctuation

Use a space after all punctuation marks. Use a space after all initials in personal names such as **Jackson, C. A.**

Do not use a space after internal full stops in abbreviations, such as **Ph.D., n.d., DVD** or in timings such as **20:00,** in numbers, such as **1,000** or in scales such as **1:25,000**. Do not use a space in web addresses in the text of your work or in your reference list, such as http://www.bbc.co.uk .

Use full stops to end a complete sentence. Use full stops with initials of names, such as **Jackson, C. A.,** with Latin abbreviations such as **al.** and with reference abbreviations such as **Vol. 1**. Use full stops for time abbreviations such as **min.** or **hr**. Do not use full stops for metric measurements such as **m**, **cm** but do use a full stop for **in**. to avoid confusion.

Do not use a full stop with ordinal abbreviations such as 4th, 3rd etc. Do not use a full stop in abbreviations of state names in reference list entries, such as **NJ**; in capital letter abbreviations such as **BBC, SI, UKCC; HM** or **URL**, or in abbreviations such as **rpm**.

Use a comma to set off the year in indirect citations, such as **(Conway, 1991).** Use a comma to separate groups of three digits in numbers of **1,000** or more.

Use a semi-colon to separate authors in indirect citations such as **(Collini, 2011; Goodman, 2012; Morrall and Goodman, 2012; Roggero, 2011).**

Use a colon in references immediately after the place of publication and then include a space before the publisher's name, such as **London: Faber**. Use a colon after the phrase "Available through" or "Available at" followed by a space before introducing a web page as in Section 5.3.1.

Use double quotation marks to enclose quotations in your text as outlined in Section 2.3 above.

Use single quotation marks for the titles of episodes of television programmes as in Section 5.4.3, for names that help to identify a piece of music, for example **[Op. 47 'Kreutzer']**, for the title of individual tracks of a music album as in Section 5.5.1 or for tracks that have been downloaded as in Section 5.5.7.

Use round brackets (..) to separate citations in the text of your work as detailed in Section 5. Use round brackets to enclose the publication year when citing directly (see Section 2.1) or when introducing an abbreviation, for example **UK Committee on Climate Change (UKCCC).** Use round brackets for issue or part numbers in your reference list as in Section 5.2.1. Use round brackets to show you have recognised an inaccuracy in the source by including (sic) in your work as shown in Section 4.3. Use round brackets to show series numbers as separate elements of the reference as in Section 5.1.11.

Use square brackets [..] to designate the medium of the source. This applies to visual sources, the formats of reports, audio-visual material, to supply the format of the music which is being cited and to designate the medium of the archive material. Use square brackets for the translations of titles as in Sections 4.3 and 5.1.6. Use square brackets to indicate the accessed date of a web page as in Section 5.3.1. Use square brackets after the title to clarify a title that is ambiguous or fails to indicate clearly the content, for example, **Violin Sonata No. 9 in A Major [Op. 47 'Kreutzer'].**

3.1.2   Italics

The main title of a source should be in italics in your reference list. The title of contributions such as journal articles, conference papers and chapters of edited books do NOT appear in italics.

The titles of books, periodicals, film, radio and television programmes, social media sources, web sites, visual sources, music and plays or poems should all be in italics in the text of your work

Words within a book title that would normally be italicised should be set in normal type for reverse italicization, such as *From Hobbits to Hollywood: Essays on Peter Jackson's* Lord of the Rings*.*

3.1.3   Capitalization

Capitalize the main words in book titles, journal titles and conference proceedings. Capitalize the titles of all sources that are in italics. Capitalize the first word after a colon in a book title.

Capitalize the first word in a complete sentence. For journal articles and conference papers, capitalize the first word. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Do not capitalize the second word of a hyphenated word.

Capitalize all proper nouns and adjectives, names of Universities and their Departments, Government Departments and trade names.

3.1.4   Abbreviations

Use **p.** for page and **pp.** for pages with a space and then the numbers.

Use **c.** for chapters of Acts as in Section 5.7.8. Use **ca.** for circa in publication dates.

Use **edn.** as an abbreviation for edition.

Use **ed.** or **eds.** as an abbreviation for editor or editors.

Abbreviations are used for units of time of an hour or less such as **min.**, **hr.**, **sec.** and units of measurement. Do not use full stops for metric measurements such as **m**, **cm.** Abbreviate number to **No.** or **Nos.** for music.

Use Latin abbreviations for alia as in **et al.** and **Op.** for Opus.

3.1.5   Numbers

Use numerals to express numbers.

Use full numbers in page ranges (321-327 not 321-7).

Use ordinal numbers in abbreviated form in superscript such as **nd** or **th** in book editions. Do not include these after the day of the month for dates.

3.2   Reference list arrangement and example

These are the full details of the writing by author(s) or organizations to which you have referred, or from which you have quoted in your work. They are collected together in a list at the end of the complete text. Arrange the list of references alphabetically by the author's surname, year and letter (if there is one). For an organisation the first letter of the corporate author is used.

Arrange the list of surnames on a letter by letter basis. Clark, A. will precede Clark. B. However, work on the basis of the completed surname so that Clark, G. precedes Clarke, A. in your reference list even though the latter is ahead of the former in a letter by letter order. Similarly, one author entries precede multiple author entries so that Clark, G. (2008) precedes Clark, G. and Hamilton, G. (2006) even though the latter was published earlier. See also Section 5.1.3 for multiple works by the same author.

Indent your reference list after the first line so that the author or creator is clear.

The key points about the reference list are:

- Keep it consistent - use the same style, format and punctuation throughout following these guidelines.
- Keep it accurate - so that people don't waste time trying to find the article you have referenced.
- Take the details from the item itself rather than from someone else's citation.
- Ensure that the citations in your text appear in your list of references. It is quite common for students to include a citation but then leave it out of their references list.

Example reference list

Anonymous (2012) *Sweden's Environmental Objectives.* **Available at: http://www.miljomal.nu/sv/Environmental-Objectives-Portal/ [Accessed 5 August 2014].**

Clark, A. (2004) *Natural-born Cyborgs: Minds, technologies and the future of human intelligence.* **Oxford: Oxford University Press.**

Clark, B. C. and Manini, T. M. (2010) Sarcopenia ≠ dynapenia. *Journals of Gerontology Series A: Biological Sciences and Medical Sciences,* **63(8), pp. 829-834.**

Clark, G. (2008*) A Farewell to Alms: A brief economic history of the world.* **Princeton: Princeton University Press.**

Clark, G. and Werf, Y. V. D. (1998) Work in progress? The industrious revolution. *Journal of Economic History,* **58(3), pp. 830-843.**

Clarke, A. J. (1999) *Tupperware: The promise of plastic in 1950s America.* **Washington: Smithsonian Institution.**

Creswell, J. W. (2007) *Qualitative Inquiry and Research Design: Choosing among five traditions.* **2nd edn. Thousand Oaks, CA: Sage.**

Gibson, D., Aldrich, C. and Prensky, M., eds. (2007) *Games and Simulations in Online Learning: Research and development frameworks.* **Hershey, PA: Information Science Publishing.**

Gunning, T. (2006) Gollum and Golem: special effects and the technology of artificial bodies. In: E. Mathijs and M. Pomerance, eds. *From Hobbits to Hollywood: Essays on Peter Jackson's* Lord of the Rings*. New York: Rodopi, pp. 319-350.

HM Government (2010) *The Coalition: Our programme for government.* [pdf] London: Cabinet Office. Available at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/78977/coalition_programme_for_government.pdf [Accessed 7 June 2013].

Linn, R. L., ed. (1989) *Educational Measurement.* 3rd edn. New York: MacMillan.

Miller, S. (2006a) *The Flemish Masters.* London: Phaidon.

Miller, S. (2006b) *Rubens and His Art.* London: Killington Press.

NHS Trust (Name withheld) (2005) *Disciplinary Policy.*

Quantz, J. J. (1752) *Versuch einer Anweisung die Flöte Traversière du Spielen [On Playing the Flute].* 2nd edn. Translated by Edward R. Reilly, 1985. London: Faber and Faber.

Robinson, S. R. (2011) Teaching logic and teaching critical thinking: revisiting McPeck. *Higher Education Research and Development,* 30(3), pp. 275–287.

United Kingdom Central Council for Nursing, Midwifery and Health Visiting (UKCC) (1999) *Fitness for Practice: The UKCC Commission for Nursing and Midwifery Education.* London: UKCC.

3.3 Reference List or bibliography?

The **reference list** should include details for everything that you cite in your assignment. It should be in alphabetical order by author surname with all the different types of material in one sequence.

Sometimes your tutors ask you to produce a **bibliography** as well as a reference list. The term bibliography normally refers to a list of items that you have used for background reading to inform your opinion but which are **not cited** directly in your text. As with the list of references, these should be listed alphabetically in the same format as your references and should be placed after the reference list at the end of your work.

A reference list is always required when you cite other people's work within your assignment.

The terms reference list and bibliography are sometimes used interchangeably. Make sure that you know what is required from you before you complete your assignment.

An **annotated bibliography** includes the full reference to sources with the addition of notes which summarise and evaluate each source. Depending on the assessment this may be an independent project or part of a larger research project.

3.4 Appendices

If you include an appendix, this should come after the reference list. Works cited in the appendices should still be included in your reference list.

4.   General rules for references in the reference list

The basic principles of referencing, from the international standard *BS ISO 690: 2010*, are:

1. Clearly identify the material being cited: Include sufficient information.

2. How specific do you need to be? Do you need to refer to the entire document or to a specific part of a document? This will depend on the purposes of the citation and the use that you make of the material being cited.

3. Take the information from the resource being cited: For example, if there is no hyphen in the sub-title Practice-based then do not include it. However, if there is a clear error use the word *sic* as illustrated in Section 4.3.

4. Make sure the information in the reference reflects the specific copy or instance of the document that was used. For online documents that are subject to change, such data include the uniform resource locator (URL) of the particular version that was used and the date on which the document was accessed.

5. Be consistent: Use a uniform style, format and punctuation scheme for all references in a document, regardless of the particular style guide being used.

The data should be taken from the resource itself. Data taken from a source other than the item itself should be recorded in brackets. The preferred source of data for the reference is the title page or equivalent, such as the title screen, home page, disc label or map face. Any information that does not appear in the cited information resource, but is supplied by the citer, should be enclosed in brackets.

These Guidelines are consistent with *BS ISO 690* which states that the preferred sequence is:

   i) name(s) of creator(s), if available;

   ii) date

   iii) title;

   iv) medium designation, if necessary;

   v) edition;

   vi) production information (place and publisher);

   vii) series title, if applicable;

   viii) numeration within the item;

   ix) standard identifier(s), if applicable;

   x) availability, access or location information;

   xi) additional general information.

4.   General rules for references in the reference list

4.1   Authors/creators/composers

Take the information regarding the author from the source itself. Only use the initials of the author.

For creators, use the surname first followed by their initials. For subsidiary creators use the full name in the style: first name last name. For editors use their initials followed by their surname.

Use 'and' to separate the penultimate and last item in a list of authors not &.

List the prefixes Mc and Mac on a letter-by-letter basis so that McDonald appears after MacDonald and after MacMullan but before McMullan.

Secondary elements should follow the practice of the nation to which the creator belongs, for example:

De Freitas, S. (English)

De Bono, E. (English-speaking)

Bruijn, N. G. de (Dutch)

Van de Velde, **S.** (Dutch)

Caix d'Hervelois, L. de (French)

Weber, C. M. von (German).

Cavalieri, Emilio de (Italian)

Victoria, T. L. de (Spanish)

If the author's name appears in a non-Roman alphabet it can be transliterated

4.1.1   Multiple authors

For sources with multiple authors, all the names should be included in the reference list in the order they appear in the document. Use 'and' without a comma to link the last two multiple authors. In your reference list you must include all the authors. Do not use 'et al.' in your reference list.

4.1.2   Multiple works in the same year by the same author

Where there are several works by one author and published in the same year they should be differentiated by adding a lower case letter after the date. Works in the same year by the same author should be displayed **in the order referenced in your assignment** with the earliest first. For example:

Ingham, R. (2011a) The decline of bilingual competence in French in medieval England: evidence from the PROME database. In: N. Langer, S. Davies and W. Vandenbussche, eds. *Language and History, Linguistics and Historiography: Interdisciplinary problems and opportunities.* **Berne: Peter Lang, pp. 271-292.**

Ingham, R. (2011b) Code-switching in the later medieval English lay subsidy rolls. In: L. Wright and H. Schendl, eds. *Code-Switching in Early English.* **Berlin: Mouton de Gruyter, pp. 95-114.**

Ingham, R. (2011c) Grammar change in Anglo-Norman and continental French: the replacement of non-assertive indefinite *nul* by *aucun*. *Diachronica*, 28(4), pp. 441-467.

4.1.3   Editors

Editors are treated the same as authors except that ed. or eds. is put in brackets after the editor or editors name(s). For example, **McGee, P., ed.** or **Clapson, M. and Larkham, P. J., eds.**

For references to the work of an author that appears as a chapter, or part of a larger work, that is edited by someone else, you will have **one entry** which should include details of both the chapter author and the editor(s) of the entire work, for example:

Gunning, T. (2006) Gollum and Golem: special effects and the technology of artificial bodies. In: E. Mathijs and M. Pomerance, eds. *From Hobbits to Hollywood: Essays on Peter Jackson's* Lord of the Rings*. New York: Rodopi, pp. 319-350.

Kershaw, B. (2004) Alternative theatres, 1946-2000. In: B. Kershaw, ed. *The Cambridge History of British Theatre, Vol. 3*. Cambridge: Cambridge University Press, pp. 349-376.

4.1.4   Multiple editions

If a new edition or updated version of a source is produced by a new creator, the name of the first creator should be used if it still appears as a creator in the source. You will need to acknowledge the work of the new creator by taking the information from the title page and making it clear their contribution, for example:

Burnett, C. W. F. (1979) *The Anatomy and Physiology of Obstetrics: A short textbook for students and midwives*. 6th edn. Revised by Mary M. Anderson. London: Faber.

Stroud, K. A. (2011) *Advanced Engineering Mathematics*. 5th edn. With additions by Dexter J. Booth. Basingstoke: Palgrave Macmillan.

4.1.5   Corporate authors

If the work is by a recognised organisation and has no personal author then it is usually cited under the body that commissioned the work. This applies to publications by associations, companies, and Government Departments such as the Department of Health or institutions such as the Royal College of Nursing.

It is acceptable to use abbreviations for these bodies in your text, providing that the full name is given at the **first citing** with the abbreviation in brackets, for example:

1st citation: Many health care trusts across the UK have embraced the Productive Ward programme, 'Releasing Time to Care', developed by the NHS Institute for Innovation and Improvement (NHSi) (2009).

2nd citation: A recent 'Rapid Impact Assessment' of the effectiveness of this programme by the NHSi (2011) of nine participating acute health care trusts identified an increase of 46.1% in direct patient care time.

Note that the full name is the preferred format in the reference list followed by the abbreviation in brackets. Your list should provide the full name, for example:

NHS Institute for Innovation and Improvement (NHSi) (2009) *The Productive Ward: Releasing time to care. Learning and impact review.* **London: King's College London.**

NHS Institute for Innovation and Improvement (NHSi) (2011) *Rapid impact of the Productive Ward: Releasing time to care.* **Coventry: NHSi.**

Note: there are some exceptions to this where the abbreviations or initials form part of the official name, such as the BBC.

Some reports are written by specially convened groups or committees and can be cited by the name of the committee, for example:

The UK Committee on Climate Change (UKCCC) has acknowledged that an overall greenhouse gas emission reduction of greater than 80% by 2050 is required in the built environment (UKCCC, 2010).

A series of corporate governance best practice guides starting with the Cadbury Committee (1992) highlight the important role played by non-executive directors.

4.1.6   Subsidiary creators

You should include the name of any editor, translator or other person who has collaborated in the production of a source after the title with an indication of their role. You can include their first name in full if this is given. This will help to identify a particular source and should be included so that the relation between that role and the whole source is clear, for example:

Bram Stoker's Dracula. **[feature film] Directed by Francis Ford Coppola. Columbia Tristar/American Zoetrope/Osiris, USA, 1992. 120 mins.**

Britten, B. (2012) *War Requiem.* **Erin Wall (soprano), Mark Padmore (tenor), Hanno Müller-Brachmann (baritone), City of Birmingham Symphony Orchestra, CBSO Chorus and Youth Chorus, Andris Nelsons (conductor). [Blu-ray] Recorded at Coventry Cathedral, 30 May 2012. (Arthaus Musik GmbH 108 070).**

Geminiani, F. (1751) *The Art of Playing on the Violin.* **Facsimile edition (1952). Edited by David D. Boyden. Oxford: Oxford University Press.**

Le Corbusier (2007) *Journey to The East.* **2nd edn. Edited, annotated and translated by Ivan Zaknic. Cambridge, MA: MIT Press.**

Monteverdi, C. (1999) *Vespers (1610).* **Edited by Jeffrey Kurtzman. Oxford: Oxford University Press.**

Shakespeare, W. (2004) *The Two Gentlemen of Verona.* **Edited by William C. Carroll. London: Arden Shakespeare.**

4.1.7   Title first

For certain sources (e.g. market research reports, encyclopaedias) or if an item is the co-operative output of many individuals, none of whom has a dominant role as creator (e.g. films, radio and television programmes), the title should be used instead of a creator.

4.1.8   Works with no author

If the author cannot be identified, use '**Anonymous**' or '**Anon.**' in the text of your assignment. Every effort should be made to establish the authorship if you intend to use this work as supporting evidence in an academic submission. This would appear in the text of your assignment, for example, as:

Payments for arable land increase its competitiveness against forestry, conversion to which is undesirable according to the county's environmental objectives (Anonymous, 2012).

4.2   Date

The date of publication should be included after the author's surname and initials followed by a full stop. If there are a number of different reissues or reprints of the item, give the earliest date of the edition you are referring to, for example, if the information in the book reads "1989 reprinted in 1990, 1992, 1995, 1996, 2000" give 1989.

Artistic works may take years to complete. References to drawings, paintings and sculpture often include a span of dates, for example: **Hodgkin, H. (1983-85)**

The date recorded should reflect the specific instance, edition or version that you have used. For web pages this means you must include the date that you accessed the page and the specific URL that you used. If an exact date is not known, you should supply an approximate date, followed by a question mark or preceded by "ca."(circa) for example: **Shahn, B. (ca. 1933-34)**

Every effort should be made to establish the year of publication if you intend to use this work as supporting evidence in an academic submission.

If it is not possible to ascertain the date use n.d., for example: **Langley (n.d.) advises…**

You may wish to question the reliability of the source or find an alternative which is dated.

Normally the year is sufficient, but for some kinds of items (e.g. online resources, newspapers, press releases, television images), you will need to include the month and day, and sometimes the time.

For audio-visual materials cited from a transmission rather than from the physical item, the date and time of transmission and the transmitting organization should be given,

4.3   Title

The title should be copied from the item itself if possible and should be in italics. Include the sub-title separated from the title by a colon.

You can supply further information in square brackets after the title to clarify a title that is ambiguous or fails to indicate clearly the content, for example: **Violin Sonata in A Major [Op. 47 'Kreutzer'].**

For journal titles, use the title from the front cover or the electronic version. Capitalise the first letter of each word except for the linking words and put in italics.

The original title of a translated information resource, or a translation of the title, may be supplied immediately after the original title, in square brackets, for example:

Devereux, G. (1970) *Essais D'Ethnopsychiatrie Generale* **[Essays of General Ethnopsychiatry]. Paris: Gallimard.**

The titles of journal articles or chapters in a book with an editor should not be put in italics.

If there is a mistake in the title (and you do not wish the reader to think that you cannot spell) put the word sic (= thus) in square brackets and italicised after the word(s) for example:

Bruce, A. J., Beard, K. W., Tedford, S., Harman, M. J., and Tedford, K. (1997) African Americans' and Caucasian Americans' recognition and likability [*sic*] responses to African American and Caucasian American faces. *Journal of General Psychology***, 124(2), pp. 143– 156.**

4.4   Medium

If necessary, you should give information about the nature of the information resource and/or the form in which it is made available. The formats used in these Guidelines are:

[audio stream]	[black and white print]
[blog]	[Blu-ray]
[bronze]	[CD]
[DVD]	[documentary extra]
[e-book]	[electronic download]
[e-reader]	[exhibition]
[feature film]	[game]
[gelatin silver print]	[illustration]
[installation]	[Kindle edition]
[manuscript]	[marble]
[oil on canvas]	[oil on panel]
[oil on wood]	[pdf]
[performance]	[photograph]
[podcast]	[poster]
[radio programme]	[sculpture]
[television programme]	[video]
[vinyl]	[vodcast]

4.5   Edition

Cite the specific edition of the work you are using, for example: **6th edn.**

There is no need to cite the first edition.

4.6   Place of publication and publisher

You must include the place where the item was published, followed by a colon, space and then the publisher. For larger, well-known places, the place name alone may be given. For smaller places, a qualifier should be added (e.g. county, department, state, province, country) to the place name. It is sensible to include a qualifier to distinguish locations, for example:

Saul, S. (2003) *Freedom is, Freedom ain't: Jazz and the making of the sixties.* **Cambridge, MA: Harvard University Press.**

In the example above, Cambridge, MA is included to distinguish it from Cambridge, England. Abbreviations are used for US states based on the listing in BS EN ISO 3166: Part 2 and are listed in upper case, for example: **Upper Saddle River, NJ: Prentice Hall** or **Indianapolis, IN: Cisco Press.**

Use the *catalogue* to check if in doubt. If there is more than one city of publication given on the title page, choose the first one listed, for example, for "**Oxford London New York Hong Kong**", **choose 'Oxford'.**

Occasionally you may not be able to find out the place of publication in which case use s.l. (*sine loco*: without place) or the publisher in which case use s.n. (*sine nomine*, without name).

4.7   Series

It can be helpful to include further details to identify an item, especially if it is a technical report, Government or European Commission publication. Add the details in round brackets after the place of publication, for example:

Berry, C. and McCarthy, S. (2011) *Guide to Sustainable Procurement in Construction.* **London: CIRIA (CIRIA C695).**

4.8   Numeration: issue information

The components of an item should be cited in the terms used in that source, with the larger order first, for example:

Children Act 1989, Sch. 1 para. 5.

For journal articles you need to include: volume number followed by issue or part number in round brackets, followed by season or date if this is needed to identify the article. You can leave out the term "volume" and terms for smaller components of a serial publication, for example: **30(3), pp. 275–287.**

Microsoft Word differentiates between journal articles and articles in a periodical, by which it means trade magazines and newspapers where the month or the date of the publication is needed to identify the source.

4.9   Standard identifiers

ISBN numbers are not included in references, largely as there are different ISBNs for paperback, hardback and international editions and different ISBNs for electronic books. However, there is a trend in academic articles to include the Digital Object Identifier [DOI] as this uniquely identifies the online resource, for example: **Available at: http://dx.doi.org/10.1089/cpb.2007.0056.**

If you use a DOI there is no need to include the accessed date as the DOI is the permanent identifier for the source.

4.10   Availability and accessed information

Try to find an author or a corporate author for a document from a web site. You must include the full URL as it appears in the address bar to enable users to retrieve the source.

Include the date you accessed the web page in square brackets. This is especially important when Government Departments change. In the example below the web page was moved from the Department of Health web site to the secure web site https://www.gov.uk:

Available at: https://www.gov.uk/government/publications/giving-people-control-of-the-health-and-care-information-they-need [Accessed 20 February 2013].

4.11   Additional general information

Size

For visual sources especially, size is usually included in the reference in the format: **80 x 40 x 30 cm. or Height 3.4 m.**

Languages

You should detail the original language in your work, if appropriate and if mentioned in the title page, for example:

Sun Tzu (2004) *The Art of War*. Translated from the Chinese by Ralph D. Sawyer. New York: Barnes & Noble.

## 5.	How to give the full details of a source:

## 5.1	Referencing printed books and reports

### 5.1.1	A book

In a book, the referencing details will normally be found on the title page or back of the title page or equivalent. Use the title page, not the book cover, for the reference details. Only include the edition where it is not the first. A book with no edition statement is most commonly a first edition. The required elements for a book reference are:
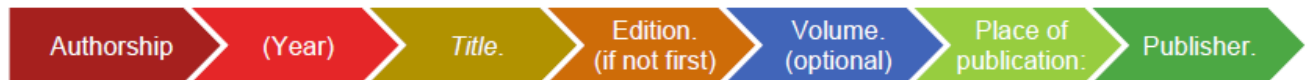
To reference a first edition, for example:

Cox, S. A. (2014) *Managing Information in Organizations: A practical guide to implementing an information management strategy.* Basingstoke: Palgrave MacMillan.

Hill, I. (2015) *Start Up: A practice based guide for new venture creation:* New York: Palgrave MacMillan.

Roberts, D. (2010) *Thomas Betterton: The greatest actor of the Restoration stage.* Cambridge: Cambridge University Press.

Wilson, D. (2014) *Pain and Retribution: A short history of British prisons, 1066 to the present.* London: Reaktion Books.

For other editions, put the number of the edition followed by the word 'edn.', for example:

Aubrey, C. (2011) *Leading and Managing in the Early Years.* 2nd edn. London: Sage.

Wall, T. (2013) *Studying Popular Music Culture.* 2nd edn. London: Sage.

Books with multiple authors

For books with multiple authors, **all** the names should be included in the reference list in the order they appear in the document. Use the Edit function to add more than one author in Word. Use 'and' without a comma to link the last two multiple authors.

The required elements for a reference are:
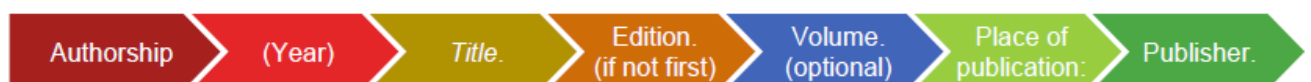
Examples with multiple authors:

Clamp, C. G. L., Gough, S. and Land, L. (2004) *Resources for Nursing Research: An annotated bibliography.* 4th edn. London: Sage.

Gale, C. and Kaur, J. (2004) *Fashion and Textiles: An overview.* Oxford: Berg.

Jackson, H. and Ze Amvala, E. (2007) *Words, Meaning and Vocabulary: An introduction to modern English lexicology*. 2nd edn. London: Continuum.

Morrish, J. and Bradshaw, P. (2012) *Magazine Editing*: *In print and online*. 3rd edn. London: Routledge.

Multiple works with the same author

Where there are several works by one author, published in different years, these should be arranged in chronological order in your list of references with the earliest date first:

Diderot, D. (1957) *The Paradox of Acting*. New York: Hill and Wang.

Diderot, D. (1986) *Jacques the Fatalist*. London: Penguin.

Where there are several works by one author and published in the same year they should be differentiated by **adding a lower case letter after the date**. They should be displayed **in the order you have referenced them in your work** with the earliest first.

For a book reference this would appear as:

For example:

Trowler, V. and Trowler, P. (2010a) *Student Engagement Evidence Summary*. York: The Higher Education Academy.

Trowler, V. and Trowler, P. (2010b) *Framework for Action: Enhancing student engagement at institutional level*. York: The Higher Education Academy.

If you wish to cite several authors with the same surname in the same year **add their initials to the citations**. So for example, if you wish to cite two sources written by George Soros and one by Manuel Soros, all in the year 1966, you would list them firstly in the alphabetical order of their initials and secondly in the order you cited them, for example:
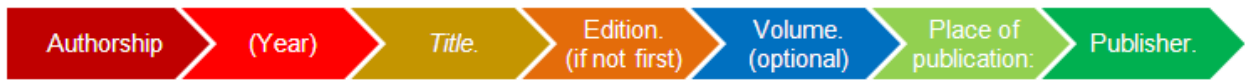
Soros, G. (1966a)

Soros, G. (1966b)

Soros, M. (1966)

Books with a corporate author

Documents from corporate authors are cited in the same way as books:

For example:

Action for Communities in Rural England (ACRE) (2010) *Rural Community Buildings in England 2009.* **Cirencester: ACRE.**

Landscape Institute (2003) *Guide to Procedure for Competitive Tendering.* **London: Landscape Institute.**

Books which have been translated

For works which have been translated the reference should include details of the translator. Use the translator's full name if available. The elements for these references are:

For example:

Boal, A. (1995) *The Rainbow of Desire: The Boal method of theatre and therapy.* **Translated by Adrian Jackson. London: Routledge.**

Brecht, B. (1964) *Brecht on Theatre: The development of the aesthetic.* **Edited and translated by John Willett. London: Methuen.**

Le Corbusier (2007) *Journey to The East.* **2nd edn. Edited, annotated and translated by Ivan Zaknic. Cambridge, Mass.: MIT Press.**

Lermontov, M. (2001) *A Hero of Our Time.* **Translated by Paul Foote. Harmondsworth: Penguin.**

For major works of historic significance, the date of the original work may be included along with the date of the translation, for example:

Spinoza, B. (1677) *The Ethics.* **Translated by R.H.M. Elwes, 1989. New York: Prometheus Books.**

Foreign language works

For works in another language, reference these in the same manner as an English language work but provide a translation. The original title or a translation of the title may be supplied immediately after the original title, for example:

Devereux, G. (1970) *Essais D'Ethnopsychiatrie generale [Essays of General Ethnopsychiatry].* **Paris: Gallimard.**

Quantz, J. J. (1752) *Versuch einer Anweisung die Flöte Traversière du Spielen [On Playing the Flute].* **2nd edn. Translated by Edward R. Reilly, 2001. London: Faber and Faber.**

5.1.2   An edited book

For books which are edited give the editor(s) surname(s) and initials, followed by **ed. (for one editor)** or **eds. (for more than one editor)**.

The required elements for a reference are:
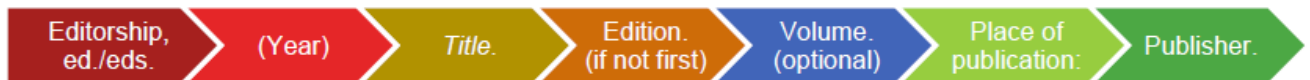
For example:

Clapson, M. and Larkham, P. J., eds. (2013) *The Blitz and its Legacy: Wartime destruction to post-war reconstruction.* **Farnham: Ashgate.**

Denny, E. and Earle, S., eds. (2009) *Sociology for Nurses.* **2nd edn. Cambridge: Polity.**

McGee, P., ed. (2009) *Advanced Practice in Nursing and the Allied Health Professions.* **3rd edn. Chichester: Wiley-Blackwell.**

Classic works of literature will be edited and you will need to acknowledge the edition that you are using for quotations. However, in the School of English, the Vancouver (numeric) system of referencing is preferred for literature modules. Where a particular edition is crucial to the argument, the use of notes in the Vancouver system is more suited than the Harvard style. In the Harvard style, although the author remains the same, the contribution of the editor needs to be acknowledged. The requirement to use the date of publication of the edited work leads to anachronisms in the list of references. For example:

Joyce, J. (1990) *Occasional, Critical and Political Writing.* **Edited by Kevin Barry. Oxford: Oxford University Press.**

Joyce, J. (1984) *Ulysses: A critical and synoptic edition.* **Prepared by Hans Walter Gabler with Wolfhard Steppe and Claus Melchior. 3 vols. New York: Garland Publishing.**

Shakespeare, W. (2004) *The Two Gentlemen of Verona.* **Edited by William C. Carroll. London: Arden Shakespeare.**

Shakespeare, W. (2005) *The Two Gentlemen of Verona.* **Edited by Norman J. Sanders and Stanley W. Wells. New edn. London: Penguin.**

Shakespeare, W. (2012) *The Two Gentlemen of Verona.* **Edited by Kurt Schlueter. Updated edn. Cambridge: Cambridge University Press.**

5.1.3   A chapter in an edited book

For chapters of edited books the required elements for a reference are:

For example:

Denny, E. (2012) Experiencing and managing medically unexplained conditions: the case of chronic pelvic pain in women. In: C. Lloyd and T. Heller, eds. *Long-term Conditions: Challenges in health and social care practice.* London: Sage, pp. 37-49.

Harte, D., Gough, K. and Jackson, V. (2014) "I think it's mad sometimes" - unveiling attitudes to identity-creation and network-building by Media Studies students on Facebook. In: M. Kent and T. Leaver, eds. *An Education in Facebook? Higher education and the world's largest social network.* Abingdon: Routledge, pp. 132-141.

Smallwood, P. (2012) The classical critics. In: D. Hopkins and C. Martindale, eds. *The Oxford History of Classical Reception in English Literature, Volume 3: 1660-1790.* Oxford: Oxford University Press, pp. 361-400.

An in-text reference for these would only provide the author's name, not the editor's.

Chapters in a multi-volume work

For chapters in a multi-volume work, follow the same guidance as for chapters of edited books but also include the volume number.

For example:

Kershaw, B. (2004) Alternative theatres, 1946-2000. In: B. Kershaw, ed. *The Cambridge History of British Theatre, Volume 3: Since 1895.* Cambridge: Cambridge University Press, pp. 349-376.

5.1.4   A conference proceedings

Microsoft Word includes conference proceedings as a source where this refers to the entire proceedings rather than a specific paper. The required elements for the proceedings of a conference are:

For example:

United Nations (2008) *Building Trust through Civic Engagement: Workshop based on the 7th Global Forum on Reinventing Government.* **Vienna, Austria. 26-29 June 2007. New York: United Nations.**

5.1.5   A printed report

For reports which are only available in printed format the required elements for a reference are the same as for a book:

For example:

Harvey, S., McMahon, L. and Liddell, A. (2007) *Windmill 2007: The future of health care reforms in England.* **London: The King's Fund.**

IFRS Foundation (2015) *Annual Report 2014: Financial reporting for the world's interconnected markets.* **London: IFRS Foundation.**

5.1.6   A technical report

For technical reports, the reference number should also be provided in brackets after the publisher:

Publications available through the Construction Information Service by CIRIA, BSRIA, RIBA etc. usually have an author which you should use, for example:

Berry, C. and McCarthy, S. (2011) *Guide to Sustainable Procurement in Construction.* **London: CIRIA (CIRIA C695).**

Crawford, J. O., MacCalman, L. and Jackson, C. A. (2009) *The Health and Wellbeing of Remote and Mobile Workers.* **Edinburgh: Institute of Occupational Medicine (IOM Research Report 603-00911).**

Wegmann, E. (2009) *Relation between compressibility and viscoelastic material properties of a brake pad.* **Warrendale, PA: SAE International (SAE Paper 2009-01-3017).**

5.2   Referencing printed articles in periodicals

5.2.1   A journal article

You are now more likely to be accessing journal articles online through databases such as Art Full-text, CINAHL, Science Direct or Emerald. However, you do **not** need to include any further information when you reference these. Just make sure that you include sufficient elements of bibliographic information for the article to be located. The required elements you need are:

Include all the surnames of the authors of the journal article in your reference list. Do **not** use et al.

Examples:

Aubrey, C., Ghent, K. and Kanira, E. (2012) Enhancing thinking skills in early childhood. *International Journal of Early Years Education*, 20(4), pp. 332-348.

Bullock, J., Coccioli, L., Dooley, J. and Michailidis, T. (2013) Live electronics in practice: approaches to training professional performers. *Organised Sound*, 18(2), pp. 170-177.

Page, A. and McDonnell, A. (2013) Holding children and young people: defining skills for good practice. *British Journal of Nursing*, 22(20), pp.1153-1158.

Reed, M. S., Stringer, L. C., Fazey, I., Evely, A. C. and Kruijsen, J. H. J. (2014) Five principles for the practice of knowledge exchange in environmental management. *Journal of Environmental Management,* 146, pp. 337-345.

Yardley, E., Wilson, D., Kemp, D. and Brookes, M. (2015) Narrative beyond prison gates: contradiction, complexity and reconciliation. *International Journal of Offender Therapy and Comparative Criminology,* 59(2), pp. 159-179.

Some peer-reviewed academic journals, newsletters and magazines are only available as online journals and have no print equivalents. Please use the guidance in Sections 5.3.8.

5.2.2   A conference paper

Papers presented at conferences are a particular feature of references in computing, telecommunications and networking articles. However, there is considerable variability in the format of conference papers that appear as references in academic articles. Use the Download citation option if you are using IEEE Xplore and remove the URL and DOI (Digital Object Identifier) if these are given.

The required elements for a conference paper are:
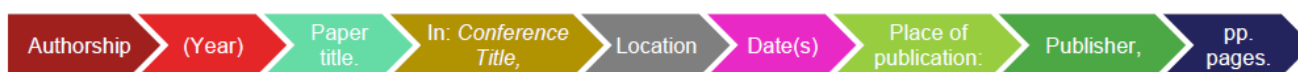
For example:

Breuer, P. T. and Bowen, J. P. (2014) Avoiding hardware aliasing: verifying RISC machine and assembly code for encrypted computing. In: *Proceedings of the 25th IEEE International Symposium on Software Reliability Engineering Workshops (ISSREW 2014).* **Naples, Italy, 3-6 November 2014. Piscataway, NJ: IEEE, pp. 365-370.**

Hardman, M., Larkham, P. J., Curzon, R and Lamb, J. (2011) Considering the impact of illegal food cultivators: a critical exploration of guerrilla gardening and the 'local trap'. In: *Proceedings of the Salford Postgraduate Annual Research Conference (SPARC).* **Salford, 8-9 June 2011. Salford: University of Salford, pp 289-299.**

Lane, P. C. R., Sozou, P. D., Addis, M. and Gobet, F. (2014) Evolving process-based models from psychological data using genetic programming. **In:** *Proceedings of the 50th Anniversary Convention of the AISB*. **Goldsmiths University of London, 1-4 April 2014. Available at: http://doc.gold.ac.uk/aisb50/AISB50-S06/AISB50-S6-Lane-paper.pdf [Accessed 9 July 2015].**

Robinson, M. and Bullock, J. (2012) A comparison of audio frameworks for teaching, research and development. In: *Proceedings of the 132nd AES International Convention.* **Budapest, 26-29 April 2012, paper 8622.**

5.2.3   A magazine article

The required elements you need are the same as for an academic journal article:

However, you may not find a volume number and the issue numbers may well relate to a weekly, monthly or seasonal issue, for example:

Archer, C. (2008) Turning forgery into freedom. *Print Week*, **8 May, pp. 24-25.**

Dingle, C. (2009) All creatures great and small. *BBC Music Magazine*, **July, pp. 30-33.**

Moore, K. (2011) From technology towards ideas. '*Scape: the International Magazine for Landscape Architecture and Urbanism*, **1/11, p. 7.**

5.2.4   A printed newspaper article

 You are more likely to find newspaper articles from online sources such as Nexis, 19th Century British Library newspapers or UK Press online. However, cite an article as if it is from the printed source. For newspaper articles you will need to include the day and month to identify the article. The required elements to reference a newspaper article are:

For example:

Dingle, C. (2008) Sin isn't interesting. I prefer flowers. *The Guardian: Film & Music,* **29 August, p. 15.**

In the above example, where the page numbers of a section or supplement are the same as the main body of the newspaper, the section or supplement of the newspaper is included as a sub-title.

Where no author is given, use the title of the newspaper in the text of your work, for example:

While providing evidence to a UK parliamentary committee, one tax official said that the tax affairs of some 4000 companies were under investigation by the UK tax authorities. The tax official said that he "was unable to say how many of these were large corporates." (Financial Times, 2012: 2)

The reference would then be cited as:

Financial Times **(2012) Tax officials reveal 4,000 companies under investigation, 28 June, p. 2**

The name of the newspaper is always in italics.

5.3   Referencing electronic sources

5.3.1   A website

For whole websites the required elements for a reference are:

For example:

**National Perinatal Epidemiology Unit (2013)** *Birthplace in England Research Programme (Birthplace)*. **Available at: https://www.npeu.ox.ac.uk/birthplace [Accessed 25 July 2013].**

Open Handset Alliance (2014) *Open Handset Alliance*. **Available at: http://www.openhandsetalliance.com/ [Accessed 16 October 2014].**

World Health Organization (2014) *Global Health Observatory Data Repository*. **Available at: http://www.who.int/gho/database/en/ [Accessed 23 December 2014].**

If you are using your own computer then it is good practice to save every useful page in your "Favourites" folder. If you 'right click' with your mouse on the link to the website you can find the date when you accessed that page.

5.3.2   An electronic book

The increasing availability of e-books in identical form to print makes the distinction between print and electronic versions unnecessary. If the online source includes all the elements seen in print versions, reference it as a book:
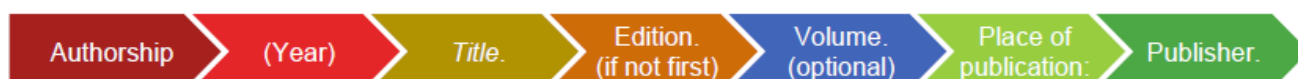
For example:

Griffith, A. (2010) *SPSS for Dummies.* **2nd edn. Hoboken, NJ: Wiley.**

If, however, you wish to make a distinction, use the format:

For example:

McCormick, K., Salcedo, J. and Poh, A. (2015) *SPSS for Dummies*. **[e-book] 3rd edn. Hoboken, NJ: Wiley. Available through: http://eu.wiley.com/WileyCDA/WileyTitle/productCd-1118989015.html [Accessed 26 August 2015].**

Hollin, C. R. (2013) *Psychology and Crime: An introduction to criminological psychology*. **[e-book] 2nd edn. Hove: Routledge. Available through: http://prism.talis.com/bcu/items/1172336 [Accessed 14 June 2013].**

Kershaw, B. and Nicholson, H. (2011) *Research Methods in Theatre and Performance***. [e-book] Edinburgh: Edinburgh University Press. Available through: http://prism.talis.com/bcu/items/1152916 [Accessed 6 July 2012].**

E-books with no print equivalent

There are e-books which are published online with no print equivalent. There can also be a fine line between an online book and a document on a web site. You may need to include a version number or date of update in some cases. The advice for books with no print equivalent is to include the following elements:
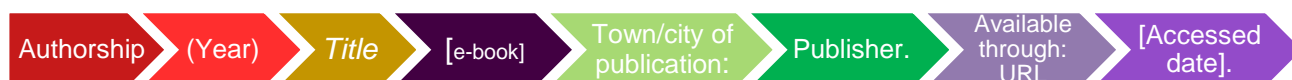
For example:

Kafka, F. (2005) *The Trial.* **[e-book] Translated by David Wyllie. Project Gutenberg. Available through: http://www.gutenberg.org/ebooks/7849 [Accessed 26 June 2013].**
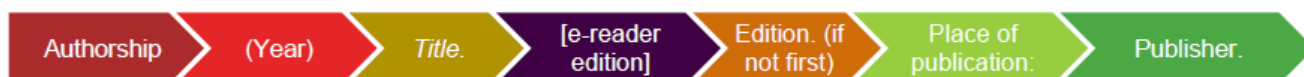
Lindley, C. (2012) *JQuery Succinctly***. [e-book] Morrisville, NC: Syncfusion Inc. Available through http://www.syncfusion.com/resources/techportal/ebooks/jquery [Accessed 26 June 2013].**

5.3.3   An electronic book for a specific e-reader

For e-books downloaded to a specific e-reader, the required elements of a reference are:

For example:

Roberts, D. (2002) *Shattered Bonds: The color of child welfare*. **[Kindle edition] New York: Basic Books.**

If you include a quotation from an e-book, without page numbers, use the section heading or chapter heading as a guide to locating your quotation. For the example above:

"Black families are being systematically demolished" by the U.S. child welfare system (Roberts, 2002, Kindle location 44).

5.3.4   An electronic report (in pdf format)

 If a report is only available in electronic format and where the pdf version can be accessed directly, reference it as follows:

Omit the place of publication and publisher details if these are not supplied in the pdf itself.

For example:

Bank of England (2015) *Inflation Report, August 2015.* **[pdf] London: Bank of England. Available at: http://www.bankofengland.co.uk/publications/Documents/inflationreport/2015/aug.pdf [Accessed 31 July 2015].**

Brook, PSHE Association and Sex Education Forum (2014) *Sex and Relationships Education (SRE) for the 21st Century.* **[pdf] Available at: http://www.brook.org.uk/images/brook/professionals/documents/page_content/SRE/SRE_Supplementary_Advice_2014.pdf [Accessed 31 July 2015].**

Carey, D., Cramp, A., Kendall, A. and Perkins, H. (2009) *Facilitating Progression: Towards a 'fit for purpose' progression model for early years practitioners.* **Final report of the Barriers and Solutions project to the Birmingham, Black Country and Solihull Lifelong Learning Network Progression Agreement sub-group. [pdf] Available at: https://www.heacademy.ac.uk/sites/default/files/bbcs_barriers_solutions_progression_early_years_practitioners.pdf [Accessed 31 July 2015].**

National Institute for Health and Care Excellence (2014) *Hip Fracture: The management of hip fracture in adults.* **[pdf] (NICE Clinical Guideline 124). Available at: https://www.nice.org.uk/guidance/cg124/resources/guidance-hip-fracture-pdf [Accessed 23 December 2014].**

Rees, J., Miller, R and Buckingham, H. (2013) *Public Sector Commissioning of Local Mental Health Services from the Third Sector.* **[pdf] Birmingham: Third Sector Research Centre (Third Sector Research Centre Working Paper 122). Available at: http://socialwelfare.bl.uk/subject-areas/services-client-groups/adults-mental-health/thirdsectorresearchcentre/164334working-paper-122.pdf [Accessed 23 December 2014].**

Tesco (2014) *Tesco PLC Annual Report and Financial Statements 2014.* **[pdf] Available at: http://www.tescoplc.com/files/pdf/reports/ar14/download_annual_report.pdf [Accessed 23 December 2014].**

5.3.5   A market research report from an online databases

If a report is available in a pdf format, use the same elements as for a technical report but use the phrase 'available through' rather than 'available at':

For example:

Key Note (2015) *Digital Broadcasting Market Update 2015.* **[pdf] 8th edn. Hampton: Key Note. Available through http://www.keynote.co.uk [Accessed 31 July 2015].**

MarketLine (2014) *Construction Materials in the United Kingdom, November 2014.* **[pdf] London: MarketLine. Available through http://advantage.marketline.com [Accessed 23 December 2014].**

5.3.6   A report accessed via a restricted website

Where the information is accessed through a password-protected site and is not available in pdf, include the following elements:

For example:

Euromonitor (2014) *Footwear in China: Category briefing.* **Available through: https://www.portal.euromonitor.com/portal [Accessed 23 December 2014].**

Mintel (2014) *Social and Media Networks - UK.* **Available through: http://academic.mintel.com/display/679632/ [Accessed 21 July 2014].**

5.3.7   A publication available from websites (not a pdf)

Sometimes publications are only available on a website but they are not in pdf format (see referencing electronic reports). These should be referenced like a website:

For example:

Marks and Spencer Group plc (2014) *Annual Report and Financial Statements 2014.* **Available at: http://corporate.marksandspencer.com/investors/b73df1d3e4f54f429210f115ab11e2f6 [Accessed 21 July 2014].**

National Institute for Health and Care Excellence (2013) *Library of NICE Quality Standards.* **Available at: http://www.nice.org.uk/guidance/published?type=QS [Accessed 4 August 2014].**

O'Reilly, T. (2005) *What is Web 2.0? Design patterns and business models for the next generation of software.* **Available at: http://oreilly.com/web2/archive/what-is-web-20.html [Accessed 16 October 2014].**

5.3.8   An online journal article (with no print equivalent)

Some peer-reviewed academic journals, newsletters and magazines are only available as online journals and have no print equivalents. If the article is freely available over the web, the required elements of a reference are:

For example:

Davies, F. (2012) Fighting, beers and the queered: class, hyper-masculinity and reality TV. *Flow TV,* **15(12). Available at: http://flowtv.org/2012/05/fighting-beers-and-the-queere/ [Accessed 31 July 2015].**

Thompson, S. (2001) Reflections on four Charpentier chronologies. *Journal of Seventeenth-Century Music,* **7(1). Available at: http://www.sscm-jscm.org/jscm/v7/no1/thompson.html [Accessed 31 July 2015].**

The online versions usually show you how to cite the articles. The articles vary in the issue numbers that they have – some have issue numbers, some only have article numbers.

Use 'Available through:' when an article is not directly available from the given URL. For example:

Halfyard, J. (2005) Singing their hearts out: the problem of performance in *Buffy the Vampire Slayer* **and** *Angel. Slayage: The online international journal of Buffy studies,* **5.1(17). Available through: http://www.slayageonline.com [Accessed 6 July 2012].**

Forthcoming articles or articles in press do not have all bibliographic details available yet. Details of how to cite these are in Section 5.8.3 on forthcoming work.

5.3.9   An online journal article with a DOI

For online-only journal articles, include the Digital Object Identifier (DOI), if supplied, as this is a unique number which helps to identify electronic documents. The format you need for a reference is:

There is no need to include the accessed date if you use the DOI as this is the permanent identifier for the source, for example:

Atsuta, K., Hamanaka, M. and Lee, S. H. (2011) Concert viewing headphones*. International Journal of Computer Games Technology,* **Article ID 612535, 10 pages. Available at: http://dx.doi.org/10.1155/2011/612535.**

Raacke, J. and Bonds-Raacke, J. (2008) Myspace and Facebook: applying the uses and gratifications theory to exploring friend-networking sites. *CyberPsychology and Behavior,* **11(2), pp. 169–174. Available at: http://dx.doi.org/10.1089/cpb.2007.0056.**

Cochrane database of systematic reviews

Systematic reviews are recognised as a standard method of summarising health research. The Cochrane Database of Systematic Reviews has been published since 1993 and is now one of the 10 most highly cited general medicine journals. The format that can be used is similar to that of online journals but include the DOI for the specific review number and the issue number.

There is a How to Cite option on the Cochrane site which can be amended for use in a Harvard format:

For example:

O'Mathuna, D. P. and Ashford, R. L. (2013) Therapeutic touch for healing acute wounds. *Cochrane Database of Systematic Reviews,* **Issue 1. Available at: http://dx.doi.org/10.1002/14651858.CD002766.**

Savaris, R. F., Ross, J., Fuhrich, D. G., Rodriguez-Malagon, N. and Duarte, R. V. (2014) Antibiotic therapy for pelvic inflammatory disease (PID). *Cochrane Database of Systematic Reviews,* **Issue 1. Available at: http://dx.doi.org/10.1002/14651858.CD010285.**

5.3.10 An online newspaper article

For articles found in online newspapers, the required elements are similar to the print version but include the date accessed and the URL, for example:

If you are referencing a regional newspaper, include the edition to distinguish it from others of the same title. Examples are:

Curtis, N. (2009) It's all going on off stage. *Evening Standard,* **16 June. Available at: http://www.standard.co.uk/goingout/theatre/its-all-going-on-offstage-6721018.html [Accessed 21 June 2013].**

Woolcock, N. (2014) Experts raise alarms over babies addicted to iPads. *The Times,* **15 March. Available at: http://www.thetimes.co.uk/tto/technology/gadgets/article4034566.ece [Accessed 31 July 2015].**

As with printed newspaper articles, where no author is given, use the title of the newspaper in the text of your work, for example:

The Telegraph **(2012) Telegraph Media Group: frequently asked questions, syndication services, 14 January. Available at: http://www.telegraph.co.uk/topics/syndication-services/4272574/Telegraph-Media-Group-Frequently-Asked-Questions.html [Accessed 31 July 2015].**

5.3.11 An email discussion list correspondence

For personal email correspondence use the advice in Section 5.10.5 on Personal Communication.

For mail correspondence that is in the public domain by appearing in discussion groups, electronic conferences, presentation sharing sites or bulletin boards, the elements for a reference are:
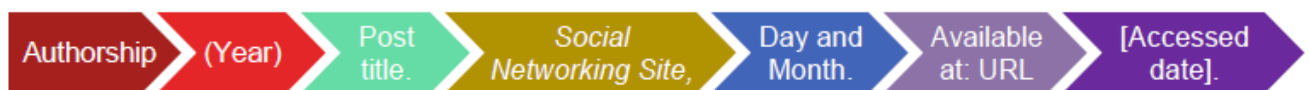

Examples:

Harris, C. (2012) Are journal rankings damaging logistics as an academic discipline? *Logistics Research Network JISCMail List,* **18 October. Available through: https://www.jiscmail.ac.uk/cgi-bin/webadmin?A2=ind1210&L=logistics-research-network&F=&S=&P=71 [Accessed 26 August 2015]**.

Solar Designer (1997) Getting around non-executable stack (and fix). *Bugtraq Mailing List***, 10 August. Available at: http://seclists.org/bugtraq/1997/Aug/63 [Accessed 17 June 2013].**

5.3.12 A social networking website entry

As social networking websites require registration and acceptance by other members you are advised to use the main web address as in the examples below. You may wish to include any discussion you are referring to in an Appendix to your work so that it can be viewed. You need to include the date of the message so that the item can be found. The required elements for a reference are:

If it is not possible to access the source directly, use 'Available through:' instead of 'Available at:'. You may also wish to include the source you are referring to in an Appendix to your work so that it can be viewed.

For example:

Demand (2014) Gaps under doors supplied free with rental properties in Lancaster! *Twitter***, 30 January. Available at: https://twitter.com/DEMAND_CENTRE/status/428837201497948160 [Accessed 30 July 2014].**

National Geographic@NatGeo (2012) Biggest known solar storm would paralyze social life? *Twitter***, 8 March. Available at: https://twitter.com/NatGeo/status/177829079045783552 [Accessed 10 March 2012].**

Popovic, T. (2013) Social networking sites. *Academia.edu***, 1 May. Available at: http://www.academia.edu/4624228/SNS_Research_Paper [Accessed 16 October 2014].**

Robinson, D. (2014) Justin Bieber should try this bridge jump. *Facebook***, 23 August. Available at: https://www.facebook.com/permalink.php?story_fbid=10152174268986511&id=127722887255489 [Accessed 16 October 2014].**

5.3.13 A blog

As blogs are the opinions of the post author, they may not provide the objective reasoned discussion you are looking for to support your argument. Use them in conjunction with other academic sources. Many postings are created by authors who give aliases or just their first names.

The required elements for a reference are:

For example:

Yorke, J. (2015) The Meriam Ibrahim case: a general overview. *Human Rights Blog.* [blog] 19 June. Available at: http://jonyorkehumanrights.blogspot.co.uk/2015/06/islam-and-death-penalty.html [Accessed 31 July 2015].

5.3.14 A blog comment

The elements required to reference a comment written on a blog by a third party are:
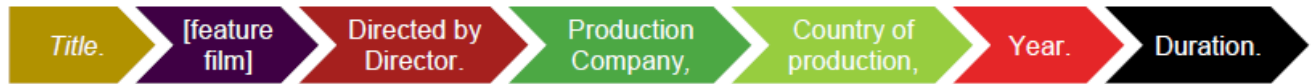

For example:

DodgyGeezer (2009) Conservationists are not making themselves heard: comment. *The Guardian: Science.* [blog] 20 June. Available at: http://www.guardian.co.uk/science/blog/2009/jun/18/conservation-extinction-open-ground [Accessed 23 June 2009].

5.4   Referencing audiovisual media

5.4.1   A film

Films, videos and broadcasts are the co-operative product of teams of people. No author or creator is therefore included in the reference. In the text of your document films are always in italics. In the references, you may decide to include films as a separate list. Please be guided by your Assessment Brief. The required elements for a reference are:

For example:

Bram Stoker's Dracula. **[feature film] Directed by Francis Ford Coppola. Columbia Tristar/American Zoetrope/Osiris, USA, 1992. 120 mins.**

Many films include additional material such as how sound tracks are built up, how the film was made, how special effects were created. Advice is given in Audiovisual Citation: the BUFVC (British Universities Film & Video Council) Guidelines for referencing moving image and sound. For a documentary or extra feature from a DVD of a feature film, examples include:

'Il Maestro: Ennio Morricone and The Good, The Bad and The Ugly'*, The Good, The Bad and The Ugly.* **[documentary extra, Blu-Ray] Contributed by Jon Burlingame. PEA/ Arturo Gonzalez Producciones/Constantin Film Produktion, Italy/Spain/Germany, 1966, 8 mins. [20th Century Fox, 1581307000, 2009].**

'The Music of The Hours'*, The Hours* **[documentary extra, DVD]. Directed by Stephen Daldry. Paramount/Miramax/Scott Rudin, USA/UK, 2002, 6 mins. [Walt Disney Studios, B000087JHY, 2003].**

Examples of citation in the text:

Following the release of *The Matrix* **(1999, 2003) and** *The Lord of the Rings* **(2001, 2002, 2003) trilogies,** *X-Men* **and** *X2* **(2000,2003)** *Crouching Tiger, Hidden Dragon* **(2001) and** *Hero* **(2002), CGI technologies…...**

The failure of *Tron* **(1982) was at least partially perceived to have been the result of the much heralded CGI effects falling short of expectations. The success of** *Jurassic Park* **(1993) was due to the quantum leap such effect work had taken in the intervening years…**

5.4.2 A radio programme

For radio programmes, the elements of a reference you should include are:
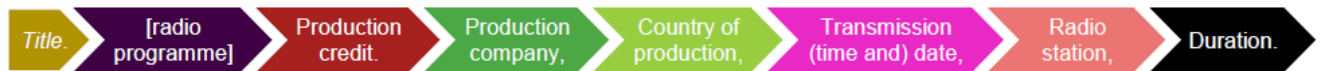
In the text of your work radio programmes are always in italics, for example:

***The Brains Trust** was a popular war-time series. In its first question Sgt Styles, of the Ipswich Home Guard, compared mankind with the paintings of our ancestors two hundred years ago and asked if this improvement [is] likely to be maintained.*

This would appear in your reference list as:

***The Brains Trust** [radio programme, digital file] Presented by Donald McCullough. BBC, UK, 16:00, 30 June 1942, BBC Home Service, 60 mins. British Library Sound Archive.*

The citation provides details of how to access the programme. This example is taken from the BBC Sound Archive.

Detailed guidelines on what information to include when referencing radio programmes, whether online or from an archive are set out in *Audiovisual Citation: the BUFVC (British Universities Film & Video Council) Guidelines for referencing moving image and sound.*

5.4.3 An episode of a radio series

To reference specific episodes of a radio series, use the format:

For example:

'Aspirations of seven-year-olds, pay scales, opera divas: what do seven-year-olds want to be when they grow up?', *Woman's Hour.* **[radio programme] Produced by Ruth Watts. BBC, UK, 10.00, 26 September 2012, BBC Radio 4, 58 mins.**

5.4.4 A radio programme online

For radio programmes which are available online, the elements of a reference you should include are:
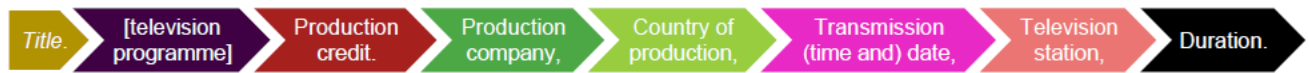

This would appear in your reference list as:

***The Secret Catacombs of Paris** [radio programme] Presented by Caroline Archer and Jonathan Glancy. BBC, UK, 12:30, 24 June 2012, BBC Radio 4, 28 mins. Available at:* **http://www.bbc.co.uk/programmes/b01b9h73 [Accessed 31 July 2015].**

5.4.5   A television programme

Television programmes are the co-operative product of teams of people. No author or creator is therefore included in the reference. In the text of your work television programmes are always in italics. In the references, you may decide to include programmes in a separate list. Please be guided by your Assessment Brief. In your reference list the required elements of a reference are:

Title. → [television programme] → Production credit. → Production company, → Country of production, → Transmission (time and) date, → Television station, → Duration.

For example:

Exposure: The other side of Jimmy Savile. **[television programme] ITV, 23:10, 3 October 2012, ITV, 60 mins.**

In the text of your document the names of television programmes are always in italics. In the above example:

In the documentary *Exposure: The other side of Jimmy Savile*, Mark Williams-Thomas gave a voice to victims of the sex abuse scandal which ultimately led to a review by the Metropolitan Police and the NSPCC.

For a television programme detailed guidelines are set out in *Audiovisual Citation: the BUFVC (British Universities Film & Video Council) Guidelines for referencing moving image and sound.*

5.4.6   An episode of a television series

To reference specific episodes from a television series use the format:

'Episode title', → *Series Title.* → [television programme] → Production credit. → Production company, → Country of production, → Transmission (time and) date, → Television station, → Duration.

For example:

'Midwife in the making', *The Midwives.* [television programme] Produced and directed by Kate Walker. BBC, 21:00, 23 September 2012, BBC 2, 60 mins.

'The Suffolk Strangler', *Killers Behind Bars: The untold story*. [television programme] Produced and directed by Rory Wheeler. Popkorn Production, 20:00, 6 February 2013, Channel 5. 60 mins.

To cite what has been said in the programme use the surname of the speaker. In the example above:

Steve Wright was unmasked as the Suffolk Strangler in 2006 but Wilson (2013) considers that these crimes were far too practised for someone murdering for the first time.

In your reference list:

Wilson, D. (2013) 'The Suffolk Strangler', *Killers behind bars: The untold story* [television programme]. Produced and directed by Rory Wheeler. Popkorn Production, 20:00, 6 February 2013, Channel 5. 60 mins.

Detailed guidelines are set out in *Audiovisual Citation: the BUFVC (British Universities Film & Video Council) Guidelines for referencing moving image and sound.*

5.4.7   A television programme available online

For a programme that is held in an online archive the URL should be included so the format for a reference is:
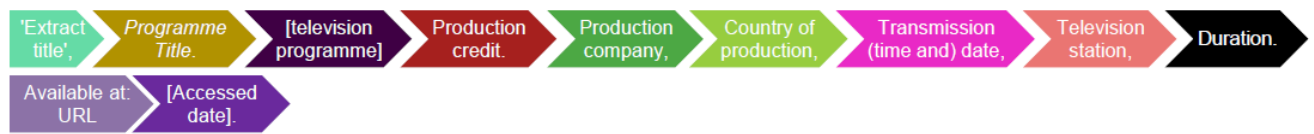

An example:

Cathy Come Home **[television programme]. Directed by Ken Loach. BBC, 26 November 2006, BBC4. 80 mins. Available at: http://diglib4.uce.ac.uk/webgate/dlib/templates/interface/uceel/ShowDirectURL.asp?item_id=68869&rep_type=WMV&appl=D [Accessed 07 June 2013].**

5.4.8   An extract of a television programme available online

For an extract of a programme accessed online use the format:
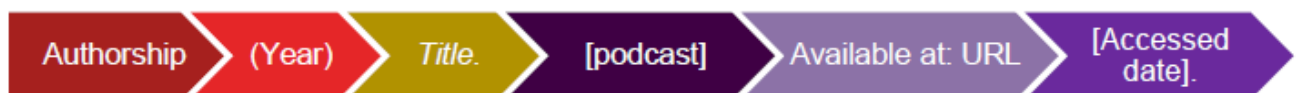

For example:

'Emergency provisions'*, The War Game.* **[television programme extract] Directed by Peter Watkins. BBC, 31 July 1985. 3 mins 31 secs. Available at: http://www.screenonline.org.uk/media/stream.jsp?id=738876 [Accessed 07 Jun 2013].**

'Birmingham students recreate WW1 trenches in paper', *BBC Midlands Today.* **[television programme extract] BBC, 17 February 2014. 2 mins 3 secs. Available at: http://www.bbc.co.uk/news/uk-england-birmingham-26228052 [Accessed 31 July 2015].**

Detailed guidelines are set out in *Audiovisual Citation: the BUFVC (British Universities Film & Video Council) Guidelines for referencing moving image and sound.*

5.4.9   A podcast

A podcast is an audio recording uploaded to the internet. Cite the author/composer/creator of the comments/ideas. The required elements are:


For example:

Jackson, C. A. (2011) *Criminal Profiling.* **[podcast] Available at: http://mpegmedia.abc.net.au/rn/podcast/2011/09/aim_20110903.mp3 [Accessed 31 July 2015].**

Zimmerman, P. (2013) *Phil Zimmerman on the Importance of Online Privacy.* **[podcast] The Guardian Tech Weekly Podcast. Presented by Charles Arthur, 23 May. Available at: http://www.guardian.co.uk/technology/audio/2013/may/23/podcast-tech-weekly-phil-zimmerman [Accessed 07 June 2013].**

Guidelines for referencing new media are set out in *Audiovisual Citation: the BUFVC (British Universities Film & Video Council) Guidelines for referencing moving image and sound.* However, the *Guidelines* advise you to cite the podcast title. This seems contradictory to the advice to support your arguments by referring to information produced by the author or creator.

5.4.10 A vodcast

A vodcast is a video recording uploaded to the internet on an official site (i.e. not a streamed video). Cite the author/composer/creator of the comments/ideas. The required elements are:
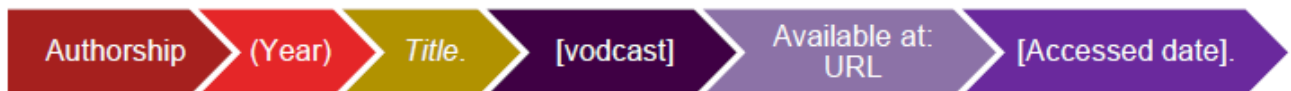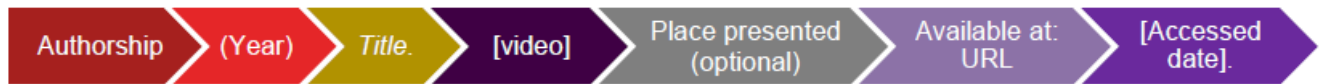

Examples:

Northumbria University (2013) *Vidcast 01: The creative process in architecture.* **[vodcast] Available at: http://www.architecturalpedagogy.co.uk/Vidcast01%20You%20Tube%20Clip.html [Accessed 07 June 2013].**

Baumgarten, R. (2013) *Combatting Mac OSX/IOS Malware with Data Visualization.* **[vodcast] DEFCON21. Available at: https://media.defcon.org/DEF%20CON%2021/DEF%20CON%2021%20video%20and%20slides/DEF%20CON%2021%20Hacking%20Conference%20Presentation%20By%20Remy%20Baumgarten%20-%20Combatting%20Mac%20OSX%20iOS%20Malware%20with%20Data%20Visualization%20-%20Video%20and%20Slides.m4v [Accessed 25 July 2014].**

Guidelines for referencing new media are set out in *Audiovisual Citation: the BUFVC (British Universities Film & Video Council) Guidelines for referencing moving image and sound.* However, the *Guidelines* advise you to cite the vodcast title. This seems contradictory to the advice to support your arguments by referring to information produced by the author or creator.

5.4.11 A streamed video

You will find academic papers citing videos posted on streamed video sites such as YouTube. However, sites such as YouTube do not facilitate or record whether a video has undergone a peer review process. However, assuming that the material you have found has academic credibility, you need to find the name of the contributor or the name of the person/organization posting the video and the year the video was posted. This will then give the following requirements:

For example:

Crawford, K. (2013) *Algorithmic Illusions of Big Data.* **[video] O'Reilly Strata Conference: Making Data Work. Available at: http://www.youtube.com/watch?feature=player_embedded&v=irP5RCdpilc [Accessed 21 July 2014].**

Institute of Medicine (2012) *Health Literacy: A prescription to end confusion, extended video.* **[video] Available at: http://www.youtube.com/watch?v=iBy3I7YKCQQ [Accessed 21 July 2014].**

RSA (2010) *David Crystal - Texts and Tweets: Myths and reality.* **[video] Available at: http://www.youtube.com/watch?v=Boj8VYzDAy8 [Accessed 21 July 2014].**

It is important to check that the uploaded video is the official one. For example, rather than referencing:

Basic204 (2008) *DefCon15 - T112: Johnny Long, no-tech hacking (or) the ninja skillz of the underground.* **[video] Available at: http://www.youtube.com/watch?v=5CWrzVJYLWw [Accessed 21 July 2014].**

You would be better advised to reference the official DefCon proceedings site which has the video so that you can cite Johnny Long whose ideas you are referencing. This would then be classified as a vodcast.

Long, J. (2007) *No-tech Hacking.* **[vodcast] DefCon15 Hacking Conference. Available at: https://media.defcon.org/DEF%20CON%2015/DEF%20CON%2015%20video/DEF%20CON%2015%20Hacking%20Conference%20Presentation%20By%20Johnny%20Long%20-%20No-Tech%20Hacking%20-%20Video.m4v [Accessed 21 July 2014].**

5.4.12 A video game

The required elements for referencing a video game are:

Examples:

Ubisoft (2010) *Assassin's Creed: Brotherhood* **[game, Xbox 360] Ubisoft Montreal, Canada. (EAN 300034430).**

Ubisoft (2010) *Assassin's Creed: Brotherhood* **[game, PS3] Ubisoft Montreal, Canada. (Product number 300031100).**

5.5   Referencing music

5.5.1   A sound recording

References to sound recordings should appear in a separate **discography** at the end of your document. Details of sound recordings should include the composer/originator of the item recorded on the sound recording, the year of the release, not the year composed or year of the recording, place, publisher, type of medium used (e.g. CD) and the catalogue number. Details should acknowledge the principal performers and the place and date of the performance where appropriate. Sound recordings are not written/printed material and therefore should not be included in your reference list. You should include the following:

Examples:

Antheil, G. (2001) *Ballet Mécanique*. Philadelphia Virtuosi Chamber Orchestra, Daniel Spalding (conductor). [CD] (Naxos 8559060).

Britten, B. (2012) *War Requiem*. Erin Wall (soprano), Mark Padmore (tenor), Hanno Müller-Brachmann (baritone), City of Birmingham Symphony Orchestra, CBSO Chorus and Youth Chorus, Andris Nelsons (conductor). [Blu-ray] Recorded at Coventry Cathedral, 30 May 2012. (Arthaus Musik GmbH 108 070).

Cowell, H. (1993) *Persian Set*. Manhattan Chamber Orchestra, Richard Auldon Clark (conductor). [CD] Koch International Classics (3-7220-2H1).

Dodge, C. (1994) Speech songs. In: *Any Resemblance is Purely Coincidental*. [CD] San Francisco, Ca.: New Albion Records. (NA043). Originally realised in 1972.

Saint-Saëns, C. (2006) *Violin Concerto No. 3, etc.*, Jean-Jacques Kantorow (violin), Tapiola Sinfonietta, Kees Bakels (conductor). [CD] Recorded at Tapiola Concert Hall, Finland, September 2004. (BIS-CD-1470).

Vaughan-Williams, R. (2001) *Dona Nobis Pacem and Other Works.* London Philharmonic Orchestra, Sir Adrian Boult (conductor). [CD] (EMI 574782).

Verdi, G. (2003) *Il Trovatore*. Eva Marton, Dolora Zajick, Luciano Pavarotti, Sherrill Milnes (soloists), Metropolitan Opera Chorus & Orchestra, James Levine (conductor). [DVD] Recorded at the Metropolitan Opera House, New York, 1988. (Del Prado 073 064-9).

A disc may have a collection of several recordings made at completely different times and places and/or with completely different performers. This is especially common with historical recordings/re-releases. Each distinct recording should be listed like chapters in an edited collection. You only need to list those mentioned in your work

Examples:

Messiaen, O. (2007a) *Les Offrandes Oubliées.* **Orchestre de l'Association de Concerts Gabriel Pierné, Roger Désormière (conductor). [Vinyl 78rpm] Recorded in Paris, 8 December 1942. In:** *Les Rarissimes de Olivier Messiaen [sic].* **(EMI France 0946 385275 2 7).**

Messiaen, O. (2007b) 'Regard de l'esprit de joie' (No.10) from *Vingt Regards sur L'Enfant-Jésus.* **Yvonne Loriod (piano). [CD] Recorded at Studio Albert, Paris, 19 June 1946. In:** *Les Rarissimes de Olivier Messiaen [sic]* **(EMI France 0946 385275 2 7).**

The year given in brackets is that of the disc consulted, not the date of recording, and definitely not the year the work was composed.

Catalogue numbers listed in online library catalogues or online shopping sites (e.g. Amazon) are often their internal reference numbers not the catalogue number of the disc assigned by the record company. Always check the disc itself.

Studies of early recordings will often have additional information, such as the original record company, original catalogue number and matrix numbers (these identify which wax master was used). Sometimes information for all subsequent re-releases will also be given.

5.5.2   A programme note

These are often written by academics who should be identified in the programme. The format is:
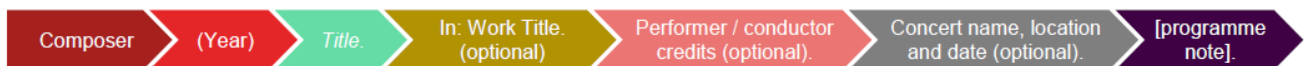
If the author of a note is not identified it is likely to be a more generic note and so less useful. In those cases, you would use the title in place of the author's name. The date is the year of the concert and the title is the title of the piece unless the programme note has its own title. Concert programmes tend not to have any publication information. Where possible, give the concert name or series title, and otherwise give the venue and place and date of the concert. Finally, indicate what the type of material is. For example:
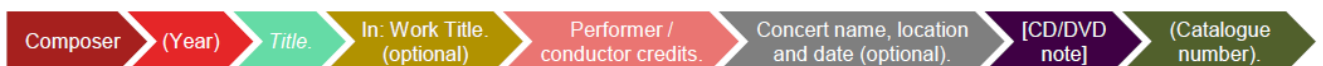
Lewis, A. (2006) *Penmon Point.* **Soundings Festival, Reid Concert Hall, Edinburgh, 3 February 2006 [programme note].**

In your text this would appear as:

(Lewis, 2006: programme note)

5.5.3   A CD/DVD note

To reference CD/DVD notes, use a similar format to programme notes:


As an example:

Berio, L. (1998) The Sequenzas. In: L. Berio, *Sequenzas.* **Ensemble Intercontemporain. [CD notes] (Deutsche Grammophon 457038-2).**

In your text this would appear as:

(Berio, 1998: CD notes)

5.5.4   A musical score

A score should give not only the composer but also the editor, where appropriate. More modern compositions often do not have editors as the composer liaises directly with the publisher. The year is the date of publication of the score. The elements of a reference you should include are:
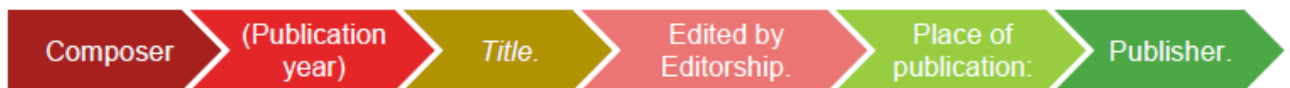
Examples:

Brahms, J. (1963) *Concerto No. 1 for Piano and Orchestra in D Minor, Op. 15.* **Edited by Paul Badura-Skoda. London: Eulenburg.**

Charpentier, M. (2013) *Pastoralette 1a: Amor vince ogni cosa* **[H492]. Edited by Shirley Thompson. Launton: Editions HH.**

Handel, G. F. (1970) *Nine Sonatas for Two Violins and Basso Continuo* **[Series 4 Instrumentalmusik: Band 10/1]. Edited by Siegfried Flesch. London: Barenreiter.**

Mendelssohn Bartholdy, F. (1983) *Six Christmas Pieces, O*p. 72*.* **Edited by Howard Ferguson. London: Associated Board of the Royal Schools of Music.**

Monteverdi, C. (1999) *Vespers (1610).* **Edited by Jeffrey G. Kurtzman. Oxford: Oxford University Press.**

5.5.5   A facsimile of published music

For facsimiles of published music, you will need to provide the date of the facsimile edition as well as the date of the original. The format required is:

Examples:

Geminiani, F. (1751) *The Art of Playing on the Violin.* **Facsimile edition (1952). Edited by David D. Boyden. Oxford: Oxford University Press.**

Marais, M. (1711) *Pièces de Viole, Troisième Livre.* **Facsimile edition (1997). Edited by P. Lescat and J. Saint-Arroman. Courlay: Fuzeau.**

Note that in the above:

Francesco Geminiani = the composer; David Boyden = the [modern] editor; 1751 = original date; 1952 = date of the facsimile; Oxford: Oxford University Press = place of publication and publisher of facsimile respectively.

5.5.6   An online score

Sites such as The International Music Score Library Project (ISMLP) are a useful resource, for providing archives of historical editions and facsimiles that are in the public domain (not subject to copyright restrictions). It is perfectly acceptable to use materials from these sites, but you should include both the information about the edition and also its online location. The elements of a reference you should include are:
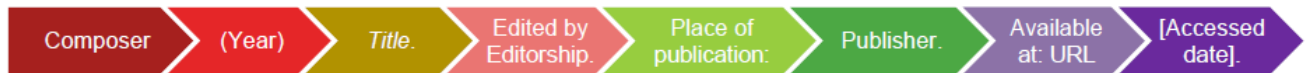
For example:

Bach, J. S. (1874) *Violin Concerto in E Major, BWV 1042.* **Edited by Wilhelm Rust. Leipzig: Breitkopf & Härtel. Available at: http://conquest.imslp.info/files/imglnks/usimg/c/c1/IMSLP02299-Bach_-_BGA_-_BWV_1042.pdf [Accessed 6th August 2014].**

Wagner, R. (ca. 1883) *Das Rheingold [The Rhinegold].* **Arranged by R. Kleinmichel. Translated by H. and F. Corder. Mainz: B.Schott's Söhne. Available at: http://conquest.imslp.info/files/imglnks/usimg/b/ba/IMSLP33839-PMLP21241-Wagner-WWV86AvsGE1.pdf [Accessed 16 May 2013].**

5.5.7   A live music performance

You are more likely to need to refer to reviews of performances in magazines or newspapers rather than to concerts that you actually attended. However, should you need to refer to these the citation order is:

As examples:

Dylan, B. (2000) *Bob Dylan in Concert***, Sheffield Arena, Sheffield, UK, 22 September.**

O'Connor, S. (1992) *Bob Dylan 30th anniversary concert***. Madison Square Garden, New York, 16 October.**

In the text of your work these would appear as:

Bob Dylan's voice (2000) was barely audible against the backdrop of an admittedly accomplished backing band, a fact not unnoticed by most of the increasingly disgruntled crowd.

O'Connor (1992) was shunned by American audiences, particularly noticeable at Bob Dylan's 30th Anniversary concert, when booing broke out.

For referencing live non-musical performances, see Section 5.9.12.

5.5.8   A music download

iTunes is not a database: it is a shop with an associated piece of software that allows you to manage what you have bought in the shop. In the same way that you would not include HMV when referring to a CD you bought there, you do not need to mention iTunes as such. You would use the normal discography details which iTunes provides: right click on the track and select "Get info". However, iTunes does not give you the catalogue numbers, so you may need to do more research on the recording company's website. This applies to any recording where you do not physically have the CD just the mp3/aac (or other format) sound file.

The required elements for a full reference for a single track are:

For example:

Victoria, T. L. de (1996) 'Lauda Sion Salvatorem'. Westminster Cathedral Choir. James O'Donnell conducting. In: *Victoria: Missa Dum complerentur*. [electronic download] Hyperion Records. Available at: http://www.hyperion-records.co.uk/dw.asp?dc=W6875_66886&vw=dc [Accessed 17 July 2013].

5.5.9   An audio streamed musical piece

Spotify doubles as a shop and a database in that, unlike iTunes, you can listen to complete tracks without buying them. If you have only accessed the track through live streaming, then the format will be identical again but with an indicator of which service you streamed it from and a different "type of material" indicator at the end. If you accessed it via a website, give a URL (Available through….); but Spotify has its own interface software.

The required elements for a full reference are:

For example:

Victoria, T. L. de (1996) 'Lauda Sion Salvatorem', Westminster Cathedral Choir. Stephen Cleobury conducting. In: *Allegri: Miserere*. [audio stream] Decca Eclipse. Available through: https://www.spotify.com/uk/ [Accessed 17 July 2013].

5.6   Referencing visual sources

5.6.1   An exhibitions

Exhibitions are a primary way of exploring themes and sharing experiences in art and design. Exhibitions are held in specific locations at specific times and have specific titles. Some exhibitions demonstrate the work of one artist while others are curated and include the work of several artists. Refer to the title of the exhibition in *italics* in the text of your work. The required elements for a full reference are:

Title → (Year) → [exhibition] → Curator, → Location, → Date(s).
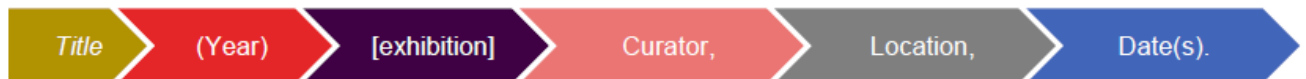
Examples:

Alexander McQueen: Savage beauty **(2015) [exhibition]. V & A Museum, London. 14 March – 2 August 2015.**

Zoe Robertson: FlockOmania **(2015) [exhibition]. Lanchester Gallery, Coventry University. 19 January – 19 February 2015.**

Transplantation: An exhibition of narrative contemporary jewellery **(2012) [exhibition]. Curated by Norman Cherry in conjunction with the Hub: National Centre for Craft & Design and the University of Lincoln. Bluecoat Display Centre, Liverpool. 18 May – 23 June 2012.**

Uncommon Grace **(2011) [exhibition]. Curated by Mitch Epstein. Open Eye Gallery, Liverpool. 13 May – 12 June 2011.**

5.6.2   An illustration

You may be required in your assignment to create a separate list of illustrations which includes paintings, drawings, photographs that you have used. You should give a figure number to images of illustrations you have included in your document.

If you refer to illustrations or posters in your text, the titles are always in italics, for example:

Paul Rand's celebrated poster *Eye-Bee-M* (1981) breaks down IBM's conventional logo into a rebus with the identifiable striped M.

Reproducing an artistic work without the permission of the copyright holder is an infringement of copyright. However, you are entitled to reproduce artistic work without permission if it is for the purposes of private research and study.

You will find that any published work will have had to obtain permission of the illustrator, gallery or museum to reproduce the image and these details are given either below the image or in a list of picture credits, for example:

Museum fur Gestaltung Zurich, Poster collection. ©ZHDK.

Illustrations and Posters should have an artist, date, title and location of the illustration. The format will vary according to whether the image is in a museum, personal collection or has been cited in a book, journal or web page.

The required elements for a full reference are:
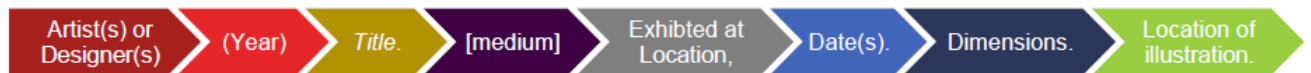
Examples:

Bell, V., Etchells, F., Fry, R. and Grant, D. (1912) *Second Post-impressionist Exhibition.* **[poster] Exhibited at Grafton Galleries, London, 5 October to 31 December 1912. 119.4 x 93.8 cm. Victoria and Albert Museum, London.**

Brooks, J. (2003) *Versace for Vogue Pelle.* **[illustration] Pen, ink and Adobe Photoshop. Artist's collection. © Jason Brooks.**

Codagnone, A. (1993) *Poster for ACT UP, New York.* **[poster] 11 x 8.5 in. (27.9 x 21.6 cm). Courtesy the artist.**

Downton, D. (2004) *Christian Lacroix for* **V Magazine***, July 2004.* **[illustration] Gouache and ink on paper. Artist's collection. © David Downton.**

Hodgkins, P. (1974) The Brunswick Centre. [illustration] In: Richardson, V. (2006) The Brunswick Centre, *Blueprint,* **247, p. 33.**

Homer, W. and Waud, A. (1862) *Our army before Yorktown, Virginia.* **[illustration] In:** *Harper's Weekly,* **6(279), 3 May, pp. 280–281.**

Homer, W. (1862) *Reconnaissance In Force by Genl. Gorman Before Yorktown.* **[illustration] Graphite and grey wash on cream wove paper. 8 1/8 x 13 3/8 in. Museum of Fine Arts, Boston, MA.**

Webster, G. (1991) Gold medusa watch [illustration] In: C. Townsend (2002) *Rapture: Art's seduction by fashion since 1970.* **London: Thames & Hudson, p. 9.**

5.6.3 An installation

You need to credit the artist, the title of the installation, the venue and the date that it was viewed. Photographs will have been taken of the installation but it is the artist of the work that you need to cite and the venue that was inspired to display the work.

The required elements for a full reference are:

Examples:

Hatoum, M. (2010) *Keeping It Real:* **C***urrent disturbance: Mona Hatoum.* **[installation] Whitechapel Gallery, London, 22 December.**

Cummins, P. and Piper, T. (2014) *Blood-swept Lands and Seas of Red.* **[installation] Tower of London, London, 17 July – 11 November.**

Finn-Kelcey, R. (1988) *Fallen Totem – Don't bank on it*. **[installation] In: Depicting History: for today, curated by M. Tooby, Mappin Gallery, Sheffield.**

Finn-Kelcey, R. (1980) *Mind the Gap*. **[performance] In: About time: video, performance and installation by 21 women artists, curated by Rose Garrard and Catherine Elwes, ICA, London, November – December.**

In the text of your work you will need to refer to the installation in italics, for example:

This is central to Hiller's work, *Witness*, **commissioned by the Artangel Trust, shown first at The Chapel, Golborne Road, West London (2000) and in the same year in** *Intelligence* **(exhibition curators Virginia Button and Charles Esche) at The Tate, Millbank (2000).**

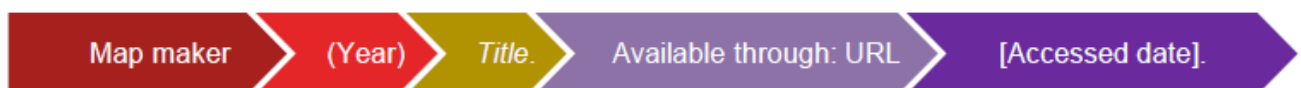### 5.6.4 A map

The required elements for a reference are:
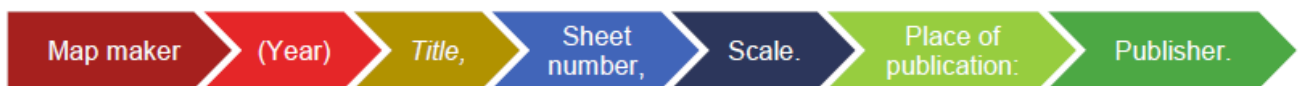
For example:

Ordnance Survey (2013) *Wolverhampton and Dudley*, **Sheet 219, 1:25,000. Southampton: Ordnance Survey.**

5.6.5 A digital map

For maps created in Digimap, the format required is:

In the text of your report you would write, for example:

Ordnance Survey digital maps (EDINA Digimap Ordnance Survey Service) were used to select 34 woodland patches within agricultural land in central Scotland. All woodland patches were at least 60 years old (EDINA Historic Digimap Service) and more than 1 km from each other.

Fig.1 shows central Scotland showing locations of woodlands (map produced using Carto, EDINA Digimap Ordnance Survey Service).

Your reference list would then read:

EDINA Digimap Ordnance Survey Service. *Digimap Roam*. **Available at: http://digimap.edina.ac.uk/digimap/home [Accessed 22 July 2013].**

EDINA Historic Digimap Service. *Ancient Roam*. **Available at: http://digimap.edina.ac.uk/digimap/home [Accessed 22 July 2013].**

The elements for Google Earth are: Google Earth version (if applicable). Year data released. *Image details - location, co-ordinates, elevation.* Data set (if applicable) [online] Available through: URL [Date accessed].

As a figure above an image in the text of your report the reference would appear as:

Fig. 3 Satellite image of Dublin city, indicating the relative positions of the observation locations across Dublin City (Google Earth, 2010) Source: Dublin. 53020'22.80''N and 6017'02.11''W. Google Earth, November 30 2008.

In the reference list:

Google Earth (2010) *Locations of the Wind Observations across Dublin City.* Available through: http://www.google.com/earth/index.html [Accessed 16 July 2013].

5.6.6   A medical image

Anatomical images can be viewed online through various commercial atlases of interactive images, freely available libraries of images and through projects resulting from the National Library of Medicine's Visible Human Data Set. The images can be cited to support your arguments.

The citation order is:

Examples:

Taylor, T. (2012) *Respiratory System.* Available at: http://www.innerbody.com/anatomy/respiratory [Accessed 30 July 2014].

HowtoMedia Inc. (2013) *Pronator Teres Muscle.* (Available at: http://www.innerbody.com/image_musfov/musc47-new.html [Accessed 30 July 2014].

Examples of images from subscription atlases such as *Acland's Video Atlas of Human Anatomy* and how they appear in your reference list:

Acland, R. (2003) *Acland's Video Atlas of Human Anatomy. Vol. 1.3.3. Bones and joints of the fingers.* Available through: http://ezproxy.bcu.ac.uk:4378/ [Accessed 31 July 2015].

If you are working on placement and need to reference an individual patient's scan, you will need both the patient's and the hospital's permission to use the image. Clearly the information is confidential and the images must be anonymised.

5.6.7   A painting or drawing

You may be required to create a separate list of illustrations which includes paintings, drawings, photographs that you have used. You should give a figure number to images of illustrations you have included in your work. If you refer to these in your work, the titles are always in italics, for example:

William Hogarth's views on art and design were first published in 1753 as *The Analysis of Beauty: Written with a view to fixing the fluctuating ideas of taste*, in which he attempts to provide criteria of beauty in an accessible language.

***The Raising of Lazarus* was painted by Sebastiano del Piombo in 1517-19 but the hand of Michelangelo is apparent in every part of the main figure.**

Reproducing an artistic work without the permission of the copyright holder is an infringement of copyright. However, you are entitled to reproduce artistic work without permission if it is for the purposes of private research and study.

You will find that any published work will have had to obtain permission of the gallery or museum to reproduce the image and these details are given either below the image or in a list of picture credits, for example:

Fig. 1 Hogarth, W. (1753) *The Analysis of Beauty*, *plate II*. Reproduced by permission of the British Library.

Fig.2 Del Piombo, S. (1517-19) *The Raising of Lazarus*. Reproduced courtesy of the Trustees, the National Gallery, London.

In your list of images the elements you need are:

Artist(s) → (Year(s) of production) → *Title*. → [medium] → Dimensions. → Gallery where exhibited.

Examples:

Freud, L. (1988-89) *Standing by the Rag*. [oil on canvas] 163 x 138 cm. Tate Gallery, London.

Hodgkin, H. (1983-85) *A Small Thing But My Own*. [oil on wood] 44.5 x 53.5 cm. Private collection.

Titian (1512-15) *Salome with the Head of John the Baptist*. [oil on canvas] 90 x 72 cm. Galleria Doria-Pamphilj, Rome.

Van Eyck, J. (1438) *The Marriage of Giovanni Arnolfini*. [oil on panel] 81.8 x 59.7 cm. National Gallery, London.

5.6.8   A photograph

You may be required to create a separate list of photographs, picture sources or illustrations at the end of your work. Photographs in your text should contain a copyright statement, either below a figure or in the list of illustrations, for example:

Photographs by Herb Ritts ©Herb Ritts Foundation.

Gregory, J. (2001) *Eiffel Tower, Paris*. ©courtesy of the artist and the Fraenkel Gallery, San Francisco.

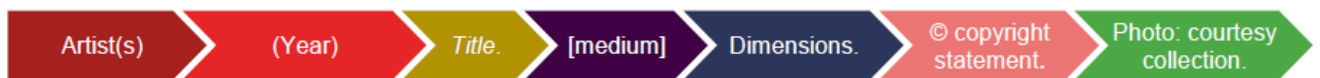**All photographs are copyright Paul Popper Ltd.**

Images ©individual authors.

You should obtain permission of the individual or institution who holds the copyright of the image to reproduce the image.

If you refer to photographs in in your text, the titles are always in italics, for example:

***Jubilee Street Party* is the earliest photograph in the Bad Weather series which Parr made in Yorkshire…Hung Cong Ut's *Accidental Napalm Attack* (1972) and Don McCullum's *Shell-shocked soldiers* (1968) epitomize the Vietnamese and American experiences of that terrible war.**

The required elements for a full reference are:

| Artist(s) | (Year) | *Title*. | [medium] | Dimensions. | © copyright statement. | Photo: courtesy collection. |

In your references these appear as:

Parr, M. (1977) *Jubilee Street Party, Elland, Yorkshire***. [black and white print] 30.5 x 22.9 cm image on 40.6 x 30.5 cm paper (12 x 9 in. on 16 x 12 in.) ©the artist and Magnum Photos. Photo: courtesy Magnum Photos.**

Shahn, B. (ca. 1933-34) *Untitled, New York City***. [gelatin silver print] 5 7/8 x 8 7/8 in. Photo: courtesy Fogg Art Museum, Harvard University, Cambridge, MA.**

Boulet, A. (1993) *Sniper's Room – Mostar, Bosnia***. [photograph] Copyright: ©Alexandre Boulet. Photo: courtesy War Photo Ltd.**

5.6.9   A photograph available online

The majority of images found online are protected by copyright and reusing them will be illegal. You may therefore be advised to use images which hold a Creative Commons licence that allows reuse as long as the image creator is acknowledged. Many Flickr users have chosen to provide their images under the Flickr Creative Commons licence.

For images found on the internet the required elements for a reference are:

| Artist | (Year) | *Title*. | [photograph] | Available at: URL | [Accessed date]. |
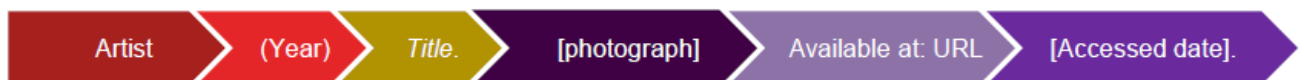
Examples:

Holley, P. (2008) *Gallery of Old Soda.* **[photograph] Available at: http://www.flickr.com/photos/paxtonholley/2194768387/in/pool-47078012@N00/ [Accessed 17 June 2013].**

CoordiNuna_Kai (2013) *Chanel 2013 00210m.* **[photograph] Available at: https://www.flickr.com/photos/75392359@N05/7317535142/in/set-72157630004971264 [Accessed 5 August 2014].**

Van Vechten, C. (1934) *Portrait of Man Ray, Paris.* [photograph] Available at: http://www.loc.gov/pictures/collection/van/item/2004663496/ [Accessed 04 October 2009].

5.6.10 A sculpture

For sculpture, the required elements for a reference are:

Examples:

Tool, E. (2004) *393.* [sculpture] In*:* Ehren Tool: production or destruction. Exhibited at Los Angeles, Craft and Folk Art Museum, 26 May to 9 September 2004.

Ellis, J. (2010) *Black Pool, White Water*. [Carrara marble and Butler's Grove limestone] 80 x 40 x 30 cm. Garda Memorial Garden, Dublin.

Donatello (1445-50) *Gattemelata.* [bronze] Height 3.4 m. Piazza del Santo, Padua.

5.7   Referencing Hansard

5.7.1   A Hansard entry

[Factsheet G17](#) from the House of Commons Information Office advises that references to Hansard should be given in the following form:

Examples:

HC Deb 9 July 2015 vol 598 cc432-434

HL Deb 20 July 2015 vol 764 cc899-901

In quoting very old Hansards it is usual to include the series number

HC Deb (4th series) 26 August 1907 vol 169 cc179-180

You do not need to include Hansard in your reference list. Inclusion in the text of your work using examples such as those below is sufficient.

Examples in the text of your assignment are:

This was because, as Cameron stated in the House of Commons, "Central government do not, and cannot, have all the answers" (*Hansard*, HC Deb 24 May 2005, c661).

The case of Michael Stone was cited in the debate about the reform of mental health legislation as a key driver (*Hansard*, HL Deb 10 Jan 2007, c299).

It was considered by Lord Irvine, the Lord Chancellor (*Hansard*, HL Deb 18 November 1997, vol 583 c475) and Home Secretary Jack Straw (*Hansard,* HC Deb 20 May 1998, vol 312 c981) that Section 8 of the *Human Rights Act* provides the courts with an effective remedy for any breach of Convention rights.

5.7.2   A Hansard written statement

References to written statements in Hansard should be given in the following form:

Examples:

HC Deb 10 June 2015 vol 596 c31-34WS

HL Deb 6 July 2015 vol 763 c77WS

5.7.3   A Hansard written answer

References to written answers in Hansard should be given in the following form:

Example:

HC Deb 4 July 1996 vol 280 cc505W

5.7.4   A Hansard entry from Westminster Hall

References to entries in Hansard from Westminster Hall should be given in the following form:

Example:

HC Deb 2 July 2015 vol 597 c539-555WH

5.7.5   A Hansard Public Bill Committee entry

[Factsheet G17](#) from the House of Commons Information Office advises that references to written statements in Hansard should be given in the following form:

Example:

Cities and Local Government Devolution Bill Deb 13 July 2015 c351-388

5.7.6   A Hansard abbreviated Public Bill Committee entry

The style follows [Factsheet G17](#) from the House of Commons Information Office where the format is:
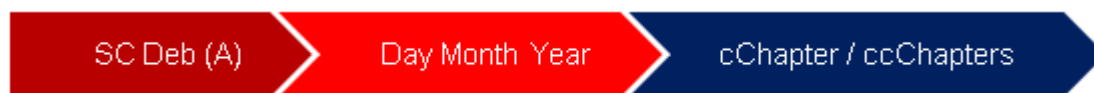

Example:

PBC Deb (Bill 99) 30 January 2007 c12-15

5.7.7   A historical Hansard Standing Committee entry

The style follows [Factsheet G17](#) from the House of Commons Information Office. The format is:

Example:

SC Deb (A) 13 May 1988 c345

5.8   Referencing Other Legal and Governmental Sources

5.8.1   A recent Act of Parliament

These may be detailed in a separate Table of Statutes. Cite an Act by its short title and date in the format:

For example:

***Care Act 2014,* c. 23. London: The Stationery Office.**

You are likely to view the full-text of an Act of Parliament through the subscription sites: Lexis or WestLaw or directly through http://www.legislation.gov.uk. However, you should cite the Act as if you have used the printed source.

Acts of Parliament are divided into sections, subsections, paragraphs and sub-paragraphs. In addition, many Acts contain schedules that may themselves be divided into paragraphs and sub-paragraphs. To refer to a particular element of the Act use s or ss (section or sections) Pt (Part) or Sch. and para. (Schedule and paragraph within a schedule).

Examples of in-text citations are:

The introduction of the Housing Grants Construction and Regeneration Act 1996 (HGCRA 96) Pt II transformed the resolution of contract disputes…

Companies Act 1996, s172 states that a Director must….

5.8.2   An Act of Parliament prior to 1963

For Acts prior to 1963, the regal year and parliamentary session are included in the format:

Examples:

***Road Transport Lighting Act 1957* (5&6 Eliz. 2, c. 51). London: HMSO.**

***Act of Supremacy 1534* (26 Hen. 8, c. 1). *The Statutes* (1950) 3rd edn. London: HMSO.**

5.8.3   A Statutory Instrument

Subordinate (delegated) legislation is issued in a series called Statutory Instruments (SIs) which have been published in paper form since 1894. They should be cited by their designated title which includes the year they were passed followed by SI year/number in the format:

For example:

The NHS Bodies and Local Authorities (Partnership Arrangements, Care Trusts, Public Health and Local Healthwatch) Regulations 2012, SI 2012/3094. London: The Stationery Office.

Examples in the text of your work are:

The Local Authority (Duty to Secure Early Years Provision Free of Charge) Regulations 2014 (SI 2014/2147) ("the 2014 Regulations") are made under section 7 of the 2006 Act.

The Construction (Design and Management) Regulations 1994 (CDM Regulations) brought new responsibilities to all those involved in the construction process….

5.8.4   A legal case in England & Wales from before 2001

Legal cases should be detailed in a separate Table of Cases.

Note: Legal and High Court cases conform to the OSCOLA standard (http://www.law.ox.ac.uk/published/OSCOLA_4th_edn.pdf).

OSCOLA (2010: 17) advises that in England and Wales the _Law Reports_ series published by the Incorporated Council of Law Reporting are regarded as the most authoritative reports. Different series of the Law Reports cover judgments of the House of Lords/Supreme Court and Privy Council (Appeal Cases), the Chancery Division, the Family Division, the Queen's Bench Division and so on. These law reports are always cited with square brackets because there is more than one volume in the year.

In 2001, the House of Lords, Privy Council, Court of Appeal and Administrative Court began issuing judgments with a neutral citation which identified the judgment independently of any law report. This was adopted by all divisions of the High Court in 2002. Section 5.8.5 shows you how to cite cases with a neutral citation.

For cases before 2001, if a judgment was not reported in the Law Reports, cite the Weekly Law Reports or the All England Law Reports. Only if a judgment was not reported in one of these general series should you refer to specialist sources such as _Housing Law Reports_, _Construction Law Journal_ or _Butterworths Medico-Legal Reports_. The dates for these specialist series, such as in the example of _Vadera v Shaw_ below, are cited in round brackets because the volume number is different to the year.

In your Table of Cases the format for cases before 2001 is:
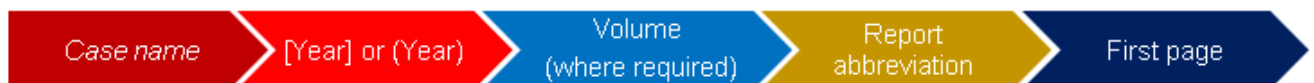
Examples are:

Bolitho (Deceased) v City and Hackney Health Authority [1998] AC 232

Cambridge Water Co v Eastern Counties Leather plc [1994] 2 AC 264

Hedley Byrne v Heller [1964] AC 465

Hunter v Canary Wharf [1997] AC 655

R v Adomako [1995] 1 AC 171

R v Bloxham (Albert John) **[1983] 1 AC 109**

Vadera v Shaw **(1999) 45 BMLR 162**

When citing and referencing Law Reports, case names should always be in italics, for example: *Murphy v Brentwood District Council* **[1991] 1 AC 398.**

When a particular passage is being quoted or referred to in your text, the specific page reference must be included, for example: **The facts of the case outlined in *Jones v Tower Boot Co Ltd* [1997] 2 All ER 406 at 411 show that…**

When referring to a case for the first time, give its full name (exactly as it appears in the report). However, in subsequent references, a case can be referred to by a shortened name, for example *Murphy v Brentwood District Council* may be referred to as the *Murphy* case.

When the judge is being quoted or referred to in a particular passage, the judge's name should be provided as part of the citation, for example: **That was the opinion of Lord Mackay LC in *Pepper v Hart* [1993] 1 All ER 42 at 47…**

Examples in the text of your report:

In the case of *Broom v Cassell & Co* [1972] AC 1027 the Court of Appeal refused to follow the decision made in *Rooks v Barnard* [1964] AC 1129 on the circumstances in which exemplary damages could be awarded…

***Bolam* was applied in *Nye Saunders and Partners (a firm) v Alan E. Bristow* (1987) BLR 92. There Brown LJ said at 103 " the duty and standard of care to be expected from [the architect] was accepted as being that which applied to any profession requiring special skill, knowledge or experience".**

5.8.5   A legal case in England & Wales with a neutral citation

Since 2001, neutral citations have been used by the House of Lords, Privy Council and the Supreme Court which are independent of any law report. Citations appear in the format:

[Year] UKHL or UKPC or UKSC number.

This practice was extended to all divisions of the High Court in 2002 and also the Court of Appeal. These appear in the format:

[Year] EWHC number (Ch) for Chancery, (QB) for Queen's Bench, (Fam) for Family and so on.

[Year] EWCA Civ or Crim number.

Transcripts of judgments with neutral citations are generally freely available on the British and Irish Legal Information Institute website and so appear online quicker than printed versions. The cases are numbered consecutively throughout the year.

Where such a judgment has been reported, give the neutral citation followed by a citation of the most authoritative report, separated by a comma in the format:

Where a judgment with a neutral citation has not been reported, give only the neutral citation as in the two examples below.

Examples:

Coventry v Lawrence **[2014] UKSC 46, [2015] AC 106**

Halsey v Milton Keynes General NHS Trust **[2004] EWCA Civ 576, [2004] 1 WLR 3002**

Montgomery v Lanarkshire Health Board **[2015] UKSC 11, [2015] 2 WLR 768**

Where a judgment with a neutral citation has not been reported, give only the neutral citation as in the two examples below. But check these examples before you submit your work as cases may have subsequently been reported.

Dennis Rye Ltd. v Bolsover DC **[2013] EWHC 1041 (Admin)**

R. (on the application of Secretary of State for Justice) v HM Coroner for West Yorkshire **[2012] EWHC 1634 (Admin)**

The abbreviations used are standard legal abbreviations for sources. You can find these using the Cardiff Index to Legal Abbreviations.

5.8.6   A House of Commons or House of Lords paper

These papers are produced by a Select Committee or for a Government department. These papers are published on the internet but academic practice is to cite the publications as if they are in a printed form.

The required elements for a reference are:

Use the Government Department for which the report was commissioned, the name of the Select Committee, the name of the Royal Commission or the surname of the Chairman of the inquiry as the corporate author. Include the House of Commons number and the year of the session in round brackets at the end of the reference to help identification.

Examples:

Francis, R. (2013) *Report of the Mid-Staffordshire NHS Foundation Trust Public Inquiry.* **London: The Stationery Office (HC 898 2012-13).**

House of Commons Education Committee (2013) *School Partnerships and Cooperation. Volume 1: Report.* **London: The Stationery Office (HC 269 2013-14).**

Leveson, B.H. (2012) *An Inquiry into the Culture, Practices and Ethics of the Press: Report.* **London: The Stationery Office (HC 780 2012-13).**

National Audit Office (2003) *PFI: Construction performance. Report by the Controller and Auditor General.* **London: HMSO (HC 371 2002-03).**

5.8.7   A UK Government Command Paper

Use the Government Department for which the report was commissioned, the Royal Commission or the surname of the Chairman of the inquiry as the corporate author. Include the Command Paper number in round brackets at the end of the reference to help identification in the format:

Examples:

Department for Culture, Media and Sport and Department for Business Innovation and Skills (2010) *Digital Britain: Final report.* **London: The Stationery Office (Cm 7650).**

Royal Commission on Civil Liability and Compensation for Personal Injury (1978) *Report: Vol.1.* **London: HMSO (Cmnd. 7054-I).**

Laming, L. (2003) *The Victoria Climbié Inquiry: Presented to Parliament by the Secretary of State for Health and the Secretary for the Home Department by command of Her Majesty.* **London: The Stationery Office (Cm 5730).**

Munro, E. (2011) *The Munro Review of Child Protection: Final report. A child-centred system.* **London: The Stationery Office (Cm 8062).**

5.8.8   A UK Government Departmental paper

Use the Government Department for which the report was commissioned or the surname of the Chairman of the inquiry as the corporate author in the format:

Examples:

Communities and Local Government (2010) *Form and Function: A comparative evaluation of the effectiveness of unitary authorities and two-tier structures – literature review.* **London: Communities and Local Government.**

Department for Children, Schools and Families (2010) *Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children.* **London: Department for Children, Schools and Families.**

Latham, S. M. (1994) *Constructing the Team: The Latham report.* **London: HMSO.**

5.9   Referencing Other Sources

5.9.1   A piece of archive material

If you have used material from archives or special collections, the required elements for a reference are:

For example:

Birmingham Municipal School of Art (1885-1888) *School of Art Management Sub-Committee Minutes, Vol. 1.* **[manuscript] Birmingham City University Art and Design Archives, SA/AD/2/1. Birmingham: Birmingham City University Art and Design Archives.**

An in-text reference for the above example would read:

(Birmingham Municipal School of Art, 1885-1888)

Occasionally you may need to refer to unpublished material that is held in an archive or private collection. Examples of these are:

Grist, J. (2004) *The Century before Yesterday: John Grist's BBC and other broadcasting tales.* **Volume 2 (unpublished memoir, private collection).**

Strong, R. (1895) *Education in Nursing.* **King's College London Archives, KCL/RBNA 2/9. London: King's College London Archive Services.**

5.9.2   A dictionary or encyclopaedia

Where there is no named author or obvious editor you would not normally put the dictionary in the bibliography and any reference to it in your text would be by the title of the work and date of publication. For example, you might describe something as defined by *The Chambers Dictionary* (1998). Where there is an editor and you feel it appropriate to quote from a general dictionary use the format:
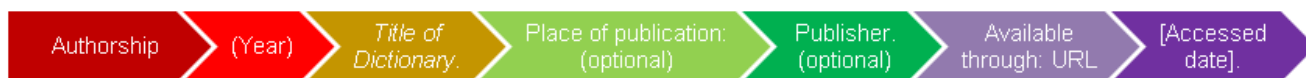

For example:

Kennedy, M. (1980) *The Concise Oxford Dictionary of Music.* **3rd edn. London: Oxford University Press.**

in the text of your work:

Kennedy (1980: 327) defines…

5.9.3   A dictionary or encyclopaedia available online Error! Bookmark not defined.Error! Bookmark not defined.

For the whole work, use the following format where the title is used as the corporate author:

In the following example the content is online:

Encyclopaedia Britannica (2014) *Encyclopaedia Britannica Online.* **London: Encyclopaedia Britannica. Available through: http://www.britannica.com/ [Accessed 17 October 2014].**

Soegard, M and Dam, R.F. (2014) *Encyclopedia of Human-Computer Interaction.* **2nd edn. Aarhus, Denmark: Interaction Design Foundation. Available at: https://www.interaction-design.org/books/hci.html [Accessed 31 July 2015].**

5.9.4   A dictionary or encyclopaedia entry available online

Wikipedia and similar user-edited sites should not be considered as reliable sources for research material although they can be a useful starting point if you explore the sources for each article and consider their credibility. Nonetheless, references to Wikipedia articles continue to appear in academic journal articles and are cited in the same format:
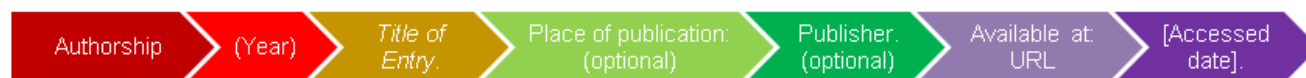
For example:

Wikipedia (2015) *Local Interconnect Network.* **Available at: https://en.wikipedia.org/wiki/Code_talker [Accessed 31 July 2015].**

5.9.5   An article in an edited dictionary or encyclopaedia

Articles in larger dictionaries which are edited or in dictionaries which are multi-volume should be treated as chapters in edited books and include the volume number and the chapter title in the format:

Examples:

Anderson, N. and Thompson, S. (2001) Duplessis. In: S. Sadie, ed. *The New Grove Dictionary of Music and Musicians.* **2nd edn. London: Macmillan, Vol. 7, pp. 721-722.**

Sperling, C. and Cooper, S. L. (2013) When science changes, how does law respond? In: J. A. Siegel and P. J. Saukko, eds. *Encyclopedia of Forensic Sciences.* **2nd edn. London: Academic Press, Vol. 2, pp. 476-480.**

5.9.6   A dissertation or thesis

Dissertations and theses are treated in a similar way to printed books but instead of giving information about the publisher you need to give the name of the institution where the dissertation was undertaken and the type of degree for which it was written.

The required elements for a reference are:

Examples:

Gheyas, I. A. (2004) *Managing Information Systems in the University Libraries: A case study of the Stirling University Library*. **M.Sc. Thesis. University of Stirling.**

Hunt, L. A. (2014) *Failing Securely: Enabling mentors to fail underperforming student nurses in practical assessments.* **Ph.D. Thesis. Birmingham City University.**

5.9.7   A dissertation or thesis available online

Dissertations and theses are treated in a similar way to printed books but instead of giving information about the publisher you need to give the name of the institution where the dissertation was undertaken and the type of degree for which it was written. If the thesis is available online, the URL and accessed date should also be provided in the format:

For example:

Huang, J. (2009) *Contextualisation of Closed-loop Supply Chains for Sustainable Development in the Chinese Metal Industry*. **Ph.D. Thesis. University of Nottingham. Available at: http://eprints.nottingham.ac.uk/10785/1/JL_HUANG.pdf [Accessed 3 July 2015].**

5.9.8   Legislation in the Official Journal of the European Communities (OJ)

The primary legislation of the European Community consists of the founding treaties. Secondary legislation consists of regulations, directives, decisions, recommendations and opinions.

Examples of citing in-text:

Regulation   **Regulation (EU) 2015/848 on insolvency proceedings (the "Recast Regulation") (European Commission, 2015) will apply to all insolvency proceedings from 26 June 2017 and heralds a number of changes in the discipline.**

Directive   **The decision to implement the Public Contracts Regulations 2015 in England, Wales and Northern Ireland has been taken over a year in advance of the EU's deadline for implementation of the new EU Public Sector Procurement Directive 2014/24/EU (European Commission, 2014).**

Decision	**The EU Council Decision (Council of the European Union, 2002) states in section 2.2.3 that non-hazardous gypsum-based materials should be disposed of only in landfills for non-hazardous waste in cells where no biodegradable waste is accepted.**
Treaties	**In the field of environmental management the causation principle is known under Article 191 of the Treaty on the Functioning of the European Union (TFEU) as "the polluter pays principle" (European Commission, 2012).**

The full reference will be to the authoritative text in the Official Journal of the European Communities (abbreviation – OJ) where the secondary legislation was first published, together with the title, date and page numbers.

These references will appear in your reference list in the format:

Examples are:

European Commission (2015) Regulation (EU) 2015/848 of the European Parliament and of the Council of 20 May 2015 on insolvency proceedings (Recast). *OJ*, L141/19, 5 June 2015, pp. 19-72.

European Commission (2014) Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC. *OJ*, L94/65, 28 March 2014, pp. 65-242.

Council of the European Union (2003) Council Decision 2003/33/EC of 19 December 2002 establishing criteria and procedures for the acceptance of waste at landfills pursuant to Article 16 of and Annex II to Directive 1999/31/EC. *OJ*, L11/27, 16 January 2003, pp. 27-49.

European Commission (2012) Consolidated version of the Treaty on the functioning of the European Union. *OJ*, C326/47, 26 October 2012, pp. 47-390.

5.9.9   A European Commission document not in the Official Journal

European Community documents, such as proposals and reports, should be in the format:

Examples:

European Commission (2011) *Proposal for a Regulation of the European Parliament and of the Council on a Common European Sales Law.* Brussels: Commission of the European Communities (COM (2011) 635 Final).

European Commission (2011) *Evaluation Report: Impact and effectiveness of EU public procurement legislation.* **Brussels: Commission of the European Communities (SEC (2011) 853 Final).**

5.9.10 An interview

A transcript of your interview must be included in an Appendix in your piece of work (check your guidelines for more information about this). The citation for this interview in your work should then refer to Appendix A as, for example:

In a personal interview (Appendix A) Gavigan explains her reluctance….

You may also use '(see Appendix A)', but remember that you should be consistent throughout your work.

Clearly you need to check with the interviewee that they are in agreement with a transcript of the interview being made.

An interview will normally be with a named person on a particular date and conducted by a specific person but you will need to provide a title. It is useful to give the venue.

In your reference list you must provide the following details for interviews you have conducted yourself:

For example:

Branson, R. (2014) Interviewed by John Doe (use your name here) **at Birmingham City University** (the location you interviewed them)**, 4 July.**

For interviews in printed sources, from broadcasts, or from sources that feature as part of additional material on DVD, use the format of the source, following the guidance on these pages, for example:

Grange, K. (2011) Interview with Kenneth Grange. Interviewed by Mark Lawson for *Front Row,* **BBC, UK***,* **19:15, 18 July, BBC Radio 4, 35 mins.**

Morgan S. (1996) Beyond control: an interview with Susan Hiller. In: *Susan Hiller* **[exhibition catalogue] Exhibition held at Tate Gallery, Liverpool, 20 January – 17 March. London: Tate Gallery Publishing.**

Interview with Wim Wenders*, Land of Plenty.* **[documentary extra, DVD] Directed by Wim Wenders. Interviewed by Mark Cousins. Axiom Studios, USA/Germany/Canada, 2004 [Axiom Studios, AXM555, 2008] 6 mins.**

Whitburn, V. (2010) I'm steeped in the countryside: interview with Vanessa Whitburn. Interviewed by Elisabeth Mahoney for *The Guardian: Media supplement,* **13 December, p. 5.**

5.9.11 A recorded interview available online

You may also need to quote interviews which are available on a web page. In all these cases, you need to ensure that you cite the speaker's ideas in author/date style in the format:
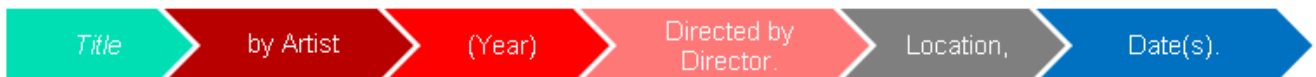

Examples:

Arthur, B. (1999) *What Counts Is Where You're Coming From In Your Inner Self: Interview with W. Brian Arthur.* **Interviewed by Joseph Jaworski, Gary Jusela and C. Otto Scharmer at Xerox Parc, Palo Alto, California, 16 April 1999. Available at http://www.presencing.com/presencing/dol/Arthur.shtml [Accessed 26 June 2012].**

Rajlich, V. (2011) *Another Conversation with Vasik Rajlich (on Rybka Chess).* **Interview with Nelson Hernandez. Available at: http://www.youtube.com/watch?v=cQshTNJ4pSM [Accessed 30 July 2014].**

5.9.12 A live performance (non-musical)

For non-musical performances, the name of the play is always in italics. Include details of the director and the venue and date that you saw the production in the format:

Example references:

Whipping It Up **by Steve Thompson (2006) Directed by Terry Johnson. [Bush Theatre, London, 18 November – 16 December].**

Anne of the Thousand Days **by Maxwell Anderson (2006) Directed by Christian Heim [Visy Theatre, Brisbane Powerhouse, Australia. 7-17 June].**

Who's Afraid of Virginia Woolf? **By Edward Albee (2007) Directed by Michael Gow [Cremorne Theatre, Queensland Performing Arts Centre, Australia. 2 October – 3 November].**

Examples in the text:

There have been other plays about Parliamentary Whips – notably Steve Thompson's hilarious *Whipping It Up* (2006) – but none that have been so reminiscent of a BBC Four documentary.

Case studies of post-performance discussions held after performances of Crossbow Production's staging of Maxwell Anderson's *Anne of the Thousand Days* in 2006 and Queensland Theatre Company's production of Edward Albee's *Who's Afraid of Virginia Woolf?* in 2007 trialled this new discussion model.

5.9.13 A speech transcript

When referencing speeches, provide the following:

Examples:

Blair, A. (2001) *PM's New Year's Message***, London, 30 December. Available at:
   http://webarchive.nationalarchives.gov.uk/20091006031459/http://number10.gov.uk/page168
   0 [Accessed 28 August 2015].**

Cameron, D. (2015) *PM on Plans for a Seven-day NHS***, London, 18 May. Available at:
   https://www.gov.uk/government/speeches/pm-on-plans-for-a-seven-day-nhs [Accessed 31
   July 2015].**

5.9.14 A press release

For press releases, please provide the following:
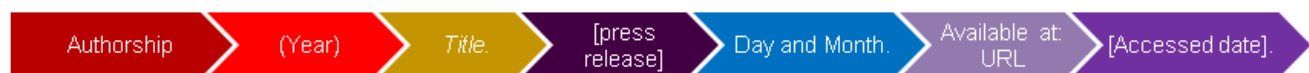
Examples:

Birmingham City University (2015) *Who Needs Gold and Silver When You've Got...Human
   Hair?* **[press release] 26 June. Available at: http://www.bcu.ac.uk/news-events/news/who-
   needs-gold-and-silver-when-youve-got-human-hair [Accessed 31 July 2015].**

**Prime Minister's Office, H.M. Treasury and Department for Communities and Local
   Government (2015)** *PM and Chancellor Announce 'One Nation' Plans to Spread
   Homeownership Across the Country*. **[press release] 4 July. Available at:
   https://www.gov.uk/government/news/pm-and-chancellor-announce-one-nation-plans-to-
   spread-homeownership-across-the-country [Accessed 31 July 2015].**

5.9.15 A play or a poem

The required elements of a reference are:

Examples:

Miller, A. (1968) *The Crucible: A play in four acts.* **Harmondsworth: Penguin.**

Hare, D. (2000) *My Zinc Bed***. London: Faber and Faber.**

5.9.16 A classic play or poem

Classic plays are available in edited editions and the editor's name should be included with your
reference.

The required elements for a reference are:

For example:

Shakespeare, W. (1995) *Twelfth Night or What You Will.* **Edited by Roger Warren and Stanley Wells. New edn. Oxford: Clarendon Press.**

5.9.17 The National Curriculum

To cite the current English national curriculum in your work use the format:

In-text citation:

According to the English national curriculum (Department for Education, 2014: 5) "maintained schools in England are legally required to follow the statutory national curriculum which sets out in programmes of study, on the basis of key stages, subject content for those subjects that should be taught to all pupils".

In your references list, the current version would appear as:

Department for Education (2014) *The National Curriculum in England: Framework document.* **[pdf] Available at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335116/Master_final_national_curriculum_220714.pdf [Accessed 31 July 2015].**

For specific subjects, use the same format, for example, for English:

Department for Education (2014) *National Curriculum in England: English programmes of study. Statutory Guidance.* **Available at: https://www.gov.uk/government/publications/national-curriculum-in-england-english-programmes-of-study/national-curriculum-in-england-english-programmes-of-study [Accessed 8 August 2014].**

5.9.18 A section from a former National Curriculum

If you are referring to former national curricula more than once in your work then you can abbreviate the name of the Department in brackets when you first cite it. Subsequent references can then use the abbreviation. The format you need is:

For example, first citation in text: **Department for Education and Employment (DfEE) (1999)**

Subsequent citations in text: **DfEE (1999)**

The abbreviation should then appear after the full name in your reference list:

Department for Education and Employment (DfEE) (1999) *The National Curriculum for England, English Key Stages 1-4.* **London: DfEE.**

For specific subjects, in this case, English:

In England, since 1988, there has been a statutory role for grammar in the national curriculum for English, although it has been expressed slightly differently in each of its many versions (DES, 1990; DfE, 1995; DfE, 2014; DfEE, 1999; QCA, 2007).

These would then be cited as:

Department for Education (DfE) (1995) *English in the National Curriculum.* **London: HMSO.**

Department for Education (2014) *National Curriculum in England: English programmes of study. Statutory Guidance.* **Available at: https://www.gov.uk/government/publications/national-curriculum-in-england-english-programmes-of-study/national-curriculum-in-england-english-programmes-of-study [Accessed 8 August 2014].**

Department for Education and Employment (DfEE) (1999) *The National Curriculum for England, English Key Stages 1-4.* **London: DfEE.**

Department of Education and Science (DES) (1990) *English in the National Curriculum.* **London: HMSO.**

Qualifications and Curriculum Authority (QCA) (2007) *English: Programme of study for Key Stage 4.* **[pdf] Available at: http://webarchive.nationalarchives.gov.uk/20130401151655/http://media.education.gov.uk/assets/files/pdf/p/english%202007%20programme%20of%20study%20for%20key%20stage%204.pdf [Accessed 8 August 2014].**

5.9.19 A religious text

When you are quoting from a sacred text e.g. the Bible, the Torah or the Qur'an, the elements for a citation are:

Examples:

The Bible: Contemporary English version **(2000) London: Harper Collins.**

***The Holy Qur'an* (1994) Kuala Lumpur: Islamic Book Trust.**

For other sacred texts, it is important that you clearly identify the location of the text that you cite using the appropriate numbering system.

Examples of in-text references are:

"In the beginning, God created the heavens and the earth" (The Bible, Genesis 1:1).

"there is no compulsion in religion" (The Holy Qur'an, Surat Al-Baqarah 2: 256).

Convention dictates that you do not use page numbers with religious texts just chapter and verse.

5.9.20 A patent

The required elements for a reference are:

Examples:

Sprecht, P., Asfia, J.E., Buzza, T.G. and von Flotow, A. (1999) *Air Curtain Insulating System for Aircraft Cabin.* U.S. Patent 5897079A, 27 April.

Hornung, A. and Apfelbacher, A. (2013) *The Thermal Treatment of Biomass*. European Patent EP2653523(A2), 23 October.

5.9.21 A standard

The required elements for a reference are:

You will largely find standards through web-based subscription sites such as British Standards Online but academic practice is to cite the standards as if they are in a printed form.

Examples:

BSI (2008) *BS 31100: Risk management. Code of practice.* London: BSI.

International Organization for Standardization (ISO) (2000) *ISO 9000: Quality management systems - fundamentals and vocabulary.* 2nd edn. Geneva: ISO.

In the text of your report the standards body and the number are usually all that is required. Examples are:

One of the standards that support the implementation of ISO/IEC 27001 is the code of practice ISO/IEC 27002.

BS 6079-3: 2000 has been modified and adopted for various project situations. Furthermore, the Institute for Risk Management has produced a guide for risk management based on PD ISO/IEC Guide 73: 2002 which has been widely adopted in IT related projects.

5.9.22   A standard available online

The required elements for standards that are published on the internet are:

Examples are:

National Institute of Standards and Technology (NIST) (2012) *FIPS PUB 180-4: Secure hash standard (SHS).* **Gaithersburg, MD: National Institute of Standards and Technology. Available at: http://csrc.nist.gov/publications/fips/fips180-4/fips-180-4.pdf [Accessed 22 February 2013].**

International Telecommunications Union (ITU) (2014) *Recommendation ITU-T X.1211: Techniques for preventing web-based attacks.* **Geneva: ITU. Available at: http://www.itu.int/rec/T-REC-X.1211-201409-I [Accessed 23 December 2014].**

Droms, R., Bound, J., Volz, B., Lemon, T., Perkins, C., and Carney, M. (2003) *Dynamic host configuration protocol for IPv6 (DHCPv6)* **(IETF RFC 3315). Available at: http://www.rfc-editor.org/info/rfc3315 [Accessed 23 December 2014].**

5.10   Referencing Unpublished Sources

5.10.1 Lecture Notes

As with other materials, it is likely that a lecture will have an author and title and a place where it was delivered. There will also be a year and date in which it was delivered. Additionally the lecture is likely to be part of a course or module. The required elements for your notes are:

For example:

Cowell, M. (2014) Romanticism, industrialisation and the public landscape. *LAN4008 Precedent: Terra Forma***, BA (Hons) Landscape Architecture, Birmingham City University, 18 November [Lecture Notes taken by Daniel Wilby].**

However, as this material is usually uploaded to Moodle, you are now far more likely to want to reference lectures or lecture slides from a Moodle site, details of which are in the following sections.

5.10.2 A module on a virtual learning environment

For an entire Moodle site the required elements are:

For example:

Jenkins, C. (2014) *LBR6166 Dementia Care.* **Birmingham City University, Faculty of Health, Education and Life Sciences***.* **Available at: http://moodle.bcu.ac.uk/course/view.php?id=3266 [Accessed 31 July 2015].**

5.10.3 A lecture section on a virtual learning environment

For lecture notes that are supplied with each week's lecture in Moodle, use the following format where the production and availability information follow the title:

For example:

Jenkins, C. (2014) People with dementia in general hospitals: section 14*. LBR6166 Dementia Care.* **Birmingham City University, Faculty of Health, Education and Life Sciences module***.* **Available at: http://moodle.bcu.ac.uk/course/view.php?id=3266&section=14 [Accessed 31 July 2015].**

5.10.4 Slides of a lecture on a virtual learning environment

For presentations, the medium appears after the title and before the production and availability information, in the format:

For example:

Lewis, D. (2014) Palliative Care in Dementia. [Powerpoint presentation] *LBR6166 Dementia Care***. Birmingham City University, Faculty of Health, Education and Life Sciences module. Available at: http://moodle.bcu.ac.uk/course/view.php?id=3266 [Accessed 31 July 2015].**

5.10.5 A forum posting or a discussion board

When referring to forum postings or discussion boards, include the full details within your reference list so that the forum post can be identified on the Moodle page. Use the format:

In your references:

Withers, P. (2014) Industrial mentor introduction. *DIG4103 Music and Audio Industries UG1***. Birmingham City University, Faculty of Computing, Engineering and the Built Environment module, 25 November 2014. Available at: http://moodle.bcu.ac.uk/mod/forum/discuss.php?d=11436 [Accessed 31 July 2015].**

In the text of your work, for example:

Withers (2014) reflected that, for small to medium-sized live music gigs, "the main consoles have not often been the high value end of the market or the highest value in that brand's product range but now almost always are digital".

For publicly available discussion groups please refer to Section 5.3.11 on referencing email correspondence/discussion lists. You do not have to paste the whole forum post into your reference list.

5.10.6 A written personal communication

Where you refer to more informal personal communication, e.g. letter, phone call or conversation, provide as much detail as possible and use the format:
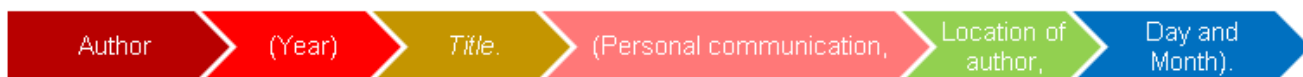
Permission should be sought before these sources are quoted and a copy retained for reference. You may wish to include a copy of personal communications in your appendices or advise the reader how to obtain a copy.

For example:

Skone, T. (2013) *Life-cycle Assessment of Coal-fired Power Plants.* **(Personal communication, National Energy Technology Laboratory, 5 March).**

5.10.7 A personal communication via email

If you need to refer to personal communication by email, use the format:

Permission should be sought before these sources are quoted and a copy retained for reference. You may wish to include a copy of your email in your appendices or advise the reader how to obtain a copy.

Examples:

Rossetti, N. (2011) *Turboden Heat Recovery.* **[Email] (Personal communication, 19 April).**

Coulmas, M. C. (2009) *A Study of the Effect of Clinical Experience on Nursing Empathy* **(Doctoral dissertation, Capella University, 2006). [Email] (Personal communication, 8 July).**

5.10.8 A journal article pre-published online

You may have access to a document, usually an article that is published online before it is published in an issue of a journal, for which you may not be able to provide the full bibliographic details. In your reference list use the DOI for articles and include the words in press as in the following format:

Examples:

Hatcher, R. (2015) The transfer of local authority school support services to external social enterprises. *Journal of Educational Administration and History***, in press. Available at: http://dx.doi.org/10.1080/00220620.2015.996864**.

Mann, S.A., Sparkes, E., Duarte, R.V. and Raphael, J.H. (2015) Attrition with spinal cord simulation. *British Journal of Neurosurgery***, in press. Available at: http://dx.doi.org/10.3109/02688697.2015.1054352**.

In your in-text references, the first of these would appear as:

Non-statutory and non-core services within education will continue to transfer to alternative delivery models which, in Birmingham, involves outsourcing provision to a support network of schools and the use of social enterprises (Hatcher, 2015, in press).

5.10.9 A forthcoming book chapter

You may have access to a document, usually a book chapter, which is to be incorporated in a book which has yet to be published. Use the format:

Authorship → (Year, in press) → Chapter title. → In: Editorship, ed. / eds. → *Book Title.* → Edition. (if not first) → Volume. (optional) → Place of publication: → Publisher, → pp. pages / c. chapter.

In your reference list include the words in press as in the following examples:

Mawer, D. (2016, in press) Jolivet's early music theory and its practice in *Cinq danses rituelles* (1939). In: C. Rae, ed. *André Jolivet: Music, art and literature.* Aldershot: Ashgate.

Howe, T. (2016, in press) Manifestoes and defences. In: D. Duff, ed. *Oxford Handbook of British Romanticism.* Oxford: Oxford University Publishing.

6.   Further information

No guide can hope to instruct you in every conceivable possibility in referencing your sources.

Some materials are frequently problematical. By applying these guidelines and by using your own judgment and common sense (bearing in mind the need to give enough information for interested teachers and readers to locate an item) you should be able to construct a proper reference for any item which you have consulted. Be consistent: use a uniform style, format and punctuation scheme for all references in a document, regardless of the particular style guide being used

The Harvard Anglia style included in Microsoft Word is based on the Harvard System of Referencing Guide at Anglia Ruskin University http://libweb.anglia.ac.uk/referencing/harvard.htm. For help with other sources not mentioned here you are advised to use this web page.

In print, you are advised to consult the publication *Cite Them Right*, copies of which are held at libraries across the University.

If you would like to speak with a member of staff, please use the booking form http://bcu.iinsight.org to contact a member of Centre for Academic Success staff or contact a member of library staff by visiting one of the libraries or by using the contact details on https://icity.bcu.ac.uk/Library-and-Learning-Resources/About-us.

References:

Anglia Ruskin University (2015) *Guide to the Harvard Style of Referencing*. 5th edn. Available at: http://libweb.anglia.ac.uk/referencing/harvard.htm [Accessed 9 July 2015].

Pears, R. and Shields, G. (2013) *Cite Them Right: The essential referencing guide*. 9th edn. Basingstoke: Palgrave Macmillan.

BSI (2010) *BS ISO 690: 2010. Information and documentation: Guidelines for bibliographic references and citations to information resources.* London: BSI.

Appendix 1: Comparison of Harvard styles

Type	*Cite them Right*	Anglia Ruskin Harvard Website	Microsoft Word Harvard - Anglia	BCU Harvard	Comment
Book with one author	Baron, D. P. (2008) *Business and the organisation*. Chester: Pearson.	Baron, D. P., 2008. *Business and the organisation*. Chester: Pearson.	Baron, D. P., 2008. *Business and the organisation*. Chester: Pearson.	Baron, D. P. (2008) *Business and the organisation*. Chester: Pearson.	BCU and *Cite them Right* put brackets around the date and omit the full stop after the date.
Books with multiple authors/edition statement	Barker, R., Kirk, J. and Munday, R.J. (1988) *Narrative analysis*. 3rd edn. Bloomington: Indiana University Press.	Barker, R., Kirk, J. and Munday, R.J., 1988. *Narrative analysis*. 3rd ed. Bloomington: Indiana University Press.	Barker, R., Kirk, J. & Munday, R. J., 1988. *Narrative analysis*. 3rd ed. Bloomington: Indiana University Press.	Barker, R., Kirk, J. and Munday, R. J. (1988) *Narrative analysis*. 3rd edn. Bloomington: Indiana University Press.	Word uses "&" instead of "and"; BCU and *Cite them Right* use edn to distinguish between editor and edition. BCU and Word put a space between multiple author initials.
Print journal articles	Perry, C. (2001) 'What healthcare assistants know about clean hands', *Nursing Times*, 97(22), pp. 63-64.	Perry, C. 2001. What healthcare assistants know about clean hands. Nursing Times, 97(22), pp.63-64.	Perry, C. (2001) What healthcare assistants know about clean hands. Nursing Times, 97(22), pp. 63-64.	Perry, C. (2001) What healthcare assistants know about clean hands. *Nursing Times*, 97(22), pp. 63-64.	BCU and Word put a space after p. or pp. *Cite them Right* includes the title in single speech marks.

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Type	*Cite them Right*	Anglia Ruskin Harvard Website	Microsoft Word Harvard - Anglia	BCU Harvard	Comment
Web pages	NHS Evidence (2003) *National Library of Guidelines*. Available at: http://www.library.nhs.uk/guidelinesFinder (Accessed: 10 October 2009).	NHS Evidence, 2003. *National Library of Guidelines*. [online] Available at: <http://www.library.nhs.uk/guidelinesFinder> [Accessed 10 October 2009].	NHS Evidence, 2003. *National Library of Guidelines*. [Online] Available at: http://www.library.nhs.uk/guidelinesFinder [Accessed 10 October 2009].	NHS Evidence (2003) *National Library of Guidelines*. Available at: http://www.library.nhs.uk/guidelinesFinder [Accessed 10 October 2009].	BCU and *Cite them Right* omit [online] as the URL indicates direct access to an online source. Anglia Ruskin uses "<" and ">" around the URL. *Cite them Right* uses round brackets for the access date adds a colon after "Accessed".
E-books and pdfs	Griffith, A. (2011) *SPSS for Dummies*. 2nd edn. Hoboken, NJ: Wiley.	Griffith, A., 2011. *SPSS for Dummies*. 2nd ed. [e-book] Hoboken, NJ: Wiley. Available through: Birmingham City University Library website <http://library.bcu.ac.uk> [Accessed: 9 May 2013].	Not available	Griffith, A. (2011) *SPSS for Dummies*. 2nd edn. [e-book] Hoboken, NJ: Wiley. Available through: http://prism.talis.com/bcu/items/1143754 [Accessed 9 May 2013].	Available through is used for indirect access. BCU uses the URL that goes directly to the page required to obtain access to the source. *Cite them Right, 9th edition,* states that the increasing availability of e-books in

Appendix 1: Comparison of Harvard styles

Type	*Cite them Right*	Anglia Ruskin Harvard Website	Microsoft Word Harvard - Anglia	BCU Harvard	Comment
					identical form to print has rendered the distinction between print and e-books unnecessary.
Chapters in edited books	Franklin, A.W. (2002) 'Management of the problem', in Smith, S.M. (ed.) *The maltreatment of children*. Lancaster: MTP, pp. 8 -95.	Example given is incorrect in giving two dates: Samson, C., 1970. Problems of information studies in history. In: S.Stone, ed. 1980. *Humanities information research*. Sheffield: CRUS, pp. 44-68.	Samson, C., 1970. Problems of information studies in history. In: S. Stone, ed. *Humanities information research*. Sheffield: CRUS, pp. 44-68.	Samson, C. (1970) Problems of information studies in history. In: S. Stone, ed. *Humanities information research*. Sheffield: CRUS, pp. 44-68.	BCU corrects error in Anglia Ruskin site. *Cite them Right* has initials after the editor and includes ed. in brackets with no full stop after the chapter title.
Short quote (one page)	Cormack and Brown (1994, p. 32) have stated, "when writing…"	Cormack and Brown (1994, p.32) have stated, "when writing…"	Cormack and Brown (1994, p. 32) have stated, "when writing…"	Cormack and Brown (1994: 32) have stated, "when writing…"	BCU uses a colon to reduce the word count. BCU, *Cite them Right* and Word are more grammatical by leaving a space after the colon or p.

Appendix 1: Comparison of Harvard styles

Type	*Cite them Right*	Anglia Ruskin Harvard Website	Microsoft Word Harvard - Anglia	BCU Harvard	Comment
Long quote	Use with four lines or more and omits the quotation marks, e.g. According to Jones (1967, p.27): Outside the UK, …	Use with 50 or more words and use a separate indented paragraph with quotation marks, e.g. According to Jones (1967, p.27): "Outside the UK, ..."	N/A	Use with approximately 50 or more words and use a separate indented paragraph, e.g. According to Jones (1967: 27): Outside the UK, ...	BCU and *Cite them Right* do not use quotation marks when introducing the long quotation
Citing two authors	(Trefts and Blacksee, 2000)	(Trefts and Blacksee, 2000)	(Trefts & Blacksee, 2000)	(Trefts and Blacksee, 2000)	Word uses "&" instead of "and"
Citing three authors	(Barker, Kirk and Munday, 1988)	(Barker, Kirk and Munday, 1988)	(Barker, et al., 1988)	(Barker et al., 1988).	Word and BCU use "et al." with more than two authors. Word puts a comma before "et al." Anglia Ruskin and *Cite them Right* use "et al." with more than three authors.
Multiple indirect citations	Recent research (Collins, 1998; Brown, 2001; Davies, 2008) shows that	Recent research (Collins, 1998; Brown, 2001; Davies, 2008) shows that	Recent research (Brown, 2001; Collins, 1998; Davies, 2008) shows that	Recent research (Brown, 2001; Collins, 1998; Davies, 2008) shows that	Word and BCU write multiple citations in alphabetical order. Anglia Ruskin and *Cite them Right* put them in chronological order.

Appendix 1: Comparison of Harvard styles

Type	*Cite them Right*	Anglia Ruskin Harvard Website	Microsoft Word Harvard - Anglia	BCU Harvard	Comment
Citations with the same authorship and year	In his study of the work of Rubens, Miller (2006a, p. 18) emphasises.....However, in his final analysis, Miller (2006b, pp.143-152) argued that...	In his study of the work of Rubens, Miller (2006a, p. 18) emphasises... However, in his final analysis, Miller (2006b, pp.143-152) argued that... Miller (2006a; b) has written extensively on Rubens's mastery of drama…	Unable to differentiate	In his study of the work of Rubens, Miller (2006a: 18) emphasises.....However, in his final analysis, Miller (2006b: 143-152) argued that...	BCU uses a colon to reduce the word count. All sources use lower case letters in alphabetical order after the publication date to differentiate.
References with same authorship and year	Miller, S. (2006a) *The Flemish Masters*. London: Phaidon Press. Miller, S. (2006b) *Rubens and his art.* London: Killington Press.	Miller, S., 2006a. *The Flemish Masters*. London: Phaidon Press. Miller, S., 2006b. *Rubens and his art.* London: Killington Press.	Unable to differentiate	Miller, S. (2006a) *The Flemish Masters*. London: Phaidon Press. Miller, S. (2006b) *Rubens and his art.* London: Killington Press.	All sources use lower case letters to differentiate. BCU and *Cite them Right* put brackets around the date and omit the full stop after the date.

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