



Guide to Referencing and Citations

MA Professional Practice (Neuro Coaching)

Neuro Minds Ltd and University of Wales Academy for
Professional Practice and Applied Research

Accurate and consistent referencing is essential in all academic work. Whenever you refer to either the work or ideas of someone, or are influenced by another's work, you must acknowledge this. Similarly if you make a direct quotation from someone's work this should be referred to accurately.

There are a number of systems of referencing. This guide offers detailed guidance based on a range of British and international standards for producing references and bibliographies according to the **Harvard** method. You may be asked to use another system, such as a numeric system or to use a different version of the Harvard method. If this is the case, please refer to your course handbook or tutors for guidance. This guide does not cover the use of footnotes as these are not used in the Harvard method.

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What is referencing?

Referencing is an acknowledgement of the sources of the information, ideas, thoughts and data which you have used in your work.

Referencing requires you to acknowledge your source in two places:

- in the main body of your text ([citing](#))
- in the [bibliography or list of references](#) at the end of your work

There are a number of systems of referencing. The one described here is called the [Harvard method](#). You may be asked to use another system, such as a numeric system. If this is the case, please refer to your course handbook or tutors for guidance.

Why should you reference?

Referencing is the accepted way to acknowledge other people's work when you have used it in your work or have been influenced by it. Your tutors will require you to reference in your work and to be clear and consistent in how you do this.

Referencing your work can also help you to:

- demonstrate that you have researched or read around the subject which you are writing about
- provide evidence for your arguments
- allow any reader of your work to find the original material you used
- avoid [plagiarism](#)

When should you reference?

You will normally be expected to reference whenever you refer to or use someone else's work in your work. This applies in your essays, reports, projects, web pages, presentations and any other work.

Don't repeat or copy and paste information from the internet (or any other source) into your work without referencing it. This is [plagiarism](#).

You can [quote](#) a limited amount of someone else's work, as long as you present it as a quote, acknowledge the source in your text and reference it properly. You also need to reference properly if you are [paraphrasing](#) or [summarising](#) someone else's work.

You will be expected to use your own ideas and words in your work. If you are using your own original ideas, words and images, you do not need to reference them. However, if you have used them in any other assignments you should acknowledge this.

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What should you reference?

You should reference any kind of material that you use; books, journal articles, information on the internet, lecture notes, TV broadcasts, etc. It is important when you are doing your research, to keep records of the resources you have used. It can be difficult to find the resources again later in order to reference them properly. [RefWorks](#) may help you to do this.

You should always reference the version of an information resource which you have actually used. For example, a newspaper article may appear in the printed paper and on a web site and these two versions may be slightly different. It is usually assumed that you are referring to a print resource, so if it is an electronic or in another format you need to include this information, e.g. by adding [online] into your reference, to indicate which version you have used.

You do not need to reference things which are considered common knowledge. Common knowledge refers to information or facts which can be found in numerous places and which are generally known. For example, Henry VIII had 6 wives or George Best was a football player. If you are unsure whether something is common knowledge, check with your tutor.

If information is confidential (e.g. medical records) you must obtain permission from those who might be affected by its publication before using the information. It is also good practice (and polite) to ask for permission from the sender before repeating information from [personal communications](#) (letters, emails, text messages, etc.).

Plagiarism

Plagiarism is cheating by presenting someone else's work as your own. Further information on plagiarism and academic integrity can be found in "[I didn't know I was cheating: a brief introduction to Academic Integrity](#)".

How to reference using the Harvard method

The Harvard method of referencing uses the author and year of a publication to identify and organise references. When you are [citing](#) (referring in your text to the sources used) you should use the author(s) and year. This refers a reader to your [bibliography or reference list](#), where there should be full references. These are listed in order by author(s) and year, so that the full details of a citation can be easily found.

There are many variations of the Harvard method. The version presented here is recommended by Neurominds, but you may be asked to produce your references in a slightly different way. Please refer to your course handbook or tutors for guidance.

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Principles of citing

How to cite

Citing is referring to someone else's work or ideas in the text of your work. It is often called in-text citing. When using the Harvard system, each citation should include the author's last name(s) (family name) and the year of the work in brackets. For example:

In a recent report (Phillips 2006) the ...

If the author's name occurs naturally in a sentence, the author's name does not need to be in brackets:

Phillips (2006) describes ...

Both of these ways of citing are correct.

Citing items with one author

Include the author's last name and the year:

(Phillips 2006) or Phillips (2006) describes a new ...

Citing items with two or three authors

Include all the names:

(Daly, Speedy and Jackson 2006) or Daly, Speedy and Jackson (2006) discuss the ...

Citing items with more than three authors

Use the first author followed by et al.:

(Russell et al. 2005) or Russell et al. (2005) give a description of ...

For your University work there is no need to include all authors unless you are asked to do so. When publishing work in a journal or other publication, you may be required to include all authors instead of using the first author followed by et al.

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Citing edited items

If an item is edited rather than having authors, use the editors and year in the same way as for authors:

(Crouch, Jackson and Thompson 2005) or Crouch, Jackson and Thompson (2005) provide evidence that ...

You do not need to indicate that they are editors in your citation, but you do need to do this in the full reference in your bibliography or reference list.

Citing organisation, company or government authors

If an item is written by an organisation, company or government body, use their name and the year in your citation and list the item under it in your bibliography or reference list:

(British Airways 2003) or In the report by British Airways (2003) it can be seen that ...

For some government publications the citation will include the jurisdiction, e.g. Great Britain. See the examples of referencing and citing [Parliamentary and government publications](#).

Citing more than one item by the same author(s)

If you are citing more than one item by the same author(s) you need to be able to distinguish between them. It is not a problem if they were published in different years:

In his book, Gregory (2004) ...

Gregory (2008) describes ...

The items are distinguished in the citation and reference by the year.

GREGORY, Peter (2004). *Computer viruses for dummies*. Hoboken, Wiley.

GREGORY, Peter (2008). *IT disaster recovery planning for dummies*. Hoboken, Wiley.

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However, if you have used items written by the same author(s) and which were published in the same year, you need to distinguish these using letters after the year:

(Nielsen 1993a) describes ...

(Nielsen 1993b) shows how ...

These letters must also appear in your bibliography or reference list to distinguish the two items there as well:

NIELSEN, Jakob (1993a). *Hypertext and hypermedia*, London, Academic Press.

NIELSEN, Jakob (1993b). *Usability engineering*, London, Academic Press.

Citing when you cannot identify the author(s) of an item

If you cannot identify the author(s) of an item, cite it by title and list it under the title in your bibliography or reference list. If it is a book, the title is usually in italics, so maintain this in your citation and reference:

(*Dictionary of biology* 2004) or In the *Dictionary of biology* (2004) ...

Citing when you cannot identify the year

If you cannot identify the date of publication of an item, indicate that there is no date:

(Collins no date) or Collins (no date) describes ...

Citing quotations

If the source of the quote has page numbers, include the page number on which the quote can be found in the citation with the author's name(s) and year.

(Wood 2004, p126) or Wood (2004, p126)

If the quote appears across multiple pages in the source, use the page number on which the quote started.

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If the item has no page numbers but has numbered paragraphs or lines (for example some literature and some legal documents), use the paragraph number or line number instead.

Majorstake Ltd v Curtis (2006, 13)

For plays, include the act, scene and line:

"Where words prevail not, violence prevails" (Kyd 1977, 2.3.108)

For some literature such as plays and poems, both page numbers and paragraph/line numbers may exist. When quoting from the play or poem it is more appropriate to use the paragraph/line numbers than the page numbers.

If there are no page numbers or paragraph/line numbers on an item, the author(s) and year can be used alone. This may be the case for some web pages and other electronic resources.

You do not need to include the page/paragraph/line number of the quote in the reference in your bibliography or reference list.

See the section on [Quoting](#) for more information.

Citing images, diagrams, tables, figures, etc.

In your work you can refer to images, diagrams, tables and figures which you find in books or other sources.

If you want to reproduce the image, diagram, table or figure in your work, you will need to make sure that you are not breaching copyright (for more information see the [Copyright](#) guidance for TPS staff and students). You should also make sure that there is a citation just below the image, diagram, table or figure and that there is a full reference in your bibliography or reference list.

Where the creator of the image, diagram, table or figure is the same as the creator of the source, e.g. a diagram in a book created by the author(s) of the book, your citation should be to the book, including the author's name(s), year and the page number on which the diagram appeared. e.g.

Osborn and Greeno (2002, p206) provide a diagram of the typical detail for raft foundation ...

The reference in the bibliography or reference list would be:

OSBOURN, Derek and GREENO, Roger (2002). *Introduction to building*, 3rd ed., Harlow, Pearson Education.

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However, the creator of the image, diagram, table or figure may not be the same as the author of the source in which you found it. The source should tell you if the creator of the image is someone else, by the inclusion of a citation to the original creator. If this information does not appear, you can assume they are the same.

If the creator of the image, diagram, table or figure is different to the author of the book or other source, you should include the creator of the image and cite and reference the source. This follows the principles of [secondary referencing](#).

In your text:

In the book by Cole (1994, p38) there is a figure by Stoner & Freeman explaining the ...

If you have included the diagram in your work, a citation should appear below it:

Stoner and Freeman (Cole 1994, p38)

In your bibliography you should include just the source:

COLE, G.A. (1994). *Strategic management: theory and practice*. London, DP Publications Ltd.

If you have used an image, diagram, table or figure purely to illustrate (decorate) your work and it has not influenced the ideas, theories or information in your work then you do not need to reference it. You should still however cite the source beneath it.

Citing artworks

In your work, you can refer to original artworks and to artworks included in other sources.

If you want to reproduce the artwork in your work, you will need to make sure that you are not breaching copyright (for more information, see the [Copyright](#) guidance for TPS staff and students). You should also make sure that there is a citation just below the artwork and that there is a full reference in your bibliography or reference list.

If the item is an artwork or photograph, or other whole work, this can be referred to by the creator of the artwork and the date:

In his self portrait, Reynolds (circa 1775) ...

However, you will often find artworks included in books or other sources.

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When you are referring to the reproduction of an artwork in a book or other source, you should include the detail of the source in your reference. For example:

A reproduction of Gaudi's plan for the cemetery gate can be seen in a book written by Rainer Zerbst. In this instance, cite Gaudi:

Gaudi (1875) produced a plan for the cemetery gate, which he submitted to ...

The reference in the bibliography or reference list would start with the creator of the artwork, but also include the full details of this book:

GAUDI, Antoni (1875). Plan for the cemetery gate. [drawing]. In: ZERBST, Rainer. *Antoni Gaudi: the complete buildings*. London, Taschen, 2002.

Citing more than once from the same resource

Sometimes you may wish to cite a resource more than once in one piece a work. You should cite the source in your work wherever and whenever you have used it:

Orwell (2000) describes how Big Brother ...

and later in your work:

"a vast system of mental cheating" (Orwell 2000, p224)

The full reference for the resource need only appear once in the bibliography:

ORWELL, George (2000). *Nineteen eighty-four*. London, Penguin Classics.

In some documents, using a referencing style based on footnotes, you may see the Latin terms op.cit. and ibid. used when citations are repeated. Op.cit. means 'in the item previously referred to' and Ibid. means 'in the same item'. These terms are not used in the Harvard style of referencing and full citations should appear each time you use a source.

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Where to put citations

When you use information from a source you should put a citation with the information so it is clear that the information is from that source.

The citation giving the source of a **quote** should come either immediately before or after the quote depending on how it fits with what you are writing.

For example:

It is considered that "emergent strategy is about learning" (Mintzberg 2007, p5).

or

According to Mintzberg (2007, p5) "emergent strategy is about learning".

See also the section on [Citing quotations](#)

If you have used **information from one source** in a sentence, you should place your citation to that source in that sentence. For example:

Hosting the Olympics generates tourism during the games and afterwards (Weed 2007).

or

Weed (2007) describes how hosting the Olympics generates tourism during the games and afterwards.

Both of the above are correct. Where the citation appears in the sentence depends on personal preference.

If you have written more than a sentence relating to one source, make sure that you are [Relating your citations to your work](#).

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If you have used **information from several sources**, you should make it clear which information relates to which citation. Examples of how to do this are:

Facebook has over 400 million users (Mintel 2010) and is increasingly being used by companies for promotion (Gaudin 2010).

and

Hosting the Olympics generates tourism during the games and afterwards (Weed 2007). However, research by the European Tour Operators Association (2006) shows that there is no long term increase in tourism.

Sometimes it may be appropriate to [Cite several sources together](#).

If you have included a **diagram, table or figure** from a source in your work, a citation should appear below the diagram. See [Citing images, diagrams, tables, figures, etc.](#)

Relating your citations to your work

It is very important to clearly indicate the relationship between the information in your work and the sources it has come from. The relationship can be indicated by where you put your citations and sometimes also by explaining the relationship in your text.

It is usually assumed that a citation relates only to the information just before or after it. If you have written several sentences relating to one source you should make this clear in your text. For example:

Weed (2007) describes how hosting the Olympics generates tourism during the games and afterwards. They also assert that the effects are seen across the whole of the host country not just in the city where the games are taking place.

The text "They also assert" shows that the second sentence is connected to the citation in the first sentence.

You can use other appropriate words or phrases to show connections between your text and the citations you have included. For example:

The following list of seven points are adapted from Mintzberg (2007)

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If you start a new paragraph and continue to use information from the same source as in your previous paragraph, you should repeat your citation or very clearly write that this is the case. For example:

There are many difficulties and opportunities for error in this method of performance analysis, the main problems being inaccuracy of recording and difficulties in interpreting the data. Carling (2009) agrees with this analysis that manual methods are complex and time consuming and that there are better methods.

Alternative methods are digital and video (Carling 2009) which both have advantages over manual methods. Video is now well established in many...

If you use information from a source in more than one place in your work you should cite it each time. See [citing more than once from the same resource](#).

However, be careful about how much of your work is attributable to one source. You will probably find that you will be expected to use multiple sources of information and your own thoughts and ideas in your work.

Citing several sources together

Sometimes several sources can be cited together.

This can be appropriate in a sentence where the citations are not related directly to specific information in the sentence but are all sources of further information. For example:

There has been much debate about this issue (Fleming 2002, Smythe and Herbert 2005, McGregor et al. 2007).

In the above example, the citations are given in chronological order, with the oldest item first. This allows a reader of your work to identify all the relevant items and makes the historical development of the concept explicit. If the chronology of the information is not relevant, it may be more appropriate to list the sources in alphabetical order. For example:

The results for the different reagents range between 2.4 and 8.9 (Christiansen 2004, Samuels 2001)

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Citing sources together is also appropriate if you have created a table or diagram using data or information from various sources. The sources should all be listed below the table or diagram. For example:

2001-2003	275000
2003-2005	288000
2006	293601

Cancer Research UK (2010), Great Britain, Office of National Statistics (2008)

It is not necessary to indicate which part of the table or diagram relates to which citation, unless this is critical to the information. If this would be useful to do, then it would probably be best to do it in your text.

The sources can be listed in chronological order with the oldest source first or in alphabetical order, depending on which is the most appropriate.

When you cite sources together, you should still list all the sources separately in your bibliography or reference list.

Citing in appendices

If you have included an appendix in a project or dissertation and the appendix contains information from other sources, the sources of information should be cited where the information has been used in the appendix and full references should appear at the end of the appendix.

Quoting

Quoting is copying or repeating exactly a sentence, passage, statement, etc. from a book or other resource. When quoting, it is necessary to indicate that you are using someone else's words by enclosing the quote in quotation marks or by indenting the quote. You also need to cite where the quote has come from (see [Citing quotations](#)) including the page number or paragraph/line number and provide a full reference in your bibliography or reference list.

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Quotation marks and indenting quotes

Short quotes should be enclosed in quotation marks and can be included in the body of your text. For example

Pelletier (2006, p109) indicates that "the Greeks invented tragedy first and arrived at comedy later" ...

It is often considered good practice to indent substantial quotes as a separate paragraph. Substantial usually means a quote which is more than one sentence or which is longer than 2 lines. However, please follow the advice from your tutors or in your course/module handbook on how to present your essay or report.

It is not necessary to include quotation marks if a quote is indented. For example:

Harrigan and Park (1991, p54) describe pasteurisation as:

the name given to a moderate heating process that is intended to kill some types of microbe in a food but not endospores or some other particularly resistant type. Pasteurization may be applied to reduce the risk from pathogens in, for example, milk

This description can ...

Omitting part of a quote

If part of a quote is omitted, this can be indicated by using three dots

"Pasteurization may ... reduce the risk from pathogens" (Harrigan and Park 1991, p54)

If you do this, be careful not to change the meaning of the quote.

Quoting material not in English

If you quote from the text of an item which is not in the English language, the quote should be in the language which appears in the item, the original author should be cited and the quote should be enclosed in quotation marks or indented.

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Quoting translated material

If you are quoting from a translated work you should cite the original author(s) and quote the text in the language in which it appears in the item.

If you wish to translate foreign language material into English yourself and include this in your work, you should not represent this as a quote. You should however acknowledge the original source.

Paraphrasing and summarising

You can paraphrase or summarise someone else's work providing that you acknowledge the source in your text and reference it.

You are paraphrasing when you put another writer's ideas into your own words. It is an important skill as it can demonstrate that you have properly understood the original writer's meaning. It does NOT mean copying a piece of writing and just changing a few of the words. When you paraphrase correctly the writing will be in your own style but express the original author's ideas or information.

Paraphrased information must be referenced. Even if you have not directly quoted any of their words you must still give credit to the original author. If you do not acknowledge the source of the information which you have paraphrased then you will be guilty of plagiarism.

Summarising is expressing briefly or concisely the main points from a source in your own words. It is important still to reference your original source because you have used the ideas or information from that source.

Secondary referencing - for when you haven't read it, but you have read about it

Sometimes in an item, you will find material, diagrams, concepts, quotes, etc. which were not originally written by the authors of the item you are reading.

If you want to refer to one of these, it would be best to go to the original work and read it yourself. This enables you to check that the information is correct, represented accurately and that you have the full details.

If it is not possible to do this, you will need to use secondary referencing. This means that in your text, you must mention the authors of the original material and of the item you have read, but only put the item you have actually read in your bibliography or reference list.

This is illustrated in the following examples.

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Example 1.

In the book "Housing policy: an introduction" written by Paul Balchin and Maureen Rhoden, a theory by Chris Hamnett is discussed and referred to.

If you want to discuss Hamnett's theory in your work, you must mention Hamnett in your text but reference the book by Balchin and Rhoden.

For example in your text:

According to Balchin and Rhoden (2002) Hamnett has a theory that ...

And in your bibliography / reference list:

BALCHIN, Paul and RHODEN, Maureen (2002). *Housing policy: an introduction*. 4th ed., London, Routledge.

You must not include Hamnett in your bibliography / reference list.

Example 2:

In a book by Robson, there is a quote which Robson cites as coming from Anastas and MacDonald (1994).

If you wished to use this quote it would be best to find and use the original work by Anastas and MacDonald. If this was not possible, you would cite the quote as follows:

Anastas and MacDonald as quoted in Robson (2002, p167) describe how "flexible or qualitative methods have traditionally ..."

In your bibliography you would reference the work by Robson:

ROBSON, Colin (2002). *Real world research*. 2nd ed. Oxford, Blackwell.

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Example 3:

In an article written by David Thorp which appears on the modernselling.com web site there is a quote attributed to Philip Kotler.

If you wished to use this quote it would be best to go to the original work by Kotler (there is a reference to the journal article from which the quote was taken). This would help you to avoid the possibility of misquoting. However in some cases, there may not be a reference to where the quote came from or it may be difficult to obtain.

In this case you would cite the quote as follows:

According to Thorp (2007) Philip Kotler says that this "helps to resolve conflicts, and shares with each group the tacit knowledge from the other group"

And include it in your bibliography as

THORP, David (2007). *Dragon with two heads*. [online]. Last accessed 27 November at: <http://www.modernselling.com/sales-expert-comment/sales-versus-marketing.aspx>

Bibliographies and reference lists

At the end of your assignment you must give full details of the sources you have used in a reference list or bibliography.

What's the difference between a bibliography and a reference list?

A **bibliography** lists all the works you have used in preparing your assignment. This will include all the sources you have cited and any background reading, even works not cited or directly referred to in your text.

A **reference list** should include only items actually cited in your work.

Usually you will be asked to produce only one of these. If you are in any doubt about what is required, ask your tutor.

Sometimes, you may be asked to produce two lists, separating the sources you have cited from other sources you have used. In this case the cited sources should be in a Reference list and the other sources should be listed after these (possibly under the heading Bibliography). In this case, bibliography has an alternative meaning and should contain only the additional uncited sources.

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The format of a bibliography or reference list

Your bibliography or reference list needs to be precise, consistent and comprehensive. Each entry must give sufficient information for those reading your work to be able to find any sources of information mentioned.

Each resource should appear in your bibliography once. You should however cite a resource in your text every time you use information from it. For more information see [Citing more than once from the same resource](#).

In the Harvard system, items should be arranged in one alphabetical sequence by name of author. You should not break down the list by types of material (books, internet sources, etc.) unless you are asked to do so. Your references should appear in the one alphabetical sequence.

If a number of references have the same first author, but the subsequent authors are different, the references should be listed under the first author and then in alphabetical order by the next author(s).

If a number of references have the same author(s) put the references in order by year, with the oldest first.

If a number of references have the same author(s) and were published in the same year, you should use letters (a, b, c, etc.) after the year in your citations and in your bibliography / reference list to distinguish the items.

If there is no author, the item should be listed in the sequence under the first significant word of the title (not under "The" or "A").

If a reference begins with a number in numerals (not spelled out in letters), this should be listed at the beginning of the bibliography/reference list, before the alphabetical sequence.

Example bibliography

- 3:10 to Yuma*. (1994). [DVD off-air]. Directed by Delmer Daves. Channel 4. 29 January.
- CHURCHILL, Gilbert A. (2000). *Basic marketing research*. 4th ed., London, Dryden Press.
- CHURCHILL, Gilbert A. and BROWN, Tom J. (2004). *Basic marketing research*. 5th ed., Cincinnati, South Western.
- CHURCHILL, Gilbert A. and PETER, J. Paul (1998). *Marketing: creating value for customers*. 2nd ed., Boston, Irwin/McGraw Hill.
- CHURCHILL, Gilbert A. et al. (1999). *Sales force management*. 6th ed., Boston, Irwin/McGraw-Hill.
- ELLIS, John (1992). *Visible fictions: cinema, television, video*. Rev. ed., London, Routledge.
- ELLIS, John (2000). *Seeing things: television in the age of uncertainty*. London, Tauris.
- JOHNSON, D. W. and JOHNSON, F. P. (1994). *Joining together: group theory and group skills*. Boston, Allyn and Bacon.
- MALLIER, T. and BAILEY, M. (1997). How students search for vacation employment. *International journal of manpower*, **18** (8), 702-714.
- NIELSEN, Jakob (1993a). *Hypertext and hypermedia*. London, Academic Press.
- NIELSEN, Jakob (1993b). *Usability engineering*. London, Academic Press.
- The pedant's revolt*. (2004). [DVD off-air]. BBC4. 5 December.
- REITZIG, Markus (2004). Strategic management of intellectual property. [online]. *MIT Sloan management review*, **45** (3), 35-40. Article from Business Source Premier last accessed 18 February 2006 at: <http://search.epnet.com/>
- Ten days in Paris*. (1991). [video off-air]. Directed by Tim Whelan. 18 April.

Principles of referencing electronic and internet resources

In a reference to an electronic or internet resource, you should include:

- **Details about the resource.** You need to include details about the resource such as the author, year and title wherever possible. This is so that someone reading your work knows what the resource is without having to look at it on the internet. It also makes it easier for them to find the resource if the URL changes.
- **The web address (or URL).** In most cases, you should use the URL for the particular page or document you have used on the internet. The exception to this is references to items in an information database. These should be treated differently because the full URL may be of unusable length or generated as a non-persistent one-off. A reference to an article which was located in an information database should instead provide the name and home URL of the database or database publisher. If you have difficulties finding a suitable URL, please contact learning centre staff (details on TPSspace).
- **When you used the resource.** Internet resources can change over time so it is important to indicate when you used them. You do this by including: Last accessed day month year
- You should include **[online]** in the reference so that it is clear to someone reading your work that you have used an internet resource.

The URL, Last accessed date and [online] should appear in all your references to internet resources. However, the other details which you need to include in a reference will be different depending on what type of resource you have used and on the information you can find about it. For example an electronic journal article would be referenced in a different way to an electronic book or a web page.

Author(s) in references and citations

In Harvard referencing, the details of the author(s) of resources are one of the main parts of the references and citations.

Using full names or initials

If available, include the family name and full given name(s) of any authors or editors in references. When only initials are given, use the family name and initial(s). The family name only should be used in citations.

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The order of names

In references, always put an author's family name first, followed by their other names. For example:

ORWELL, George

In citations, only the family names(s) of the author(s) are given.

Multiple authors

If an item has multiple authors, include them all up to a maximum of three. If there are more than three, use the first author followed by "et al."

For more details of how to do this in your citations, see [Citing items with more than three authors](#). To see how to do this in your references, there are [referencing and citing](#) examples of how to reference a book with one, two, three and more than three authors. You can use the same method of referencing authors seen in these examples for referencing the authors of other types of material.

In your references and citations the authors should be presented in the same order as they are in the published source.

Organisations, companies and institutions as authors

Not all resources have individuals as authors; an organisation, company or institution can be the author.

For more details of how to include an organisation in your citations, see [Citing organisation, company or government authors](#). To see how to do this in your references, there is an example in the following pages of a book with an organisation, company or government author.

You will also find examples of how to reference resources which commonly have this type of author, for example, parliamentary and government publications, company annual reports, etc.

If an organisation's name is in a number of parts which reflect the structure of the organisation, for example: Neurominds/ UoD, Facilities Directorate, Catering Services, it is not necessary to use all the parts of the name. Use the name of the organisation and the section responsible for the resources, for example Neurominds/ UoD, Catering Services.

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The year in references and citations

The publication year

Harvard style citations and references should include the year of publication of the resource. This is an important part of the citation and reference and also helps to distinguish resources by the same author(s) but published in different years.

For print resources, the year to use is usually the year of publication. If you cannot find a year of publication, you can use the Copyright year which is often denoted by the symbol ©.

Years and internet resources

For online resources, the year which you should use depends on the resource:

- If the resource is the online version of a print resource, then you should use the year of publication of the print resource. For example, the online version of a magazine article will usually tell you the original print publication date.
- If the resource is a web only resource, there may be a date on which it was written or published online. For example, an online blog entry will tell you when it was written.

- Web pages and other online resources often do not have a specific date on which they were written or published because they have evolved over time. In this case, you should use the date that the page or site was last updated. This can often be found at the bottom of the page or on the homepage of the site.

What if there is no year?

If you cannot find a year of publication on a printed or online resource, you should put "no date" where the year would usually appear. For more details, see the section on [Citing when you cannot identify the year](#).

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How to use the referencing and citing examples

The information required in a reference is different depending on the type of material and on whether it is printed or online, etc. The [referencing and citing examples](#) provide examples for many different types of materials.

What information is required in a reference

To find out what information to include in your references, look at the information required column and the example references. You may not be able to find all the information for the resource you have used (for example, not all books have an edition), but try to include as much of the information as you can.

What order should the information be in?

To find out the order in which the information should appear in your references, look at the information required column where the information is listed in the required order. The information also appears in the correct order in the example references. Try to follow the order and format given and be consistent.

What should the citation look like?

An example of how to cite the reference in your text is shown. However there is more than one way of citing a resource depending on how it fits into the text of your work and whether you have quoted from it, etc. There is more detail about this in the [Principles of citing](#) section.

Punctuation

The punctuation you should include in your references is shown in the example references. Try also to follow the capitalisation and italics given in the examples. References should have a full stop at the end. However, if the last part of the reference is a URL, the full stop is not needed.

Finding the example you need

Use the table of contents at the beginning of the guide to help you. The examples of how to cite and reference electronic sources are listed in this guide by material type. For example, to find out how to create a reference to an electronic book, look under "books". You may also wish to look at some illustrated examples of recognising and referencing internet resources which are available from the referencing pages on TPSspace.

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Referencing and citing examples

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Books	You will usually find the information you need on the book's title page (usually the first page) and the back of the title page. Note that this may differ from what is on the cover and should be used in preference to the information on the cover. If the book is in the Library, the information you need may be found on the Catalogue. In a book reference, you need to include the edition for anything other than the first edition. Use the abbreviation for the edition (2nd ed., 3rd ed., 4th ed., New ed., Revised ed., etc.). You may include the place of publication. If there is more than one place of publication given, include only the most local one. This is not always a place of publication for electronic books.		

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Book with one author	Author, year, title, edition (if not the first), place of publication, publisher	PHILLIPS, David (2006). <i>Quality of life: concept, policy and practice</i> . London, Routledge.	... is relevant to social policy (Phillips 2006) and ...
Book with two authors	Both authors, year, title, edition (if not the first), place of publication, publisher	KIMBALL, Ralph and ROSS, Margy (2002). <i>The data warehouse toolkit: the complete guide to dimensional modeling</i> . 2nd ed., New York, Wiley.	Kimball and Ross (2002) indicate that ...
Book with three authors	All authors, year, title, edition (if not the first), place of publication, publisher	GREENSTREET, Bob, GREENSTREET, Karen and SCHERMER, Brian (2005). <i>Law and practice for architects</i> . Oxford, Architectural.	... is common practice (Greenstreet, Greenstreet and Schermer 2005)
Book with more than three authors	First author, et al. year, title, edition (if not the first), place of publication, publisher	BOTT, Frank, et al. (2001). <i>Professional issues in software engineering</i> . 3rd ed., London, Taylor and Francis.	Bott et al. (2001) describe how ...
Book with a single editor	Editor (ed.), year, title, edition (if not the first), place of publication, publisher	ACKERLEY, Roger (ed.) (2003). <i>Telecommunications performance engineering</i> . London, Institute of Electrical Engineers.	(Ackerley 2003)

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Book with two editors	Both editors, (eds.), year, title, edition (if not the first), place of publication, publisher	STAHL, Gunter K. and MENDENHALL, Mark E. (eds.) (2005). <i>Mergers and acquisitions: managing culture and human resources</i> . California, Stanford University Press.	"mergers are ..." (Stahl and Mendenhall 2005, p267)
Book with three editors	All editors, (eds.), year, title, edition (if not the first), place of publication, publisher	DUDINK, Stefan, HAGEMANN, Karen and TOSH, John (eds.) (2004). <i>Masculinities in politics and war: gendering modern history</i> . Manchester, Manchester University Press.	(Dudink, Hagemann and Tosh 2004)

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Book with more than three editors	First editor, et al., (eds.), year, title, edition (if not the first), place of publication, publisher	HITT, Michael A., et al. (eds.) (2002). <i>Strategic entrepreneurship: creating a new mindset</i> . Oxford, Blackwell.	Hitt et al. (2002) discuss the ...
Book with an organisation, company or government author	Author, year, title, edition (if not the first), place of publication, publisher	INTERNATIONAL VALUATION STANDARDS COMMITTEE (2005). <i>International valuation standards</i> . 7th ed., London, International Valuation Standards Committee.	(International Valuation Standards Committee 2005)
Books with no identifiable authors or editors	If you cannot identify the author(s) of the work (individual or corporate), use the title to cite the work and as the main entry in your bibliography / list of references	<i>Building maintenance: strategy, planning and procurement</i> . (2000). Coventry, Royal Institution of Chartered Surveyors.	(<i>Building maintenance: strategy, planning and procurement</i> 2000)
Anonymous books	For material which is identified as anonymous, use Anon. in place of the author(s)	ANON. (2005). <i>A woman in Berlin: diary 20 April 1945 to 22 June 1945</i> . London, Virago.	(Anon. 2005)

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Book with subtitle	Author(s), year, title and subtitle, edition (if not the first), place of publication, publisher	HARRIGAN, W.F. and PARK, R.W.A. (1991). <i>Making safe food: a management guide for microbiological quality</i> . London, Academic Press.	Harrigan and Park (1991)
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Type of material	The information required	Example of reference	Example of how to cite the reference in text
		PELLETIER, Louise (2006). <i>Architecture in words: theatre, language and the sensuous space of architecture</i> . Abingdon, Routledge.	(Pelletier 2006)
Electronic book from a database	Author(s) or editor(s), year, title, [online], edition (if not the first), place of publication, publisher, Book from database, last accessed date, at: URL	MORGAN, Nigel and PRITCHARD, Annette (2001). <i>Advertising in tourism and leisure</i>. [online]. Oxford, Butterworth-Heinemann. Book from NetLibrary last accessed 19 June 2006 at: http://www.netlibrary.com/ LEE, Martin (ed.) (1993). <i>Coaching children in sport: principles and practice</i>. [online]. London, Spon. Book from Ebook Library last accessed 12 July 2006 at: http://www.TPS.ebilib.com/ CLAPHAM, Christopher and NICHOLSON, James (2005). <i>The concise Oxford dictionary of mathematics</i>. [online]. Oxford, Oxford University Press. Book from Oxford Reference Online last accessed 23 April 2006 at: http://www.oxfordreference.com/	(Morgan and Pritchard 2001) (Lee 1993) (Clapham and Nicholson 2005)
Electronic book from the web	Author(s), year, title, [online], edition (if not the first), place of publication, publisher, last accessed date, at: URL	CHIEF MEDICAL OFFICER (2002). <i>Getting ahead of the curve: a strategy for combating infectious diseases (including other aspects of health promotion)</i> . [online]. London, Department of Health. Last accessed 18 June 2005 at: http://www.dh.gov.uk/assetRoot/04/06/08/75/04060875.pdf	(Chief Medical Officer 2002)

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Type of material	The information required	Example of reference	Example of how to cite the reference in text
Book chapter	Chapter author(s), year, title of chapter, In: book editor(s), (eds.), book title, edition (if not the first), place of publication, publisher, page number of chapter	WILLIAMS, Eric and SASAKI, Yukihiro (2003). Strategizing the end-of-life handling of personal computers: resell, upgrade, recycle. In: KUEHR, Ruediger and WILLIAMS, Eric (eds.). <i>Computers and the environment: understanding and managing their impacts</i> . London, Kluwer, 183-196.	(Williams and Sasaki 2003) "..." (Williams and Sasaki 2003, p184)
Chapter in an electronic book	Part author(s), year, title of part, [online], In: book author(s) or editor(s), book title, edition (if not the first), place of publication, publisher, page numbers of part, book from database, last accessed date, at: URL	REPPER, Julie and PERKINS, Rachel (2004). Social inclusion and acute care. [online]. In: HARRISON, Marc, HOWARD, David and MITCHELL, Damien (eds.). <i>Acute mental health nursing: from acute concerns to the capable practitioner</i> . London, Sage Publications, 51-78. Book from Ebook Library last accessed 28 September 2006 at: http://www.TPS.ebilib.com/	Repper and Perkins (2004) discuss why social inclusion should be on the acute care agenda
Part of an anthology	Part author(s), year of part, title of part, Reprinted in: anthology editor(s), (eds.), anthology title, edition (if not the first), place of publication, publisher, year of publication of anthology (if different from year of part), page numbers of part	LOTT, Emmeline (1865). The governess in Egypt. Reprinted in: FOSTER, Shirley and MILLS, Sara (eds.). <i>An anthology of women's travel writing</i> . Manchester, Manchester University Press, 2002, 55-59.	Lott (1865) describes ...

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Part of an encyclopedia	Part author(s), year, title of part, In: encyclopedia editor(s), (eds.) if applicable, encyclopedia title, edition (if not the first), place of publication, publisher, volume if applicable, page number(s) of part	UEBERSAX, Mark A. (1992). Rice. In: <i>McGraw-Hill encyclopedia of science and technology</i> . 7th ed., London, McGraw-Hill. 15, 481-486.	(Uebersax 1992)
Part of an electronic encyclopedia	Part author(s), year, title of part, [online], In: encyclopedia editor(s), encyclopedia title, place of publication (required), publisher, last accessed date, at: URL	SHYE, Samuel (2004). Facet theory. [online]. In: KOTZ, Samuel et al. (eds.). <i>Encyclopedia of statistical sciences</i> . Wiley. Last accessed on 4 July 2005 at: http://www3.interscience.wiley.com/	According to Shye (2004) ...
A volume of a multivolume book	Author(s), year, title, volume, edition (if applicable), place of publication, publisher	BUCHANAN, W.J. (2004). <i>The handbook of data communications and networks, vol.2</i> . 2nd ed., Boston, Kluwer.	(Buchanan 2004)
Book with an introduction / foreword	Author of book, year of publication, title of book, additional details of the edition, place of publication, publisher	TWAIN, Mark (1966). <i>The adventures of Huckleberry Finn</i> . Edited with an introduction by Peter Coveney. London, Penguin.	(Twain 1966) recounts the exploits of ...

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Introduction / foreword to a book	Author of the introduction / foreword, year of publication, title of the introduction / forward, In: author of main text, title of main text, place of publication, publisher	COVENEY, Peter (1966). Introduction. In: TWAIN, Mark. <i>The adventures of Huckleberry Finn</i> . London, Penguin.	In his introduction to the book, Coveney (1966) describes ...
Information on the cover of a book - author/source is given	Author(s), year, cover location, In: Authors of book, book title, edition (if applicable), place of publication, publisher	LYNCH, Jack (2006). Back cover. In: HAMMOND, Brean and REGAN, Shaun. <i>Making the novel: fiction and society in Britain, 1660-1789</i> . Basingstoke, Palgrave Macmillan.	(Lynch 2006) describes this book as "unfailingly lively and readable"
Information on the cover of a book - where no author/source is given	Author(s), year, title, edition (if applicable), place of publication, publisher	INTERNATIONAL ENERGY AGENCY (1997). <i>Solar energy houses: strategies, technologies, examples</i> . London, James & James.	"The objective of task 13 of the IEA's Solar Heating and Cooling programme was ..." (International Energy Agency 1997, back cover)
Edited play or other literary work	Author of play, year of publication (of edited text), title of play, additional details of the edition, place of publication, publisher	KYD, Thomas (1977). <i>The Spanish tragedy</i> . Edited by Philip Edwards. Manchester, Manchester University Press.	In the play (Kyd 1977) ... "Where words prevail not, violence prevails" (Kyd 1977, 2.3.108)

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Translated book	Author of book, year of publication, title of book, additional details of the edition, place of publication, publisher	PIAGET, Jean (1973). <i>The child's conception of the world</i> . Translated by Joan and Andrew Tomlinson. Paladin.	(Piaget 1973) gives an interesting ...

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Dictionary	Author(s) or editor(s) and (ed.), year, title, edition (if not the first), place of publication, publisher	FRESHWATER, Dawn and MASLIN-PROTHERO, Sian (eds.) (2004). <i>Blackwell's nursing dictionary</i> . 2nd ed., Oxford, Blackwell.	(Freshwater and Maslin-Prothero 2004)
Dictionary with no authors or editors	Title, year, edition (if not the first), place of publication, publisher	<i>Dictionary of finance and banking</i> . (2005). 3rd ed., Oxford, Oxford University Press.	(<i>Dictionary of finance and banking</i> 2005)
Annual publication	Author(s), year, title, place of publication, publisher	DUN & BRADSTREET (2006). <i>Key British enterprises 2006: Britain's top 50,000 companies</i> . London, AP Information Services.	(Dun & Bradstreet 2006)
Reprinted book	Author(s), original year, title, Reprint, place of publication, publisher, year of publication or reprint	SEDDING, John (1893). <i>Art and handicraft</i> . Reprint, London, Garland, 1977.	(Sedding 1893)

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Electronic reprinted book	Author(s), original year, title, [online], original publication place and publisher, reprint details, database or source, date of online edition (if different from the print), last accessed date, at: URL	WELLS, H. G. (1922). <i>A Short History of the World</i> . [online]. New York, The Macmillan Company. Reprinted on Bartleby.com, 2000. Last accessed on 17 September 2006 at: http://www.bartleby.com/	In the famous work by Wells (1922) ...
Facsimile	Author(s), original year, title, reprint, place of publication, publisher, year of publication	DARWIN, Charles (1859) <i>On the origin or species: by means of natural selection</i> . Facsimile of the 1st ed., Atheneum, 1967.	(Darwin 1859) describes ...

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Part of a series	Author(s), year, title, edition (if not the first), place of publication, publisher, series title, series number or volume number (if applicable)	BAGINSKY, Mark (2000). <i>Child protection and education</i>. London, NSPCC. Policy Practice Research Series. LOVEJOY, Paul E. (2000). <i>Transformations in slavery: a history of slavery in Africa</i>. 2nd ed. Cambridge, Cambridge University Press. African studies series, 36. DONNELLAN, Craig (ed.) (1996). <i>Men, women and equality</i>. Cambridge, Independence. Issues for the nineties, vol.18.	(Baginsky 2000) (Lovejoy 2000) Donnellan (1996) argues that ...
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Type of material	The information required	Example of reference	Example of how to cite the reference in text
Book not in English	Author(s), year, title in language of item, edition (if not the first), place of publication (if known), publisher	ESQUIVEL, L. (1990). <i>Como agua para chocolate</i> . Mondadori.	(Esquivel 1990)
Translated book not in English	Author of book, year, title (in language of item), additional details of the edition (translators), place of publication, publisher	HERGÉ (1993). <i>Tintin en el Tibet</i> . Translated by Francés de Concepción Zendrera. Barcelona, Editorial Juventud.	The Spanish version of Tintin's famous adventure in Tibet (Hergé, 1993) ...

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Journals, Magazines & Newspapers (Serials)	Usually you will be referencing an article in one of these publications, so the first part of the reference should be to the article. The information you need about the article (author(s), title, pages) will usually be on the article. You will also need to know the details of the publication - full journal/magazine title, year, volume and issue or dates. This can usually be found on the cover or inside of the cover of the journal/magazine. If you only have an abbreviation of the publication title, there are some journal abbreviation sources which will help you find the full title. Prints and photocopies of articles may not include all the publication details. It is a good idea to write these on when you print or photocopy articles to ensure you will be able to reference the articles correctly later.
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Type of material	The information required	Example of reference	Example of how to cite the reference in text
Journal and magazine articles			
Journal / magazine articles	Article author(s), year, article title, full journal/magazine title, volume, issue or number, pages	NORDENBERG, T. (2000). The healing power of placebos. <i>FDA consumer</i>, 34 (1), 14-17. DAVIS, Simon (2004). Project management in local and central government: an interim view. <i>Project manager today</i>, XVI (5), 4-5. POPLE, Nicolas and CADJI, Miriam (2001). Roofing. <i>RIBA journal</i>, 108 (3), 70-76. MAKKI, S. A. M., PISSINOU, N. and DAROUX, P. (2003). Mobile and wireless internet access. <i>Computer communications</i>, 26 (7), 734-46. DARLING, Helen et al. (2006). Is there a relation between school smoking policies and youth cigarette smoking knowledge and behaviours? <i>Health education research</i>, 1 (1), 108-115. BROWN, Culum (2004). Not just a pretty face. <i>New scientist</i>, 182 (2451), 42-43.	(Nordenberg 2000) In an article by Davis (2004) it is ... "..." (Pople and Cadji 2001, p74) (Makki, Pissinou and Daroux 2003) (Darling et al. 2006) (Brown 2004)

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Type of material	The information required	Example of reference	Example of how to cite the reference in text
Electronic journal / magazine articles	Article author(s), year, article title, [online], full journal/magazine title, volume, issue or number, pages, Article from database, last accessed date, at: URL	REITZIG, Markus (2004). Strategic management of intellectual property. [online]. <i>MIT sloan management review</i>, 45 (3), 35-40. Article from Business Source Premier last accessed 3 May 2006 at: http://search.epnet.com/ BERG, Ineke-van-den, ADMIRAAL, Wilfried and PILOT, Albert (2006). Designing student peer assessment in higher education: analysis of written and oral peer feedback. [online]. <i>Teaching in higher education</i>, 11 (2), 135-147. Article from SwetsWise last accessed 4 Aug 2006 at: http://www.swetswise.com/ STYNER, M. et al. (2003). Statistical shape analysis of neuroanatomical structures based on medial models. [online]. <i>Medical image analysis</i>, 7 (3), 207-220. Article from ScienceDirect last accessed 21 June 2005 at: http://sciencedirect.com ATKINSON, David (2006). Festival fun in Iceland. [online]. <i>Travel weekly: the choice of travel professionals</i>, 1814, 72. Article from Hospitality & Tourism Index last accessed 2 August 2006 at: http://search.epnet.com/.	(Reitzig 2004) Berg, Admiraal and Pilot (2006) describe how feedback is ... "..." (Styner et al. 2003, p216) (Atkinson 2006)

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Electronic journal /magazine article with no print equivalent (there will probably be no volume, issue or page numbers)	Article author(s), year, article title, [online], full journal/magazine title, any numbers which identify the article, Article from database, last accessed date, at: URL	CHARAVARYAMATH, Chandrashekhar and SINGH, Baljit (2006). Pulmonary effects of exposure to pig barn air. [online]. <i>Journal of occupational medicine and toxicology</i> , 1:10. Article from Biomed Central last accessed 26 June 2006 at: http://www.biomedcentral.com/	(Charvaryamath and Singh 2006)
Electronic article from a systematic review database	Article author(s), year, article title, [online], database title, any numbers which identify the article, Article from database, last accessed date, at: URL	SHEPPERD, Sasha, et al. (2009). Alternatives to inpatient mental health care for children and young people. [online]. <i>The Cochrane library</i> , issue 2, article number CD006410. Article from the Cochrane Library last accessed 17 June 2010 at: http://www.thecochranelibrary.com/	Shepperd et al. (2009)
Electronic journal / magazine article abstract	Article author(s), year, article title, [online], full journal/magazine title, volume, issue or number, pages, Abstract from database, last accessed date, at: URL	METZGER, M.J. (2000). When no news is good news: inferring closure for news issues. [online]. <i>Journalism and mass communication quarterly</i> , 77 (4), 760-787. Abstract from Communication Abstracts last accessed 24 July 2006 at: http://ca1.csa.com/	(Metzger 2000)

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Whole journal / magazine issue	Issue editor(s), (eds.), year, issue title, full journal/magazine title, volume, issue or number	KOWALCZYKOWSKI, Stephen C. and VON HIPPEL, Peter H. (eds.) (2000). Special issue: The DNA replication-recombination interface. <i>Trends in biochemical sciences</i> , 25 (4).	(Kowalczykowski and Von Hippel 2000)

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Electronic Journal / magazine articles in press	Sometimes articles are made available on information databases and web sites before they are officially "published" in a journal or magazine and may be called preprints, in press or corrected proofs. If you use an article in press, you will need to indicate this, as it might be different from the final published version. You will probably be unable to find out the volume, issue or pages on which it will be published, so these can be omitted.		
In press article from a database	Article author(s), year, article title, [online], full journal / magazine title, in press (and any further details of the stage or publication), in press day month and year, Article from database, last accessed date, at: URL	KURELLA, Anil and DHAHOTRE, Narendra B. (2006). Laser induced hierarchical calcium phosphate structures. [online]. <i>Acta biomateriala</i> , in press, corrected proof, 17 July 2006. Article from ScienceDirect last accessed 24 July 2006 at: http://sciencedirect.com	(Kurella and Dhahotre 2006)
In press article from web site	Article author(s), year, article title, [online], full journal / magazine title, in press (and any further details of the stage or publication), in press day month and year, last accessed date, at: URL	KAREMAKER, John M. (2006). Why measure cardiovascular variability at all? [online]. <i>Journal of applied physiology</i> , in press, 6 July 2006. Article last accessed 12 July 2006 at: http://jap.physiology.org/	Karemaker (2006) states that the ...

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Newspaper articles			
Newspaper article	Article author(s), year, article title, full newspaper title with capital first letters, day, month, page or pages	ALLEN, Katie (2006). Knowledge and power. <i>The Guardian</i>, 22 June, 26. HALL, Celia (2006). Allergy sufferers are being failed by inadequate NHS. <i>The Daily Telegraph</i>, 21 July, 1. PAYNE, Stewart and LIGHTFOOT, Liz (2006). No need to turn up at 24-hour school. <i>The Daily Telegraph</i>, 25 September, 1, 4.	(Allen 2006) Hall (2006) gives details of ... Payne and Lightfoot (2006) describe the situation at ...

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Newspaper article with no author	Newspaper title, year, article title, day, month, page	<i>Evening Chronicle</i> . (2006). Internet fraud is a worry, 18 April, 9.	(<i>Evening Chronicle</i> 2006)
Newspaper article in section / pull out	Article author(s), year, article title, full newspaper title with capital first letters, day, month, section of newspaper, page	JONES, Alice (2006). Me and the maestros. <i>The Independent</i> , 25 September, Extra, 12.	Jones (2006) describes ...
Newspaper advert	Advert originator, year, advert title, full newspaper title with capital first letters, day, month, section (if applicable), page	WORK PLACE (2006). Project manager. <i>The Independent</i> , 25 September, media weekly, 13.	(Work Place 2006)
Newspaper article on microfilm	Article author(s), year, article title, [microfilm], full newspaper title with capital first letters, day, month, page	HENNESSY, Peter (1978). Hard lessons learnt during blizzards and transport strike. [microfilm]. <i>The Times</i> , 6 Jan, 3.	Hennessy (1978) provides a vivid picture ...

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Newspaper article not in English	Article author(s), year, article title in original language, full newspaper title in original language with capital first letters, day, month, page(s)	GARCIA, Amaya (2007). Viva la vida. <i>El Mundo</i> , 25 June, 16.	(Garcia 2007)
Electronic newspaper article	Article author(s), year, article title, [online], full newspaper title, day, month, page, Article from database, last accessed date, at: URL	DERBYSHIRE, David (2006). Adverts endorsed by stars are rated only just above junk mail. [online]. <i>The Daily Telegraph</i> , 20 July, 5. Article from LexisNexis Executive last accessed 21 July 2006 at: http://web.lexis-nexis.com/executive/	(Derbyshire 2006)

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Electronic newspaper article with no identifiable page numbers	Article author(s), year, article title, [online], full newspaper title, day, month, (you do not need to find the page number if they are not given), Article from database, last accessed date, at: URL	TOIBIN, Colm (2006). Pure evil. [online]. <i>The Guardian</i> , 3 June. Last accessed 13 March 2006 at: http://www.guardian.co.uk/	(Toibin 2006)
Other serials			
Annual publication treated as a serial	Article author(s), year, article title, full annual title, volume, pages	GOODWIN, Antony W. and WHEAT, Heather E. (2004) Sensory signals in neural populations underlying tactile perception and manipulation. <i>Annual review of neuroscience</i> , 27 , 53-78.	(Goodwin and Wheat 2004)

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Broadcast and Pre-recorded Media	It may sometimes be hard to find all the information listed as required. In such cases put as much information as you have.		
Radio broadcast	Programme title, part title, year, format, channel, date broadcast	<i>The food programme</i> . Food and climate change. (2006). [radio broadcast]. BBC Radio 4. 4 June.	(<i>The food programme</i> 2006)
TV broadcast	Programme title, part title, year, format, channel, date broadcast	<i>Get your dream job</i> . Funeral arranger. (2006). [TV broadcast]. BBC3. 21 February.	(<i>Get your Dream Job</i> 2006)
News broadcast	Programme title, year, format, channel, date (and time) broadcast	<i>BBC ten o'clock news</i> . (2006). [TV broadcast]. BBC1. 3 August, 10pm.	(<i>BBC ten o'clock news</i> 2006)

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Recording from TV (satellite or terrestrial) or radio onto video, DVD or audiocassette	Programme title, part title (if applicable), year, format, channel, date broadcast	<i>Seven man made wonders</i>. (2006). [DVD off-air]. BBC1. 12 February. <i>Panorama</i>. Tax me if you can. (2009). [DVD off-air]. BBC1. 2 February.	(<i>Seven man made wonders</i> 2006) In <i>Panorama</i> (2009) tax havens are ...
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Type of material	The information required	Example of reference	Example of how to cite the reference in text
Recording from TV (satellite or terrestrial) or radio, available via video on demand	Programme title, part title (if applicable), year, format, original broadcast channel, original broadcast date, location, last accessed date, at: URL	<i>Horizon</i> . How to survive a disaster. (2010). [online]. BBC2. 10 March. From video on demand last accessed 12 July 2010 at: http://TPS-iptv.TPS.ac.uk/	(<i>Horizon</i> 2010)
Online TV programme	Programme title, part title (if applicable), year, format, original broadcast channel, original broadcast date, location, date last accessed, at: URL	<i>Booze: a young person's guide</i> . (2009). [online]. Channel 4. 6 May. From 4oD last accessed 14 August 2009 at: http://www.channel4.com/programmes/tags/health-and-wellbeing/	In <i>Booze a young person's guide</i> (2009) it was ...
Online radio programme	Programme title, year, format, original broadcast channel, original broadcast date, location, date last accessed, at: URL	<i>Earth to earth</i> . (2009). [online]. BBC Radio 4. 13 August. From iPlayer last accessed 14 August 2009 at: http://www.bbc.co.uk/iplayer/radio/bbc_radio_four/	The urn is prevalent in many cultures (<i>Earth to earth</i> 2009)
Online video	Title, year, format, channel / location, date last accessed, at: URL	<i>Barack Obama: yes we can</i> . (2008). [online]. From YouTube last accessed 6 January 2009 at: http://uk.youtube.com/watch?v=Fe751kMBwms	"together we will begin the next great chapter in the American story" (<i>Barack Obama: yes we can</i> 2008)

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Online video from anatomy.tv	Originator, year, title, format, location, date last accessed, at: URL	ANATOMY.TV (2010). <i>Interactive knee: lateral collateral ligament motion in flexion-extension</i> . [online]. From Anatomy.tv last accessed 17 June 2010 at: http://anatomy.tv	as can be seen from the movement (Anatomy.tv 2010)
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Type of material	The information required	Example of reference	Example of how to cite the reference in text
Feature film (on DVD)	Film title, year of release, format, special credits (e.g. director), production company / distributor	<i>Pulp fiction</i> . (1994). [DVD]. Directed by Quentin Tarantino. USA, Miramax.	(<i>Pulp fiction</i> 1994)
Feature film (off-air)	Film title, year (i.e. year of release), format, special credits (e.g. director), broadcaster and version date	<i>About a boy</i> . (2002). [DVD off-air]. Directed by Chris Weitz and Paul Weitz. ITV. 10 November 2004.	(<i>About a boy</i> 2002)
Feature film not in English	Film title (in original language), year, format, special credits, production company / distributor	<i>Flores de otra mundo</i> . (1999). [DVD]. Directed by Iciar Bollain. Filmax.	(<i>Flores de otra mundo</i> 1999)
Commercial or training film	Programme title, year, format egg video / DVD, publisher	<i>Meetings bloody meetings</i> . (1992). [video]. London, Video Arts. <i>Think or sink</i> . (2005). [DVD]. London, Video Arts.	(<i>Meetings, bloody meetings</i> 1992) (<i>Think or sink</i> 2005)
Audiocassette	Author(s), year, title, format, place of publication, publisher	ADAMS, Garry and PECK, Terry (2001). <i>202 useful exercises for IELTS</i> . [audio cassette]. Sydney, Adams and Austen.	(Adams and Peck 2001)

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Type of material	The information required	Example of reference	Example of how to cite the reference in text
Music (e.g. CD)	Author (artist), year, title, format, place of publication, publisher	THE SPECIAL AGENTS. (1999). <i>Her majesty's secret surfers</i> . [CD]. Sheffield, Front Ear Records.	(The Special Agents 1999)
Podcast	Title of programme, part title, year, format, channel, date broadcast, date last accessed at: URL	<i>In business</i> . Plane truth. (2006). [podcast]. BBC Radio 4. Broadcast 29 June. Last accessed 3 August 2006 at: http://www.bbc.co.uk/radio4/news/inbusiness/inbusiness.shtml	(<i>In business</i> 2006)
Video podcast	Author (artist), title of programme, year, format, last accessed at: URL	GERVAIS, R. (2006) <i>Ricky Gervais video podcast No 8</i> . [video podcast] 26 July. Last accessed 3 August 2006 at: http://podcast.rickygervais.com/podcast.xml	Gervais (2006) is ...
Artworks	See the section on citing artworks for advice on how to include these in your work. If the exact year is uncertain, include the word circa before the year. If you refer to more than one version of an artwork in your work, follow the practice for citing more than one item by the same author		
Artwork in a book	Artist, year, title, format In: then reference as a book	REYNOLDS, JoTPSa (circa 1775). Self portrait. [painting]. In: SMITH, J. & JONES, S. <i>Sir JoTPSa Reynolds</i> . Sheffield, Neurominds/ UoD Press, 1998.	Reynolds' Self Portrait in the publication by Smith & Jones (Reynolds circa 1775) ...
Artwork on the web	Artist, year, title, [format], last accessed date, at: URL	REYNOLDS, JoTPSa (circa 1775). <i>Self portrait</i> . [online image]. Last accessed 1 August 2006 at: http://www.tate.org.uk/servlet/ViewWork?workid=12394	Reynolds' Self Portrait is ... (Reynolds circa 1775)
Original artwork - medium and size unknown	Artist, year, title, format, location, accession /reference number	REYNOLDS, JoTPSa (circa 1775). <i>Self portrait</i> . [painting]. Tate Britain. Accession Number N00306.	In his self portrait, Reynolds (circa 1775) ...

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Original artwork - medium and size known	Artist, year, title, format, medium, size, location, accession/reference number	REYNOLDS, JoTPSa (circa 1775). <i>Self portrait</i> . [painting]. Oil on canvas, 737 x 610 mm. Tate Britain. Accession Number N00306.	(Reynolds circa 1775)
TPS slide	Artist, year, title, format location, accession/reference number	KELLY, Mary (1973). <i>Post-partum document</i> . [35mm slide]. Slide Collection, Neurominds/ UoD. Accession Number 94/2854.	(Kelly 1973)
Images, diagrams, figures, tables, etc.	See the section on citing images, diagrams, tables, figures, etc. for advice on how to include these in your work. If you want to reproduce the diagram, table or figure in your work, you will need to make sure that you are not breaching copyright.		
Image, diagram, figure or table, etc. from a book, journal article, electronic resource, etc.	The reference should be to the resource (the book, journal, website, etc.) from which the diagram was obtained	ALBERTS, Bruce, et al. (2004). <i>Essential cell biology</i> . 2nd ed., Abingdon, Garland Science. GANGULI, Madhushree (2002). <i>Getting started with Bluetooth</i> . Ohio, Premier Press. KAYES, Anna B., KAYES, D. Christopher and KOLB, David A. (2005). Experiential learning in teams. <i>Simulation Gaming</i> , 36 (3), 330-354. Article from Sage Journals Online last accessed 29 November 2007 at: http://sag.sagepub.com/	In the diagram by Alberts et al. (2004, p401) it is illustrated how ... (Ganguli 2002, p105) This diagram represents Bluetooth data packets ... (Kayes, Kayes and Kolb 2005, p334)

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Image, diagram, figure or table, etc. from a book, journal article, electronic resource, etc. (continued)	If the creator of the diagram, table or figure is different to the creator of the source (book, website etc.), you should include details of the creator of the image in your text and cite and reference the source. See Citing diagrams, tables, figures, etc.	COLE, G.A. (1994). <i>Strategic management: theory and practice</i>. London, DP Publications Ltd. FARABEE, M. J. (2007). <i>Photosynthesis</i>. [online]. Last accessed 28 November 2007 at: http://www.emc.maricopa.edu/faculty/farabee/BIOBK/BioBookPS.html	In the book by Cole (1994, p38) there is a figure by Stoner & Freeman explaining the ... Cross section of a leaf by Purves et al. (Farabee 2007)
Image or photo from an image hosting site or stock photo agency	Originator, year, title, format, last accessed, at: URL	SHARIF, Masood (2008). <i>Glowing apple</i> . [online]. Photo last accessed 12 July 2010 at: http://www.flickr.com/	An interesting technique used by Sharif (2008) shows how ...
Image or photo from anatomy.tv	Originator, year, title, format, last accessed, at: URL	ANATOMY.TV (2009). <i>Interactive hand: hand model, layer 1</i> . [online]. Image last accessed 17 June 2010 at: http://anatomy.tv	the image of the hand (Anatomy.tv 2009) If you reproduce the image, a copyright statement is required as follows:- 3D anatomy images copyright of Primal Pictures Ltd www.primalpictures.com

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Conferences			
Conference paper	Author(s), year, title of paper, In: title of conference, location and date of conference, place of publication, publisher, page numbers of paper	COOK, C.A. (2005). Moonshine and millet: feasting and purification rituals in ancient China. In: <i>Of tripod and palate: conference on food and religion in traditional China</i> , Cambridge 2004. Basingstoke, Palgrave Macmillan, 9-33.	A recent paper (Cook 2005) ...
Electronic conference paper from a database	Author(s), year, title of paper, [online]. In: title of conference, location and date of conference, place of publication, publisher, page numbers of paper, paper from database, last accessed date, at: URL	CHEN, J. and TARDITI, D. (2005). A simple typed intermediate language for object-orientated languages. [online]. In: <i>Annual symposium on principles of programming languages: proceedings of the 32nd ACM SIGPLAN-SIGACT symposium on principles of programming languages 2005</i> , Long Beach, California, USA, January 12 - 14 2005. New York, ACM Press, 38-49. Paper from ACM Digital Library last accessed 15 August 2006 at: http://portal.acm	In a recent paper by Chen and Tarditi (2005) ...
Electronic conference paper from a website	Author(s), year, title of paper, [online]. In: title of conference, location and date of conference, place of publication, publisher, page numbers of paper (if there was a print version), last accessed date, at: URL	JONES, K. (2003). Safety in numbers: alliances of health consumer groups as a means of influencing policy. [online]. In: <i>Political Studies Association conference</i> , Leicester, April 15-17 2003. Last accessed 17 August 2006 at: http://www.psa.ac.uk/cps/cps.asp	As discussed in the paper (Jones 2003)

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Conference paper - unpublished	Author(s), year, title of paper, paper presented at title of conference, location and date of conference, unpublished	MORRISSEY, J. (2009). <i>US juridical warfare: strategies of military bipower</i> . Paper presented at the 105th Association of American Geographers Annual Meeting, Las Vegas (NV), USA, March 22-27. unpublished	Morrissey (2009) describes ...
Whole conference	Editor(s), (eds.), year, title of conference, location and date of conference (if given), place of publication, publisher	UJIHASHI, S. and HACKE, S.J. (eds.) (2002). <i>The engineering of sport 4</i> . Kyoto, Japan, 2002. Malden, MA, Blackwell Science.	Ujihashi and Hacke (2002)
Parliamentary and government publications	See the section on citing organisation, company or government authors		
Hansard (House of Commons or House of Lords debates)			
Hansard - single column	HC or HL Deb, session, date, volume number (optional), column	<i>HC Deb</i> (2004-05). 15 March 2005 c126. <i>HC Deb</i> (2002-03). 12 June 2003 vol.406 c824. <i>HL Deb</i> (2004-05). 14 January 2005 c475.	<i>(HC Deb</i> 2004-05) <i>(HC Deb</i> 2002-03) <i>(HL Deb</i> 2004-05)

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Hansard - more than one column	HC or HL Deb, date, columns	<i>HC Deb</i> (2004-05). 15 March 2005 cc126-128.	(<i>HC Dev</i> 2004-05) "Scotland is getting additional resources ..." (<i>HC Deb</i> 2004-05, c127)

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Hansard - written answer	HC or HL Deb, date, column W	<i>HC Deb</i> (2005-06). 24 July 2006 c1186W.	(<i>HC Deb</i> 2005-06)
Hansard - written statement	HC or HL Deb, date, column WS	<i>HC Deb</i> (2004-05). 10 March 2005 c130WS.	"... traffic growth" (<i>HC Deb</i> 2004-05)
Hansard - debate in Westminster Hall	HC or HL Deb, date, column WH	<i>HC Deb</i> (2003-04). 12 June 2003 c309WH.	(<i>HC Deb</i> 2003-04)
Hansard on the internet	HC or HL Deb, date, column	<i>HC Deb</i> (2005-06). 25 July 2006 c1205W.	(<i>HC Deb</i> 2005-06)

Type of material	The information required	Example of reference	Example of how to cite the reference in text
House of Commons Paper	Great Britain, Parliament, House of Commons of Government Department, year of publication, title, place of publication, publisher, HC, paper number, session	GREAT BRITAIN, Parliament, House of Commons (2006). <i>Improving literacy and numeracy in schools</i> . London, The Stationery Office. HC 953 (2005-06). GREAT BRITAIN, Information Commissioner's Office (2006). <i>What price privacy? : the unlawful trade in confidential personal information</i> . Wilmslow, Information Commissioner's Office. HC 1056 (2005-06).	(Great Britain, Parliament, House of Commons 2006) In the recent paper (Great Britain, Information Commissioner's Office 2006) ...
House of Lords Paper	Great Britain, Parliament, House of Lords, year of publication, title, place of publication, publisher, HC, paper number, session	GREAT BRITAIN, Parliament, House of Lords Select Committee on the Constitution (2006). <i>Armed forces bill report : 13th report of session 2005-06</i> . London, The Stationery Office. HL 200 (2005-06).	(Great Britain, Parliament, House of Lords Select Committee on the Constitution 2006)

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Bill (House of Commons or House of Lords)	Great Britain, Parliament, House of ..., year of publication, title, place of publication, publisher, bill number, session	GREAT BRITAIN, Parliament, House of Commons (2006). <i>Police and justice bill</i> . London, The Stationery Office. Bill 119 (2005-06).	Great Britain, Parliament, House of Commons (2006)
Act of Parliament (post 1963)	Great Britain, year, title of Act, chapter number, place of publication, publisher	GREAT BRITAIN (2006). <i>Work and families act 2006</i> . Chapter 18. London, The Stationery Office.	The Work and families act (Great Britain 2006) lays down ...

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Statutory Instrument	Instrument title, year, SI number, place of publication, publisher	<i>The intellectual property (enforcement, etc.) regulations</i> (2006). SI 2006/1028. London, The Stationery Office.	<i>The Intellectual property (enforcement, etc.) regulations</i> (2006) give ...
British Government Department publication	Great Britain, name of Government Department, year, title, place of publication, publisher, series and number (if applicable)	GREAT BRITAIN, Department of the Environment (1994). <i>Environmental protection act 1990: part II waste management and licensing: the framework directive on waste</i> . London, HMSO (Circular 11/94).	(Great Britain, Department of the Environment 1994)
Electronic British Government Department publication	Great Britain, Government Department, year, title, place of publication, & publisher (if applicable), series and number (if applicable), [online], last accessed date, at: URL	GREAT BRITAIN, Department for Children, Schools and Families (2007). <i>Children and young people today: evidence to support the development of the children's plan</i> . [online]. Last accessed 29 November 2007 at: http://www.dfes.gov.uk/publications/childrensplanevidence/	Great Britain, Department for Children, Schools and Families (2007)
Command paper	Great Britain, Department/ Committee / Commission / Agency, year, title, place of publication, publisher, Cm. paper number	GREAT BRITAIN, Office of Science and Technology (1997). <i>Science, engineering and technology statistics</i> . London, The Stationery Office (Cm. 3695).	(Great Britain, Office of Science and Technology 1997)

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Electronic Command paper	Great Britain, Department/ Committee / Commission / Agency, year, title, [online], place of publication, publisher, Cm. paper number, last accessed date, at: URL	GREAT BRITAIN, Department of Health (2006). <i>Our health, our care, our say: a new direction for community services</i> . [online]. London, The Stationery Office (Cm. 6737). Last accessed 19 February 2008 at: http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_4127453	Great Britain, Department of Health (2006)
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Type of material	The information required	Example of reference	Example of how to cite the reference in text
Other British Government publication	Executive Agency or Government body, year, title, place of publication, publisher	OFFICE FOR NATIONAL STATISTICS (2000). <i>Guide to official statistics</i> . London, HMSO.	(Office for National Statistics 2000)
Other British Government publication - electronic	Executive Agency or Government body, year, title, [online], last accessed date, at: URL	OFSTED (2004). <i>Children at the Centre: an evaluation of early excellence centres</i> . [online]. Last accessed 12 October 2007 at: http://www.ofsted.gov.uk/assets/3661.pdf	The conclusion of Ofsted (2004) was ...
European institution publication	Name of EU institution, year, title, place of publication, publisher, series if applicable	EUROPEAN COMMISSION (2002). <i>The agricultural situation in the European Union</i> . Luxembourg, Office for Official Publications of the European Communities. COUNCIL OF EUROPEAN COMMUNITIES (1975). <i>Council directive of 15 July 1975 on waste</i> . Brussels, Office of Official publications of the European Communities (75/442/EEC).	(European Commission 2002) (Council of European Communities 1975)
International organisation publication	Name of organisation or institution, year, title, place of publication, publisher	WORLD HEALTH ORGANIZATION (1998). <i>Asthma, respiratory allergies and the environment</i> . Copenhagen, World Health Organisation Regional Office for Europe.	(World Health Organization 1998)

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Maps	Maps, particularly online maps can be difficult to reference. If there is no title, provide a description of the map instead.
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Type of material	The information required	Example of reference	Example of how to cite the reference in text
Map	Author, year, title, scale, place of publication, publisher	AUTOMOBILE ASSOCIATION DEVELOPMENTS LIMITED (2003). <i>2004 Road atlas Britain</i> . 1:200,000 or 3.16 miles to 1 inch. Windsor, Automobile Association.	(Automobile Association Developments Limited 2003)
Map with no author	Title, year, scale, place of publication, publisher	<i>A-Z Sheffield</i> . (2003). 1:18. Sevenoaks, Geographers' A-Z Map Company.	<i>A-Z Sheffield</i> (2003)
Ordnance Survey map	Author or creator, year, title, scale, series, sheet number, place of publication, publisher	ORDNANCE SURVEY (1996). <i>Yorkshire Dales: Southern and Western areas showing Wharfedale, Ingleborough, Pen-y-ghent, Pennine Way and part of the National Park</i> . 1:25000, Outdoor Leisure sheet 2. Southampton, Ordnance Survey.	Ordnance Survey (1996)
Electronic map	Author or creator, year, title, [online], scale, series or type of map, map from database, last accessed date, at: URL	EDINA (2005). <i>Map of S1 1WB: tile sk3587se</i> . [online]. 1:1,250. OS Land-Line Plus. Map from Digimap last accessed 6 August 2006 at: http://digimap.edina.ac.uk <i>Map of Lake District National Park, Cumbria, United Kingdom</i> (2005). [online]. 1:200,000. Collins Bartholemew. Map from Multimaps last accessed 11 July 2006 at: http://www.multimaps.com	(EDINA 2005) <i>Map of Lake District National Park, Cumbria, United Kingdom</i> (2005)

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Type of material	The information required	Example of reference	Example of how to cite the reference in text
Dissertations and theses	Reference a thesis in a similar way to a book, but include the level of thesis or degree statement and the name of the awarding institution. The department / school / faculty of the institution may also be included.		
PhD, DPhil, DEd, etc.	Author, year, title, level of thesis, awarding institution	BAILEY, Michael George William (2004). <i>Cultural governance and the information of public service broadcasting</i>. PhD, Neurominds/ UoD. ALLGAR, Victoria (2003). <i>Physiotherapy from admission to discharge: an exploration study</i>. PhD, University of Newcastle upon Tyne.	Research by Bailey (2004) ... In a recent PhD thesis (Allgar 2003) describes ...
MSc, MA, Med, etc.	Author, year, title, degree statement, department /school / faculty (if known), awarding institution	PRESCOTT, Trish (2005). <i>A stakeholder of the perceptions of the impact of the practice facilitator role</i>. MSc Health and Social Care Practice, Neurominds/ UoD. HILL, Simon (2002). <i>Chatting online: social and collaborative discussions in synchronous CMC</i>. MA Communications Studies, Neurominds/ UoD.	In her thesis Prescott (2005) believes that ... Hill (2002, p11) writes "..."
Undergraduate dissertations (BA, BSc, etc.)	Author, year, title, degree statement, department / school / faculty (if known), University	CAMPION, Karen (1996). <i>Contemporary art through working-class eyes</i> . BA (Hons) Fine Art, School of Cultural Studies, Neurominds/ UoD.	..(Campion 1996) ...
Thesis online	Author, year, title, [online], degree statement, awarding institution, last accessed date, at: URL	MACKAY, David (1991). <i>Bayesian methods for adaptive models</i> . [online]. PhD, California Institute of Technology. Last accessed 23 July 2006 at: http://www.inference.phy.cam.ac.uk/mackay/PhD.html	(Mackay 2005, p63) states that "..."

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Thesis on microfiche / microfilm	Author, year, title, format, level of thesis/degree statement, department/school/faculty (if applicable), awarding institution	BARBER, Susan Torrey (1988). <i>The Australian film renaissance 1970-1986: an ideological, economic and political analysis</i> . [microfilm]. PhD, University of Southern California. LOWE, A. (1997). <i>An evaluation of the use of the viable system model on a virtual business unit</i> . [microfiche]. MSc IT and Management, School of Computing and Management Sciences, Neurominds/ UoD.	Barber (1988, p17) suggests "..." (Lowe 1997)
Personal communication	Any information received in person from an individual (and otherwise unpublished) should be acknowledged as such, by including pers. comm. or Personal communication in your citation and reference. You must also obtain the individual's permission before citing them. Personal communications are often unrecorded, which makes the information very difficult to verify. Therefore, it is not usually appropriate to include a reference to personal communication in your bibliography. Unless your work is mainly based on such communication, a citation in the text is normally sufficient.		
Electronic communication			
Email (example without a reference in a bibliography)	Type of communication, name of the person communicating the information, position or role of the communicator, date of the communication, pers. comm.	not applicable	Mobile phone companies confirmed that the alleged "scam" was a hoax (Email from John Higgins, Customer Care Consultant, BT Cellnet Customer Care. 7 December 2005. pers. comm.)

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Email	Author, year, role, position or status of the author, title or subject, type of communication, identify of recipient, day and month, "personal communication"	DAVIS, Rebecca (2006). Media Relations Officer, Hampshire Constabulary. <i>Crime Figures</i> . Email to the author, 15 March. Personal communication.	Hampshire police were unable to confirm the figures (Davis 2006. pers. comm.)
SMS text message	Author of SMS, year position, role or status of the author, type of communication, identity of recipient, day and month, "personal communication"	JONES, Michael (2003). Secretary, Sheffield Metal Detecting Club. Text message to the author, 4 August. Personal communication.	The treasure trove was discovered at 6am on 4 August 2003 (Jones 2003. pers. comm.)
Verbal unrecorded communication			
Private informal conversation	Name of the person communicating the information, year position or role of the communicator, type of communication, day and month, "personal communication"	COLLINS, John (2006). Head of IT Systems, Acme Transportation Ltd. Conversation with the author, 22 August. Personal communication.	I understand that changes to the system are expected within the next year (Collins 2006. pers. comm.)

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Private telephone conversation	Name of the person communicating the information, year, position or role of the communicator, type of communication, day and month, "personal communication"	HUGHES, Gloria (2005). Lead midwife, Jessop Wing, Sheffield Teaching Hospitals NHS Foundation Trust. Telephone conversation with the author, 18 May. Personal communication.	Most midwives find their work very rewarding (Hughes 2005. pers. comm.)

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Verbal recorded (but unpublished and unbroadcast) communication			
Formal interviews differ from other verbal communication in that they usually follow a structure, such as a pre-prepared sequence of questions. They are also usually recorded in some form, so there will be a permanent record of what was said (often agreed as an accurate record by the interviewee). Information gained during interviews conducted as part of your research is normally quoted anonymously, and full citation is unnecessary because your interview methodology will be explained in detail elsewhere in your work. But there are occasions when it may be appropriate to cite a named individual (with their permission).			
Private interview (example without a reference in a bibliography)	Type of communication, name of the person communicating the information, position or role of the communicator, date of the communication, pers. comm.	not applicable	According to the trade unions, employee relations have improved over the last few years (Interview with Colin Smith, Unison representative, 16 July 2004. pers. comm.)

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Private interview	Name of the interviewee, year, position, role or status of the interviewee, title or subject of the interview, type of communication, identity of the interviewer, day and month, "personal communication"	EDWARDS, Nigel (2005). Chief Historian, Foreign & Commonwealth Office. <i>After empire</i>. Interview with the author, 8 May. Personal communication. TROBRIAND, Hans (2006). <i>Artistic influences</i>. Interview with the author, 22 August. Personal communication.	Edwards (2005. pers. comm.) challenged that interpretation According to the artist, Freud's development of the Oedipus complex is key to understanding his work (Trobriand 2006. pers. comm.)

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Written communication			
Letter	Author, year, position, role or status of author, title or subject of letter, type of communication, identity of recipient, day and month, "personal communication"	LINEHAN, Sophie (2005). Marketing Officer, Acme Paints Ltd. Letter to the author, 21 September. Personal communication.	Acme Paints have no plans to enter overseas markets at the moment (Linehan 2005. pers. comm.)
Fax	Author, year, position, role or status of author, title or subject of fax, type of communication, identity of recipient, day and month, "personal communication"	SANTER, Maurice (2006). Senior architect. <i>First draft</i> . Fax to the author, 9 June. Personal communication.	Early designs incorporated a third bedroom (Santer 2006)

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Presentations			
Lecture	Presenter, year, title or subject of lecture, format of presentation, date, venue	LAWSON, Nigella (2004). <i>Neurominds/ UoD Celebrity Lecture</i> . [lecture]. Held on 12 October, Neurominds/ UoD. COLT, Margaret (2008). <i>Digital economics</i> . [lecture]. Held on 18 November, Neurominds/ UoD.	According to Nigella Lawson (2004) ... (Colt 2008) described how ...
Lecture handout / presenters notes	Author/presenter, year, title of handout, format, details of lecture, lecture date, venue	JACKSON, Peter (2008). <i>The human body in motion</i> . [lecture handout]. From a human anatomy lecture, held on 5 May, Neurominds/ UoD.	Jackson (2008) ...

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Lecture slides / notes from Blackboard	Presenter, year, title or subject of lecture, format, source, last accessed date, at: URL	DOBSON, Frank (2004). <i>Introduction to engineering dynamics</i> . [online lecture notes]. From TPS Blackboard site Engineering principles (2004/5). Last accessed 29 July 2005 at: http://my.TPS.ac.uk/	engineering dynamics is ... (Dobson 2004)
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Type of material	The information required	Example of reference	Example of how to cite the reference in text
Web pages	A web page can be a particular type of material, e.g. an electronic journal article, electronic image, part of a wiki or blog, etc. Information on how to reference these types of web page can be found in this guide under the type of material. If you cannot identify the page as a particular kind of material, use the following guidelines for referencing the page • You should reference the individual page or pages which you have used • The author of the page may be an individual or a company / organisation. If the page does not have an author, use the author of the web site • Find the year from the published or last updated date. If an individual page does not have a date, use the date for the site See also the principles of referencing electronic and internet sources section.		
Web pages with a page author	Author of page, year, title of page, [online], last accessed date, at: URL	CRICK, Bernard (2002). <i>George Orwell: voice of a long generation</i>. [online]. Last accessed 12 November 2006 at: http://www.bbc.co.uk/history/british/britain_wwtwo/orwell_01.shtml THINKstrategies (2005). <i>The future of IT in large corporations</i>. [online]. Last accessed 3 July 2006 at: http://oracle.ittoolbox.com/white-papers/the-future-of-it-in-large-corporations-3936 FARRELL, Maureen (2006). <i>Three mistakes: when pricing your products</i>. [online]. Last accessed 11 November 2006 at: http://www.forbes.com/entrepreneurs/entresales/2006/10/30/ent-sales_online_retail_nav_land.html	According to Crick (2002), George Orwell was ... In a white paper by THINKstrategies (2005) there is ... One mistake is ignoring the competition (Farrell 2006)

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Type of material	The information required	Example of reference	Example of how to cite the reference in text
Web pages with a site author	Author of site, year, title of page, [online], last accessed date, at: URL	JOSEPH ROWNTREE FOUNDATION (2006). <i>Smart homes</i>. [online]. Last accessed 14 November 2006 at: http://www.jrf.org.uk/housingandcare/smarthomes/ PROCTER & GAMBLE (2006). <i>Charmin</i>. [online]. Last accessed 13 November 2006 at: http://www.pg.com/product_card/brand_overview.jhtml?document=%2Fproduct_cards%2Fprod_card_main_charmin.xml&brand_name=Charmin NETDOCTOR.CO.UK (2006). <i>Ibuprofen</i> [online]. Last accessed 14 November 2006 at: http://www2.netdoctor.co.uk/medicines/showpreparation.asp?id=1316 EASYJET (2006). <i>easyJet mission statement</i>. [online]. Last accessed 14 November 2006 at: http://www.easyjet.com/EN/About/index.html	The Joseph Rowntree Foundation (2006) are involved in a project ... (Procter & Gamble 2006) Ibuprofen works by blocking ... (NetDoctor.co.uk 2006) easyJet's mission is to ... (easyJet 2006)
Web pages where there is no author or the author is the same as the title	Title, year, [online], last accessed date, at: URL	<i>Big Lottery Fund</i>. (2006). [online]. Last accessed 14 November 2006 at: http://www.biglotteryfund.org.uk/ <i>Joseph Rowntree Foundation</i>. (2006). [online]. Last accessed 4 November 2006 at: http://www.jrf.org.uk/ <i>Sheffield Botanical Gardens</i>. (2005). [online]. Last accessed 23 February 2005 at: http://www.sbg.org.uk/	(<i>Big Lottery Fund</i> 2006) The <i>Joseph Rowntree Foundation</i> (2006) is a ... (<i>Sheffield Botanical Gardens</i> 2005)

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Legal material	Referencing legal material is complicated and is not usually done using the Harvard system. Students studying law should follow the guidelines provided by their Faculty not the guidelines here. If you are a student studying another discipline and need to include some legal materials in a Harvard style bibliography, the examples below of common types of reference may help. For legal cases, legal databases and journals will usually already contain a reference with the correct notation.		
Legal case - proprietary citation	Parties, year of reporting, volume (if applicable), law report series (abbreviated), start page	<i>Emmons v Pottle</i> (1885) .16 QBD 354. <i>Godfrey v Demon Internet Ltd</i> (1999). 4 All ER 342.	In <i>Emmons v Pottle</i> (1885) the ... "the impact of ..." (<i>Godfrey v Demon Internet Ltd</i> 1999, p343) For proprietary citations use the page number when citing quotes

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Legal case - neutral citation The law report details may also be given	Parties, year of judgement, court, sequence number If published in a law report also include: year of reporting, volume (if applicable), law report series (abbreviated), start page	<i>Majorstake Ltd v Curtis</i> (2006). EWCA Civ 1171, [2007] Ch 300.	In <i>Majorstake Ltd v Curtis</i> (2006, 13) it is argued that "the word 'premises' is used in a variety of different senses in the 1993 Act" For neutral citations, use paragraph numbers (not page numbers) when citing quotes.

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Legal updating service from a database	Author(s), year, title, [online], edition (if not the first), place of publication, publisher, updating service from database, last accessed date, at: URL	ALLEN, Andrew, et al. (2007). <i>Tolley's employment law service</i> . [online]. London, Tolley. Updating service from LexisNexis Butterworths. Last accessed 9 August 2007 at: http://www.lexisnexis.com/uk/legal	(Allen 2007)
Other Resources			
Blog	Author, year, title of post, title of blog, [online], date posted, date last accessed, at: URL	VLC TEAM (2006). ICANN may relinquish control. <i>Information services blog</i> . [online]. Posted 28 July. Last accessed 2 August 2006 at: http://litsisvlcteam.blogspot.com/	(VLC Team 2006)

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Company annual report	Company or corporate name, year, report title and year, place of publication, name of publisher	CHELTENHAM & GLOUCESTER PLC (2007). <i>Cheltenham & Gloucester plc annual report and accounts 2006</i> . Gloucester, Cheltenham & Gloucester plc.	According to the company's most recent annual report and accounts (Cheltenham & Gloucester plc, 2007) ...
Company annual report - electronic	Company, year, report title and year, [online], last accessed date, at: URL	EASYJET (2005). <i>easyJet plc: annual report and accounts 2005</i> . [online]. Last accessed 14 November 2006 at: http://www.easyjet.com/common/img/annual_report_2005_j.pdf	easyJet (2005) reported their ...

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Company information from Fame	Content provider, year, details of information used, Information from Fame, last accessed date, at: URL	BUREAU VAN DIJK (2006). <i>Company report: easyJet plc</i> . [online]. Information from FAME, last accessed 14 November 2006 at: https://fame.bvdep.com/	easyJet had 3875 employees in 1995 (Bureau van Dijk 2006)
Computer program (software)	Author, year, title and version, [computer program], publisher or distributor	MACROMEDIA (2005). <i>Dreamweaver 8</i> . [computer program]. Adobe. MICROSOFT (2003). <i>Word 2003</i> . [computer program]. Microsoft.	(Macromedia 2005) (Microsoft 2003)

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Discussion list	Author, year, title of post, title of list, [online], date posted, date last accessed at: URL	SMITH, A. (2006). Links to Amazon? <i>LIS-LINK@JISCMail.AC.UK</i> [online discussion list]. Posted 2 August. Last accessed 2 August 2006 at: http://www.jiscmail.ac.uk	(Smith 2006)
IT white paper - electronic	Author(s), year, title, [online], place of publication, publisher, white paper from source, last accessed date, at: URL	DATANOMIC LTD (2008). <i>Successful business guide data migration: re engineering data for optimized value</i> . [online]. Cambridge, Datanomic Ltd. White paper from Oracle Whitepapers last accessed 23 June 2008 at: http://www.oraclewhitepapers.com/	Datanomic Ltd (2008)

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Type of material	The information required	Example of reference	Example of how to cite the reference in text
Market research report - electronic (you are unlikely to find printed reports in the learning centre)	Author, year, title, [online], publisher, series (if applicable), report from information database (if applicable), last accessed date, at: URL	MINTEL (2005). <i>Sports Goods Retailing: UK - September 2005</i>. [online]. Mintel Group. Retail Intelligence. Report from Mintel last accessed 25 July 2006 at : http://reports.mintel.com/ PAGE, Carolyn (2006). <i>Innovation in gourmet and specialty food and drinks: market evolution and NPD in super-premium and healthy products</i>. [online]. Report from Business Insights last accessed 12 August 2006 at: http://www.globalbusinessinsights.com/ COBWEB INFORMATION (2006). <i>Wedding services: an overview of the current performance, trends and key factors affecting the UK wedding services industry</i>. [online]. UK Market Synopsis from COBRA last accessed 28 June 2006 at: http://cobra.cobwebinfo.com/	(Mintel 2005) Page (2006) Cobweb Information (2006)
Paper in an electronic research archive or repository	Author(s) of paper, year, title of paper, [online], name of research centre/unit or publication series, Paper from database, last accessed date, at: URL	MARTIN, E. and GARDINER, K. (2007). <i>Exploring the UK hospitality industry and age discrimination</i> . [online]. Centre for International Hospitality Research, Neurominds/ UoD. Paper from Neurominds/ UoD Research Archive last accessed 9 September 2008 at: http://digitalcommons.TPS.ac.uk	(Martin and Gardiner 2007)

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Patent - electronic (you are unlikely to find printed patents)	Inventor(s) and the organisation (assignee), year, title, [online], patent issuing body and patent number, information database (if applicable), last accessed date, at: URL	MAUSER, Johannes et al., Head Technology (2004). <i>Racket for ball games and production process</i>. [online]. US Patent 7,077,767. Patent from USPTO last accessed 14 August 2006 at: http://patft.uspto.gov/ AHO, Richard, MILEMARKER (2006). <i>Multi-speed winch</i>. [online]. European Patent 1671919 A1. Patent from Esp@cenet last accessed 3 July 2006 at: http://ep.espacenet.com/	(Mauser et al. and Head Technology 2004) (Aho and Milemarker 2006)
Product manual / instructions	Manufacturer, year, title, place of publication, publisher	MCCULLOCH (no date). <i>ET/MT 270 28cc : owner's manual</i>. Valmadrera, McCulloch Corporation. MENTHOLATUM COMPANY LIMITED (2005). <i>Deep heat: heat rub</i>. East Kilbride, Mentholatum Company Limited.	In the instruction manual, McCulloch (no date) shows ... According to the patient information leaflet (Mentholatum Company Limited 2005) the active substances are ...
Product manual / instructions - electronic	Manufacturer, year, title, format, place of publication, publisher, last accessed date, at: URL	EPSON (1993). <i>ActionLaser 1600: reference guide</i>. [online]. Torrance, Epson America Inc. Last accessed 21 July 2010 at: http://files.support.epson.com/pdf/al1600/al1600u1.pdf	the manual produced by Epson (1993) is a good example of ...

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Product packaging	We do not recommend referencing packaging because it: • is difficult to describe in sufficient depth for anyone else to find and view the exact item • may vary by date or geographic region • rarely carries enough information to create a meaningful reference If you wish to use information from packaging, briefly describe the item on which you found the information in your text. You may wish to add the packaging or an image of the packaging as an appendix and refer to the appendix in your text.		
	Maker/producer of product, product name	not applicable	The information about the salt content on a Walkers rabbit and chilli crunch packet (see Appendix 2) is scarcely visible as it is in an exceptionally small font. According to the box of the Panasonic Viera TX-P42X10 it complies with British Standard...
Published leaflet or pamphlet	Author(s), year if available, title, edition if applicable, place of publication, publisher	MULTIPLE SCLEROSIS SOCIETY (no date). <i>Coping with the cost of MS: housing grants</i> . London, Multiple Sclerosis Society.	the Multiple Sclerosis Society (no date) provide information on how ...

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Social network space	Author, year, title of post, name of network, date posted (if known), [online], date last accessed, at: URL	COOPER, C. (2005). MyProfile. Academici. March 2005. [online]. Last accessed 21 August 2006 at: https://www.academici.com/cgi-bin/obcpage.fpl?name=Carol_Cooper&tab=4	Cooper (2004) replies that ...

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Standard	Organisation, year of publication, number and title of the standard, place of publication, publisher	BRITISH STANDARDS INSTITUTION (2000). <i>BS EN ISO 9001: quality management systems: requirements</i>. London, British Standards Institution. AMERICAN SOCIETY FOR TESTING AND MATERIALS (1994). <i>ASTM F 964-94: Standard specification for rigid poly (vinyl chloride) (PVC) exterior profiles used for fencing</i>. Pennsylvania, ASTM.	(British Standards Institution 2000) American Society for Testing and Materials (1994)
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Type of material	The information required	Example of reference	Example of how to cite the reference in text
Standard - electronic	Organisation , year of publication, number and title of the standard, place of publication, publisher, Information Database (if applicable), last accessed date, at: URL	BRITISH STANDARDS INSTITUTION (1991). <i>BS EN 2350: Circuit breakers technical specification</i>. [online]. London, British Standards Institution. Standard from British Standards Online last accessed 24 January 2006 at: http://www.bsonline.bsi-global.com/ INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS (2003). <i>IEEE Std 802.11F: Trial-use recommended practice for multi-vendor access point interoperability via an inter-access point protocol across distribution systems supporting IEEE 802.11™ operation</i>. [online]. New York, IEEE. Last accessed 16 October 2005 at: http://standards.ieee.org/getieee802/	(British Standards Institution 1991) Institute of Electrical and Electronics Engineers (2003)
Student coursework	Author, year, title of coursework, department / school / faculty, University, unpublished	GREEN, Simon (2008). <i>Principles of Business, Assignment 2: SWOT analysis</i> . Faculty of Organisation and Management, Neurominds/ UoD. unpublished.	In a previous piece of my coursework (Green 2008) I described the ...

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Theatrical performance	Title, year of performance, author, directed by, performance company, venue, location, date performance viewed	<i>Hamlet</i> (2010). Written by William Shakespeare, directed by Paul Miller. Sheffield Theatres, Crucible Theatre, Sheffield. Viewed 17 September 2010.	In Paul Miller's new <i>Hamlet</i> (2010), ...
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Type of material	The information required	Example of reference	Example of how to cite the reference in text
Unpublished company or organisation internal document	It is unlikely that someone reading your work will be able to access a copy of an internal document from within a company or organisation. Therefore it is good practice to record that it is unpublished document. To quote from unpublished material you need permission. It is also good practice to make sure that you are not breaching confidentiality by revealing any information which you use.		
	Author(s), year, title, unpublished	NEUROMINDS/ UOD (2007). <i>Application for staff development - TPS 26</i>. unpublished. NEUROMINDS/ UOD, Learning and Teaching Institute (2008). <i>The learning, teaching and assessment report 2008 edition: looking forward, glancing back</i>. unpublished.	The TPS 26 form (Neurominds/ UoD 2007) is used for ... "more than 95 per cent of students are engaged with e-learning opportunities" (Neurominds/ UoD, Learning and Teaching Institute 2008, p9)
Video game	Developer, year, title, [game], platform, publisher	EPIC GAMES (2007). <i>Gears of war</i> . [game]. Xbox 360, Microsoft.	(Epic Games 2007)
Wiki	Title, year, date last modified, [online], date last accessed, at: URL	<i>The student room wiki</i> . (2006). Last modified 26 June [online]. Last accessed 31 July 2006 at: About">http://www.thestudentroom.co.uk/wiki/The_Student_Room_Wiki>About	(The student room wiki 2006)

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