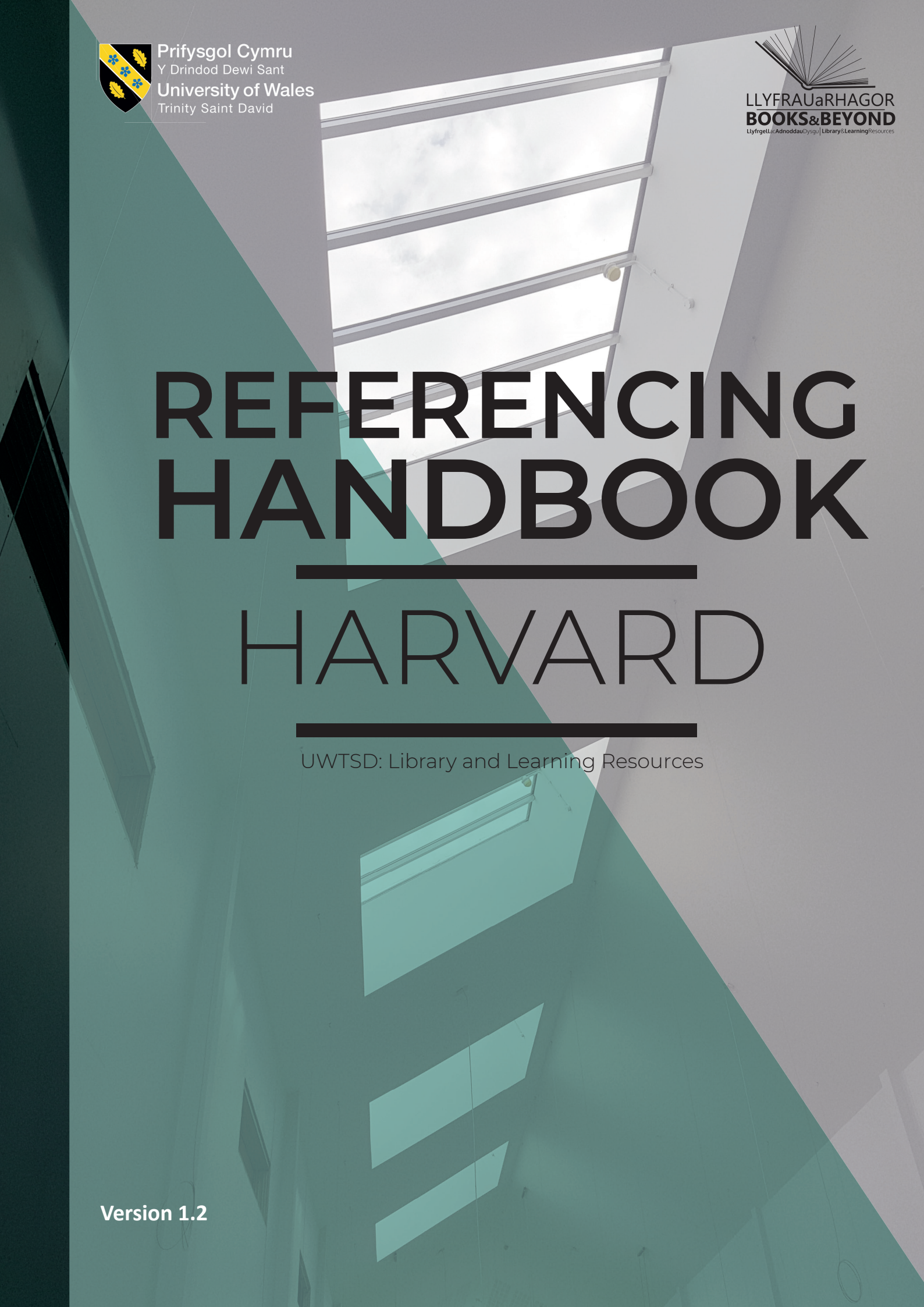


Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

LLYFRAUaRHAGOR
BOOKS&BEYOND
LlyfrgellaCAdnoddauDysgu | Library&LearningResources

REFERENCING HANDBOOK

HARVARD

UWTSD: Library and Learning Resources

Version 1.2

Welcome

Welcome to the 1st revised edition of the University of Wales Trinity Saint David's Referencing Handbooks!

Referencing accurately is an essential skill to learn during your studies, and these handbooks are designed to support you in your learning and help you to navigate what can sometimes seem quite confusing. The referencing handbooks are available for the four styles used at UWTSD, with suggestions for further, in-depth resources and advice on getting support from your Academic Liaison Librarian.

We would like to thank the academic staff involved for their time and input in developing these handbooks, and hope these provide a useful resource.

We are happy to receive feedback on these guides, which will be reviewed. Please contact **library@uwtsd.ac.uk** with any suggestions.

The UWTSD Academic Liaison team, Library and Learning Resources

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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 Electrical 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 online: **https://uwtsd.ac.uk/library/student-essentials/referencing-handbooks/**

A shorter, handy, quick reference version is also available either online or in your nearest UWTSD library.

How do I use this guide?

The purpose of this handbook is to provide you with the basic principles of referencing, and to get you started in understanding the how and why of referencing. This handbook provides examples of how to produce in-text citations and references from a selection of some of the most widely used sources you may encounter over the course of your studies.

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.

However, this guide is not intended to be exhaustive, and additional examples and guidance can be found in:

Pears, R. and Shields, G. (2019) *Cite them right: the essential referencing guide*. 11th edn. Basingstoke: Palgrave.

Copies can be found in all UWTSD libraries.

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:

- To demonstrate the breadth of research you have undertaken.
- To add academic credibility to your arguments.
- To enable readers to find the sources you have used in your work.
- To acknowledge the work of others and avoid accidental plagiarism.

How do I avoid plagiarism?

Accurate referencing also means you avoid plagiarism, which is passing off someone else's work as your own. 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/**

Plagiarism can be deliberate or accidental; without accurate referencing, it is possible to accidentally plagiarise someone else's work. Therefore, understanding when and how to reference will help you to easily avoid this.

Do you have any tips before I begin my work?

- Make sure that you know which referencing style your School recommends before you begin. This information is included 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.
- Give yourself enough time to check your work.
- Try to put yourself in the shoes of the reader. Think: "if I wanted to find the source of this information, could I?"
- If in doubt, seek clarification or ask for help!

How can I get further help and support?

You will be given an in-class session on referencing during the first year of your course, and regular workshops and drop-in opportunities are also made available throughout the academic year via our **InfoSkills** programme: **http://uwtsd.ac.uk/library/infoskills/**. Follow **@UWTSDLib** on Facebook, Twitter or Instagram for updates on when and where these will be held.

There is a dedicated Academic Liaison Librarian for each academic area, and their role is to support you with a variety of information skills throughout your course. Find out who your Academic Liaison Librarian is and book an appointment here: **https://uwtsd.ac.uk/library/student-essentials/meet-your-academic-liaison-librarian/** 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.

Harvard Referencing: The Basics

The Harvard referencing style consists of:

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. They are abbreviated details of the source you are referring to and generally consist of the author's / editor's surname, year of publication and, if required, page numbers e.g. **(Pears and Shields, 2016, p. 6)**.

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 (2006, p.6)**. This would just be unnecessary repetition!

A reference list

The purpose of the in-text citation 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 e.g.

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

It should enable any reader to locate your original source. A reference list is arranged in alphabetical order by the author's surname 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.

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
- Author's surname, year of publication and page number / URL enclosed (in round brackets)

Example:

King describes the intertwining of fate and memory in many evocative passages such as:

> So the three of them rode towards their end of the Great Road, while summer lay all about them, breathless as a gasp. Roland looked up and saw something that made him forget all about the Wizard's Rainbow. It was his mother, leaning out of her apartment's bedroom window: the oval of her face surrounded by the timeless gray stone of the castle's west wing!
>
> (King, 1997, pp. 553-554)

Short quotation – up to 30 words or 2 lines

Format:

- Include in the body of text
- Enclose in double quotation marks
- Author's surname, year of publication and page number / URL enclosed (in round brackets)

Example:

Hardy's characters are not simple types. They are "fully realized human beings, with all their potential for individual freedom of choice and action" (Dunmore, 2017, p. 35).

Paraphrasing and summarising

Paraphrasing is when you take someone else's idea and put it into your own words. Summarising is when you provide a brief overview of someone 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:

Dunmore (2017) notes that Hardy presents the reader with rounded characters capable of acting with autonomy, but that these are placed in a context in which their choices are severely constrained by the operation of chance and fate. This she ascribes to the intellectual environment in which he wrote – in particular, the pessimistic spiritual context of late Victorian England.

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.

In-text citation: (Author's surname, year of publication, page number)	**Reference list / Bibliography:** • Author/editor • Publication year (in round brackets) • Title (in italics) • Edition (if relevant) • Place of publication: publisher
(Smith, 2016, p. 5)	Smith, E. (2016) *How to improve your research project*. 2nd edn. 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.

1.1 Book with two or three authors

(Phillips and Renton, 2012, p. 54)	Phillips, E.O. and Renton, P. (2012) *Teaching mathematics today*. Reading: Canalside Press.

1.2 Book with four or more authors

(Morton *et al*. 2014, p. 37)	Morton, A.C. *et al*. (2014) *Walking and learning*. Swansea: Sandpaper Press.

1.3 Chapter within an edited book

(Hardy, 2015, p. 53)	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.

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.

(*How to make an impact*, 2009, p. 1)	*How to make an impact* (2009) London: Avery and Perch.

How do I reference specific types of resources?

1.5 Book with an organisation as author

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

(Organisation for Research into Primary Education, 2017, p. 21)

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

1.6 Multiple works by the same author

Simply label them a and b!

Different years:
(McNamara, 2012, p. 53)

(McNamara, 2017, p. 20).

Same year:
(Phelps, 2016a, p. 25)

(Phelps, 2016b, p.19)

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.

1.7 Editions

According to O'Brien (2016, pp. 15-17) siblings can have a big impact on learning.
or
Siblings can have a big impact on learning (O'Brien, 2016, pp. 15-17).

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

1.8 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.

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

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

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

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.

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.

In-text citation: (Author's surname, year of publication, page number)	**Reference list / Bibliography** **Print:** • Author • 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 • Available at: URL (Accessed: date) • or DOI (Digital Object Identifier)
(Price, 2014, p. 157)	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

2.1 Whole newspaper

(*The Guardian*, 2017)	*The Guardian* (2017) 5th June.

2.2 Newspaper article

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

2.3 Electronic newspaper article not available in print

(Fox, 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-IBCC (Accessed: 12 January 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.

In-text citation:	**Reference list / Bibliography:**
Author's surname/organisation (year of publication)	• Author/organisation • Publication year (in round brackets) • Website title in italics • Enclose medium [in square brackets] • Available at: URL • (Accessed: date)

3.1 Website with one author

McCormack (2016) was a useful source of information.	McCormack, E.F. (2016) *Dog breed characteristics*. Available at: http://www.dogbreedchar.co.uk/ (Accessed: 19 March 2017).

3.2 Website with an organisation as author

Pets can have a beneficial effect on health (National Health Service, 2015).	National Health Service (2015) *Pets and Health*. Available at: http://www.nhs.uk/Petsandhealth (Accessed: 30 March 2017).

3.3 Blog or vlog

Tom Webster (2016) described the impact that the arrival of spring can have.	Webster, T.G. (2016) 'Spring in step', T*om Webster today* [blog]. 5 April. Available at: http://www.inet.co.uk/blogs/twebster2day/ (Accessed: 12 November 2016).

3.4 Video / film on a sharing website – eg. YouTube

The social effect is immediately felt (Collins, 2015).	Collins, A.B. (2015) *Peer experiment: Art Collins* [video]. Available at: https://www.youtube.com/watch?x=tepJtl5We (Accessed: 21 June 2017).

3.5 Facebook

Day of post is required when citing Facebook, Twitter and other social media.

Parks are still used today for many different purposes (Parks Today, 2017).	*Parks Today* (2017) [*Facebook*] 10 June. Available at: https://www.facebook.com/parks (Accessed: 15 June 2017).

How do I reference specific types of resources?

4. Conferences

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

In-text citation:
(Author's surname, year of publication, page number)

Reference list / Bibliography:
Print:
- Author/editor
- Publication year (in round brackets)
- Title of paper (enclosed by single quotation marks)
- Title of conference (in italics)
- Location and date of conference
- Place of publication: publisher
- Page numbers if required

Electronic:
Replace location and publisher with:
- Available at: URL (Accessed: date)
- Or DOI

4.1 Full conference proceedings

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

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

4.2 Individual conference paper published in a journal

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

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.

4.3 Individual conference paper published on the internet

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

Lewis, K. (2016) 'Corporate culture and the confidence to expand', *Proceedings of 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).

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

In-text citation:
(Author's surname/organisation, year of production)

Reference list / Bibliography:
- Author/organisation
- Year of production (in round brackets)
- Title of report (in italics)
- Internal report – include name of institution
- Unpublished

Recommendations in the report (Harris, 2013) ...

Harris, G. (2013) *Focus group recommendations.* Internal LGU report. Unpublished.

5.2 Confidential report

In-text citation:
(Anonymised agency, year of production)

Reference list / Bibliography:
- Anonymised agency [in square brackets]
- Year of production (in round brackets)
- Title (in italics); anonymised part [square brackets]
- Place of publication
- Anonymised producer [in square brackets]

The records they produced (Placement hospital, 2012) ...

[Placement hospital] (2012) *[Placement hospital] examination criteria for elderly patients*. London: [Placement hospital].

5.3 Thesis

In-text citation:
(Author's surname, year of submission, page number if required)

Reference list / Bibliography:
Print:
- Author
- Year of submission (in round brackets)
- Title of thesis (in italics)
- Unpublished PhD thesis
- Degree awarding body

Electronic:
- Available at: URL
- (Accessed: date)

Recent research has shown a correlation between a popular social media presence and increased sales (Sloane, 2016, p. 15).

Sloane, D.E. (2016) *Social media and marketing in the entertainment industry*. Unpublished PhD thesis. University of Birmingham.

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.

In-text citation:
(Author's surname/organisation, year of publication)

Reference list / Bibliography:

Print:

- Author/organisation
- Year of publication (in round brackets)
- Title of report (in italics)
- Place of publication: publisher

Electronic:

If accessed online replace location and publisher with:

- Available at: URL
- (Accessed: date)

6.1 Research report

Rates vary considerably between boroughs (Phelps, 2016).

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

6.2 Annual company report

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

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

6.3 Market research reports from a database

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

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

6.4 Online guidelines

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

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

7.1 Act of Parliament (Statute)

In-text citation: (Title of act (in italics) include year)	**Reference list / Bibliography:** • Title of act (in italics) include year and chapter • Available at: URL • (Accessed: date)
Government legislation now reinforces this approach (*Enhanced Urban Air Quality Act 2017*).	*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.

7.2 Statutory Instrument (SI)

In-text citation: (Name/title (in italics) include year)	**Reference list / Bibliography:** • Name/title of act (in italics) include year. • SI year and number (in round brackets) • Available at: URL • (Accessed: date)
This update was clearly shown in the *Endangered Fish Protection Council (Constitution) (Amendment) Order 2016*.	*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).

How do I reference specific types of resources?

7.3 Command Paper (including Green and White papers)

In-text citation: (Department, year of publication)	**Reference list / Bibliography:** **Print:** • Department • Year of publication (in round brackets) • Title of report / paper (in italics) • Place of publication: publisher **Electronic:** If accessed online replace location and publisher with: • Available at: URL • (Accessed: date)
New proposals on the long term care of the elderly are being considered (Department of Health, 2017).	Department of Health (2017) *Secure and Fair Provision of Long Term Social Care for the Elderly* (Cm 6702). Available at: https://www.gov.uk/government/publications/secure-long-term-social-care-report-20157 (Accessed: 17 May 2017).

7.4 National Assembly for Wales Legislation

In-text citation: (Title (in italics) include year)	**Reference list / Bibliography:** • Title of Assembly Measure / SI (in italics) include year • Assembly Measure nawm number (in round brackets) • Or Welsh Statutory Instrument year / SI (W.) number • Available at: URL • (Accessed: date)
Assembly Measures (nawm): The 2014 Measure (*Primary Welsh Medium Provision Measure 2014*) confirms this view. **Statutory Instruments (W):** This can be seen in the Welsh Statutory Instrument (*Enhanced Wind Farm Density (Wales) Order 2015*).	**Assembly Measures (nawm):** *Primary Welsh Medium Provision Measure 2014* (nawm 202). Available at: http://www.legislation.gov.uk/mwa/2014/202/2019-05-08 (Accessed: 17 September 2014). **Statutory Instruments (W):** *Enhanced Wind Farm Density (Wales) Order 2015*. Welsh Statutory Instrument 2015/ 543 (W.48). Available at: http://www.legislation.gov.uk/wsi/2015/543/contents/made (Accessed: 17 September 2015).

How do I reference specific types of resources?

7.5 Law report (case)

In-text citation:
(Name of case (in single quotation marks), year of publication)

Reference list / Bibliography:
- Name of case (in single quotation marks)
- Year of publication (in round brackets)
- Title of law report (in italics)
- Volume number
- Page number

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.

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).

In-text citation:
(Name of parties (in italics and enclosed in single quotation marks) year)

Reference list / Bibliography:
- Name of parties (in italics and enclosed in single quotation marks)
- Year (in round brackets)
- Court and case number
- Database or website (in italics)
- [Online]
- Available at: URL
- (Accessed: date)

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).

How do I reference specific types of resources?

7.7 Government publication

In-text citation:
(Name of government department, year of publication)

Reference list / Bibliography:
Print:

- Name of government department
- Year of publication (in round brackets)
- Title (in italics)
- Place of publication: publisher
- Series (in round brackets) – if applicable

Electronic:
If accessed online replace location and publisher with:

- Available at: URL
- (Accessed: date)

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

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

How do I reference specific types of resources?

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

In-text citation: (Name of authorising organisation, year of publication)	**Reference list / Bibliography:** **Print:** • Name of authorising organisation • Year of publication (in round brackets) • Number and title of standard (in italics) • Place of publication: Publisher **Electronic:** If accessed online replace location and publisher with: • Available at: URL • (Accessed: date)
Loft conversions are subject to strict controls (British Standards Institution, 2004).	British Standards Institution (2004) *BSEN1995-1-2:2004: Design of timber structures*. London: British Standards Institution. **OR** British Standards Institution (2004) *BSEN1995-1-2:2004: Design of timber structures*. Available at: http://www.standardsuk.com/products/BS-EN-1995-1-2-2004.php (Accessed: 30 June 2015)

8.2 Patent

In-text citation: (Inventor(s), year of publication)	**Reference list / Bibliography:** • Inventor • Year of publication (in round brackets) • Title (in italics) • Authorising organisation • Patent number • Available at: URL • (Accessed: date)
This is evidenced further in the document (Patel, 2013).	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).

How do I reference specific types of resources?

8.3 Graph

In-text citation:	Reference list / Bibliography:
(Author's surname, year of publication)	• Author • Year of publication (in round brackets) • Title (in italics) • Place of publication: Publisher • Page number or figure number for graph • Graph
This effect can be clearly demonstrated in a graph (Wolf, 2017).	Wolf, E. (2017) *A comparison of water usage by region*. Carmarthen: Bridge Press, p. 34, graph.

9. Reviews

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

In-text citation:	Reference list / Bibliography:
(Reviewer surname, year of publication)	**Print:** • Reviewer name • Year of review publication (in round brackets) • Title of review (enclosed in single quotation marks) • Review of … (title being reviewed in italics) • By … author/director of work • Publication details (title in italics) **Electronic:** If accessed online replace location and publisher with: • Available at: URL • (Accessed: date)

9.1 Book review

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

9.2 Film review

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

How do I reference specific types of resources?

9.3 Drama review

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

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.

10. Visual materials

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

In-text citation:
(Artist's surname, year of publication)

Reference list / Bibliography:
Print:
- Artist
- 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)

Electronic:
If accessed online replace institution and city:
- Available: URL
- (Accessed: date)

10.1 Exhibition

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

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

10.2 Painting / drawing

The process used is unique (Puerto, 1730).

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

10.3 Installation / exhibit

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

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

How do I reference specific types of resources?

10.4 Photograph in an online collection

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

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

10.5 Book illustration, figure, diagram, logo and table

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).

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) A*n inventory of London's oldest houses* [Table]. Available at: http://www.invent/lonhouses.com (Accessed 2 February 2015).

10.6 Graffiti

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

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

11. Live performances

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

11.1 Dance

In-text citation:
(Choreographer's surname, year of premiere)

Reference list / Bibliography:
- Choreographer
- Year of premiere (in round brackets)
- Title (in italics)
- Location and date seen [in square brackets]

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

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

How do I reference specific types of resources?

11.2 Play

In-text citation: (Title (in italics), year of performance)	**Reference list / Bibliography:** • Title (in italics) • By … • Year of performance (in round brackets) • Directed by … • Location and date seen [in square brackets]
The set design was an astonishing achievement (*Macbeth*, 2008).	*Macbeth* by William Shakespeare (2008) Directed by John Wood [Old Theatre, Bristol, 3 March 2008].

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

In-text citation: (Title of episode (in italics), year of broadcast)	**Reference list / Bibliography:** • Title of episode (enclosed in single quotation marks) • Year of broadcast (in round brackets) • Title of programme (in italics) • Series and episode number • Channel name • Date broadcast If accessed online: • Available at: URL • (Accessed: date)
This sweeping overview still provides a lot of telling details (*A history of Britain*, 2012).	*A history of Britain* (2012) BBC One Television, 5 September.

12.2 Television programme viewed on the internet

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

How do I reference specific types of resources?

12.3 Film

In-text citation:
(Title of film (in italics), year of distribution)

Reference list / Bibliography:
- Title of film (in italics)
- Year of distribution (in round brackets)
- Directed by …
- Medium [in square brackets]
- Place of distribution
- Distribution company

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

12.4 Film on DVD / Blu-ray

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

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

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

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

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.

13. Personal communications
Conversation, Skype, phone, FaceTime, email, text, letter

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

In-text citation:
(Surname of sender, year of communication)

Reference list / Bibliography:
- Sender
- Year of communication (in round brackets)
- Medium of communication
- Receiver of communication
- Day/month of communication

This was disputed by Walters (2015).

Walters, F. (2015) Email to John Stephens, 14 August.

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

In-text citation:	**Reference list / Bibliography:**
(Location of collection, name of collection MS)	• Location of collection • Name of collection • MS
Records confirm that such beliefs persisted in Yorkshire at this time (York Library, Pendlemerry Witch Trials MS).	York Library, Pendlemerry Witch Trials MS.

14.2 Individual manuscript

In-text citation:	**Reference list / Bibliography:**
(Surname of author/title, year)	• Author if known • 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
Thoughts of peace occupied the minds of people all over the country at this time (Nesbit-Jones, 1812).	Nesbit-Jones, T. (1812) *Prayer for Peace, 3 May*. Nesbit-Jones Archive 156 C12/1, Chesire Trust, Chester.

Language

Usually, references should be cited in their original language, regardless of the language you are writing in yourself e.g.

Rappin, B., (2018). 'Une herméneutique du texte taylorien: Exception, coopération, amitié.' *Revue Française de Gestion*, 44(276), pp.33-45

However if they are also in a different script, they should still remain in their original language but be provided in the script that your own work uses i.e. most likely, Latin script unless you are writing your assignment in Chinese or Islamic script e.g.

鷲田清一. (2007) 京都の平熱 : 哲学者の都市案内. 東京: 講談社

should be changed to:

Washida, K. (2007) *Kyōto no heinetsu: tetsugakusha no toshi annai*. Tōkyō: Kōdansha.

Referencing software

Once you have mastered the basics of referencing using this handbook and the recommended supporting resources, you can consider progressing onto an online software. The Library provides access to **RefWorks**, which is an online programme that helps you to record your sources in one place and supports you in referencing them. It can be accessed via the library website, using your UWTSD login: **https://uwtsd.ac.uk/library/student-essentials/refworks/**

There are also a variety of open source alternatives such as Zotero and Mendeley which provide similar functionality, however please be aware the UWTSD does not support use of these platforms or provide any related software on UWTSD IT equipment.

Although referencing software can be a hugely useful tool for organising your research, it is not always 100% accurate and is not a substitute for developing these skills yourself. An understanding of referencing, before you move onto using one of these platforms, is advisable; it is essential to check your references for accuracy, especially for punctuation and capitalisation.

However, if you feel you are ready to use referencing software or would like to find out more about it, please make use of the online tutorials available on the RefWorks site, or contact your Academic Liaison Librarian who will be happy to support you.