

Academic Writing Workshop

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Writing Paraphrased Notes

A *paraphrase* requires you to restate, in your own words. With *interpretation*, you act as a bridge between the source and the reader. Use paraphrase for these reasons:

- To maintain your voice in the paper
- To maintain your style
- To avoid an endless direct quotations
- To interpret the source as you rewrite it

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Rules for paraphrasing a source:

- Rewrite the original in your own words.
- Provide an in-text citation of the source (The format of Harvard referencing style).
- You can use Surname of the Author "defends . . . argues . . . explains . . . observes . . . defines."
- To avoid unintended plagiarism, put the original aside while para- phrasing to avoid copying word for word. Compare the finished para- phrase with the original source to be certain the paraphrase truly restates the original.

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Advancing Your Ideas and Theories for your paper

Introduction:

- Establish the problem or question.
- Discuss its significance.
- Provide the necessary background information.
- Introduce experts who have addressed the problem.
- Provide a statement that addresses the problem from a fresh view, if at all possible.

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Advancing Your Ideas and Theories for your paper

Body:

- Evaluate the issues involved in the problem.
- Develop a past-to-present examination.
- Compare and analyze the details and minor issues.
- Cite experts who have addressed the same problem.

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Advancing Your Ideas and Theories for your paper

Conclusion:

- Advance and defend your theory as it grows out of evidence in the body.
- Offer directives or a plan of action.
- Suggest additional work and research that is needed.

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Example for Argument Papers

Introduction:

- In one statement, establish the problem or debated issue your paper will examine.
- Summarize the issues.
- Define the key terminology.
- Make concerns on some points of the argument.
- Use quotations and paraphrases to clarify the debated nature of the subject.
- Provide background information to relate the past to the present. Write a paper to establish your position.

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Example for Argument Papers

Body:

- Develop arguments to defend one side of the subject.
- Analyze the issues, both positive and negative view.
- Give appropriate evidences from the sources.

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Example for Argument Papers

Conclusion:

- Expand your paper into a conclusion that makes clear your position, which should be one that grows logically from your analysis and discussion of the issues.

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Example for a Comparative Study

The paper examines the similarities and differences of the two subjects:

Introduction:

- Establish A and B.
- Briefly compare the two.
- Introduce the central issues.
- Cite source materials on the subjects.
- Present your paper.

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Example for a Comparative Study

Body:

- Examine A and B.
- Compare and contrast A and B.

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Example for a Comparative Study

Conclusion:

- Discuss the significant issues.
- Write a conclusion that ranks one side over the other, or
- Write a conclusion to rate for each side.

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Writing a Formal Topic Outline

If your purpose is to arrange quickly the topics of your paper without detailing your data, build a topic outline of balanced phrases. The topic outline may use noun phrases:

1. Satisfaction
 - 1.1 Definition
 - 1.2 Measurement

OR it may also use short phrases:

1. To use the satisfaction
 - 1.1 To define the satisfaction
 - 1.2 To Measure the satisfaction

No matter which grammatical format you choose, you should follow the format consistently throughout the outline. 13

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Summary

- Look carefully at each of the sources you have collected so far—books, photocopies of journal articles, and Internet printouts. Try writing a summary of each one. At the same time, make decisions about material worthy of direct quotation and material that you want to paraphrase or summarize.
- Do not let the sources speak for you; let them support your position.
- By this time, you should have notes from sources and a plan for organizing your paper as you pull your thoughts and resources together to begin drafting your paper.

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Drafting the Paper in an Academic Style

- Focusing your argument for your field of study
- Refining the argument statement
- Creating an academic title
- Drafting the paper from your notes
- Using visuals effectively
- Avoiding discriminate and biased language

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Focusing Your Argument

- **Influence** means convincing the reader that your position is valid and, perhaps, asking the reader to take action. For example:
We need to establish green zones in every city of this country to control urban sprawl and to protect a segment of the natural habitat for the animals.

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Focusing Your Argument

- **Inquiry** is an exploratory approach to a problem in which you examine the issues without the insistence of influence. It is a truth-seeking adventure. For example:
however, the animals were there first. Thus, we may need a task force to examine the rights of each side of this conflict.

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Focusing Your Argument

- **Negotiation** is a search for a solution. It means you attempt to resolve a conflict by inventing options or a mediated solution. For example:
 Perhaps green zones and wilderness paths would solve some of the problems; however, such a solution would require serious negotiations with real estate developers who want to use every square foot of every development.

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Maintaining a Focus on Objective Facts and Subjective Ideas

Your objective and subjective analysis alerts the audience to your point of view in two ways:

- **Ethical appeal.** If you project the image of one who knows and cares about the topic, the reader will recognize and respect your deep interest in the subject and your carefully crafted argument. The reader will also appreciate your attention to research settlements.
- **Logical appeal.** For readers to believe in your position, you must provide sufficient evidence in the form of statistics, paraphrases, and direct quotations from authorities on the subject.

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Refining the Theory Statement

- The theory statement performs three tasks:
 - It sets the argument to control and focus the entire paper.
 - It provides consistent and a logical direction.
 - It specifies to the reader the point of the research.

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Using Source Material to Enhance Your Writing

Readers want to see your thoughts and ideas on a subject. For this reason, a paragraph should seldom contain source material only; it must contain a topic sentence to establish a point for the research evidence. Every paragraph should explain, analyze, and support a thesis, not merely string together a set of quotations.

The following passage cites effectively two different sources:

Taddonia (2017) explains that tissues such as skin, veins, and valves can be used to correct congenital defects, blindness, visual impairment, trauma, burns, dental defects arthritis, cancer, and vascular and heart disease.

Barnill (2017: p53) "more than 400 people each month receive the gift of sight through yet another type of tissue donation—corneal transplants. In many cases, donors unsuitable for organ donation are eligible for tissue donation".

notes that tissues are now used in orthopedic surgery, cardiovascular surgery, plastic surgery, dentistry, and podiatry. Even so, not enough people are willing to donate organs and tissues.

This passage illustrates four points. A writer should:

1. Gather the sources effectively into a whole
2. Use the sources as a natural extension of the discussion
3. Cite each source separately, one at a time
4. Provide separate in-text citations to pages

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Using Visuals Effectively in a Research Essay

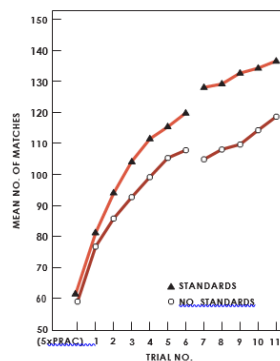


Figure 6: Mean Number of Matches by Subject with and without Standards (by Trial).

Source: Lock and Bryan (289).

Figure 10.3 Sample graph with clear labels and caption.

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Using Visuals Effectively

Illustrations can be effective for presenting numerical data, analyzing trends, or reinforcing your discussion. Give the reader with clear, relevant visuals and graphics if they will advance your study.

- **Introduce** Fit the visual into the text by providing and explanation of how the graphic relates to the text of your study.
- **Show** Use a table, graph, photograph, or figure to display your findings or to report actual data.
- **Discuss** Relate the significance of your information and how it advances the findings of your research.

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CHECKLIST

1. Examine your handling of the sources. Have you introduced them clearly so the reader will know when the borrowing began? Have you closed them with a page citation, as appropriate? Have you placed quotation marks at the beginning and the end of borrowed phrases as well as borrowed sentences?
2. If you have used online sources, look at them again to see if the paragraphs on the website are numbered.
3. Look at your source material to find a table, graph, figure, or photo- graph you might insert into your paper as additional evidence. Be certain that you have labeled it correctly.
4. Make the proper citations and references through your text and the documentation.

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CHECKLIST

Writing the Introduction

Subject	Identify your specific topic, and then define, limit, and narrow it to one issue.
Background	Provide relevant historical data. Discuss a few key sources that touch on your specific issue. If writing about a major figure, give relevant biographical facts, but not an encyclopedia-type survey.
Problem	The point of a research paper is to explore or resolve a problem, so identify and explain the complications you see. The examples shown in the following sections demonstrate this technique.
Argument	Within the first few paragraphs, use your argument sentence to establish the direction of the study and to point your readers toward your eventual conclusions.

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CHECKLIST

Writing the Body of the Paper

Analysis	Classify the major issues of the study and provide a careful analysis of each in defense of your argument.
Presentation	Provide well-reasoned statements at the beginning of your paragraphs, and supply evidence of support with proper documentation.
Paragraphs	Offer a variety of development to compare, show process, narrate the history of the subject, show causes, and so forth.

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CHECKLIST

Writing the Conclusion

- Argument** Reaffirm your argument statement.
- Judgment** Reach a decision or judgment about the merits of the subject.
- Discussion** Discuss the implications of your findings.
- Directive** Offer a plan of action or a proposal that will put into effect your ideas. (Not required of every paper.)
- Ending** Use the final paragraph, especially the final sentence, to bring the paper to closure.

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What is referencing?

- When producing an academic assignment, you will be expected to recognize other people's work by referencing them in a **consistent format**.
- You will also need to provide **details of the resources** you have read for your assignment.

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Avoiding plagiarism

- Proper referencing also means you avoid **plagiarism**
- Avoid accidental plagiarism with **accurate referencing**

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Referencing Tips

- Make sure that you know which referencing style
- Keep a record of the sources you read
- Be consistent in the records you keep
- Build in enough time to check you referencing
- If in doubt, put yourself in the shoes of the reader and ask if you could easily find the source from your referencing

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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 access via the library website, using your UWTSD login:

<http://uwtsd.ac.uk/library/online-library/refworks/>

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In-text citations

These are used when referring to a source of information within the text of your assignment to show where it came from (**Pears and Shields, 2016**).

You do not need to include the author's surname in the in-text citation if it is referred to within the body of your work e.g. **According to Pears and Shields (2016)**. This would just be unnecessary repeat!

A reference list

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

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1. Books and e-books

In-text citations

(Author's surname, year of publication)

Eg (Smith, 2016)

A reference list

- Author's surname and first initial
- Publication year in brackets
- Title in italics
- Edition (if relevant)
- Place of publication: Publisher

Smith, E. (2016) *How to Improve your Research Project*. 2nd Ed. Plymouth: Kiln Press.

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1.1 Book with two or three authors

In-text citations

(Author's surname, year of publication)

(Phillips and Renton, 2012)

A reference list

- Author's surname and first initial
- Publication year in brackets
- Title in italics
- Edition (if relevant)
- Place of publication: Publisher

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

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1.2 Book with four or more authors

In-text citations

(Author's surname, year of publication)

(Morton et al. 2014)

A reference list

- Author's surname and first initial
- Publication year in brackets
- Title in italics
- Edition (if relevant)
- Place of publication: Publisher

Morton, A.C. et al. (2014) *Walking and Learning*. Swansea: Sandpaper Press.

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1.3 Chapter within an edited book

In-text citations

(Author's surname, year of publication)

(Hardy, 2015)

A reference list

- Author's surname and first initial
- Publication year in brackets
- Title in italics
- Edition (if relevant)
- Place of publication: Publisher

Hardy, P.T. (2015) '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.

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1.4 Book without an author or editor

In-text citations

(Author's surname, year of publication)

~~~~~

*(How to Make an Impact, 2009)*

### A reference list

- Author's surname and first initial
- Publication year in brackets
- Title in italics
- Edition (if relevant)
- Place of publication: Publisher

~~~~~

How to Make an Impact (2009)
London: Avery and Perch.

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

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1.5 Book with an organization as author

In-text citations

(Author's surname, year of publication)

~~~~~

*(Organization for Research into Primary Education, 2017)*

### A reference list

- Author's surname and first initial
- Publication year in brackets
- Title in italics
- Edition (if relevant)
- Place of publication: Publisher

~~~~~

Organization for Research into Primary Education. (2017) *Learning today*. Stirling: McPhee and Jones.

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

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1.6 Multiple works by the same author

In-text citations

(Author's surname, year of publication)

Different years:

- (McNamara, 2012)
- (McNamara, 2017)

Same year:

- (Phelps, 2016a)
 - (Phelps, 2016b)
- Simply label them a and b!

A reference list

- Author's surname and first initial
- Publication year in brackets
- Title in italics
- Edition (if relevant)
- Place of publication: Publisher

Different years:

- McNamara, B.M. (2012) *Education for life*. Maidenhead: Riverstory.
- McNamara, B.M. (2017) *Lifelong learning*. Maidenhead: Riverstory.

Same year:

- Phelps, P.J. (2016a) *Healthy learning*. Edinburgh: Castle Books.
- Phelps, P.J. (2016b) *Nutrition in the early years*. Edinburgh: Castle Books.

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1.7 Editions

In-text citations

(Author's surname, year of publication)

- According to O'Brien (2016), siblings can have a big impact on learning.
or
- Siblings can have a big impact on learning (O'Brien, 2016).

A reference list

- Author's surname and first initial
- Publication year in brackets
- Title in italics
- Edition (if relevant)
- Place of publication: Publisher

O'Brien, T.M. (2016) *The impact of families on learning*. 3rd edn. Dublin: Blackwater Books.

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1.8 Secondary citation

In-text citations

(Author's surname, year of publication)

Barnett (2013, quoted in Morton, 2016, p.17) describes "the importance of meeting special needs in the early years".

or

Barnett's demonstration of the importance of meeting special needs in the early years (2013, cited in Morton, 2016, p. 17) is interesting.

A reference list

- Author's surname and first initial
- Publication year in brackets
- Title in italics
- Edition (if relevant)
- Place of publication: Publisher

Morton, D.C. (2016) *Learning in the early years*. Exeter: Jones & Bart.

Note:

- This is a piece of work that has been referred to in something you have read.
- If you have not read the primary source, do not include it in your reference list – you may only cite it in your text.

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2. Journal and newspaper articles

In-text citations

(Author's surname, year of publication, page number)

(Price, 2014, p. 157)

A reference list

Print:

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

Electronic:

- The above plus
- Accessed date
- DOI (Digital Object Identifier) or URL if no DOI is available.

Price, S. (2014) 'Planning for change', *Leadership and Business Planning*, 15(3), pp. 154-166.

or

Price, S. (2014) 'Planning for change', *Leadership and Business Planning*, 15(3), pp. 154-166. DOI: 10.1080/034845691.2016.1056235.

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2.1 Whole newspaper

In-text citations

(Author's surname, year of publication, page number)

~~~~~  
(The Guardian, 2017)

### A reference list

#### Print:

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

#### Electronic:

- The above plus
- Accessed date
- DOI (Digital Object Identifier) or URL if no DOI is available.

~~~~~  
The Guardian (2017) 5th June.

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2.2 Newspaper article

In-text citations

(Author's surname, year of publication, page number)

~~~~~  
(Jones, 2016)

### A reference list

#### Print:

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

#### Electronic:

- The above plus
- Accessed date
- DOI (Digital Object Identifier) or URL if no DOI is available.

~~~~~  
Jones, P.J. (2016) 'STEM subjects win more funding', *The Times*, 4th May, p. 7.

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2.3 Electronic newspaper article not available in print

In-text citations

(Author's surname, year of publication, page number)

~~~~~  
(Fox, 2016)

### A reference list

#### Print:

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

#### Electronic:

- The above plus
- Accessed date
- DOI (Digital Object Identifier) or URL if no DOI is available.

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

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3. Internet

In-text citations

(Author's surname / organization, year of publication)

~~~~~

### A reference list

- Author's surname and first initial
- Publication year in round brackets
- Website title in italics
- Enclose medium [in square brackets]
- Available at: URL
- (Accessed: date).

~~~~~

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3.1 Website with one author

In-text citations

(Author's surname /
organization, year of
publication)

~~~~~  
McCormack (2016) was a  
useful source of information.

#### A reference list

- Author's surname and first initial
- Publication year in round brackets
- Website title in italics
- Enclose medium [in square brackets]
- Available at: URL
- (Accessed: date).

~~~~~  
McCormack, E.F. (2016) *Dog
Breed Characteristics*. Available
at:
[http://www.dogbreedchar.co.u
k/](http://www.dogbreedchar.co.uk/) (Accessed: 19th March 2017).

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3.2 Website with an organization as author

In-text citations

(Author's surname /
organization, year of
publication)

~~~~~  
Pets can have a beneficial  
effect on health (National  
Health Service, 2015).

#### A reference list

- Author's surname and first initial
- Publication year in round brackets
- Website title in italics
- Enclose medium [in square brackets]
- Available at: URL
- (Accessed: date).

~~~~~  
National Health Service (2015)
Pets and Health. Available at:
[http://www.nhs.uk/Petsandhea
lth](http://www.nhs.uk/Petsandhea
lth) (Accessed: 30th March
2017).

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3.3 Blog or vlog

In-text citations

(Author's surname /
organization, year of
publication)

~~~~~  
Tom Webster (2016)  
described the impact that  
the arrival of spring can  
have.

#### A reference list

- Author's surname and first initial
- Publication year in round brackets
- Website title in italics
- Enclose medium [in square brackets]
- Available at: URL
- (Accessed: date).

~~~~~  
Webster, T.G. (2016) 'Spring in
step', *Tom Webster today*
[blog]. 5 April. Available at:
<http://www.inet.co.uk/blogs/twebster2day/> (Accessed: 12
November 2016).

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

In-text citations

(Author's surname /
organization, year of
publication)

~~~~~  
The social effect is  
immediately felt (Collins,  
2015).

#### A reference list

- Author's surname and first initial
- Publication year in round brackets
- Website title in italics
- Enclose medium [in square brackets]
- Available at: URL
- (Accessed: date).

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

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3.5 Facebook

In-text citations

(Author's surname / organization, year of publication)

~~~~~  
Parks are still used today for many different purposes (Parks Today, 2017).

### A reference list

- Author's surname and first initial
- Publication year in round brackets
- Website title in italics
- Enclose medium [in square brackets]
- Available at: URL
- (Accessed: date).

~~~~~  
Parks Today (2017) [Facebook] 10 June. Available at: <http://www.facebook.com/parks> (Accessed: 15 June 2017).

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4.1 Conferences-Full conference proceedings

In-text citations

(Author's / editors surname, year of publication, page number if required)

Note:

If only available online:

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

~~~~~  
The conference was a celebration of small business enterprise (Ferguson, 2016).

### A reference list

- Author's surname followed by ,
- First initial followed by .
- Publication year in round brackets
- Title of paper enclosed in '' followed by ,
- Title of conference in italics followed by .
- Location and date of conference followed by .
- Place of publication followed by :
- Publisher followed by .
- Page number if required followed by .

~~~~~  
Ferguson, J.P. (ed.) (2016) 'Small business success', *5th SBE national conference*. University of Kent, Canterbury, 12-15th May. Dudley: Small Business Enterprise.

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4.2 Conferences-

Individual conference paper published in a journal

In-text citations

(Author's / editors surname, year of publication, page number if required)

Note:

If only available online:

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

~~~~~

Davies (2016) showed how to embed an understanding of change management into leadership training.

#### A reference list

- Author's surname followed by ,
- First initial followed by .
- Publication year in round brackets
- Title of paper enclosed in '' followed by ,
- Title of conference in italics followed by .
- Location and date of conference followed by .
- Place of publication followed by :
- Publisher followed by .
- Page number if required followed by .

Davies, K. (2016) '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.

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## 4.3 Conferences-

### Individual conference paper published on the internet

#### In-text citations

(Author's / editors surname, year of publication, page number if required)

#### Note:

If only available online:

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

~~~~~

Lewis (2016) emphasized the importance of small business corporate culture.

A reference list

- Author's surname followed by ,
- First initial followed by .
- Publication year in round brackets
- Title of paper enclosed in '' followed by ,
- Title of conference in italics followed by .
- Location and date of conference followed by .
- Place of publication followed by :
- Publisher followed by .
- Page number if required followed by .

Lewis, K. (2016) 'Corporate culture and the confidence to expand', *Processing on the 5th national conference on small business success*. University of Kent, Canterbury, 12-15th May. Available at: <http://www.doc.ac.uk/sites/SBE.presentations.pdf> (Accessed: 10 June 2016).

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5.1 Unpublished information- Internal report

In-text citations

- Author's surname / organization
- Year of publication
- enclose citation (in round brackets)

A reference list

- Author's surname or organization followed by ,
- Initials followed by .
- Publication year (in round brackets)
- Title of report in italics followed by .
- Internal report - include name of institution
- Unpublished followed by .

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

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## 5.2 Unpublished information- Confidential report

### In-text citations

- Anonymized agency
- Year of publication
- enclose citation (in round brackets)

### A reference list

- Anonymized agency [in square brackets]
- Publication year (in round brackets)
- Title in italics; anonymized part [square brackets] followed by ,
- Place of publication followed by : Anonymized producer [in square brackets] .

- ~~~~~
- Most references not in the public domain should adhere to the above general formats. Ensure that you have permission before using unpublished material in your work.
  - Any confidential report needs to be anonymized appropriately

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## 6.1 Reports and guidelines- Research report

### In-text citations

- Author's surname / organization
- Year of publication
- enclose citation (in round brackets)

#### Note

If accessed online, replace location and publisher with:

Available at: URL. (Accessed: date) followed by .

~~~~~

Rates vary considerably between boroughs (Phelps, 2016).

A reference list

- Author's surname or organization followed by ,
- Initials followed by .
- Publication year (in round brackets)
- Title of report in italics followed by .
- Place of publication followed by :
- Name of publisher followed by .

~~~~~

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

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## 6.2 Reports and guidelines-Annual company report

### In-text citations

- Author's surname / organization
- Year of publication
- enclose citation (in round brackets)

#### Note

If accessed online, replace location and publisher with:

Available at: URL. (Accessed: date) followed by .

~~~~~

Profits increased each quarter (Edison and Toms Ltd, 2016).

A reference list

- Author's surname or organization followed by ,
- Initials followed by .
- Publication year (in round brackets)
- Title of report in italics followed by .
- Place of publication followed by :
- Name of publisher followed by .

~~~~~

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

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### 6.3 Reports and guidelines- Market research reports from a database

#### In-text citations

- Author's surname / organization
- Year of publication
- enclose citation (in round brackets)

#### Note

If accessed online, replace location and publisher with:

Available at: URL. (Accessed: date) followed by .

~~~~~

The latest reports highlight these disparities (Tiptel, 2015).

A reference list

- Author's surname or organization followed by ,
- Initials followed by .
- Publication year (in round brackets)
- Title of report in italics followed by .
- Place of publication followed by :
- Name of publisher followed by .

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

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### 6.4 Reports and guidelines- Online guidelines

#### In-text citations

- Author's surname / organization
- Year of publication
- enclose citation (in round brackets)

#### Note

If accessed online, replace location and publisher with:

Available at: URL. (Accessed: date) followed by .

~~~~~

The guidelines outline the procedures to be followed in this situation (Hove Hospital, 2015).

A reference list

- Author's surname or organization followed by ,
- Initials followed by .
- Publication year (in round brackets)
- Title of report in italics followed by .
- Place of publication followed by :
- Name of publisher followed by .

~~~~~  
Hove Hospital (2015) *Emergency intervention procedures*. Available at: <http://www.hh.nhs.uk/health/guidelines/emerg> (Accessed: 5 November 2016).

60

60

## 7.1 Legal and government publications- Act of Parliament (Statute)

### In-text citations

- Title of act in italics
- Enclose citation (in round brackets)

~~~~~

Government legislation now reinforces this approach (*Enhanced Urban Air Quality Act 2017*)

A reference list

- Title of act in italics. Include year and chapter followed by .
- Available at: URL
- (Accessed: date) followed by .

~~~~~

*Enhanced Urban Air Quality Act 2017*, c. 2. Available at: <http://www.legislation.gov.uk/ukpga/2017/2/contents/enacted> (Accessed: 14 March).

#### Note:

Include country information (in round brackets) only if you are referencing more than one country's legislation

The above example of legal publications are given in author-date (Harvard) 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.

61

## 7.2 Legal and government publications- Statutory Instrument (SI)

### In-text citations

- name / title in italics. Include year.

~~~~~

This update was clearly shown in the *Endangered Fish Protection Council (Constitution) (Amendment) Order 2016*.

A reference list

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

~~~~~

*Endangered Fish Protection Council (Constitution) (Amendment) Order 2016 (SI 2016/ 1322)*. Available at: <http://www.legislation.gov.uk/uksi/2016/1322/contents/made> (Accessed: 12 November 2016).

The above example of legal publications are given in author-date (Harvard) 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.

62

62

## 7.3 Legal and government publications- Command Paper (including Green and White papers)

### In-text citations

- Department
- Year of publication
- Enclose citation (in round brackets)
- Note: If accessed online, replace location and publisher with
- Available at: URL
- (Accessed: date) followed by .

~~~~~

• New proposals on the long term care of the elderly are being considered (Department of Health, 2017).

The above example of legal publications are given in author-date (Harvard) 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.

A reference list

- Department
- Year of publication (in round brackets)
- Title of report / paper in italics
- Command paper number (in round brackets)
- Place of publication followed by :
- Publisher name followed by.

~~~~~

Department of Health (2017) *Government Response to the House of Commons Science and Technology Committee Inquiry into Regenerative Medicine* (Cm 67 02). Available at: <https://www.gov.uk/government/publications/regenerative-medicine-government-response-to-technology-committee>-(Accessed: 17 May 2017).

63

## 7.4 Legal and government publications- National Assembly for Wales Legislation

### In-text citations

- Title in italics. Include year.
- Enclose citation (in round brackets)

~~~~~

A Measure of the National Assembly for Wales (informally, an Assembly Measure) (nawm):

The 2014 Measure (Primary Welsh Medium Provision Measure 2014) confirms this view.

Wales Statutory Instruments (W):

This can be seen in the Welsh Statutory Instrument (The Education (Student Support)(Wales) Regulations 2018)

A reference list

- Department
- Year of publication (in round brackets)
- Title of report / paper in italics
- Command paper number (in round brackets)
- Place of publication followed by :
- Publisher name followed by.

Assembly Measures (nawm):

Education (Wales) Measure 2011 (nawm7.)

Available at: <http://www.legislation.gov.uk/mwa/2011/7/contents> (Accessed: 17 September 2014).

Statutory Instruments (W):

The Education (Student Support) (Wales) Regulations 2018 Welsh Statutory Instrument 2018/ 191 (W.48). Available at: <http://www.legislation.gov.uk/wsi/2018/191/contents/made>(Accessed: 17 June 2018).

The above example of legal publications are given in author-date (Harvard) 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.

64

7.5 Legal and government publications- Law report (case)

In-text citations

- Name of case enclosed in ‘ ’
- Year of publication
- Enclose citation (in round brackets)

A reference list

- Name of case enclosed in ‘ ’
- Year of publication (in round brackets)
- Title of law report in italics followed by ,
- Volume number followed by ,
- Page numbers

~~~~~

It was clearly shown in the earlier case (*R v. Jones (Thomas)*, 2004).

~~~~~

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

The above example of legal publications are given in author-date (Harvard) 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.

65

7.6 Legal and government publications- Law report (case) - neutral citation*

In-text citations

- Name of case enclosed in ‘ ’
- Year of publication
- Enclose citation (in round brackets)

A reference list

- Name of parties in italics and enclosed in ‘ ’
- Year of publication (in round brackets)
- Court and case number followed by .
- Database or website in italics
- [online]
- Available at: URL
- (Accessed: date) followed by .

~~~~~

The case of *‘Adams v. South Mercia Police’* (2013) proves this point.

~~~~~

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

-The above example of legal publications are given in author-date (Harvard) 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.

* 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).

66

7.7 Legal and government publications- Government publication

In-text citations

- Name of government department
- Year of publication
- Enclose citation (in round brackets)

~~~~~

Predicted changes in climate conditions have led to a reconsideration of the role of flood barriers (Department of the Environment, 2014).

### A reference list

- Name of government department
- Year of publication (in round brackets)
- Title in italics followed by ,
- Place of publication followed by :
- Publisher name followed by .

~~~~~

Department of the Environment (2014) *Erratic Climate Conditions and the Role of Natural Flood Barriers*. Available at: [http://www.doe.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyand Guidance/DOE 76453](http://www.doe.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyandGuidance/DOE_76453) (Accessed: 3 June 2014).

-The above example of legal publications are given in author-date (Harvard) 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.

* 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).

67

8.1 Scientific and technical information- Technical standard

In-text citations

- Name of authorizing organization
- Year of publication
- Enclose citation (in round brackets)

Note

- If accessed online, replace location and publisher with:
- Available at: URL. (Accessed: date) followed by .

~~~~~

Rates vary considerably between areas (Phelps, 2016).

### A reference list

- Name of authorizing organization followed by ,
- Publication year (in round brackets)
- Number and title of standard in italics followed by .
- Place of publication followed by :
- Name of publisher followed by .

~~~~~

Phelps, P.W. (2016) *A study of business rates in London*. London: Crabtree Centre for Research.

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

68

68

8.2 Scientific and technical information- Patent

In-text citations

- Surname of inventor(s)
- Year of publication
- Enclose citation (in round brackets)

~~~~~

This is evidenced further in the document (Patel, 2013).

### A reference list

- Surname of inventor(s) followed by ,
- Initials followed by .
- Year of publication (in round brackets)
- Title in italics followed by .
- Authorizing organization
- Patent number followed by .
- Available at: URL
- (Accessed: date) followed by .

~~~~~

Patel, P. (2013) *Self-Inflating Tyre*. UK Intellectual Property Office Patent no. GB456738. Available at: <http://www.ipo.gov.uk/pub> (Accessed 6 October 2014).

Most references to scientific and technical information should follow to the above general format. Elements may vary slightly. Specific examples are provided. 69

69

8.3 Scientific and technical information- Graph

In-text citations

- Author surname
- Year of publication
- Enclose citation (in round brackets)

~~~~~

This effect can be clearly demonstrated in a graph (Wolf, 2017).

### A reference list

- Author's surname followed by ,
- Initials followed by .
- Year of publication (in round brackets)
- Title in italics followed by .
- Place of publication followed by:
- Publisher name followed by ,
- Page number or figure number for graph
- Graph

~~~~~

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

Most references to scientific and technical information should follow to the above general format. Elements may vary slightly. Specific examples are provided. 70

70

9.1 Reviews- Book review

In-text citations

- Author surname
- Year of publication
- Enclose citation (in round brackets)

Note: If accessed online, replace location and publisher with

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

~~~~~  
McConnell (2015), however, did not support this analysis.

### A reference list

- Reviewer surname followed by ,
- Initials followed by .
- Year of review publication (in round brackets)
- Title of review enclosed in ‘ ’ followed by .
- Review of ... title being reviewed in italics followed by ,
- Patent number followed by .
- by ... author/director of work
- Publication details (Title in italic)

~~~~~  
McConnell, E.J. (2015) '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.

Most references to reviews should follow to the above general format. Elements may vary slightly. Specific examples are provided. 71

71

9.2 Reviews- Film review

In-text citations

- Author surname
- Year of publication
- Enclose citation (in round brackets)

Note: If accessed online, replace location and publisher with

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

~~~~~  
The reputation of the film has recently undergone a re-evaluation (Connington, 2009).

### A reference list

- Reviewer surname followed by ,
- Initials followed by .
- Year of review publication (in round brackets)
- Title of review enclosed in ‘ ’ followed by .
- Review of ... title being reviewed in italics followed by ,
- Patent number followed by .
- by ... author/director of work
- Publication details (Title in italic)

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

Most references to reviews should follow to the above general format. Elements may vary slightly. Specific examples are provided. 72

72

9.3 Reviews- Drama review

In-text citations

- Author surname
- Year of publication
- Enclose citation (in round brackets)

Note: If accessed online, replace location and publisher with

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

~~~~~

It was considered by at least one reviewer (Willis, 2017, p. 10) to be an innovative and successful approach to staging the play.

### A reference list

- Reviewer surname followed by ,
- Initials followed by .
- Year of review publication (in round brackets)
- Title of review enclosed in '' followed by .
- Review of ... title being reviewed in italics followed by ,
- Patent number followed by .
- by ... author/director of work
- Publication details (Title in italic)

~~~~~

Willis, J.W. (2017) 'Family fun for all'.
Review of *Beside the seaside*, by P. Welling.
Grand Theatre, Scarborough. Evening Times
(Review section), 10 July, p. 10

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

73

73

10.1 Visual materials- Exhibition

In-text citations

- Artist surname
- Year of publication
- Enclose citation (in round brackets)

Note: If accessed online, replace location and publisher with

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

~~~~~

A major retrospective was subsequently organized (Chagall: a celebration, 2009).

### A reference list

- Artist surname followed by ,
- 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 viewed (in round brackets)

~~~~~

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

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

74

74

10.2 Visual materials- Painting / drawing

In-text citations

- Artist surname
- Year of publication
- Enclose citation (in round brackets)

Note: If accessed online, replace location and publisher with

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

~~~~~

The process used is unique (Puerto, 1730).

### A reference list

- Artist surname followed by ,
- 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 viewed (in round brackets)

~~~~~

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

Most references to visual materials should follow to the above general format. Elements may vary slightly. Specific examples are provided. ⁷⁵

75

10.3 Visual materials- Installation / exhibit

In-text citations

- Artist surname
- Year of publication
- Enclose citation (in round brackets)

Note: If accessed online, replace location and publisher with

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

~~~~~

This can be seen clearly in Living room by Paula Granger (2004).

### A reference list

- Artist surname followed by ,
- 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 viewed (in round brackets)

~~~~~

Granger, P. (2004) *Living room* [Installation]. Thames gallery, London. (Viewed: 5 August 2004).

Most references to visual materials should follow to the above general format. Elements may vary slightly. Specific examples are provided. ⁷⁶

76

10.4 Visual materials- Photograph in an online collection

In-text citations

- Artist surname
- Year of publication
- Enclose citation (in round brackets)

Note: If accessed online, replace location and publisher with

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

~~~~~

This last work illustrated all his favorites themes, working together (Evans, 2008).

### A reference list

- Artist surname followed by ,
- 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 viewed (in round brackets)

~~~~~

Evans, K. (2008) *Rose*. Available at: <https://Instagram.com/rose> (Accessed: 16 June 2017).

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

77

77

10.5 Visual materials- Book illustration, figure, diagram, logo and table

In-text citations

- Artist surname
- Year of publication
- Enclose citation (in round brackets)

Note: If accessed online, replace location and publisher with

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

In printed book:

~~~~~

Stewart's painting highlights this feature of the house (Lewis, 1995, pp. 78-79).

#### Online:

The trend for this type of porcelain has been clearly illustrated (George, 2006).

### A reference list

- Artist surname followed by ,
- 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 viewed (in round brackets)

#### In printed book:

~~~~~

Lewis, P.R. (1995) *The art of the stately home*. Oxford: Century Books, pp. 78-79, illus.

Online:

George, T.L. (2006) *An inventory of London's oldest houses* [Table]. Available at: <http://www.invent/lonhouses.com> (Accessed 2 February 2015).

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

78

10.6 Visual materials- Graffiti



In-text citations

- Artist surname
- Year of publication
- Enclose citation (in round brackets)

Note: If accessed online, replace location and publisher with

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

~~~~~

Graffiti can often reveal feelings which are deeply held in an area (Peaceful progress, 2000)

### A reference list

- Artist surname followed by ,
- 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 viewed (in round brackets)

~~~~~

Peaceful Progress [Graffiti] (2000)
15 Gate Street, Belfast, Northern Ireland. (Viewed: 5 August 2002).

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

79

79

11.1 Live Performance- Dance

In-text citations

- Choreographer surname
- Year of premiere
- Enclose citation (in round brackets)

Note: If accessed online, replace location and publisher with

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

~~~~~

The performance incorporated many of the mannerisms of the creator himself (Steele, 1953).

### A reference list

- Choreographer surname followed by ,
- Initials followed by .
- Year of premiere (in round brackets)
- Title in italics
- Location and date seen [in square brackets]

~~~~~

Steele, E. (1953) *Work day blues*
[Red Shed Theatre, London. 5 May 2016].

Most references to live performance should follow to the above general format. Elements may vary slightly. Specific examples are provided.

80

80

11.2 Live Performance- Play

In-text citations

- Title in italics
- Year of premiere
- Enclose citation (in round brackets)

~~~~~

The set design was an astonishing achievement (Macbeth, 2008).

### A reference list

- Title in italics
- by ...
- Year of performance (in round brackets)
- Directed by ...
- Location and date seen [in square brackets]

~~~~~

Macbeth by William Shakespeare (2008) Directed by John Wood [Old Theatre, Bristol, 3 March 2008].

Most references to live performance should follow to the above general format. Elements may vary slightly. Specific examples are provided.

81

81

12.1 Television- Television programme

In-text citations

- Title of episode italics
- Year of broadcast
- Enclose citation (in round brackets)

Note:

- If accessed online
- Available at: URL.
- (Accessed: date) followed by

~~~~~

This sweeping overview still provides a lot of telling details (A history of Britain, 2012).

### A reference list

- Title of episode enclosed in ''
- Year of broadcast (in round brackets)
- Title of programme in italics
- Series and episode number
- Channel name
- Date broadcast

~~~~~

A history of Britain (2012) BBC One Television, 5 September.

Most references to television should follow to the above general format. Elements may vary slightly. Specific examples are provided.

82

82

12.2 Television- Television programme viewed on the internet

In-text citations

- Title of Episode italics
- Year of broadcast
- Enclose citation (in round brackets)

Note:

- If accessed online
- Available at: URL.
- (Accessed: date) followed by

~~~~~

The impact of Shelley's own experience as a mother was explored in *Mary Shelley: A Writer's Life* ('Love and Loss', 2016).

Most references to television should follow to the above general format. Elements may vary slightly. Specific examples are provided.

### A reference list

- Title of Episode enclosed in ' '
- Year of broadcast (in round brackets)
- Title of programme in italics
- Series and episode number
- Channel name
- Date broadcast

~~~~~

'Love and Loss' (2016) *Mary Shelley: A Writer's Life*, Episode 3. BBC 4, 25 October. Available at: <http://www.bbc.co.uk/programmes/maryshelley/episodeguide/ep3> (Accessed: 3 November 2016).

83

12.3 Film-Film on DVD / Blu-ray

In-text citations

- Title of film
- Year of distribution
- Enclose citation (in round brackets)

~~~~~

In the history of Gothic cinema, the best films leave the audience wondering, for example *An Eye Through the Keyhole* (1979).

### A reference list

- Title of film in italics
- Year of distribution (in round brackets)
- Directed by ...
- Medium [in square brackets]
- Place of distribution followed by :
- Distribution company followed by .

~~~~~

An Eye Through the Keyhole (1979) Directed by Kathy Delgado [DVD]. London: Hecate Films.

Most references to Film should follow to the above general format. Elements may vary slightly. Specific examples are provided.

84

12.4 Film - Interview with a film director on DVD / Blu-ray

In-text citations

- Title of film
- Year of distribution
- Enclose citation (in round brackets)

~~~~~

The director emphasized how technically challenging the shooting schedule was (Williams, 2012).

### A reference list

- Title of film in italics
- Year of distribution (in round brackets)
- Directed by ...
- Medium [in square brackets]
- Place of distribution followed by :
- Distribution company followed by .

~~~~~

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

Most references to Film should follow to the above general format. Elements may vary slightly. Specific examples are provided.

85

85

13. Personal communications – Conversation, Skype, phone, Facetime, email, text, letter

In-text citations

- Surname of sender
- Year of communication
- Enclose citation (in round brackets)

A reference list

- Surname of sender followed by ,
- Initials followed by .
- Year of communication (in round brackets)
- Medium
- Receiver of communication followed by ,
- Day and month of communication

When using personal communications, ensure you have permission from the sender before citing.

86

86

14.1 Manuscripts (MS)- Collection of manuscripts

In-text citations

- Location of collection
- Name of collection
- MS
- Enclose citation (in round brackets)

~~~~~

Records confirm that such beliefs persisted in Yorkshire at this time (York Library, Pendlemerry Witch Trials MS).

### A reference list

- Location of collection
- Name of collection
- MS

~~~~~

York Library, Pendlemerry Witch Trials MS.

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

87

87

14.2 Manuscripts - Collection of manuscripts

In-text citations

- Surname of author / Title
- Year
- Enclose citation (in round brackets)

~~~~~

Thoughts of peace occupied the minds of people all over the country at this time (Nesbit-Jones, 1812)

### A reference list

- Surname of author if known followed by ,
- Initials followed by .
- Year (in round brackets)
- Title of manuscript in italics
- Day and month if known in italics
- Name of collection
- Reference number of manuscript
- Location of collection

~~~~~

Nesbit-Jones, T. (1812) *Prayer for Peace*, 3 May. Nesbit-Jones Archive 156 C12/1, Chesire Trust, Chester.

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

88

88