

Contextual Practices

REFERENCING GUIDANCE HANDBOOK

2017-18

INTRODUCTION

How do I provide references in my work?

This referencing guide uses the Harvard referencing system and will provide detailed information on how to provide references in a variety of different circumstances. The most important thing to remember is to be consistent in the way you record your references.

A reference list is always required when you cite other people's work within your assignments.

REFERENCES

In this system, the author's surname and year of publication are **cited** in the text of your work. The full details of a book are included in a **reference list**.

ADDITIONAL READING LIST:

An additional reading list is an alphabetical list of all the material you have used (books, journals, websites, films etc) to research your essay but which you have not cited in your text. Your additional reading list needs to be presented after your reference list.

BOOKS:

Reference List Order:

- Author/editor
- Year of publication (in round brackets)
- Title (in italics)
- Edition (only include the edition number if it is not the first edition)
- Place of publication: publisher
- Series and volume number (where relevant)

Example: book with one author

In text citation:

According to McEvilley (1992 : 89) the study of cultures is important because...

Reference List:

McEvilley, T. (1992) *Art & Otherness, Crisis in Cultural Identity*. New York: McPherson & Company.

Example: book with two or three authors

In text citation:

Goddard and Barrett (2007) have both suggested...

Reference List:

Goddard, J. and Barrett, S. (2007) *The Health Needs of Young People*. Norwich: University of East Anglia Press.

Example: book with more than three authors

In text citation:

Rojek et al. (2000) found that the majority ...

Reference List:

Rojek, J., Freedman, R., Sandin, T. and Ford, A. (2000) *Children's Literature and National Identity*. San Francisco: Addison-Wesley.

Example: book with an editor

In text citation:

The formation of professions was examined in Prest (1987).

Reference List:

Prest, W. (ed.) (1987) *The Professions in Early Modern England*. London: Croom Helm.

CHAPTERS / ESSAYS IN EDITED BOOKS

Much of your critical reading will involve using books that have been compiled by an editor or editors, to bring together essays on a particular subject by a range of critical authors. If you are referencing one of these articles or essays, the citation should appear as follows:

Reference List Order:

- Author of the chapter / essay (surname followed by initials).
- Year of publication (in round brackets)
- Title of chapter / essay (in single quotation marks)
- 'in' plus editor of book
- Title of book (in italics)
- Place of publication: publisher
- : Page reference

Example:

In text citation:

The view proposed by Franklin (2002 : 8) suggests that

Reference List:

Franklin, A. (2002) 'Management of the Problem', in Smith, S.M. (ed) *The Maltreatment of Children*. Lancaster: MTP : 83 - 95

JOURNAL ARTICLES:

Much critical work appears in the form of articles in journals.

Reference List Order:

- Author (surname followed by initials)
- Year of publication (in round brackets)
- Title of article (in single quotation marks – capitalise first letter of each word in title, except for linking words such as 'and', 'of', 'the', 'for')
- Title of journal (in italics – capitalise first letter of each word in title, except for linking words such as 'and', 'of', 'the', 'for')
- Issue information, that is, volume (unbracketed) and, where applicable, part number, month or season (all in round brackets)
- Page reference.

Example:

In text citation:

.....the customer plays the part of a partial employee (Dawes and Rowley, 1998 : 352).

Reference List:

Dawes, J. and Rowley, J (1998) 'Enhancing the Customer Experience: Contributions from Information Technology', *Management Decision*, 36 (5) : 350-357.

Example: magazine

In text citation:

A recent article (Foster, 2009) looked at the access rights to the coast...

Reference List:

Foster, D. (2009) 'The Coast is Clear!', *Walk* (no. 25, winter) : 33-37.

NEWSPAPER ARTICLES:

Reference List Order:

- Author
- Year of publication (in round brackets)
- Title of article (in single quotation marks – capitalise first letter of each word in title, except for linking words such as 'and', 'of', 'the', 'for')
- Title of newspaper (in italics – capitalise first letter of each word in title, except for linking words such as 'and', 'of', 'the', 'for')
- Edition if required (in round brackets)
- Day and month
- Page reference

Example

In text citation:

The article on the state of museums today (*The Times*, 2008 : 7) reported...

Reference List:

The Times (2008) 'Museums of Today', 14 June : 7.

JOURNAL / NEWSPAPER ARTICLES IN ONLINE COLLECTIONS

Reference List Order:

- Author/editor
- Year of publication (in round brackets)
- Title of article (in single quotation marks– capitalise first letter of each work in title, except for linking words such as 'and', 'of', 'the', 'for')
- Title of journal (in italics – capitalise first letter of each word in title, except for linking words such as 'and', 'of', 'the', 'for')
- Volume, issue, page numbers
- Name of collection (in italics)
- [Online]
- Available at: URL of collection
- (Accessed: date)

Example: journal article with one author

In text citation:

Bright (1985 : 269) found the word 'art' ambiguous....

Reference List:

Bright, M. (1985) 'The Poetry of Art', *Journal of the History of Ideas*, 46(2) : 259 – 277, JSTOR [Online]. Available at: <http://uk.jstor.org/> (Accessed: 16 February 2010).

Example: journal article with multiple authors

In text citation:

A review by Liu *et al* (2008) highlighted the importance of....

Reference List:

Liu, B., Ivers, R., Norton, R., and Blows, S. (2008) 'Review of Professional Training', *Cochrane Database of Sytematic Reviews*, 2, Ovid [Online]. Available at: <http://ovidsp.uk.ovid.com/sbp/ovidweb.cgi> (Accessed: 23 June 2010).

E-BOOKS:

Reference List Order:

- Author/editor
- Year of publication (in round brackets)
- Title (in italics)
- Name of e-book collection (in italics)
- [Online]
- Available at: URL
- (Accessed: date)

Example:

In text citation:

In their analysis Graham and Marvin (2001 : 36-92) found that....

Reference List:

Graham, S. and Marvin, S. (2001) *Splintering Urbanism: Networked Infrastructures and the Urban Condition*. NetLibrary[Online]. Available at: <http://www.netlibrary.com> (Accessed: 21 November 2011).

WEBSITES:

Reference List Order:

- Author
- Year the site was published / last updated (in round brackets)
- Title of internet site (in italics)
- Available at: URL
- (Accessed: date)

Example

In text citation:

Jones (2011) provided information about his approach to sustainability in fashion.

Reference List:

Jones, J. (2011) *Seal Ban does Not Address Welfare and Disregards International Trade Rules*. Available at: <http://www.britishfur.co.uk/index.php/news-and-issues/> (Accessed: 5 November 2011).

YOU TUBE VIDEO:

Reference List Order:

- Name of person posting video
- Year video posted (in round brackets)
- Title of film or programme (in italics)
- Available at: URL
- (accessed: date)

Example

In text citation:

De Botton (2009) argues that nostalgia has a profound impact on the architecture that represents our identities.

Reference List:

De Botton, A. (2009) *The Perfect Home*. Available at: <http://www.youtube.com/watch?v=eTapK5dRaw4> (Accessed: 23 June 2011).

FILM, DVD and VIDEO

Reference List Order:

- Title of film (in italics)
- Year of distribution (in round brackets)
- Name of director
- Place of production.

Example

In text citation:

Films have been used to attack the President's policies (*Fahrenheit 9/11*, 2004).

Reference List:

Fahrenheit 9/11 (2004) Michael Moore. USA.

PAINTINGS AND DRAWINGS

Reference List Order:

- Artist
- Year (if available)
- Title of work (in italics)
- [Medium]
- Institution or collection that houses the work, followed by the city

Example

In text citation:

The *Triumph of St Augustine* was one of the most celebrated works by Coello (1664).

Reference List:

Coello, C. (1664) *The triumph of St. Augustine* [Oil on canvas]. Museo del Prado, Madrid.

SCULPTURE

Reference List Order:

- Artist
- Year (in round brackets)
- Title of work (in italics)
- [Sculpture]
- Institution or collection that houses the work, followed by the city

Example

In text citation:

His sensitivity is expressed in *The Lovers* (Rodin, 1886).

Reference List:

Rodin, A. (1886) *The Lovers* [Sculpture]. Private collection.

PHOTOGRAPHS

Reference List Order:

- Photographer
- Year (in round brackets)
- Title of photograph (in italics)
- [Photograph]
- Place of publication: publisher (if available)

Example

In text citation:

The seasonal changes and their affect on the surrounding architecture were captured in these images. (Thomas, 2003; Bailey, 1996)

Reference List:

Bailey, P. (1996) *Snow Scene* [Photograph]. Sunderland: Centre for Visual Effects.

Thomas, T. (2003) *Redevelopment in Cities* [Photograph]. Newcastle upon Tyne: Then & Now Publishing.

PHOTOGRAPHS FROM THE INTERNET

Reference List Order:

- Photographer
- Year of publication (in round brackets)
- Title of photograph (in italics)
- [Online]
- Available at: URL
- (Accessed: date)

Example

In text citation:

In his photograph of everyday objects, Kitto (2008) expresses...

Reference List:

Kitto, J. (2008) *A Year of Mornings* [Online]. Available at:
http://www.jameskitto.co.uk/photo_1.html (Accessed: 14 June 2011)

INTERVIEWS

Where you are conducting an interview, it is important to check with the person being interviewed that they agree to a transcript of the interview being made available in your essay. Your transcript should be put in an Appendix at the end of your essay.

The citation for your interview should refer to the Appendix:

In an interview with Ian Jones (Appendix A) the findings of the report were reviewed...

In addition to the transcript the Appendix should include details such as:

Reference List Order:

- Name of person interviewed
- Year of interview (in round brackets)
- Title of the interview (if any) (in single quotation marks)
- Interview with / interviewed by
- Interviewer's name
- Title of publication or broadcast (in italics)
- Day and month of interview.

Example: newspaper interview

In text citation:

Riley (2008) believed that 'imagination has to be captured by reality'.

Reference List:

Riley, B. (2008) 'The life of Riley'. Interview with Bridget Riley, interviewed by Jonathan Jones for *The Guardian*, 5 July : 33.

Example: television interview

In text citation:

The prime minister avoided the question (Blair, 2003).

Reference List:

Blair, A. (2003) Interviewed by Jeremy Paxman for *Newsnight*, BBC Two Television, 2 February.

Example: internet interview

In text citation:

She said her work has sensitivity and confidence (Dean, 2008).

Reference List:

Dean, T. (2008) Interviewed by Terry Moran for TATE shots, 19 March [Online]. Available at: <http://channel.tate.org.uk/#media:/media> (Accessed: 16 June 2008)

SECONDARY SOURCES:

You may come across a summary of another author's work in the source you are reading, which you would like to make reference to in your own essay; this is called secondary referencing:

Example: secondary referencing

In text citation:

Research carried out in the National Portrait Gallery by Kearney (2005 cited in Hegarty 2007 : 142) found that ...

In this example, Kearney is the work that you wish to refer to, but have not read directly for yourself. Hegarty is the secondary source, where you found the summary of Kearney's work.

Reference List:

Hegarty, J. (2007) *The National Portrait Gallery Today*. Dublin: Lilliput Press.

PAGE NUMBERS:

Including page numbers in your reference is necessary to locate the exact place in a text that you have quoted from. Use a colon before supplying the page number(s).

Example: page numbers

In text citation:

Hughes (1990 : 124) states, "the collapse of modernism does not come as a surprise."

or

The destruction of so many modernist buildings in recent years indicates that modernism has collapsed. (Hughes 1990 : 124 - 130).

Reference List:

Hughes, R. (1991) *The Shock of the New*. London: Thames and Hudson.

QUOTING PORTIONS OF PUBLISHED TEXT:

Quotations should be relevant to your argument and used judiciously in your text. Short direct quotations up to two or three lines in your essay should be set in quotation marks and included in the body of your text. Longer quotations should be entered as a separate paragraph and indented from the main text, without quotation marks. If you need to change the case of a letter (to or from a capital letter), use square brackets to indicate the change.

Example: short and long quotes

A short quote:

When writing about the differences between urban and rural identity Raymond Williams (1973 : 4) argued that “[c]ountry life has many meanings: in feeling and activity; in region and in time.”

A longer quote:

When writing about the differences between urban and rural identity Raymond Williams (1973 : 4) describes his feelings towards urban life:

I have stood in many cities and felt this pulse: in the physical differences of Stockholm and Florence, Paris and Milan: this identifiable and moving quality: the centre, the activity, the light. Like everyone else I have also felt the chaos of the metro and the traffic jam; the monotony of the ranks of houses; the aching press of strange crowds.

HOW TO COMPILE YOUR REFERENCE LIST:

For assessment essays and research material, you will need to supply a Reference List and an Additional Reading List.

The Reference List must be presented using the headings that relate to the sources you have used. All the authors’ or editors’ surnames will be arranged alphabetically. The author’s or editor’s surname will appear first, and the forename or initials will follow.

Example:

Reference List:

Books:

Cook, P. and Bernink, M. (eds.)(1999) *The Cinema Book*. London: BFI Publishing.

Dickens, C. (1992) *Great Expectations*. Harmondsworth: Penguin.

Fowler, C. (ed.) (2002) *The European Cinema Reader*. London: Routledge.

Films:

The Matrix Reloaded (2003) A. & L. Wachowski. USA.

Journals:

Bright, M. (1995) 'The Poetry of Art', *Journal of the History of Ideas*, 46(2) : 259-277, JSTOR [Online]. Available at <http://uk.jstor.org/> (Accessed: 16 February 2010).

HOW TO COMPILE YOUR ADDITIONAL READING LIST:

For assessment essays and research material, you will need to supply an Additional Reading List **after** your Reference List.

The Additional Reading List helps your tutor to see the range of material you have used to develop your ideas that you have not directly cited in text. The additional reading list is arranged in exactly the same way as your reference list. You might like to include all the sources that have helped you develop your ideas such as Books, Newspaper Articles, Journals, Websites, and Films etc.

STUDY SKILLS AND INFORMATION RESEARCH SKILLS

All students have access to study skills and information research skills support to assist them in their studies. Details of provision are available from the Learning Resources Centre and Student Services.

Topics covered include:

Searching the Internet for academic resources

Using the LRC catalogue, electronic journals and e-books

Developing effective study strategies

Planning and writing assignments

Preparing presentations

Planning for seminars

Preparing for exams

Athens accounts

Referencing

Using Blackboard / Moodle