

Academic Writing Workshop

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Writing Paraphrased Notes

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

When you paraphrase, you rewrite information from an outside source in your *own* words without changing the meaning. Because you include in your rewriting all or nearly all of the content of the original passage, a paraphrase is almost as long as the original.

Rules for paraphrasing a source:

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

Advancing Your Ideas and Theories for your paper

Introduction:

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

Advancing Your Ideas and Theories for your paper

Body:

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

Advancing Your Ideas and Theories for your paper

Conclusion:

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

Example for Argument Papers

Introduction:

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

Example for Argument Papers

Body:

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

Example for Argument Papers

Conclusion:

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

Example for a Comparative Study

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

Introduction:

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

Example for a Comparative Study

Body:

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

Example for a Comparative Study

Conclusion:

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

Writing a Formal Topic Outline

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

1. Satisfaction
 - 1.1 Definition
 - 1.2 Measurement

OR it may also use short phrases:

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

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

Summary

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

Drafting the Paper in an Academic Style

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

Focusing Your Argument

- Influence means **convincing** the reader that **your position is valid** and, perhaps, asking the reader to take action. For example:

We need to establish green zones in every city of this country to control urban extension and to protect a segment of the natural environment for the animals.

Focusing Your Argument

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

Focusing Your Argument

- **Negotiation** is a search for a solution. It means **you attempt to resolve a conflict** by inventing options or a mediated solution. For example:

Perhaps green zones and wilderness paths would solve some of the problems; however, such a solution would require serious negotiations with real estate developers who want to use every square foot of every development.

Maintaining a Focus on Objective Facts and Subjective Ideas

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

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

Refining the Theory Statement

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

Using Source Material to Enhance Your Writing

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

The following passage cites effectively two different sources:

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

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

Barnill (2017) notes that tissues are now used in orthopedic surgery, cardiovascular surgery, plastic surgery, dentistry, and podiatry. Even so, not enough people are willing to donate organs and tissues.

This passage illustrates four points. A writer should:

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

Using Visuals Effectively in a Research Essay

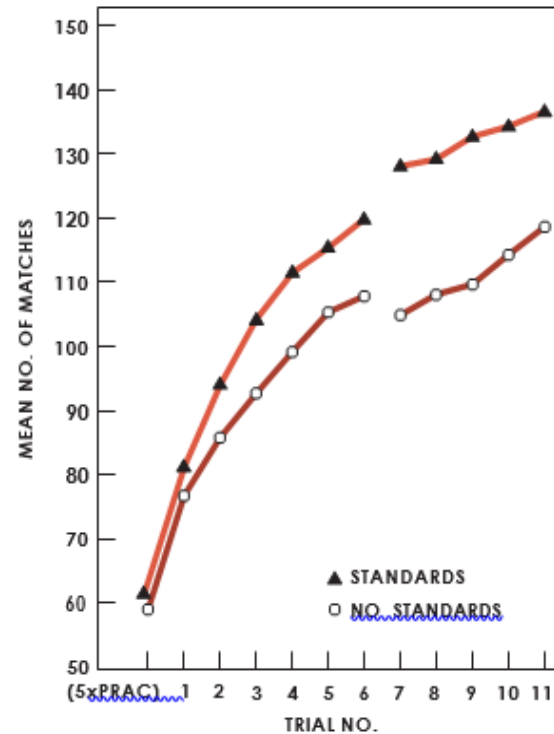


Figure 6: Mean Number of Matches by Subject with and without Standards (by Trial).

Source: Lock and Bryan (289).

Using Visuals Effectively

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

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

CHECKLIST

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

CHECKLIST

Writing the Introduction

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

CHECKLIST

Writing the Body of the Paper

Analysis Classify the major issues of the study and provide a careful analysis of each in defense of your argument.

Presentation Provide well-reasoned statements at the beginning of your paragraphs, and supply evidence of support with proper documentation.

Paragraphs Offer a variety of development to compare, show process, narrate the history of the subject, show causes, and so forth.

CHECKLIST

Writing the Conclusion

Argument Reaffirm your argument statement.

Judgment Reach a decision or judgment about the merits of the subject.

Discussion Discuss the implications of your findings.

Directive Offer a plan of action or a proposal that will put into effect your ideas. (Not required of every paper.)

Ending Use the final paragraph, especially the final sentence, to bring the paper to closure.

What is referencing?

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

Avoiding plagiarism

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

Referencing Tips

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

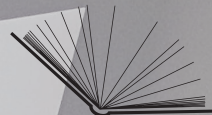
Referencing Software

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/>



Prifysgol Cymru
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REFERENCING HANDBOOK

HARVARD

UWTSD: Library and Learning Resources

Ellie Downes and Alison Evans
Academic Liaison Librarians

Welcome

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

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

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

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

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

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

Ellie Downes

Academic Liaison Librarian

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Introduction

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

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

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

What is referencing?

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

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

How do I use this handbook?

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

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

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

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

Which you can find in all UWTSD libraries.

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

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

Avoiding plagiarism

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

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

Referencing Tips

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

Referencing Software

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

Help and support

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

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

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

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

Harvard Referencing: The Basics

The Harvard referencing style consists of:

In-text citations

These are used when referring to a source of information within the text of your assignment to show where it came from. They are abbreviated details of the source you are referring to and generally consist of the author's / editor's family name, year of publication and, if required, page numbers e.g. **(Pears and Shields, 2016, p. 6)**. You do not need to include the author's surname in the in-text citation if it is referred to within the body of your work e.g. **According to Pears and Shields (2016, p.6)**. This would just be unnecessary repetition!

A reference list:

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

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

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

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

Quotations

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

Long quotation - more than 30 words or 2 lines

Format:

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

Example:

Hardy's development of plot and character must be seen in the broader context of the loss of faith in late Victorian society. As Dunmore comments:

A central tension in Hardy's fiction is that between fully realized human beings, with all their potential for freedom of choice and action, and the apparently relentless operation of chance, indeed fate, which negates these freedoms. His fiction undoubtedly reflects late Victorian pessimism, an attempt to capture and convey the spirit of individuals before it is swept away by the tides of an indifferent universe (Dunmore, 2017, pp.35-36).

Short quotation - up to 30 words or 2 lines

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:

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

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

Paraphrasing and summarising

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

Example:

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

How do I reference specific types of resources?

1. Books and e-books

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

In-text citation:

(Author's surname, year of publication)

(Smith, 2016)

Reference list / Bibliography:

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

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

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

1.1 Book with two or three authors

(Phillips and Renton, 2012)

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

1.2 Book with four or more authors

(Morton et al. 2014)

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

1.3 Chapter within an edited book

(Hardy, 2015)

Hardy, P.T. (2015) 'Outdoor play and how it can help learning', in Walker, E. (ed.) *A new approach to teaching in the primary school*. London: Todcaster and Frome.

1.4 Book without an author or editor

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

(*How to Make an Impact*, 2009)

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

How do I reference specific types of resources?

1.7 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)

Reference list / Bibliography:

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

1.8 Multiple works by the same author

Simply label them a and b!

Different years:

(McNamara, 2012)

(McNamara, 2017)

Different years:

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

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

Same year:

(Phelps, 2016a)

(Phelps, 2016b)

Same year:

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

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

1.9 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.

1.10 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)

(Price, 2014, p. 157)

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

or

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

DOI: 10.1080/034845691.2016.1056235.

2.1 Whole newspaper

(The Guardian, 2017)

The Guardian (2017) 5th June.

2.2 Newspaper article

(Jones, 2016)

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

2.3 Electronic newspaper article not available in print

(Fox, 2016)

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

How do I reference specific types of resources?

3. Internet

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

In-text citation:

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

Reference list / Bibliography:

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

3.1 Website with one author

McCormack (2016) was a useful source of information.

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

3.2 Website with an organisation as author

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

National Health Service (2015) *Pets and Health*. Available at: <http://www.nhs.uk/Petsandhealth> (Accessed: 30th March 2017).

3.3 Blog or vlog

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

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

3.4 Video / film on a sharing website 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=tepJtI5We> (Accessed: 21 June 2017).

3.5 Facebook

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

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

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

How do I reference specific types of resources?

4. Conferences

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

In-text citation:

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

Note:

If only available online:

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

Reference list / Bibliography:

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

4.1 Full conference proceedings

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

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

4.2 Individual conference paper published in a journal

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

Davies, K. (2016) 'Leadership and change management' (from the Proceedings of the 5th national conference on small business success, University of Kent, Canterbury, 12-15th May 2016). *Small Business Quarterly*, 4(3), pp. 30-43.

4.3 Individual conference paper published on the internet

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

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

How do I reference specific types of resources?

5. Unpublished information

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

5.1 Internal report

In-text citation:

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

Note

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

- 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>
(Accessed: 5 November 2016).

How do I reference specific types of resources?

7. Legal and government publications

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

In-text citation (Act of Parliament):

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

Reference list / Bibliography (Act of Parliament):

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

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> (Accessed: 14 March).

Note:

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

7.2 Statutory Instrument (SI)

Name / title in italics. Include year.

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

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

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

How do I reference specific types of resources?

7.3 Command Paper (including Green and White papers)

In-text citation

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

Note: If accessed online, replace location and publisher with

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

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

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 .

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

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
- enclose citation (in round brackets)
- Assembly Measure nawm number in round brackets followed by a ,
- or Welsh Statutory Instrument year / SI (W.) number followed by a ,
- Available at: URL
- (Accessed: date) followed by .

Assembly Measures (nawm):

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

Assembly Measures (nawm):

Education (Wales) Measure 2011 (nawm7.) Available at: <http://www.legislation.gov.uk/mwa/2011/7/contents> (Accessed: 17 September 2014).

Statutory Instruments (W):

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

Statutory Instruments (W):

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

How do I reference specific types of resources?

7.5 Law report (case)

In-text citation

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

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

Reference list / Bibliography

- 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

‘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)

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

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

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

How do I reference specific types of resources?

7.7 Government publication

In-text citation

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

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

Reference list / Bibliography

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

Department of the Environment (2014) *Erratic Climate Conditions and the Role of Natural Flood Barriers*. Available at: <http://www.doe.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyandGuidance/DOE76453> (Accessed: 3 June 2014).

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 .

Rates vary considerably between boroughs (Phelps, 2016).

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

How do I reference specific types of resources?

8.2 Patent

In-text citation

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

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

Reference list / Bibliography

- 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
- (Accessed: date) followed by .

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

8.3 Graph

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

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

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

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

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
- (Accessed: date) followed by .

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 Jenkinson. *Journal of Military History*, 10(2), pp. 21-23.

9.2 Film review

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

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

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
- (Accessed: date) followed by .

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
- Date viewed (in round brackets)

10.1 Exhibition

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

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

10.2 Painting / drawing

The process used is unique (Puerto, 1730).

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

10.3 Installation / exhibit

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

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

10.4 Photograph in an online collection

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

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

How do I reference specific types of resources?

10.5 Book illustration, figure, diagram, logo and table

In-text citation

In printed book:

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

Online:

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

Reference list / Bibliography

In printed book:

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

Online:

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

10.6 Graffiti

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

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

11. Live 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

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

Reference list / Bibliography

- 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

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

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

Reference list / Bibliography

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

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

12. Film and television

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

12.1 Television programme

In-text citation

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

Note

If accessed online

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

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

Reference list / Bibliography

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

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

12.2 Television programme viewed on the internet

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

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

How do I reference specific types of resources?

12.3 Film

In-text citation

- Title of film
- 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. Personal communications

Conversation, Skype, phone, Facetime, email, text, letter

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

In-text citation

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

Reference list / Bibliography

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

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)

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

Reference list / Bibliography

- Location of collection
- Name of collection
- MS

York Library, Pendlemerry Witch Trials MS.

14.2 Individual manuscript

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

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

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

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