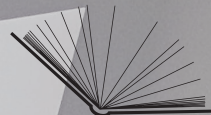




Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David



LLYFRAUaRHAGOR
BOOKS&BEYOND
Llyfrgell Adnoddau Dysgu | Library & Learning Resources

REFERENCING HANDBOOK

MHRA

UWTSD: Library and Learning Resources

Ellie Downes and Alison Evans
Academic Liaison Librarians

Welcome

Welcome to the 1st edition of the University of Wales Trinity Saint David's Referencing Handbooks, created as part of a collaborative effort between the Library and Learning Resources (LLR), the Academic Office and academic staff across the University.

Referencing correctly is an important skill in academia, and there is plenty of conflicting or out-of-date information out there so we've created consistent guidance for UWTSD students.

Referencing Handbooks are available for the four standards used at UWTSD and further support and guidance is available via the LLR from your Academic Liaison Librarian.

We would like to thank the academic staff involved for their time and input.

We hope that these will help improve your skills and confidence and hope this resource will be a useful guide through the sometimes confusing world of referencing.

We'd be happy to receive feedback on these guides just contact **library@uwtsd.ac.uk** with any suggestions.

Ellie Downes

Academic Liaison Librarian

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Introduction

There are four recommended referencing styles in use at the University of Wales Trinity Saint David:

- APA (American Psychological Association)
- Harvard
- IEEE (Institute of Electronics and Electronics Engineers)
- MHRA (Modern Humanities Research Association)

You can find out which referencing standard you should be using by looking in your Programme Handbook. All of the referencing handbooks are available in the Student Guides section of MyDay and at www.uwtsd.ac.uk/library/

What is referencing?

When producing an academic assignment, you will be expected to acknowledge other people's work by referencing them in a recognised and consistent format. You will also need to provide details of the resources you have read for your assignment. There are a number of reasons why this is necessary:

- Demonstrate the breadth of research you have undertaken
- Add academic credibility to your arguments
- Enable readers to find the sources you have used in your work
- Acknowledge the ideas and work of others
- Avoid accidental plagiarism.

How do I use this handbook?

The handbook will help you recognise the need for accurate referencing and support you in the developing your referencing skills.

The handbook provides examples of how to produce in-text citations and references from some of the most widely used sources you may encounter over the course of your studies.

The handbook is not exhaustive and additional examples and guidance can be found in:

Pears, R. and Shields, G. (2016) *Cite them right: the essential referencing guide*. 10th rev. edn. Basingstoke: Palgrave.

Which you can find in all UWTSD libraries.

An example of how the reference should appear in your text will be shown in this box

An example of how the reference should appear in your reference list or bibliography will be shown in this box

Avoiding plagiarism

Proper referencing also means you avoid **plagiarism**, passing off someone else's work as your own. Plagiarism can be deliberate or accidental; without accurate referencing it's possible to accidentally plagiarise someone else's work.

The University's full definition of plagiarism can be found within the University regulations: <http://www.uwtsd.ac.uk/academic-office/university-regulations-student-guide/>

Referencing Tips

- Make sure that you know which referencing style your programme uses before you begin, this will be in your programme handbook
- Keep a record of the sources you read as you go along
- Be consistent in the records you keep and in the way you reference
- Build in enough time to check your referencing
- If in doubt, put yourself in the shoes of the reader and ask if you could easily find the source from your referencing
- If in doubt, seek clarification or ask for help

Referencing Software

The Library provides access to Refworks, an online programme that helps you to record your sources in one place and support you in referencing them and can be accessed via the library website, using your UWTSd login: <http://uwtsd.ac.uk/library/online-library/refworks/>

Help and support

During your first year you'll receive an in-class session on referencing and you'll be able to access regular workshops and drop-ins throughout the academic year as part of our **InfoSkills** programme, full details will be available on the Student Events calendar accessible via MyDay <http://uwtsd.ac.uk/library/infoskills/>. Connect with us **@UWTSdLib**, on Facebook, Twitter and Instagram for updates on top tips.

You have a dedicated Academic Liaison Librarian for your Faculty whose role is to support you throughout your course. You can find out who your Academic Liaison Librarian is and book an appointment here: www.uwtsd.ac.uk/library/contact-us/library-staff/ or by popping into your nearest UWTSd library.

Support for referencing is also available from Student Services and study skills drop-ins are available across the campuses.

Students at Partner Institutions should check with the library at their home institution to find out which standard they should be using and where to get support.

MHRA Referencing: The Basics

The MHRA referencing style consists of:

A footnote:

These are used when referring to a source of information within the text of your assignment to show where it came from. There are numbers linked to a full reference in footnotes or endnotes, and in your reference list. Footnotes appear at the bottom of each page, whereas endnotes appear at the end of each chapter, you must check which are preferred for your piece of work rather than use both.

A reference list:

The purpose of the footnote is to refer you to the full details of the publication within a full reference list or bibliography at the end of your work. Full publication details of the citation should be found in the reference list at the end of your assignment. This contains the full bibliographical record of the references cited in your text and should be arranged alphabetically by author's surname.

It should enable any reader to locate your original source. A reference list is arranged in alphabetical order by the author's family name or, if there is no author, by title. A bibliography can also sometimes be requested by your tutor. A bibliography is a list of all the sources you have read for your assignment, whether or not you have cited them in your text and therefore more exhaustive than a reference list. If you're not sure which is required, ask your lecturer. MHRA style requires second and subsequent lines of references in your list to be indented, e.g.

Pears, Richard and Graham Shields, *Cite Them Right: The Essential Referencing Guide* 10th edition (London: Palgrave, 2016)

Subsequent Footnotes

1. The first time you cite a source, you should give full details in the footnote/endnote.
2. Any further references to that source can be abbreviated to the author's surname, the first few words of a title, and a page number.
3. If you are referencing the same source consecutively, i.e. the same as the preceding reference, you can use 'Ibid.' and a page number. This should only be done where there is no possibility of confusion.

Example:

¹ Richard Pears & Graham Shields, *Cite Them Right: The Essential Referencing Guide* 10th edition (London: Palgrave, 2016) p. 121

² Pears & Shields, *Cite Them Right*, p.121.

³ Ibid. p. 121.

Other Rules

1. All Footnotes should end with a full stop.
2. Each word in a title should start with a capital letter. For example '*The Lord of the Rings*' would be written as '*The Lord Of The Rings*'. (Microsoft word will suggest changing this as part of autocorrect).

¹ Richard Pears & Graham Shields, *Cite Them Right: The Essential Referencing Guide* 10th edition (London: Palgrave, 2016) p. 121.

How do I quote, paraphrase and summarise in my work?

Quotations

A quotation means that you take the exact wording as used by another author and insert it in your work. Direct quotations should be used sparingly and only when they are relevant to the argument you are making in your work.

Long quotation - more than 30 words or 2 lines

Format:

- enter as a separate paragraph
- indent the paragraph
- quotation marks are not required
- follow with the citation number linked to a footnote

Example:

Brontë's *Wuthering Heights* depicts Heathcliff's grief with animalistic imagery:

He dashed his head against the knotted trunk; and, lifting up his eyes, howled, not like a man, but like a savage beast being goaded to death with knives and spears. I observed several splashes of blood about the bark of the tree, and his hand and forehead were both stained; probably the scene I witnessed was a repetition of others acted during the night. It hardly moved my compassion—it appalled me: still, I felt reluctant to quit him so.¹

Footnote:

(1) Emily Brontë, *Wuthering Heights* (London: Penguin Classics, 2003) p. 153.

Short quotation - up to 30 words or 2 lines

Format:

- include in the body of the text
- enclose in single quotation marks; 'example'
- follow with the citation number linked to a footnote

Example:

Brontë's character is unable to express emotion as Heathcliff 'held a silent combat with his inward agony'²

Footnote:

(2) Emily Brontë, *Wuthering Heights* (London: Penguin Classics, 2003) p. 152.

How do I quote, paraphrase and summarise in my work?

Paraphrasing and summarising

Paraphrasing is when you take some-one else's idea and put it into your own words. Summarising is when you provide a brief overview of some-one else's idea. You would only need to provide a page number if you are referring to a very specific area or part of the text. You will need to use your judgment as to whether this is necessary. Put yourself in the shoes of the reader: are you referring to a whole work or concept or a very small part of it?

Example:

Bouziane3notes that *Wuthering Heights* explores similar concerns at a thematic level with *Great Expectations*, both critiquing Victorian society and the differences between social classes in 19th century England.

(3) Karima Bouziane, 'Materialism versus Human Values in the Victorian Novels: The Case of *Great Expectations* and *Wuthering Heights* ', *Arab World English Journal*, No. 3 October (2015), 167-173 (p. 167) < <https://ezproxy.uwtsd.ac.uk/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=eue&AN=110968037&site=ehost-live> > [accessed 8 January 2017].

How do I reference specific types of resources?

1. Books and e-books

Most references to books should adhere to the following general format. Elements may vary slightly. Specific examples are provided.

First Footnote:

Author's Name
Title in italics
Edition
Place of publication: publisher, date published
Page number

1. E. Smith, *How To Improve Your Research Project* 2nd edition (Plymouth: Kiln Press, 2016) p. 5.

Subsequent footnotes:

2. Smith, *How To Improve*, p. 5.

Reference list / Bibliography:

- Author's surname and first initial
- Title in italics
- Edition (if relevant)
- Place of publication: Publisher, publication year in brackets
- Indent on second and subsequent lines

Smith, E. (2016) *How to improve your research project* 2nd Ed. Plymouth: Kiln Press.

As print and electronic books are virtually identical, there is no need to indicate whether or not it is electronic unless the electronic version is not an identical version of a print publication. This mainly involves issues surrounding page numbers, therefore you must ensure that the page number is correct for the version you are using.

1.1 Book with two or three authors

First footnote:

3. E. O. Phillips and P. Renton, *Teaching Mathematics Today*, (Reading: Canalside Press, 2012) p. 54.

Subsequent footnote:

4. Phillips and Renton, *Teaching Mathematics Today*, p. 54.

Reference list / Bibliography:

Phillips, E.O. and Renton, P, *Teaching Mathematics Today* . (Reading: Canalside Press, 2012).

1.2 Book with four or more authors

First footnote:

5. A.C. Morton et al, *Walking And Learning*, (Swansea: Sandpaper Press, 2014) p. 37.

Subsequent footnote:

6. A.C. Morton et al, *Walking And Learning*, p. 37.

Reference list / Bibliography:

Phillips, E.O. and Renton, P, *Teaching Mathematics Today* .(Reading: Canalside Press, 2012).

How do I reference specific types of resources?

1.3 Chapter within an edited book

First footnote:

7. P.T. Hardy, 'Outdoor Play And How It Can Help Learning', in *A New Approach To Teaching In The Primary School*, ed. By E. Walker (London: Todcaster and Frome, 2015), pp 37-54, (p. 53).

Subsequent footnote:

8. Hardy, p. 53.

Reference list / Bibliography:

Hardy, P.T. 'Outdoor Play And How It Can Help Learning', in Walker, E. (ed.) *A New Approach To Teaching In The Primary School* (London: Todcaster and Frome, 2015).

1.4 Book without an author or editor

In this case you would use the title rather than the author. When listing in the reference list and/or bibliography you would list it alphabetically but by its title.

First footnote:

9. *How To Make An Impact*, (London: Avery and Perch, 2009) p. 1.

Subsequent footnote:

10. *How To Make An Impact*, p. 1.

Reference list / Bibliography:

How To Make An Impact, (London: Avery and Perch, 2009).

1.5 Book with an organisation as author

In this case, the name of the Organisation is treated as the author.

First footnote:

11. *Organisation For Research Into Primary Education*, Learning Today, (Stirling: McPhee and Jones, 2017) p. 21.

Subsequent footnote:

12. *Organisation For Research Into Primary Education*, Learning Today, p. 21.

Reference list / Bibliography:

Organisation For Research Into Primary Education Learning today, (Stirling: McPhee and Jones, 2017).

1.6 Multiple works by the same author

Ensure you include the titles in the footnotes to differentiate.

First footnote:

13. B.M. McNamara, *Education For Life*, (Maidenhead: Riverstory, 2012) p. 53.

14. B.M. McNamara, *Lifelong Learning*, (Maidenhead: Riverstory, 2017) p. 20.

Subsequent footnote:

15. B.M. McNamara, *Education For Life*, p. 53.

16. B.M. McNamara, *Lifelong Learning*, p. 20.

Reference list / Bibliography:

McNamara, B.M. *Education For Life*. (Maidenhead: Riverstory, 2012).

McNamara, B.M. *Lifelong Learning*. (Maidenhead: Riverstory, 2017).

How do I reference specific types of resources?

1.5 Book with an organisation as author

First footnote:

17. T.M. O'Brien, *The Impact Of Families On Learning*. 3rd edn (Dublin: Blackwater Books, 2016).

Subsequent footnote:

18. T.M. O'Brien, *The Impact Of Families*, pp 15-17.

Reference list / Bibliography:

O'Brien, T.M. *The Impact Of Families On Learning* 3rd edn. (Dublin: Blackwater Books, 2016)

1.6 Secondary citation

This is a piece of work that has been referred to in something you have read. Where possible, avoid secondary citations, and access the original work. In this case; you have read Morton's book. Morton has quoted Barnett, unless you go to Barnett's original work, you would reference Morton.

Note:

If you have not read the primary source, do not include it in your reference list – you may only cite it in your text.

First footnote:

19. D.C. Morton, *Learning In The Early Years*. (Exeter: Jones & Bart, 2016) p. 63.

Subsequent footnote:

20. D.C. Morton, *Learning In The Early Years*, p. 63.

Reference list / Bibliography:

Morton, D.C. *Learning In The Early Years*. (Exeter: Jones & Bart, 2016).

How do I reference specific types of resources?

2. Journal and newspaper articles

Most references to journal and newspaper articles should adhere to the following general format. Elements may vary slightly. Specific examples are provided.

First Footnote:

- Author's name
- Article title enclosed in single quotation marks
- Journal title in italics
- Volume, issue/part
- year of publication (in round brackets)
- page range
- page number in brackets

Reference list / Bibliography:

Print:

- Author's surname and first initial
- Article title enclosed in single quotation marks
- Journal title in italics
- Volume, issue/part
- Year of publication (in round brackets)
- Page number range of whole article

Electronic:

The above plus

- <DOI (Digital Object Identifier)> or <URL> if not available.
- [Accessed: date].

21. S. Price, 'Planning For Change', *Leadership And Business Planning*, 15(3) (2014), 154-166 (p. 157).

Price, S. 'Planning For Change', *Leadership And Business Planning*, 15(3) (2014), pp. 154-166.

or

Price, S. 'Planning For Change', *Leadership And Business Planning*, 15(3), (2014) pp. 154-166.

<DOI: 10.1080/034845691.2016.1056235>,

[Accessed: 19 January 2018].

Subsequent footnote:

22. S. Price, 'Planning For Change', p. 157.

2.1 Whole newspaper

23. *The Guardian*, 5th June, 2017.

The Guardian, 5th June, 2017

2.2 Newspaper article

24. P.J. Jones. 'STEM Subjects Win More Funding', *The Times*, 4th May 2016, p. 7.

Jones, P.J. 'STEM Subjects Win More Funding', *The Times*, 4th May 2016, p. 7.

25. P.J. Jones, 'STEM Subjects', p. 7.

2.3 Electronic newspaper article not available in print

26. I.M. Fox 'New Report Criticises Lack Of Business Leadership', *The Courier*, 9th January 2016. Available at: <http://www.thecourier.com/world/jan/16/report> (Accessed 12th January 2016).

Fox, I.M. (2016) 'New report criticises lack of business leadership', *The Courier*, 9th January. Available at: <http://www.thecourier.com/world/jan/16/report> (Accessed 12th January 2016).

27. I.M. Fox, 'New Report Criticises', 2016.

How do I reference specific types of resources?

3. Internet

Most references to the internet should adhere to the following general format. Elements to be included will vary, depending on the type of information you are referencing. See the section on books (1) to find examples of how to reference e-Books, the section on journals (2) for references to articles found on the internet, the section on film (12) for references to film etc.

Footnotes:

- Author's name / organisation
- Website title in italics
- Year of publication
- <website URL>
- [Accessed date] followed by .

Reference list / Bibliography:

- Author's surname followed by ,
- Initials followed by .
- Year of publication
- Website title in italics followed by .
- <Enclose website URL>
- [Accessed: date] followed by .

3.1 Website with one author

First footnote:

28. E.F. McCormack, *Dog Breed Characteristics*, 2016, <<http://www.dogbreedchar.co.uk/>> [Accessed 19th March 2017].

Subsequent footnote:

29. E.F. McCormack, 2016.

Reference list / Bibliography:

McCormack, E.F. *Dog Breed Characteristics*. 2016, <<http://www.dogbreedchar.co.uk/>> [Accessed 19th March 2017].

3.2 Website with an organisation as author

First footnote:

30. National Health Service, *Pets And Health*, 2015 < <http://www.nhs.uk/Petsandhealth> > [Accessed 30th March 2017].

Subsequent footnote:

31. National Health Service, 2015.

Reference list / Bibliography:

National Health Service, *Pets And Health*, 2015 < <http://www.nhs.uk/Petsandhealth> > [Accessed 30th March 2017].

3.3 Blog or vlog

First footnote:

32. T.G. Webster 'Spring In Step', *Tom Webster Today Blog*, 5 April 2016. < <http://www.inet.co.uk/blogs/twebster2day/> > [Accessed: 12 November 2016].

Subsequent footnote:

33. T.G. Webster, 2016.

Reference list / Bibliography:

Webster, T.G. 'Spring In Step', *Tom Webster Today Blog*, 5 April 2016. < <http://www.inet.co.uk/blogs/twebster2day/> > [Accessed: 12 November 2016]

How do I reference specific types of resources?

3.4 Video / film on a sharing website – e.g. YouTube

First footnote:

34. A.B. Collins, *Peer Experiment: Art Collins* [video]. 2015 <<https://www.youtube.com/watch?v=tepJtl5We>> [Accessed: 21 June 2017].

Subsequent footnote:

35. A.B. Collins, 2015.

Reference list / Bibliography:

Collins, A.B. *Peer Experiment: Art Collins* [video]. 2015 <<https://www.youtube.com/watch?v=tepJtl5We>> [Accessed: 21 June 2017].

3.5 Facebook

First footnote:

36. Bodleian Libraries, 'The Broxbourne Collection' [Facebook], <<https://www.facebook.com/bodleianlibraries/posts/1676382682383986>> 10 January 2017 [Accessed 12 January 2018].

Subsequent footnote:

35. A.B. Collins, 2015.

Reference list / Bibliography:

Bodleian Libraries, 'The Broxbourne Collection' [Facebook], <<https://www.facebook.com/bodleianlibraries/posts/1676382682383986>> 10 January 2017 [Accessed 12 January 2018].

4. Conferences

Most references to conferences should adhere to the following general format. Elements may vary slightly. Specific examples are provided.

First Footnote:

- Author/editor
- Title of paper in 'single quotation marks',
- Title of conference proceedings publication in italics
- (place of publication: publisher, year)
- page numbers

Reference list / Bibliography:

- Author/editor
- Title of paper in 'single quotation marks',
- Title of conference proceedings publication in italics
- (place of publication: publisher, year)
- page numbers

Note:

If only accessible online include:

- Available at: DOI or URL
- (Accessed: date) followed by .

How do I reference specific types of resources?

4.1 Full conference proceedings

First footnote:

38. J.P. Ferguson, (ed.) 'Small Business Success', *5th SBE National Conference*. University of Kent, Canterbury, 12-15th May 2016. Dudley: Small Business Enterprise.

Subsequent footnote:

39. J.P. Ferguson, 'Small business Success', 2016.

Reference list / Bibliography:

Ferguson, J.P. (ed.), 'Small Business Success', *5th SBE National Conference*. University of Kent, Canterbury, 12-15th May 2016. Dudley: Small Business Enterprise.

4.2 Individual conference paper published in a journal

First footnote:

40. K. Davies, 'Leadership And Change Management' (from the Proceedings of the 5th National Conference on Small Business Success, University of Kent, Canterbury, 12-15th May 2016. *Small Business Quarterly*, 4(3), pp. 30-43.

Subsequent footnote:

41. K. Davies, 'Leadership And Change Management', 2016, p. 31.

Reference list / Bibliography:

Davies, K. 'Leadership And Change Management' (from the Proceedings of the 5th National Conference on Small Business Success, University of Kent, Canterbury, 12-15th May 2016. *Small Business Quarterly*, 4(3), pp. 30-43.

4.3 Individual conference paper published on the internet

First footnote:

42. K. Lewis, 'Corporate Culture And The Confidence To Expand', *Proceedings of the 5th National Conference on Small Business Success*. University of Kent, Canterbury, 12-15th May 2016. Available at: <http://www.doc.ac.uk/sites/SBE.presentations.pdf> (Accessed: 10 June 2016).

Subsequent footnote:

43. K. Lewis, 'Corporate Culture', 2016.

Reference list / Bibliography:

Lewis, K. 'Corporate Culture And The Confidence To Expand', *Proceedings of the 5th National Conference on Small Business Success*. University of Kent, Canterbury, 12-15th May 2016. Available at: <http://www.doc.ac.uk/sites/SBE.presentations.pdf> (Accessed: 10 June 2016).

How do I reference specific types of resources?

5. Unpublished information

Most references not in the public domain should adhere to the following general formats. Ensure that you have permission before using unpublished material in your work.

5.1 Internal report

Footnotes:

- Author's name / organisation
- Title of report in italics followed by .
- Internal report – include name of institution
- Unpublished followed by date (in round brackets)

Reference list / Bibliography:

- Author/organisation followed by ,
- Initials followed by .
- Title of report in italics followed by .
- Internal report - include name of institution
- Unpublished followed by date (in round brackets)

5.2 Confidential report

Confidential reports need to be appropriately anonymised. If you are unsure of how to do this, please contact your lecturer or librarian.

Footnotes:

- Anonymised agency
- Title in italics; anonymised part [square brackets]
- place of publication
- anonymised producer [in square brackets]
- date published

Reference list / Bibliography:

- Anonymised agency [in square brackets]
- Title in italics; anonymised part [square brackets]
- place of publication
- anonymised producer [in square brackets]
- date published

5.3 Thesis

Footnotes:

- Author's name
- Title in italics
- Unpublished PhD thesis ,
- Degree awarding body
- Date (in round brackets).

Reference list / Bibliography:

- Authors surname followed by ,
- initials followed by .
- Title in italics followed by
- Unpublished PhD thesis ,
- Degree awarding body
- Date (in round brackets).

First footnote:

48. D.E. Sloane *Social Media And Marketing In The Entertainment Industry*. (Unpublished PhD thesis, University of Birmingham, 2016).

Subsequent footnote:

49. D.E. Sloane, *Social media and marketing*, p. 45.

Reference list / Bibliography:

Sloane, D.E., *Social Media And Marketing In The Entertainment Industry* . (Unpublished PhD thesis, University of Birmingham, 2016).

How do I reference specific types of resources?

6. Reports and guidelines

Most references to reports and guidelines should adhere to the following general format. Elements may vary slightly. Specific examples are provided.

Footnotes:

- Author's surname / organisation
- Title in italics
- Place of publication followed by:
- Name of publisher ,
- Date published (in round brackets)

Reference list / Bibliography:

- Author's surname / organisation
- Title in italics
- Place of publication followed by:
- Name of publisher ,
- Date published (in round brackets)

6.1 Research report

First footnote:

50. P.W. Phelps, *A Study Of Business Rates In London*. (London: Crabtree Centre for Research, 2016).

Subsequent footnote:

51. P.W. Phelps, *A Study Of Business Rates In London*, p. 5.

Reference list / Bibliography:

Phelps, P.W., *A Study Of Business Rates In London*. (London: Crabtree Centre for Research, 2016).

6.2 Annual company report

First footnote:

52. Edison and Toms Ltd. *Annual Report 2016*. (2016). <<http://www.annualrep2014edLtd/downloads/PDF/>> (Accessed: 5 January 2017).

Subsequent footnote:

53. Edison and Toms Ltd. *Annual Report 2016*, 2016.

Reference list / Bibliography:

Edison and Toms Ltd. *Annual Report 2016*. (2016) <<http://www.annualrep2014edLtd/downloads/PDF/>> (Accessed: 5 January 2017).

6.3 Market research reports from a database

First footnote:

54. Tiptel, *Women's Apparel UK*. (2015) <<http://www.tiptel.com/downloads/pdf>> (Accessed: 9 June 2016).

Subsequent footnote:

55. Tiptel, *Women's Apparel UK*, (2015).

Reference list / Bibliography:

Tiptel, *Women's Apparel UK*. (2015) <<http://www.tiptel.com/downloads/pdf>> (Accessed: 9 June 2016).

6.3 Market research reports from a database

First footnote:

54. Tiptel, *Women's Apparel UK*. (2015) <<http://www.tiptel.com/downloads/pdf>> (Accessed: 9 June 2016).

Subsequent footnote:

55. Tiptel, *Women's Apparel UK*, (2015).

Reference list / Bibliography:

Tiptel, *Women's Apparel UK*. (2015) <<http://www.tiptel.com/downloads/pdf>> (Accessed: 9 June 2016).

How do I reference specific types of resources?

7. Legal and government publications

The following examples of legal publications are given in author-date (MHRA) format. This may vary from referencing systems, such as the Oxford Standard for the Citation of Legal Authorities (OSCOLA), which are used in many UK law schools.

7.1 Act of Parliament (Statute)

Footnote:

- Title of act in italics include year and chapter
- Place of publication :
- Publisher,
- Date published (in round brackets)
- <URL>
- (Accessed: date) .

Reference list / Bibliography:

- Title of act in italics. Include year and chapter followed by .
- Place of publication :
- Publisher ,
- Date published (in round brackets)
- <URL>
- (Accessed: date) .

First footnote:

58. *Savings (Government Contributions) Act 2017*, c. 2.(London: The Stationery Office, 2017).

Subsequent footnote:

59. *Savings (Government Contributions) Act 2017*, c.2.

Savings (Government Contributions) Act 2017 , c. 2.(London: The Stationary Office, 2017), < <http://www.legislation.gov.uk/ukpga/2017/2/contents/enacted> > (Accessed: 14 January, 2018).

7.2 Statutory Instrument (SI)

Footnote:

- Name / title in italics. Include year.
- SI year and number (in round brackets)
- <URL>
- (Accessed: date) followed by .

Reference list / Bibliography:

- Name / title in italics. Include year.
- SI year and number (in round brackets)
- <URL>
- (Accessed: date) followed by .

First footnote:

60. *The Nitrate Pollution Prevention (Amendment) (No. 2) Regulations* (SI 2016/ 1254) (statutory instrument). <<http://www.legislation.gov.uk/uksi/2016/1322/contents/made> > (Accessed: 12 November 2016).

Subsequent footnote:

61. *The Nitrate Pollution Prevention Regulations*, 2016.

The Nitrate Pollution Prevention (Amendment) (No. 2) Regulations (SI 2016/ 1254) (statutory instrument). <<http://www.legislation.gov.uk/uksi/2016/1322/contents/made> > (Accessed: 12 November 2016).

How do I reference specific types of resources?

7.3 Command Paper (including Green and White papers)

Footnote:

- Department
- Title of report / paper in italics
- command paper number (in round brackets)
- place of publication followed by :
- publisher name
- date published (in round brackets)

Reference list / Bibliography

- Department
- Title of report / paper in italics
- command paper number (in round brackets)
- place of publication followed by :
- publisher name
- date published (in round brackets)

First footnote:

62. Department of Health, *Secure and Fair Provision of Long Term Social Care for the Elderly* (Cm 6702) (London: The Stationery Office, 2017). Available at: <<https://www.gov.uk/government/publications/secure-long-term-social-care-report-20157>> (Accessed: 17 May 2017).

Department of Health, *Secure and Fair Provision of Long Term Social Care of the Elderly* (Cm 6702) (London: The Stationary Office, 2017). Available at: <<https://www.gov.uk/government/publications/secure-long-term-social-care-report-20157>> (Accessed: 17 May 2017).

Subsequent footnote:

63. Department of Health, *Secure and Fair Provision of Social Care*, Cm 6702, 2017.

7.4 National Assembly for Wales Legislation

Footnote:

- Title of Assembly Measure / Act in italics. Include year
- media type (e.g. legislation, order, regulations etc)
- or Welsh Statutory Instrument year / SI (W.) number
- <URL>
- (Accessed: date) followed by .

Reference list / Bibliography

- Title of Assembly Measure / Act in italics. Include year
- media type (e.g. legislation, order, regulations etc)
- or Welsh Statutory Instrument year / SI (W.) number
- <URL>
- (Accessed: date) followed by .

Assembly Measures (nawm):

65. *Environment (Wales) Act 2016* (nawm 3) (legislation from Welsh devolved assembly) <<http://www.legislation.gov.uk/anaw/2016/3/contents>> (accessed 18 January 2018).

Statutory Instruments (W):

66. *The Education (Student Support) (Wales) Regulations 2015*. Welsh Statutory Instrument 2015/ 54 (W.5). <<http://www.legislation.gov.uk/wsi/2015/54/contents/made>> (Accessed: 17 September 2015).

Subsequent footnote:

67. *Environment (Wales) Act*, 2016, p. 5
68. *The Education (Wales) Regulations*, 2015, p. 15.

Assembly Measures (nawm):

Environment (Wales) Act 2016 (nawm 3) (legislation from Welsh devolved assembly) <<http://www.legislation.gov.uk/anaw/2016/3/contents>> (accessed 18 January 2018).

Statutory Instruments (W):

The Education (Student Support) (Wales) Regulations 2015. Welsh Statutory Instrument 2015/ 54 (W.5). <<http://www.legislation.gov.uk/wsi/2015/54/contents/made>> (Accessed: 17 September 2015).

How do I reference specific types of resources?

7.5 Law report (case)

Footnote

- Name of case enclosed in ‘ ’
- Title of law report in italics,
- volume/issue number
- date published (in round brackets)
- page numbers

Reference list / Bibliography

- Name of case enclosed in ‘ ’
- Title of law report in italics,
- volume/issue number
- date published (in round brackets)
- page numbers

First footnote:

69. ‘R v. Jones (Thomas)’ *Weekly Legal Briefings*, 23, (2004) pp. 36-37.

Subsequent footnote:

70. ‘R v. Jones (Thomas)’, *Weekly Legal Briefings*, 2004.

‘R v. Jones (Thomas)’ *Weekly Legal Briefings*, 23, (2004) pp. 36-37.

7.6 Law report (case) - neutral citation

Neutral citations identify a case without reference to the printed law report series, in which it was published. They can help to identify the case online (Pears and Shields, 2016, p.55).

Footnote

- Name of parties in italics and enclosed in ‘ ’
- court and case number followed by a .
- database/website and date (in round brackets)
- [Online]
- <URL>
- (Accessed: date) followed by .

Reference list / Bibliography

- Name of parties in italics and enclosed in ‘ ’
- court and case number followed by a .
- database/website and date (in round brackets)
- [Online]
- <URL>
- (Accessed: date) followed by .

First footnote:

71. ‘Adams v. South Mercia Police’ United Kingdom Supreme Court, case 45. (Brieflegal, 2013)[Online] <<http://www.brieflegal.org/uk/cases/UKSC/2013/45.html>> (Accessed: 17 September 2015).

Subsequent footnote:

72. ‘Adams v. South Mercia Police’ case 45., 2013.

Reference list / Bibliography

‘Adams v. South Mercia Police’ United Kingdom Supreme Court, case 45. (Brieflegal, 2013)[Online] <<http://www.brieflegal.org/uk/cases/UKSC/2013/45.html>> (Accessed: 17 September 2015).

How do I reference specific types of resources?

7.7 Government publication

Footnote

- Name of government department
- Title in italics,
- Place of publication :
- Publisher name
- Date published (in round brackets)

Reference list / Bibliography

- Name of government department
- Title in italics,
- Place of publication :
- Publisher name
- Date published (in round brackets)

Note:

If accessed online, replace location and publisher with

- <URL>
- (Accessed: date) followed by .

First footnote:

73. Department of the Environment, Food and Rural Affairs, *Post-legislative Scrutiny Of The Flood And Water Management Act 2010*. (2017), <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/585493/flood-water-management-post-legislative-scrutiny.pdf> (Accessed: 18 January 2018).

Subsequent footnote:

74. Department of the Environment, Food and Rural Affairs, *The Flood And Water Management Act, 2017*.

Reference list / Bibliography:

Department of the Environment, Food and Rural Affairs, *Post-legislative Scrutiny Of The Flood And Water Management Act 2010* (2017), <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/585493/flood-water-management-post-legislative-scrutiny.pdf> (Accessed: 18 January 2018).

8. Scientific and technical information

Most references to scientific and technical information should adhere to the following general format. Elements may vary slightly. Specific examples are provided.

8.1 Technical standard

Footnote:

- Name of authorising organisation
- Number and title of standard in italics
- Place of publication
- Publisher name
- Date published (in round brackets)

Reference list / Bibliography:

- Name of authorising organisation
- Number and title of standard in italics
- Place of publication
- Publisher name
- Date published (in round brackets)

Note:

If accessed online, replace location and publisher with

- <URL>
- (Accessed: date) followed by .

How do I reference specific types of resources?

8.2 Patent

Footnote:

- Surname of inventor(s)
- Title in italics,
- Authorising organisation
- Patent number
- Date published (in round brackets)
- <URL>
- (Accessed date).

Reference list / Bibliography:

- Surname of inventor(s) ,
- Title in italics ,
- Authorising organisation
- Patent number
- Date published (in round brackets)
- <URL>
- (Accessed date).

8.3 Graph

Footnote:

- Author's name
- Title in italics ,
- Place of publication followed by :
- Publisher name followed by ,
- Date (in round brackets)
- Page and media type (i.e. graph, diagram)

Reference list / Bibliography:

- Author's name
- Title in italics ,
- Place of publication followed by :
- Publisher name followed by ,
- Date (in round brackets)
- Page and media type (i.e. graph, diagram)

First footnote:

79. E. Wolf, *A Comparison Of Water Usage By Region*. (Carmarthen: Bridge Press, 2017) p. 34, graph.

Subsequent footnote:

80. E. Wolf, *A Comparison Of Water Usage*, 2017, p. 34.

Reference list / Bibliography:

Wolf, E. *A Comparison Of Water Usage By Region*, (Carmarthen: Bridge Press, 2017) p. 34, graph.

How do I reference specific types of resources?

9. Reviews

Most references to reviews should adhere to the following general format. Elements may vary slightly. Specific examples are provided.

Footnote:

- Reviewer name
- Title of review in italics
- Review of... 'title enclosed in' by... (in round brackets)
- Title review appeared in italics
- Issue number (if available) and page number

Reference list / Bibliography:

- Reviewer surname followed by ,
- Initials followed by .
- Title of review in italics
- Review of... 'title enclosed in' by... (in round brackets)
- Title review appeared in italics
- Issue number (if available) and page number

Note:

If accessed online, replace location and publisher with

- <URL>
- (Accessed: date) followed by .

9.1 Book review

First footnote:

81. E.J. McConnell, *Marching to Victory* (Review of 'Recruit to soldier: training techniques in ancient and modern armies' by Thomas Jenkinson), *Journal of Military History*, 10(2), pp. 21-23.

Subsequent footnote:

82. E.J. McConnell, *Marching to Victory*, p. 22.

Reference list / Bibliography:

McConnell, E.J., *Marching to Victory* (Review of 'Recruit to soldier: training techniques in ancient and modern armies' by Thomas Jenkinson), *Journal of Military History*, 10(2), pp. 21-23.

9.2 Film review

First footnote:

83. K.L., Connington 'A Rediscovered Classic', Review of *Dark Enemy*, directed by George Phelps. (2009), <<http://www.imdb.com/pp03489/reviews>> (Accessed: 19 April 2016).

Subsequent footnote:

84. K.L. Connington, 'A Rediscovered Classic', 2009.

Reference list / Bibliography:

Connington, K.L. 'A Rediscovered Classic', Review of *Dark Enemy*, directed by George Phelps. (2009), <<http://www.imdb.com/pp03489/reviews>> (Accessed: 19 April 2016).

9.3 Drama Review

First footnote:

85. J.W. Willis, *Family Fun For All* (review of 'Beside The Seaside' (Grand Theatre, Scarborough) by P. Welling), (Evening Times: 10 July 2017), p. 10.

Subsequent footnote:

86. J.W. Willis, *Family Fun For All*, 2017, p. 10.

Reference list / Bibliography:

Willis, J.W., *Family Fun For All* (review of 'Beside The Seaside' (Grand Theatre, Scarborough) by P. Welling), (Evening Times: 10 July 2017), p. 10.

How do I reference specific types of resources?

10. Visual materials

Most references to visual materials should adhere to the following general format. Elements may vary slightly. Specific examples are provided.

Footnote:

- Artist name
- Title of work in italics
- Medium [in square brackets]
- Institution where work is held
- City where work is held
- Date exhibition ran (in round brackets)

Reference list / Bibliography:

- Artist surname
- Initials followed by .
- Year, if known (in round brackets)
- Title of work in italics
- Medium [in square brackets], if necessary
- Institution / collection where work is held
- City where work is held
- Date exhibition ran (in round brackets)

Note:

If accessed online, replace institution with

- <URL>
- (Accessed: date) followed by .

10.1 Exhibition

First footnote:

87. *Chagall: A Celebration* [Exhibition]. (Tate Modern, London. 15 September 2009-23 January 2010).

Subsequent footnote:

88. *Chagall: A Celebration*, 2009-2010.

Reference list / Bibliography:

Chagall: A Celebration [Exhibition]. (Tate Modern, London. 15 September 2009-23 January 2010).

10.2 Painting / Drawing

First footnote:

89. M. Puerto, *Madonna* [Oil on canvas] (1730) <<http://www.cambartononline.com>> (Accessed: 21 April 2017).

Subsequent footnote:

90. M. Puerto, *Madonna*, 1730.

Reference list / Bibliography:

Puerto, M, *Madonna* [Oil on canvas] (1730) <<http://www.cambartononline.com>> (Accessed: 21 April 2017).

How do I reference specific types of resources?

10.3 Installation / exhibit

First footnote:

91. P. Granger, *Living Room* [Installation at Thames gallery, London], 5 August 2004.

Subsequent footnote:

92. P. Granger, *Living Room*, 2004.

Reference list / Bibliography:

Granger, P., *Living Room* [Installation at Thames gallery, London], 5 August 2004.

10.5 Book illustration, figure, diagram, logo and table

First footnote:

In printed book:

95. P.R., Lewis, *The Art Of The Stately Home*. (Oxford: Century Books, 1995) pp. 78-79, illus.

Online:

96. T.L. George, *An Inventory Of London's Oldest Houses* [Table]. (2006) <<http://www.invent/lonhouses.com>> (Accessed 2 February 2015).

Subsequent footnote:

97. P.R. Lewis, *The Art Of The Stately Home*, 1995, p. 78.

98. T.L. George, *An Inventory Of London's Oldest Houses*, 2006.

Reference list / Bibliography:

Puerto, M, *Madonna* [Oil on canvas] (1730) <<http://www.cambartonline.com>> (Accessed: 21 April 2017).

10.6 Graffiti

First footnote:

99. Unknown artist, *Peaceful Progress*, (15 Gate Street, Belfast, Northern Ireland, 5 August 2002).

Subsequent footnote:

100. Unknown artist, *Peaceful Progress*, 2002.

Reference list / Bibliography:

Unknown artist, *Peaceful Progress*, (15 Gate Street, Belfast, Northern Ireland, 5 August 2002).

How do I reference specific types of resources?

11. Live Performance

Most references to live performances should adhere to the following general format. Elements may vary slightly. Specific examples are provided.

11.1 Dance

Footnote:

- Choreographer's name
- Title of piece in italics
- Media type (in round brackets)
- Location and date of performance

Reference list / Bibliography:

- Choreographer's surname followed by ,
- Initials
- Title of piece in italics
- Media type (in round brackets)
- Location and date of performance

11.2 Play

Footnote:

- Name of playwright
- Title in italics
- Dir. by ...
- Location and date seen (in round brackets)

Reference list / Bibliography:

- Name of playwright
- Title in italics
- Dir. by ...
- Location and date seen (in round brackets)

First footnote:

103. William Shakespeare, *Macbeth*, dir.by John Wood (Old Theatre, Bristol, 3 March 2008).

Subsequent footnote:

104. Shakespeare, *Macbeth*, 2008.

Reference list / Bibliography:

Shakespeare, William, *Macbeth*, dir.by John Wood (Old Theatre, Bristol, 3 March 2008).

Note:

If accessed online

- <URL>
- (Accessed: date) followed by .

How do I reference specific types of resources?

12. Film and television

Most references to film and television should adhere to the following general format. Elements may vary slightly. Specific examples are provided.

12.1 Television programme

Footnote:

- Title of episode enclosed in ''
- Television programme (in round brackets)
- Title of programme in italics
- Channel name
- Date broadcast

Reference list / Bibliography

- Title of episode enclosed in ''
- Television programme (in round brackets)
- Title of programme in italics
- Channel name
- Date broadcast

Note

If accessed online

- <URL>
- (Accessed: date) followed by .

First footnote:

105. *A History Of Britain* (television programme) (London: BBC One Television, 5 September 2012).

Reference list / Bibliography:

A History Of Britain (television programme) (London: BBC One Television, 5 September 2012.)

Subsequent footnote:

106. *A History Of Britain*, 2012.

12.2 Television programme viewed on the internet

First footnote:

107. 'Episode 3: Love And Loss', *Mary Shelley: A Writer's Life*, BBC Four, 25 October 2016. <<http://www.bbc.co.uk/programmes/maryshelley/episodeguide/ep3>> [Accessed: 3 November 2016].

Reference list / Bibliography:

'Episode 3: Love And Loss', *Mary Shelley: A Writer's Life*, BBC Four, 25 October 2016. <<http://www.bbc.co.uk/programmes/maryshelley/episodeguide/ep3>> : [Accessed: 3 November 2016].

Subsequent footnote:

108. 'Episode 3: Love And Loss', *Mary Shelley*, 2016.

How do I reference specific types of resources?

12.3 Film

Footnote:

- Name of director followed by (dir.)
- Title of film in italics
- medium in square brackets i.e. [Film]
- (Place of publication: production company, date)

Reference list / Bibliography

- Surname, forename of director followed by (dir)
- Title of film in italics
- medium in square brackets i.e. [Film]
- (Place of publication: production company, date)

See also the section on the internet (3) for referencing films viewed online

12.4 Film on DVD / Blu-ray

First footnote:

111. Kathy Delgado (dir.), *An Eye Through The Keyhole* [DVD]. London: Hecate Films. (1979).

Subsequent footnote:

112. Kathy Delgado, *An Eye Through The Keyhole*, 1979.

Reference list / Bibliography:

Delgado, Kathy (dir.), *An Eye Through The Keyhole* [DVD]. London: Hecate Films. (1979)

12.5 Interview with a film director on DVD / Blu-ray

First footnote:

113. C. Williams, *Interview With C. Williams* (interviewed by B. Rodgers on 'Shadow of the Ice Caves') (Blu-ray). (Los Angeles, Calif.: Blue Diamond Productions Inc. 2012).

Subsequent footnote:

114. C. Williams, *Interview*, 2012.

Reference list / Bibliography:

Williams, C., *Interview With C. Williams* (interviewed by B. Rodgers on 'Shadow of the Ice Caves') (Blu-ray). (Los Angeles, Calif.: Blue Diamond Productions Inc. 2012)

How do I reference specific types of resources?

13. Public communications

Most references to public and personal communications should adhere to the following general format. Elements may vary slightly. Specific examples are provided.

13.1 Lecture, seminar, webinar, PowerPoint and videoconference

Footnote:

- Name of speaker
- Title of communication in italics
- medium [in square brackets]
- Module code in italics followed by :
- Module title in italics followed by .
- Institution
- Date

Reference list / Bibliography

- Surname of speaker followed by ,
- Initials followed by .
- Title of communication in italics
- medium [in square brackets]
- Module code in italics followed by:
- Module title in italics followed by .
- Institution
- Date

Note

If accessed online, replace module and institution with

- <URL>
- (Accessed: date) followed by .

First footnote:

115. P. Strong, *Political Romantics* [Lecture to B.A. English Literature Year 2] EL2.4: *The Romantic Revolution*. (University of Northumbria, 24th October 2017).

Online:

116. L.K. Rogers, *Engaging The Classroom* [PowerPoint presentation] Available at: <http://www.engageclass.com/ppt/5632> (Accessed: 23 April 2017).

Subsequent footnote:

117. P. Strong, *Political Romantics*, 2017.

118. L.K. Rogers, *Engaging The Classroom*, 2017.

Reference list / Bibliography:

P. Strong, *Political Romantics* [Lecture to B.A. English Literature Year 2] EL2.4: *The Romantic Revolution*. (University of Northumbria, 24th October 2017).

Online:

L.K. Rogers, *Engaging The Classroom* [PowerPoint presentation] Available at: <http://www.engageclass.com/ppt/5632> (Accessed: 23 April 2017).

13.2 Screencast

First footnote:

119. *How To Search For A Journal Article* [screencast] <<http://www.uni.lib.ac.uk/screencasts.01>> (Accessed: 4 August 2017).

Subsequent footnote:

120. *How To Search*, 2017.

Reference list / Bibliography:

How To Search For A Journal Article [screencast] <<http://www.uni.lib.ac.uk/screencasts.01>> (Accessed: 4 August 2017).

How do I reference specific types of resources?

14. Manuscripts

Most references to manuscripts should adhere to the following general format. Elements may vary slightly. Specific examples are provided.

14.1 Collection of manuscripts

Footnote:

- Location of collection
- Name of collection
- MS

Reference list / Bibliography

- Location of collection
- Name of collection
- MS

First footnote:

123. York Library, Pendlemerry Witch Trials MS.

Reference list / Bibliography:

York Library, Pendlemerry Witch Trials MS.

Subsequent footnote:

124. York Library, Pendlemerry Witch Trials MS.

14.2 Individual manuscript

Footnote:

- Location of collection
- Author followed by ,
- Title of manuscript in italics
- Date, including day and month if known
- Name of collection
- Reference number of manuscript

Reference list / Bibliography

- Location of collection
- Author followed by ,
- Title of manuscript in italics
- Date, including day and month if known
- Name of collection
- Reference number of manuscript

First footnote:

125. Cheshire Trust, T. Nesbit-Jones, *Prayer For Peace*, 3 May 1812. Nesbit-Jones Archive 156 C12/1.

Reference list / Bibliography:

Cheshire Trust, T. Nesbit-Jones, *Prayer For Peace*, 3 May 1812. Nesbit-Jones Archive 156 C12/1.

Subsequent footnote:

126. Cheshire Trust, Nesbit-Jones Archive, 156 C12/1.