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

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REFERENCING HANDBOOK

HARVARD

UWTSD: Library and Learning Resources

Version 1.3
Updated August 2023

Welcome

Welcome to the 3rd revised edition of the University of Wales Trinity Saint David's Referencing Handbooks!

Referencing accurately is an essential skill to learn during your studies, and these handbooks are designed as quick guides to support you in your learning and help you to navigate what can sometimes seem quite confusing. The referencing handbooks are available for the four styles used at UWTSD, with suggestions for further, in-depth resources and advice on getting support from your Academic Liaison Librarian. To learn more about plagiarism and referencing, please explore our Academic InfoSkills page on the library website.

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

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

The UWTSD Academic Liaison team, Library and Learning Resources

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Introduction

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

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

You can find out which referencing standard you should be using by looking in your Programme Handbook. All the referencing handbooks are available online:
https://uwtsd.ac.uk/library/using-our-libraries/online-library/referencing-handbooks/

How do I use this guide?

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

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

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

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

- **The (online) Cite Them Right database**
- **The current edition of Pears, R. and Shields, G. (2022) *Cite them right: the essential referencing guide*. 12th edn. Basingstoke: Bloomsbury.**

Copies can be found in all UWTSD libraries.
You should also refer to our online InfoSkills sessions, which will help support your learning and understanding of referencing.

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 several reasons why this is necessary:

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

How do I avoid plagiarism?

Accurate referencing can help you avoid plagiarism, which is passing off someone else's work as your own. The University's full definition of plagiarism can be found within the University regulations: **http://www.uwtsd.ac.uk/academic-office/university-regulations-student-guide/**

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

Do you have any tips before I begin my work?

- Make sure that you know which referencing style your School recommends before you begin. This information is included in your Programme Handbook.
- Keep a record of the sources you read as you go along.
- Be consistent in the records you keep and in the way you reference.
- Give yourself enough time to check your work.
- Try to put yourself in the shoes of the reader. Think, "if I wanted to find the source of this information, could I?"
- If in doubt, seek clarification or ask for help!

How can I get further help and support?

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

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

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

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

Harvard Referencing: The Basics

The Harvard referencing style consists of:

In-text citations

These are used when referring to a source of information within the text of your assignment to show where it came from. They are abbreviated details of the source you are referring to and generally consist of the author's / editor's surname, year of publication and, if required, page numbers / paragraph / location.

Example 1:
Referencing is a integral academic skill (Pears and Shields, 2022, p. 1).

Note the full stop is placed after your citation, not before, as it is part of your sentence.

You do not need to include the author's surname in the in-text citation if you introduce the author into the body of your work. This would just be unnecessary repetition!

Example 2:
According to Pears and Shields (2022, p. 1) referencing is an integral academic skill.

The reference list

The information provided in your in-text citation refers your reader to your reference list or bibliography at the end of your work. This list will contain the full bibliographical record of all the references you have cited in your text.

Example:
Pears, R. and Shields, G. (2022) *Cite them right: the essential referencing guide*. 12th edn. London: Bloomsbury.

It should enable any reader to locate your original source. A reference list is arranged in alphabetical order by the author's surname or, if there is no author, by title. Titles should have minimal capitalisation. The general rule is that only the first letter of the firstword is capitalised along with any proper nouns, (note there are some exceptions to this rule).

A bibliography can also sometimes be requested by your tutor. This is a list of all the sources you have read for your assignment, whether you have cited them in your text or not and therefore more exhaustive than a reference list. If you are 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. **You must include the page (or paragraph if no pagination) number.**

Note: Direct quotations should be used sparingly and only when they are relevant to the argument you are making in your work.

Long quotation – more than 30 words or 2 lines

Format:

- Enter as a separate paragraph.
- Indent the paragraph.
- Quotation marks are not required.
- Author's surname, year of publication and page number / paragraph number (in round brackets).

Example:

> **Organisations are made up of their individual members. The individual is aY central feature of organisational behaviour, whether acting in isolation or as part of a group, in response to expectations of the organisation, or as a result of the influences of the external environment (Mullins, 2019, p. 30).**

Short quotation – up to 30 words or 2 lines

Format:

- Include in the body of text.
- Enclose in double quotation marks.
- Author's surname, year of publication and page number / paragraph number (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, para 5).

Paraphrasing and summarising

Paraphrasing is using someone else's idea and putting it into your own words. Summarising is providing a brief overview of someone else's idea. You would only need to provide a page (or paragraph number) in your in-text citation if you are referring to a specific area or part of the text. You will need to use your judgement as to whether this is necessary. Place yourself in the shoes of the reader: are you referring to a whole work, concept, or a small section of it?

Example (of a summary):

Dunmore (2017) notes that Hardy presents the reader with rounded characters capable of acting with autonomy, but these are placed in context in which their choices are severely constrained by the operation of chance and fate.

How do I reference specific types of resources?

1. Books and e-books

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

In-text citation: (Author's surname, year of publication, page number)	**Reference list / Bibliography:** • Author/editor • Publication year (in round brackets) • Title (in italics) • Edition (if not the first) • Place of publication: publisher
(Smith, 2016, p. 5)	Smith, E. (2016) *How to improve your research project*. 2nd edn. Plymouth: Kiln Press.

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

1.1 Book with two or three authors

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

1.2 Book with four or more authors

(Morton *et al*., 2014, p. 37) **Or** According to Morton *et al.* (2014) Hillwalking positively affects...	Morton, A.C., Jones, B., Collins, S. and Zhen, K. (2014) *Walking and learning*. Swansea: Sandpaper Press.

Note the use of the abbreviation *et al* in the intext citation only. **All authors should be listed in your full reference list.**

1.3 Chapter within an edited book, reference sources, encyclopedias, or dictionaries

Title of chapter / entry is given 'in' author / editor and title of book.

(Neyround, 2019, p. 16)	Neyround, P. (2019) 'Ethical leadership in policing: towards a new evidence-based, ethical professionalism?', in Ramshaw, P., Simpson, M. and Silverstri, M. (eds) *Police leadership: changing landscapes*. Basingstoke: Palgrave Macmillan, pp. 3-22.

How do I reference specific types of resources?

1.4 Book without an author or editor

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

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

1.5 Book with an organisation as author

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

(Organisation for Research into Primary Education, 2017, p. 21)	Organisation for Research into Primary Education (2017) *Learning today*. Stirling: McPhee and Jones.

1.6 Multiple works by the same author

If published in different years, list them chronologically. If published in the same year, simply label them a, b etc.

Different years: (McNamara, 2012, p. 53) (McNamara, 2017, p. 20). **Same year:** (Phelps, 2016a, p. 25) (Phelps, 2016b, p.19)	**Different years:** McNamara, B.M. (2012) *Education for life*. Maidenhead: Riverstory. McNamara, B.M. (2017) *Lifelong learning*. Maidenhead: Riverstory. **Same year:** Phelps, P.J. (2016a) *Healthy learning*. Edinburgh: Castle Books. Phelps, P.J. (2016b) *Nutrition in the early years*. Edinburgh: Castle Books.

How do I reference specific types of resources?

1.7 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.

Note: You must use the words 'cited in' or 'quoted in' depending on whether the author you are reading has paraphrased (cited) or quoted the original author's work.

In-text citation:
Barnett (2013, quoted in Morton, 2016, p. 17) describes "the importance of meeting special needs in the early years" as...

Or:
The work of Barnett (2013, cited Morton, 2016, p. 17) on special needs in the early years is vital as...

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

Note:
Only the source you have read is listed in your reference.

2. Journal and newspaper articles

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

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

Reference list / Bibliography
Print:
- Author (surname, initials)
- Publication year (in round brackets)
- Article title (enclosed in single quotation marks)
- Journal title (in italics - capitalise first letter of each significant word)
- Volume
- Issue / part / number / month (in round brackets)
- Page reference or article number

If accessed online:
The above plus
- Available at: URL (Accessed: date).
- *or* DOI (Digital Object Identifier)

How do I reference specific types of resources?

2.1 Published Journal Articles

For pre-publication articles; appearing online, or in a digital repository, you must follow the examples given in Cite Them Right.

According to Read and Muth (2021)...

(Smith and Gray, 2019)

With article number:
Read, Q.D. and Muth, M.K. (2021) 'Cost-effectiveness of four food waste interventions: is food waste reduction a "win-win"', *Resources, Conservation and Recycling*, 168 (May) article 105448. Available at: https://doi.org/10.1016/j.resconrec.2021.105448

With issue number and page range:
Smith, R. and Gray, P. (2019) 'The changing shape of youth justice: models or practice', *Criminology & Criminal Justice*, 19(5), pp. 554-571. Available at: https://doi.org/10.1177/1748895818781199

2.2 Newspaper article

(Jones, 2016, p. 7)

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

2.3 Electronic newspaper (online only)

(Fox, 2016)

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

2.4 Newspaper article (accessed via database)

If you accessed the article through a library database e.g., NewsBank, provide the name of the database instead of the URL.

(Blain, 2018)

Blain, C.S. (2018) 'Brexit talks under threat', *The Echo*, 7 March. Available at: NewsBank (Accessed: 12 January 2019).

How do I reference specific types of resources?

3. Internet

Identifying the type of information you find on the internet can sometimes be difficult. It is important to distinguish what you are referring to. Follow the examples of how to reference individual sources, such as books, journals, images etc. as shown in this guide, or in Cite them Right book and database. This rule is also followed when referencing a PDF. You will need to identify the closest matching format to your source.

Webpages created by individuals and organisations generally adhere to the following format. Elements may differ slightly, depending on the source.

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

3.1 Website with an author

Kennedy and Bandyopadhya (2023) discuss...	Kennedy, N and Bandyopadhyay, A. (2023) L*inking police and healthcare data could help better identify domestic abuse - new research*. Available at: https://theconversation.com/linking-police-and-healthcare-data-could-help-better-identify-domestic-abuse-new-research-208986 (Accessed: 11 August 2023).

3.2 Website with an organisation as author

According to the National Health Service [hereafter NHS], (2022), portion control is vital to maintaining your daily calorie intake.	National Health Service [NHS] (2022) *Eating a balanced diet*. Available at: https://www.nhs.uk/live-well/eat-well/how-to-eat-a-balanced-diet/eating-a-balanced-diet/ (Accessed: 12 January 2023).

3.3 Blog or vlog

Title of internet sites (in italics) and day / month of post is required when referencing a blog or vlog.

(Mewburn, 2023)	Mewburn, I. (2023) 'Mind the gap (in the literature)' *The Thesis Whisperer*, 26 May. Available at: https://thesiswhisper.com/2023/05/26/literatureviewpain/ (Accessed: 11 August 2023).

How do I reference specific types of resources?

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

Date of upload (if available) is required.

(Tholfsen, 2022)	Tholfsen, M. (2022) T*op 20 Microsoft OneNote tips and tricks 2022: how to use OneNote effectively & be more organized*. Available at: https://youtu.be/I725xySvwug (Accessed: 11 August 2023).

3.5 Social Media

Day / month of post and platform [in square brackets] is required when citing Facebook, Twitter, TikTok and other social media sites. See Cite Them Right for further examples.

The 2023 Eisteddfod showcased a wealth of talent and some of Wales' top performers. (Eisteddfod Genedlaethol Cymru, 2023).	Eisteddfod Genedlaethol Cymru (2023) [Facebook]. Available at: https://www.facebook.com/eisteddfod/ (Accessed: 11 August 2023).

4. Conferences

Conference proceedings and papers can be published online or in journals. Elements and order will vary slightly. Specific examples are given below for those published online.

In-text citation: (Author's surname, year of publication, page number)	**Reference list / Bibliography:** • Author/editor • Publication year (in round brackets) • Title of paper (enclosed by single quotation marks) • Title of conference: subtitle (in italics) • Location and date of conference • Location: Publisher • Page numbers (for papers) **If accessed online:** • Available at: DOI or URL (Accessed: date)

4.1 Published full conference proceedings (online)

For full conference proceedings published in journals, refer to Cite Them Right.

(The European Conference on Education, 2022)	The European Conference on Education (2022) *ECE22: the 10th European conference on education: official conference proceedings*. University College London (UCL) and online, 14 - 17July. Nagoya: The International Academic Forum (IAFOR). Available at: https://papers.iafor.org./proceedings/conference-proceedings-ece2022/ (Accessed: 11 August 2023).

How do I reference specific types of resources?

4.2 Individual conference paper (online)

For conference papers published in journals, refer to Cite Them Right.

Horverak and Langeland (2022) discuss how, through reflection children can increase their motivation and develop better resilience.	Horverak M., & Langeland G. (2022) 'A systematic approach to mastering life - the five-step motivation method', *ECE22 the 10th European conference on education: official conference proceedings* ISSN:2188-1162. University College London (UCL) and online, 14-17 July. Nagoya: The International Academic Forum (IAFOR), pp. 21-31. Available at: https://doi.org/10.22492/issn.2188-1162.2022.3

5. Unpublished information

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

5.1 Internal report

In-text citation: (Author's surname/organisation, year of production)	**Reference list / Bibliography:** • Author/organisation • Year of production (in round brackets) • Title of report (in italics) • Internal report – include name of institution • Unpublished
Recommendations in the report (Harris, 2019) ...	Harris, G. (2019) *Focus group recommendations.* Swansea Bay Health Trust. Unpublished.

5.2 Confidential report

In-text citation: (Anonymised agency, year of production)	**Reference list / Bibliography:** • Anonymised agency [in square brackets] • Year of production (in round brackets) • Title (in italics); Anonymised part [square brackets] • Place of publication • Anonymised producer [in square brackets] • Unpublished
The report discussed... (Placement school, 2019)...	[Placement school] (2019) *[Placement school] report on vulnerable child A*. Swansea: [Placement school]. Unpublished.

How do I reference specific types of resources?

5.3 Theses and dissertations

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

Reference list / Bibliography:
Print:
- Author
- Year of submission (in round brackets)
- Title of thesis (in italics)
- Degree statement e.g., Unpublished PHD thesis
- Degree awarding body

If accessed online:
- Available at: DOI or URL (Accessed: date)

"However, traditionally, it has been acknowledged that Wales has been at a different stage of tourism development to its UK counterpart nations...." (Thomas, 2018, p. 236).

Thomas, D.H. (2018) Managing online communications and feedback relating to the Welsh visitor attraction experience: apathy and inflexibility in tourism marketing practice? PhD thesis. University of Wales Trinity Saint Daivd. Available at: https://repository.uwtsd.ac.uk/id/eprint/1264/ (Accessed: 11 August 2023).

6. Published reports and guidelines

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

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

Reference list / Bibliography:
Print:
- Author/organisation / Name of government department
- Year of publication (in round brackets)
- Title of report (in italics)
- Reference number (if given)
- Place of publication: publisher

Electronic:
If accessed online replace location and publisher with:
- Available at: URL (Accessed: date)

How do I reference specific types of resources?

6.1 Government publication

For government publications, use the government department where possible. If not given, you may use UK Government, Welsh Government, etc. as the author.

(Department for Education, 2021)	Department for Education (2021) *Consolidated annual report and accounts*. Available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1041620/CCS0121879180-001_DFE_Annual_Report_20-21_Web-Accessible.pdf (Accessed: 11 August 2023).
(Welsh Government, 2022)	Welsh Government (2022). *Cymraeg 2050: A million Welsh speakers research and evaluation framework*. GSR report no. 73 / 2022. Available at: https://gov.wales/evaluating-cymraeg-2050-million-welsh-speakersresearch-and-evaluating-framework-announcement (Accessed: 11 August 2023).

6.2 Annual company report

(Tesco Plc, 2022)	Tesco Plc (2022) *Annual company report 2022*. Available at: https://www.tescoplc.com/media/an0cp1co/tesco-annual-report-2022.pdf (Accessed: 11 August 2023).

6.3 Market research / Financial reports from subscribed database

According to MarketLine (2022, p. 17), "women are expected to represent 30% of the global cybersecurity workforce by 2025"...	MarketLine (2022) *Cybersecurity: Microsoft and Google are leading cybersecurity M&A activity*. ML00026-053. Available at: MarketLine Advantage database (Accessed: 11 August 2023).

6.4 Regulations, guidelines, protocols

The guidance from the National Institute for Health and Care Excellence [hereafter NICE], (2015)	National Institute for Health and Care Excellence [NICE] (2015) *Type 1 diabetes in adults: diagnosis and management*. NG17. Available at: https://www.nice.org.uk/guidance/ng17 (Accessed: 22 February 2022).

How do I reference specific types of resources?

7. Legal

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. UK legislation is available on Legislation.gov.uk and via the library databse, Lexis Plus UK.

Use the Cardiff Index of Abbreviations to find out what the abbreviations of report titles stand for. Note: Law students will usually separate any legislation cited from other academic sources and case law in the reference list. Please check with your tutor.

For a comprehensive list of legal and government publications, please refer to Cite Them Right.

7.1 Act of Parliament (Statute)

Most Acts and parts of Acts are now avilable as PDFs or web pages. Use the short title and year it was enacted.

In-text citation:	**Reference list / Bibliography:**
(Title of act (in italics) include year)	• Name of act (in italics) include year, chapter and section where applicable. • Available at: URL (Accessed: date)
Government legislation now reinforces this approach (*Offences Against the Person Act 1861*)	*Offences Against the Person Act 1861, c. 100.* Available at: https://www.legislation.gov.uk/ukpga/Vict/24-25/100/contents (Accessed: 11 August 2023).

7.2 Statutory Instrument (SI)

A statutory instrument is secondary legislation created by ministers under powers given to them by the Act of Parliament.

In-text citation:	**Reference list / Bibliography:**
(Name/title (in italics) include year)	• Name/title (in italics) include year. • SI year and number (in round brackets) • Available at: URL • Accessed at: URL (Accessed: date)
Referring to the *Public Contracts (Amendments) Regulations* 2022...	*The Public Contracts (Amendments) Regulations 2022* (SI 2022/ 1390). Available at: https://www.legislation.gov.uk/uksi/2022/1390/made (Accessed: 11 August 2023).

How do I reference specific types of resources?

7.3 Welsh Legislation

Between 2007 and 2011, the National Assembly passed measures (nawm). From 2012, they passed Acts (anaw). From 6 May 2020, it was renamed the Welsh Parliament or Senedd Cymru passing Acts of the Senedd (asc). Welsh Statutory Instruments have a W. number in addition to the SI number and year.

In-text citation:	**Reference list / Bibliography:**
(Title (in italics) include year)	• Title of Assembly Measure / Act / SI (Wales) and year (in italics) • Nawm / anaw / asc / SI number (W. number) (in round brackets) • Available at: URL (Accessed: date)
The *Education (Wales) Measure 2011*, confirms this view. This is shown in *the Health and Care Act 2022 (Commencement No 1.) (Wales) Regulations 2022*.	*Education (Wales) Measure 2011* (nawm 7). Available at: https://www.legislations.gov.uk/mwa/2011/7/contents (Accessed: 11 August 2023). *Health and Care Act 2022 (Commencement No1.) (Wales) Regulations 2022* No, 1022 (w.247) (c.93). Available at: https://www.legislation.gov.uk/wsi/2022/1202/made (Accessed: 11 August 2023).

7.4 Law report (case)

Cases before 2002

In-text citation:	**Reference list / Bibliography:**
Name of case, year of publication in round brackets	• Name of case (in single quotation marks) • Year of publication (in round brackets) • Abbreviated name of law report (in italics) • Volume number where applicable • Pages if available
The defence given in 'Bibby Cheshire v Golden Wonder Ltd' (1972) is an example of...	'Bibby Cheshire v Golden Wonder Ltd' (1972) *WLR*, 1, pp. 1487-1492.

How do I reference specific types of resources?

7.5 Law report (case) – neutral citation

Since 2002, a neutral citation has been given to cases to help identify them online without referring to the law report in which it was published. **Note: when citing Lexis, use the permalink from the library catalogue to the Lexis database instead of the page URL.**

In-text citation:	**Reference list / Bibliography:**
Name of parties enclosed in 'single quotation marks' (year)	• Name of parties (in single quotations marks) • Year (in round brackets) • Abbreviated court and case number • Database or website (in italics) • Available at: DOI or URL (Accessed: date)
The case of 'R v Field' (2021) proves this point.	'R v Field' (2021) EWCA Crim, 380, *Lexis Plus UK*. Available at: https://librarysearch.uwtsd.ac.uk/permalink/44WHELF_UWTSD/11c0l68/alma99100475802421 (Accessed: 11 August 2023).

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:	**Reference list / Bibliography:** **Print:**
(Name of organisation, year of publication)	• Corporate author / organisation • Year of publication (in round brackets) • Letters, numbers and title of standard (in italics) • Place of publication: Publisher **If accessed online:** If accessed online replace location and publisher with: • Available at: DOI or URL (Accessed: date)
(British Standards Institution, 2020)	British Standards Institution (2020) BS EN ISO 717-1:2020: *Acoustics - rating of sound insulation in buildings and of building elements*. Airborne sound insulation. London: BSI.

How do I reference specific types of resources?

8.2 Patent

In-text citation:
(Inventor(s), year of publication)

Reference list / Bibliography:
- Inventor
- Year of publication (in round brackets)
- Title (in italics)
- Authorising organisation
- Patent number
- Available at: URL
- (Accessed: date)

This is evidenced further in the document (O'Brian, Standen and Warren, 2014).

O'Brian, T., Standen, D. and Warren, M. (2014) *Docking station with rotating connector for media player*. UK International Property Office Patent no. GB2508331. Available at: https://worldwide.espacenet.com/searchResults?DB=EPODOC&PN=GB2508331&ST=advanced&compact=false (Accessed: 11 August 2023).

8.3 Graph

Reference where you located the graph e.g., book, or website and include the word graph.

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

Reference list / Bibliography:
- Author
- Year of publication (in round brackets)
- Title (in italics)
- Place of publication: Publisher
- Page or figure number for graph
- Graph

This effect can be clearly demonstrated in a graph (Wolf, 2017, p. 34).

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 adhere to the following general format. This includes film, drama, and book reviews. Elements may vary slightly.

In-text citation:
(Reviewer surname, year of publication)

Reference list / Bibliography:
Print:

- Reviewer name (if given)
- Year of review publication (in round brackets)
- Title of review (enclosed in single quotation marks)
- Review of … (title being reviewed in italics)
- By … author/director of work
- Publication details (title in italics)

If accessed online:
Replace location and publisher with:

- Available at: URL
- (Accessed: date)

9.1 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: https://www.imdb.com/pp03489/reviews (Accessed: 19 April 2016).

10. Images

You may wish to include images in your work. You can use images for limited educational purposes as part of the University's CLA licence. For further information, please visit our copyright hub. You must make it clear to your reader in your text if you have adapted them in any way and include the words 'adapted from' in your citation.

Including images

When including original or adapted images (or tables) in your work, you must label them (with a figure / table number, followed by the title and citation), to be able to discuss it in your text. The label is usually placed below your image.

Subsequent figures / tables will be listed numerically through your work.

In-text example: Sales figures in Figure 3 show that...

Label example: Figure 3: Comparison of sales data (adapted from Jones, 2019, p. 2)

How do I reference specific types of resources?

If you include you own image (e.g. logo, photograph, etc which is not publicly available) you do not generally need to include a reference, but should include a title and indicate it it your work using something such as a 'personal collection', or 'own image'.

In text example: As shown in Figure 4.

Label example: Figure 4: Sunflowers at dusk (personal collection, 2023).

If however, your photograph is of a painting, sculpture, etc. and you are referring to that piece of art, you should reference it as such.

You should format you reference according to what you are referring to and where you have viewed it (e.g. in a book, website etc.).

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

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

Reference list / Bibliography:
Print:

- Artist
- Year, if known (in round brackets)
- Title of work (in italics)
- Medium [in square brackets], if necessary
- Institution/collection where work is held
- City where work is held
- Date viewed (in round brackets)

If accessed online:
Replace institution and city:

- Available: URL (Accessed: date)

10.1 Painting / drawing

A familiar work by Monet, is his Water Lillies (1906)...

If you include the image in your text:
Monet is an example of this (Figure 1.)

Figure 1: Water Lillies (Monet, 1906)

Monet, C. (1906) *Water Lillies* [Oil on canvas]. Available at: https://library-artstor-org.ezproxy.uwtsd.ac.uk/#/asset/AWSS35953_35953_41726431;prevRouteTS=1692367089125 (Accessed: 11 August 2023).

How do I reference specific types of resources?

10.2 Photograph (internet)

For further examples, see Cite Them Right.

(Jarvis, 2022)	Jarvis, C. (2022) Deep dive. Available at: https://www.chasejarvis.com/photos/deep-dive/ (Accessed: 18 August 2023).

10.3 Book illustration, figure, diagram, logo and table

When referring to (but not including) an image, follow the reference guidelines according to your source e.g. book, website, article. In your in-text citation give the page number and description, (e.g., table, illus., fig.) used, to help your reader identify the location of the image.

Example: Illustration in a book Stewart's painting highlights this feature of the house (Lewis, 1995, pp. 78-79, illus.).	Lewis, P.R. (1995) *The art of the stately home*. Oxford: Century Books.

11. Live performances

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

11.1 Dance

In-text citation: (Choreographer's surname, year of premiere)	**Reference list / Bibliography:** • Choreographer (chor.) • Year of premiere (in round brackets) • Title (in italics) • Directed / performed / produced by (if available) • Location and date seen [in square brackets]
The performance incorporated many of the mannerisms of the creator himself (Steele, 1953).	Steele, E. (chor.) (1953) Work day blues. Performed by Little Theatre Group [Red Shed Theatre, London. 5 May 2016].

11.2 Play

In-text citation: (Title (*in italics*), year of performance)	**Reference list / Bibliography:** • Title (in italics) • By author • Year of performance (in round brackets) • Directed by … • Location and date seen [in square brackets]
The set design was an astonishing achievement (*Macbeth*, 2023).	*Macbeth* by William Shakespeare (2023) Directed by Abigail Williams [The Globe Theatre, London, 19 August].

How do I reference specific types of resources?

12. Film and television

Many film and television programmes are now viewed online via a streaming service, such as BBC iPlayer, ITV Hub, Netflix, Amazon Prime, Box of Broadcasts, Disney+ and Apple TV.

Specific examples are shown. Further examples can be found on the Cite Them Right database.

12.1 Television programme: single programme

In-text citation:
(Title, date)

Reference list / Bibliography:
- Title of programme (in italics)
- Year of transmission (in round brackets)
- Transmission channel / Production company
- Date of transmission (day / month)

For live broadcasts, include:
- Time of transmission

For streamed programmes, include:
- Available at: Streaming platform (Accessed date)

The many missions undertaken included... (The Dambusters at 75, 2014)

Live broadcast:
The Dambusters at 75: what happened next (2014) Channel 5 Television, 26 May, 21.00.

Streamed programme:
The Dambusters at 75: what happend next (2014) Channel 5 Television. Available at: Box of Broadcasts (Accessed: 15 July 2017).

How do I reference specific types of resources?

12.2 Television programmes: episode from a series / season

In-text citation:
(Title of episode in single quotations and year of broadcast)

Reference list / Bibliography:

- Title of episode (in single quotation marks) if known; if not, use series title
- Year of transmission / original broadcast (in round brackets)
- Title of series / season (in italics)
- Series / season and episode numbers
- Production company / channel.
- Date of transmission (day / month)

For live broadcasts, include:

- Time of transmission

For streamed programmes, include:

- Available at: Streaming platform (Accessed date)

('Life beyond the lobby, Royal Mansour, Morrocco', 2022).

Live broadcast:
'Life beyond the lobby, Royal Mansour, Morroco' (2022) *Amazing Hotels*, series 1, episode 4. BBC Scotland Television. 1 July, 21.00.

Streamed:
'Life beyond the lobby, Royal Mansour, Morocco' (2022) *Amazing Hotels*, series 1, episode 4. BBC Scotland Television, 1 July. Available at: Box of Broadcasts. (Accessed: 24 August 2022).

12.3 Film

Refer to Cite Them Right for further examples of director's commentaries and interviews.

In-text citation:
The filming of the battle (*War Horse,* 2011)

Film viewed at cinema:
War Horse (2011) Directed by S. Spielberg. [Feature film]. Los Angeles: Dreamworks.

Film viewed on DVD / Blu-ray:
War Horse (2011) Directed by S. Spielberg. [DVD]. Los Angeles: Dreamworks.

Film viewed on streaming platforms:
War Horse (2011) Directed by S. Spielberg. Available at: Netflix (Accessed: 21 April 2017).

How do I reference specific types of resources?

13. Personal communications

Conversation, Skype, phone, FaceTime, email, text, letter.

These include (unrecorded) conversations, Skype, Teams, Zoom, FaceTime in addition to email, text, letters etc. When using personal communications, ensure you have permission from the sender before citing, as these are not in the public domain.

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

Reference list / Bibliography:
- Sender / speaker
- Year (in round brackets)
- Platform / medium
- Receiver
- Day / month

This was confirmed by Jones (2019).

WhatsApp:
Jones, F. (2019) WhatsApp message to David Evans, 10 January.

13.1 Generative AI (e.g. ChatGPT)

Academic integrity is being honest in any work you do in your studies. **The use of third parties** (friends, essay mills or artificial intelligence) to create work you subsequently claim as your own **is unacceptable.**

There are certain instances, however, where the use of AI ***may*** be permissable*. The content produced by generative AI such as ChatGPT is classed as non-recoverable material. It is impossible for a reader to follow up or replicate (as it is not published) and only available to you. Therefore, ***if*** permitted, it should be cited as personal communication. You should:

- Note which terms you used to generate the response (to give context to your reader) and include it in the body of your text.
- Confirm with your tutor if a screenshot in your appendices should also be included.
- Acknowledge and appropriately reference all the content you use. **Failure to do so may result in Academic Misconduct**

***In all instances, you must confirm with your tutor to establish if the use of artificial intelligence generated material (such as ChatGPT) is permissible and how they wish you to use it.**

In-text citation:
Name of tool, date

Reference list / Bibliography:
- Name of generative AI authoring tool
- (Year)
- 'Name of AI authoring tool' response to 'Name of person entering query'
- Day, month, content was generated

When asked 'what is information literacy'? OpenAI's ChatGPT (2023) response included the importance of evaluating information critically. A copy of this response is in appendix 1.

OpenAI ChatGPT (2023) ChatGPT response to Tom Jones, 3 March.

How do I reference specific types of resources?

14. Manuscripts

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

14.1 Collection of manuscripts

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

14.2 Individual manuscript

In-text citation:	**Reference list / Bibliography:**
(Surname of author/title, year)	• Author if known • Year (in round brackets) • Title of manuscript and day and month if known (in italics) • Name of collection • Reference number • 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.

Glossary

Glossaries are often included in the beginning of extended works such as dissertations, after the list of figures and tables. They are an alphabetical list of keywords and definitions to help the reader understand complex terms in the paper. These definitions should be produced by the author of the paper and would be classed as common knowledge; therefore, they are not required to be referenced. If you do need to include a definition from a source, ensure you include it in your reference list / bibliography.

Language

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

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

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

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

should be changed to:

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

Referencing software

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

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

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

However, if you feel you are ready to use referencing software or would like to find out more about it, please make use of the online tutorials available via the infoskills referencing section on the library website or via our RefWorks page. For further support, please contact your Academic Liaison Librarian who will be happy to support you.