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Trinity Saint David

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REFERENCING HANDBOOK

APA

UWTSD: Library and Learning Resources

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Academic Liaison Librarians

Welcome

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

Referencing correctly is an important skill in academia, and there is plenty of conflicting or out-of-date software and advice available, hence the need to create consistent guidance for UWTSD students.

The referencing handbooks are available for the four standards used at UWTSD with further support and guidance available via the LLR, from your Academic Liaison Librarian. We hope that these will help improve students' confidence with referencing.

We would like to thank the academic staff involved for their time and input, and hope this resource will be a useful guide through the confusing world of referencing!

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

Ellie Downes

Academic Liaison Librarian

Contents

Introduction....3
What is referencing? 3
How do I use this handbook? 3
Avoiding plagiarism 4
Referencing tips....4
Referencing software....4
Help and support....4
APA Referencing: The Basics....5
1. In-text citations: 5
2. A reference list....5
APA Referencing: Rules....6
How do I quote, paraphrase and summarise in my work?....7
Quotations....7
Long quotation – more than 30 words or 2 lines 7
Short quotation – up to 30 words or 2 lines....7
Paraphrasing and summarising 7
How do I reference specific types of resources?....8
1. Books and e-books 8
2. Journal and newspaper articles....10
3. Internet....11
4. Conferences....12
5. Unpublished information....13
6. Reports and guidelines 14
7. Legal and government publications....15
8. Scientific and technical information 18
9. Reviews....20
10. Visual materials 21
11. Live performances 22
12. Film and television....23
13. Interviews....24
14. Manuscripts....25

Introduction

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

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

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

What is referencing?

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

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

How do I use this handbook?

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

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

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

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

Which you can find in all UWTSD libraries.

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

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

Avoiding plagiarism

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

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

Referencing Tips

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

Referencing Software

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

Help and support

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

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

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

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

APA Referencing: The Basics

The APA referencing style consists of:

In-text citations

These are used when referring to a source of information within the text of your assignment to show where it came from. When citing in text within an assignment, use the author/s (or editor/s) last name followed by the year of publication.

Examples:

Water is a necessary part of every person's diet and of all the nutrients a body needs to function, it requires more water each day than any other nutrient (Whitney & Rolfes, 2011).

Or

Whitney and Rolfes (2011) state the body requires many nutrients to function but highlight that water is of greater importance than any other nutrient.

Or

Water is an essential element of anyone's diet and Whitney and Rolfes (2011) emphasise it is more important than any other nutrient.

A reference list:

The purpose of the in-text citation is to refer you to the full details of the publication within a full reference list or bibliography at the end of your work. Full publication details of the citation should be found in the reference list at the end of your assignment. This contains the full bibliographical record of the references cited in your text e.g.

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

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

APA Referencing: Rules

1.	The reference list is arranged in **alphabetical order** of the authors' last names.
2.	If there is more than one **work by the same author**, order them by publication date – oldest to newest (therefore a 2004 publication would appear before a 2008 publication).
3.	If there is **no author** the title moves to that position and the entry is alphabetised by the first significant word, excluding words such as "A" or "The". If the title is long, it may be shortened when citing in text.
4.	Use "&" instead of "and" when listing multiple authors of a source.
5.	The first line of the reference list entry is left-hand justified, while all subsequent lines are consistently indented.
6.	Capitalise only the first word of the title and of the subtitle, if there is one, plus any proper names – i. e. only those words that would normally be capitalised.
7.	*Italicise* the title of the book, the title of the journal/serial and the title of the web document.
8.	Do not create separate lists for each type of information source. Books, articles, web documents, brochures, etc. are **all arranged alphabetically in one list.**

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

Quotations

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

Long quotation - more than 40 words

Format:

- enter as a separate paragraph
- indent the paragraph
- quotation marks are not required
- follow with the in-text citation

Example:

Principle-based teaching and principle-based learning are important in nursing, particularly as they relate to clinical skills. Clinical skills are usually taught according to principles, and this means that the student learns key principles associated with the skill, and then applies those principles to the actual performance of the skill. (Hally, 2009, p. 6)

Short quotation - up to 40 words

Format:

- include in the body of the text
- enclose in double quotation marks; “example”
- follow with the author’s surname, year of publication and page number / URL enclosed (in round brackets)

Example:

“Self-directed learning is also a term with which you will become familiar as you study in Australia or New Zealand. Students are expected to take responsibility for their own learning and organise their own study” (Hally, 2009, p. 7).

Paraphrasing and summarising

Paraphrasing is when you take some-one else’s idea and put it into your own words. Summarising is when you provide a brief overview of some-one else’s idea. You would only need to provide a page number if you are referring to a very specific area or part of the text. You will need to use your judgment as to whether this is necessary. Put yourself in the shoes of the reader: are you referring to a whole work or concept or a very small part of it. You do not include the year in subsequent paraphrased references.

Example:

Among epidemiological samples, Kessler et al. (2003) found that early onset social anxiety disorder results in a more potent and severe course. Kessler et al. also found….

How do I reference specific types of resources?

1. Books and e-books

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

In-text citation:	**Reference list / Bibliography:**
(Author's surname, year of publication)	• Author's surname and first initial • Publication year in brackets • Title in italics • Edition (if relevant) • Place of publication: Publisher
(Collier, 2008)	Collier, A. (2008). *The world of tourism and travel*. Rosedale, New Zealand: Pearson Education New Zealand.

As print and electronic books are virtually identical, there is no need to indicate whether or not it is electronic unless the electronic version is not an identical version of a print publication.

1.1 Book with three to five authors

First time list all authors, subsequent times use 'et al' (Whitney & Rolfes, 2011)	Whitney, E., & Rolfes, S. (2011). *Understanding Nutrition.* (12th ed.). Australia: Wadsworth Cengage Learning.

1.2 Book with six or more authors

(Watson et al., 2008)	Watson, R., McKenna, H., Cowman, S., & Keady, K. (Eds.). (2008). *Nursing research: Designs and methods* . Edinburgh, Scotland: Churchill Livingstone Elsevier.

1.3 Chapter within an edited book

(Palmer, 2007, pp. 307-334)	Palmer, F. (2007). Treaty principles and Maori sport: Contemporary issues. In C. Collins & S. Jackson (Eds.), Sport in Aotearoa/New Zealand society (2nd ed., pp. 307-334). South Melbourne, Australia: Thomson.

1.4 Book without an author or editor

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

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

How do I reference specific types of resources?

1.5 Book with an organisation as author

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

In-text citation:

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

Reference list / Bibliography:

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

1.6 Multiple works by the same author

Simply label them a and b.

Different years:

(McNamara, 2012, p.53)

(McNamara, 2017, p.20)

Different years:

McNamara, B.M. (2012) *Education for life*. Maidenhead: Riverstory.

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

Same year:

(Phelps, 2016a, p. 25)

(Phelps, 2016b, p.19)

Same year:

Phelps, P.J. (2016a) *Healthy learning*. Edinburgh: Castle Books.

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

1.7 Editions

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

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

1.8 Secondary citation

This is a piece of work that has been referred to in something you have read. Where possible, avoid secondary citations, and access the original work.

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

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

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

How do I reference specific types of resources?

2. Journal and newspaper articles

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

In-text citation: (Author's surname, year of publication, page number)	**Reference list / Bibliography:** **Print:** • Author's surname and first initial • Publication year in round brackets • Article title enclosed in single quotation marks • Journal title in italics • Volume, issue/part • Page number range of whole article **Electronic:** The above plus • Accessed date • DOI (Digital Object Identifier) or URL if no DOI is available.
(Price, 2014, p. 157)	Price, S. (2014) 'Planning for change', *Leadership and Business Planning*15(3), pp. 154-166. ***or*** Price, S. (2014) 'Planning for change', *Leadership and Business Planning* 15(3), pp. 154-166. DOI: 10.1080/034845691.2016.1056235.

2.1 Whole newspaper

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

2.2 Newspaper article

(Matthews, 2011)	Matthews, L. (2011, November 23). Foodbanks urge public to give generously. *Manawatu Standard* , p. 4.

2.3 Electronic newspaper article not available in print

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

How do I reference specific types of resources?

3. Internet

Where possible, include similar information, in the same order, as you would for other types of information and other sources (who, when, what) and then add the electronic retrieval information required for people to locate the material you cited (where).

1. Author/s of the document or information – individual or organisation/corporate author.
2. Date of publication. If no date is available use (n.d.).
3. Title of the document or webpage in italics.
4. Complete & correct web address/URL.

Note: APA 6th ed. **does not require a retrieval date** for most online information, although, the APA manual states to include a retrieval date for material that may change over time (e.g. Wikis) (p.192).

3.1 Website with one author

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

3.2 Website with an organisation as author

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

3.3 Blog or vlog

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

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

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

3.5 Facebook

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

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

How do I reference specific types of resources?

4. Conferences

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

In-text citation:

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

Note:
If only available online:
- Available at: URL
- (Accessed: date) followed by .
- or DOI

Reference list / Bibliography:

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

4.1 Full conference proceedings

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

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

4.2 Individual conference paper published in a journal

(Williams & Seary, 2010).

Williams, J., & Seary, K. (2010). Bridging the divide: Scaffolding the learning experiences of the mature age student. In J. Terrell (Ed), *Making the links: Learning, teaching and high quality student outcomes* Proceedings of the 9th Conference of the New Zealand Association of Bridging Educators (pp. 104-116). Wellington, New Zealand.

4.3 Individual conference paper published on the internet

First time cited:
(MacColl, Ker, Huband, Veith & Taylor, 2009).

Second and subsequent citations:
(MacColl et al., 2009).

Cannan, J. (2008). Using practice based learning at a dual-sector tertiary institution: A discussion of current practice. In R. K. Coll, & K. Hoskyn (Eds.),*Working together: putting the cooperatice into cooperative eductation* Conference proceedings of the New Zealand Association for Cooperative Education, New Plymouth, New Zealand. Retrieved from http://www.nzace.ac.nz/conferences/papers/Proceedings_2008.pdf.

How do I reference specific types of resources?

5. Unpublished information

Most references not in the public domain should adhere to the following general formats. See the section on Interviews (13) for further examples. Ensure you have permission before using unpublished material in your work.

5.1 Internal report

In-text citation:

- Author's surname / organisation
- Year of publication
- Enclose citation (in round brackets)

Reference list / Bibliography:

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

5.2 Confidential report

Any confidential report needs to be anonymised appropriately

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

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

5.3 Thesis

- Anonymised agency
- Year of publication
- Page number if required
- Enclose citation (in round brackets)

Note
If accessed online, replace location and publisher with:
Available at: URL.

- Author's surname followed by ,
- Initials followed by .
- Year of submission (in round brackets)
- Title in *italics* followed by .
- Unpublished PhD thesis followed by .
- degree awarding body followed by .

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

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

How do I reference specific types of resources?

6. Reports and guidelines

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

In-text citation:

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

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

Reference list / Bibliography:

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

6.1 Research report

Rates vary considerably between boroughs (Phelps, 2016).

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

6.2 Annual company report

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

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

6.3 Market research reports from a database

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

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

6.4 Online guidelines

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

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

How do I reference specific types of resources?

7. Legal and government publications

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

In-text citation (Act of Parliament):	Reference list / Bibliography (Act of Parliament):
• Title of act in italics • Enclose citation (in round brackets)	• Title of act in italics. Include year and chapter followed by . • Available at: URL

7.1 Act of Parliament (Statute)

Government legislation now reinforces this approach (Enhanced Urban Air Quality Act 2017)	*Enhanced Urban Air Quality Act 2017*, c. 2. Available at: http://www.legislation.gov.uk/ukpga/2017/2/contents/enacted **Note:** Include country information (in round).brackets only if you are referencing more than one country's legislation

7.2 Statutory Instrument (SI)

Name / title in italics. Include year.	• Name / title in italics. Include year. • SI year and number (in round brackets) • Available at: URL
This update was clearly shown in the *Endangered Fish Protection Council (Constitution) (Amendment) Order* 2016.	*Endangered Fish Protection Council (Constitution) (Amendment) Order 2016* (SI 2016/ 1322). Available at: http://www.legislation.gov.uk/uksi/2016/1322/contents/made

How do I reference specific types of resources?

7.3 Command Paper (including Green and White papers)

In-text citation
- Department
- Year of publication
- Enclose citation (in round brackets)

Note: If accessed online, replace location and publisher with
- Available at: URL

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

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

Department of Health (2017) *Government response to the house of commons science and technology committee inquiry into regenerative medicine (Cm 94* 91). Available at: https://www.gov.uk/government/ /publications/regenerative-medicine-government-response-to-technology-committee-inquiry

7.4 National Assembly for Wales Legislation

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

- Title of Assembly Measure / SI in italics. Include year
- Assembly Measure nawm number in round brackets followed by a ,
- or Welsh Statutory Instrument year / SI (W.) number followed by a ,
- Available at: URL

Assembly Measures (nawm):
The 2011 Measure (*Education (Wales) Measure 2011)* confirms this view.

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

Assembly Measures (nawm):
Education (Wales) Measure 2011 (nawm7.) Available at: http://www.legislation.gov.uk/mwa /2011/7/contents

Statutory Instruments (W):
The Education (Stupent Support) (Wales) Regulations 2018. Welsh Statutory Instrument 2018/ 191 (W.48). Available at: http://www.legislation.gov.uk/wsi/2018/ 191/contents/made

How do I reference specific types of resources?

7.5 Law report (case)

In-text citation	Reference list / Bibliography
• Name of case enclosed in ‘ ’ • Year of publication • Enclose citation (in round brackets)	• Name of case enclosed in ‘ ’ • Year of publication (in round brackets) • Title of law report in italics followed by , • Volume number followed by , • Page numbers
It was clearly shown in the earlier case (‘R v. Jones (Thomas)’, 2004).	‘R v. Jones (Thomas)’ (2004) *Weekly Legal Briefings*, 23, pp. 36-37.

7.6 Law report (case) - neutral citation

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

• Name of parties in *italics* and enclosed in ‘ ’ • Year of publication • Enclose citation (in round brackets)	• Name of parties in italics and enclosed in ‘ ’ • Year of publication (in round brackets) • Court and case number followed by . • Database or website in italics • [online] • Available at: URL
The case of ‘*Adams v. South Mercia Police*’ (2013) proves this point.	‘*Adams v. South Mercia Police*’ (2013) United Kingdom Supreme Court, case 45. Brieflegal [Online] Available at: http://www.brieflegal.org/uk/cases/UKSC/2013/45.html.

How do I reference specific types of resources?

7.7 Government publication

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

Note
If accessed online, replace location and publisher with:
Available at: URL.

Reference list / Bibliography
- Name of goverment department
- Year of publication (in round brackets)
- Title in italics followed by ,
- Place of publication followed by :
- Publisher name followed by .

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

Department of the Environment (2014) *Erratic Climate conditions and the role of natural flood barriers* Available at: http://www.doe.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyand Guidance/DOE 76453.

8. Scientific and technical information

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

8.1 Technical standard

In-text citation:
- Name of authorising organisation
- Year of publication
- enclose citation (in round brackets)

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

Reference list / Bibliography:
- Name of authorising organisation followed by ,
- Publication year (in round brackets)
- Number and title of standard in italics followed by .
- Place of publication followed by :
- Name of publisher followed by .

How do I reference specific types of resources?

8.2 Patent

In-text citation	Reference list / Bibliography
• Surname of inventor(s) • Year of publication • Enclose citation (in round brackets)	• Surname of inventor(s) followed by , • Initials followed by . • Year of publication (in round brackets) • Title in italics followed by . • Authorising organisation • Patent number followed by . • Available at: URL.
This is evidenced further in the document (Patel, 2013).	Patel, P. (2013) *Self-Inflating Tyre*. UK Intellectual Property Office Patent no. GB456738. Available at: http://www.ipo.gov.uk/pub.

8.3 Graph

• Author surname • Year of publication • Enclose citation (in round brackets)	• Author's surname followed by , • Initials followed by . • Year of publication (in round brackets) • Title in *italics* followed by . • Place of publication followed by: • Publisher name followed by , • Page number or figure number for graph • graph
This effect can be clearly demonstrated in a graph (Wolf, 2017).	Wolf, E. (2017) A comparison of water usage by region. Carmarthen: Bridge Press, p. 34, graph.

How do I reference specific types of resources?

9. Reviews

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

In-text citation
- Reviewer surname
- Year of publication
- Enclose citation (in round brackets)

Note: If accessed online, replace location and publisher with: Available at: URL

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

9.1 Book review

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

McConnell, E.J. (2015) 'Marching to Victory'. Review of *Recruit to soldier: training techniques in ancient and modern armies*, by Thomas Jenkinsons. *Journal of Military History*, 10(2), pp. 21-23.

9.2 Film review

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

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

9.3 Drama review

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

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

How do I reference specific types of resources?

10. Visual materials

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

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

Note: If accessed online, replace location and publisher with
- Available at: URL

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

10.1 Exhibition

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

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

10.2 Painting / drawing

The process used is unique (Puerto, 1730).

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

10.3 Installation / exhibit

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

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

10.4 Photograph in an online collection

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

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

How do I reference specific types of resources?

10.5 Book illustration, figure, diagram, logo and table

In-text citation	Reference list / Bibliography
In printed book: Stewart's painting highlights this feature of the house (Lewis, 1995, pp. 78-79).	**In printed book:** Lewis, P.R. (1995) *The art of the stately home*. Oxford: Century Books, pp. 78-79, illus.
Online: The trend for this type of porcelain has been clearly illustrated (George, 2006).	**Online:** George, T.L. (2006) *An inventory of London's oldest houses* [Table]. Available at: http://www.invent/lonhouses.com.

10.6 Graffiti

Graffiti can often reveal feelings which are deeply held in an area (*Peaceful progress*, 2000)	*Peaceful Progress* [Graffiti] (2000) 15 Gate Street, Belfast, Northern Ireland.

11. Live Performance

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

11.1 Dance

In-text citation	Reference list / Bibliography
• Choreographer surname • Year of premiere • Enclose citation (in round brackets)	• Choreographer surname followed by , • Initials followed by . • Year of premiere (in round brackets) • Title in italics • Location and date seen [in square brackets]
The performance incorporated many of the mannerisms of the creator himself (Steele, 1953)	Steele, E. (1953) *Work day blues* [Red Shed Theatre, London. 5 May 2016].

How do I reference specific types of resources?

11.2 Play

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

12. Film and television

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

12.1 Television programme

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

12.2 Television programme viewed on the internet

The impact of Shelley’s own experience as a mother was explored in *Mary Shelley: A Writer’s Life* (‘Love and Loss’, 2016).	‘Love and Loss’ (2016) *Mary Shelley: A Writer’s Life,* Episode 3. BBC 4, 25 October. Available at: http://www.bbc.co.uk/programmes/maryshelley/episodeguide/ep3.

How do I reference specific types of resources?

12.3 Film

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

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

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

12.4 Film on DVD / Blu-ray

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

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

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

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

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

13. Interviews

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

In-text citation
- Name of interviewee
- Year of publication
- Enclose citation (in round brackets)

Note
If accessed online
- Available at: URL.

Reference list / Bibliography
- Name of interviewee
- Year of interview (in round brackets)
- Title of interview enclosed in ' ' if available
- Interviewed with ... , if necessary
- Interviewed by ... for ...
- Title of publication / broadcast in *italics*
- Day and month of interview
- Page number if required

How do I reference specific types of resources?

13.1 Newspaper interview

In-text citation

Susannah Jones (2017) has found evidence of increasing numbers of exotic shark species off the west Wales coast.

Reference list / Bibliography

Jones, S.B. (2017) 'Great whites in the far west'. Interviewed with Susannah Jones. Interviewed by George Simmons for *The Cambrian Gazette*, 23 May, p4.

13.2 Television interview

The Minister for Planning and Development emphasised that that the issue should be considered in a wider context (Rees, 2017).

Rees, A.M. (2017) Interviewed by Hugh Thomas for *Facing the Future*, ACB Television, 15 May. Available at: http://www.acb.co.uk.facingthefuture/uk-news-498761

13.3 Personal interview

Ensure that you have permission before using information from a personal interview.

Women who worked in the munitions industry during the Second World War have emphasised the freedom they felt at this time (Hughes, 2011).

Hughes, F.E. (2011) Interviewed by Dr. Anne Rees. ***Experiences in the Swansea munitions industry during WW2***, 30 January.

How do I reference specific types of resources?

14. Manuscripts

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

14.1 Collection of manuscripts

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

14.2 Individual manuscript

• Surname of author / title • Year • Enclose citation (in round brackets)	• Surname of author if known followed by , • Initials followed by . • Year (in round brackets) • Title of manuscript in italics • Day and month if known in italics • Name of collection • Reference number of manuscript • Location of collection.
Thoughts of peace occupied the minds of people all over the country at this time (Nesbit-Jones, 1812)	Nesbit-Jones, T. (1812) *Prayer for Peace*, 3 May. Nesbit-Jones Archive 156 C12/1, Chesire Trust, Chester.