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Trinity Saint David

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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Referencing correctly is an important skill in academia, and there is plenty of conflicting or out-of-date information out there so we've created consistent guidance for UWTSD students.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 you referencing
- If in doubt, put yourself in the shoes of the reader and ask if you could easily find the source from your referencing
- If in doubt, seek clarification or ask for help

# Referencing Software

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

# Help and support

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

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

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

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

# 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 individual 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: | Reference list / Bibliography: |
|---|---|
| (Author's surname, year of publication, page number) | • Author's surname and first initial<br>• Publication year in brackets<br>• Title in italics<br>• Edition (if relevant)<br>• Place of publication: Publisher |
| (Smith, 2016, p.5) | 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, 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) | Morton, A.C. et al. (2014) *Walking and learning*. Swansea: Sandpaper Press. |

### 1.3 Chapter within an edited book

| | |
|---|---|
| (Hardy, 2015, p. 53) | 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, p. 1) | *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, p. 21)

**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, p.53)

(McNamara, 2017, p.20)

**Different years:**

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

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

**Same year:**

(Phelps, 2016a, p. 25)

(Phelps, 2016b, p.19)

**Same year:**

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

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

## 1.9 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: | Reference list / Bibliography: |
|---|---|
| (Author's surname, year of publication, page number) | **Print:**<br>• Author's surname and first initial<br>• Publication year in round brackets<br>• Article title enclosed in single quotation marks<br>• Journal title in italics<br>• Volume, issue/part<br>• Page number range of whole article<br>**Electronic:**<br>The above plus<br>• Accessed date<br>• DOI (Digital Object Identifier) or URL if no DOI is available. |
| (Price, 2014, p. 157) | Price, S. (2014) 'Planning for change', *Leadership and Business Planning*, 15(3), pp. 154-166.<br>***or***<br>Price, S. (2014) 'Planning for change', *Leadership and Business Planning*, 15(3), pp. 154-166.<br>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: | Reference list / Bibliography: |
|---|---|
| (Author's surname / organisation, year of publication) | • Author's surname and first initial<br>• Publication year in round brackets<br>• Website title in italics<br>• Enclose medium [in square brackets]<br>• Available at: URL<br>• (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=tepJtl5We (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 requried)

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 cita on (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 situaion (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): | Reference list / Bibliography (Act of Parliament): |
|---|---|
| • Title of act in italics<br>• Enclose citation (in round brackets) | • Title of act in italics. Include year and chapter followed by .<br>• Available at: URL<br>• (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<br>(Accessed: 14 March).<br><br>**Note:**<br>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.<br>• SI year and number (in round brackets) followed by ,<br>• Available at: URL<br>• (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 .

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

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

Department of Health (2017) *Goverment Response to the House of Commons Science and Technology Committee Inquiry into Regenerative Medicine (Cm 67 02)*. Avaliable 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 | Reference list / Bibliography |
|---|---|
| • Name of case enclosed in ‘ ’<br>• Year of publication<br>• Enclose citation (in round brackets) | • Name of case enclosed in ‘ ’<br>• Year of publication (in round brackets)<br>• Title of law report in italics followed by ,<br>• Volume number followed by ,<br>• Page numbers |
| It was clearly shown in the earlier case (‘R v. Jones (Thomas)’, 2004). | ‘R v. Jones (Thomas)’ (2004) *Weekly Legal Briefings*, 23, pp. 36-37. |

## 7.6 Law report (case) - neutral citation

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

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

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

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

Department of the Environment (2014) *Erratic Climate Conditions and the Role of Natural Flood Barriers*. Available at: http://www.doe.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyand Guidance/DOE 76453 (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 | Reference list / Bibliography |
|---|---|
| • Surname of inventor(s)<br>• Year of publication<br>• Enclose citation (in round brackets) | • Surname of inventor(s) followed by ,<br>• Initials followed by .<br>• Year of publication (in round brackets)<br>• Title in italics followed by .<br>• Authorising organisation<br>• Patent number followed by .<br>• Available at: URL<br>• (Accessed: date) followed by . |
| This is evidenced further in the document (Patel, 2013). | Patel, P. (2013) *Self-Inflating Tyre*. UK Intellectual Property Office Patent no. GB456738. Available at: http://www.ipo.gov.uk/pub (Accessed 6 October 2014). |

## 8.3 Graph

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

# How do I reference specific types of resources?

## 9. Reviews

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

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

**Note:** If accessed online, replace location and publisher with
- Available at: URL
- (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 | Reference list / Bibliography |
|---|---|
| **In printed book:**<br>Stewart's painting highlights this feature of the house (Lewis, 1995, pp. 78-79). | **In printed book:**<br>Lewis, P.R. (1995) *The art of the stately home*. Oxford: Century Books, pp. 78-79, illus. |
| **Online:**<br>The trend for this type of porcelain has been clearly illustrated (George, 2006). | **Online:**<br>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 | Reference list / Bibliography |
|---|---|
| • Choreographer surname<br>• Year of premiere<br>• Enclose citation (in round brackets) | • Choreographer surname followed by ,<br>• Initials followed by .<br>• Year of premiere (in round brackets)<br>• Title in italics<br>• 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)

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

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

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

## 12. Film and television

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

### 12.1 Television programme

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

**Reference list / Bibliography**
- Title of episode enclosed in ‘ ’
- Year of broadcast (in round brackets)
- Title of programme in italics
- Series and espiode number
- Channel name
- Date broadcast

**Note**
If accessed online
- Available at: URL.
- (Accessed: date) followed by .

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

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

### 12.2 Television programme viewed on the internet

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

‘Love and Loss’ (2016) *Mary Shelley: A Writer’s Life,* Episode 3. BBC 4, 25 October. Available at: http://www.bbc.co.uk/programmes/maryshelley/episodeguide/ep3 (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 | Reference list / Bibliography |
|---|---|
| • Location of collection<br>• Name of collection<br>• MS<br>• Enclose citation (in round brackets) | • Location of collection<br>• Name of collection<br>• MS |
| Records confirm that such beliefs persisted in Yorkshire at this time (York Library, Pendlemerry Witch Trials MS). | York Library, Pendlemerry Witch Trials MS. |

### 14.2 Individual manuscript

| | |
|---|---|
| • Surname of author / title<br>• Year<br>• Enclose citation (in round brackets) | • Surname of author if known followed by ,<br>• Initials followed by .<br>• Year (in round brackets)<br>• Title of manuscript in italics<br>• Day and month if known in italics<br>• Name of collection<br>• Reference number of manuscript<br>• 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. |