

UWTSD Reference Guide : Harvard

Library and Learning Resources

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DRAFT

University of Wales Trinity Saint David Referencing Guide: Harvard

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Introduction

This is a guide to the Harvard referencing style. You can refer to it when you are writing course work, in order to ensure that you are citing your references correctly. There are four recommended referencing styles in use at the University of Wales Trinity Saint David. Guides to MHRA, APA, and IEEE styles are also available on the library web pages.

What is the Harvard referencing style?

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. 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 (Pears and Shields, 2016, p. 6). Full publication details of the citation should be found in the reference list or bibliography at the end of your assignment.
- . A reference list. This contains the full bibliographical record of the references cited in your text. 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 (Pears and Shields, 2016, p.12).
- . 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.

Why do I need to reference?

When producing an academic assignment, you will be expected to acknowledge other's 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

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

What is plagiarism?

Plagiarism has been defined as

... passing off, or attempting to pass off, another's work as your own. It includes copying the words, ideas, images or research results of another without acknowledgement, whether those words etc. are published or unpublished. It is plagiarism, for example, to copy the work of another student, of a member of staff or a published article without crediting the author. Persons who allow their work to be plagiarised are also guilty. Plagiarism is also submitting work for an assignment that has previously been submitted to the University in any form without acknowledging that this is the case ... this is self-plagiarism. (University of Wales Trinity Saint David, 2016, p. 16)

How do I use this guide?

This guide 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. A description of the format for each type of resource is provided, followed by specific examples.

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. Acknowledgement is due to them as an inspiration for this guide. Copies can be found in all UWTSD libraries at location number 808.027 PEA .

What tips do you have before I begin referencing?

- . Make sure that you know which referencing style your School recommends before you begin.
- . Keep a record of the sources you read as you go along.
- . Be consistent in the records you keep and in the way you apply the Harvard style of referencing.
- . Give yourself enough time to check your work.
- . If in doubt, seek clarification or ask for help.

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

. Quotations

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

In-text citation	Reference list / Bibliography
Format: . enter as a separate paragraph . indent the paragraph . quotation marks are not required . author's surname, year of publication and page number / URL (enclosed in round brackets)	Format: . author surname followed by , . initials followed by . . year of publication (in round brackets) . title <i>in italics</i> followed by . . place of publication followed by : . publisher name followed by .
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	Example: Dunmore, C. (2017) <i>Fate in Hardy's fiction</i>. London: The Alchemy Press.

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).	
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Short quotation – up to 30 words or 2 lines

In-text citation	Reference list / Bibliography
Format: . include in the body of text . enclose in double quotation marks "" . author's surname, year of publication and page number / URL enclosed (in round brackets)	Format: . author surname followed by , . initials followed by . . year of publication (in round brackets) . title <i>in italics</i> followed by . . place of publication followed by : . publisher name followed by .
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).	Example: Dunmore, C. (2017) <i>Fate in Hardy's fiction</i>. London: The Alchemy Press.

. Paraphrasing

Paraphrasing is when you take some-one else's idea and put it into your own words.

In-text citation	Reference list / Bibliography
Format: . author's surname . year of publication . page number /URL if required . enclose (in round brackets)	Format: . author surname followed by , . initials followed by . . year of publication (in round brackets) . title <i>in italics</i> followed by . . place of publication followed by : . publisher name followed by .
Example: Dunmore (2017, p.35) 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.	Example: Dunmore, C. (2017) <i>Fate in Hardy's fiction</i>. London: The Alchemy Press.

. Summarising

Summarising is when you provide a brief overview of some-one else's idea. A summary does not include as much detail as a paraphrased text (Pears and Shields, 2016, p.11).

In-text citation	Reference list / Bibliography
Format: . author . year of publication . page number if required . enclose (in round brackets)	Format: . author surname followed by , . initials followed by . . year of publication (in round brackets) . title <i>in italics</i> followed by . . place of publication followed by : . publisher name followed by .
Example: In her study of Hardy, Charlotte Dunmore (2017, p.35) emphasises the impact of the loss of faith and subsequent pessimism on his writing and the tension in his novels between highly individual characters and dominating forces of chance and fate.	Example: Dunmore, C. (2017) <i>Fate in Hardy's fiction</i> . London: The Alchemy Press.

How do I reference specific types of resources?

1. 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
- by ,
- . page number if required
- . enclose (in round brackets)

Note

If accessed online, replace location and publisher with:

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

Reference list / Bibliography

- . author surname followed
- . initials followed by .
- . year of publication (in round brackets)
- . title *in italics* followed by .
- . place of publication followed by :
- . publisher name followed by .

1.1 Book with one author

In-text citation	Reference list / Bibliography
According to Smith (2016, p. 5), planning your research is crucial. or Planning your research is crucial (Smith, 2016, p. 5).	Smith, E. (2016) <i>How to improve your research project</i> . Plymouth: Kiln Press.

1.2 Book with two or three authors

In-text citation	Reference list / Bibliography
Phillips and Renton (2012, p. 54) suggested that mathematics was a cornerstone of learning. or Mathematics is a cornerstone of learning (Phillips and Renton, 2012, p. 54).	Phillips, E.O. and Renton, P. (2012) <i>Teaching mathematics today</i> . Reading: Canalside Press.

1.3 Book with four or more authors

In-text citation	Reference list / Bibliography
As argued by Morton <i>et al.</i> (2014, p. 37), walking can be a learning experience. or Walking can be a learning experience (Morton <i>et al.</i> 2014, p. 37)	Morton, A.C. <i>et al.</i> (2014) <i>Walking and learning</i> . Swansea: Sandpaper Press.

1.4 Edited book

In-text citation	Reference list / Bibliography
Evans (2016, p.111) has proven that happiness can be learned. or Happiness can be learned (Evans, 2016, p. 111)	Evans, F.W. (ed.) (2016) <i>Positive learning</i> . Cardiff: Flint and Copper.

1.5 Chapter within an edited book

In-text citation	Reference list / Bibliography
Hardy (2015, p.53) states that outdoor activity can help children learn. or Outdoor activity can help children learn (Hardy, 2015, p. 53)	Hardy, P.T. (2015) 'Outdoor play and how it can help learning', in Walker, E. (ed.) <i>A new approach to teaching in the primary school</i> . London: Todcaster and Frome.

1.6 Book without an author or editor

In-text citation	Reference list / Bibliography
Research has demonstrated that attention spans can vary a great deal (<i>How to make an impact</i> , 2009, p. 1)	<i>How to make an impact</i> (2009) London: Avery and Perch.

1.7 Book with an organisation as author

In-text citation	Reference list / Bibliography
Grades can be shown to be significantly higher in smaller classes (Organisation for Research into Primary Education, 2017, p. 21)	Organisation for Research into Primary Education. (2017) <i>Learning today</i> . Stirling: McPhee and Jones.

1.8 Multiple works by the same author

In-text citation	Reference list / Bibliography
Different years: McNamara (2012, 2017) argues that sleep is essential for an effective learning experience. or Sleep is essential for an effective learning experience (McNamara, 2012, 2017). Same year: As proven by Phelps (2016a, 2016b) nutrition has a measurable effect on brain activity. or Nutrition has a measurable effect on brain activity (Phelps, 2016a, 2016b)	Different years: McNamara, B.M. (2012) <i>Education for life</i>. Maidenhead: Riverstory. McNamara, B.M. (2017) <i>Lifelong learning</i>. Maidenhead: Riverstory. Same year: Phelps, P.J. (2016a) <i>Healthy learning</i>. Edinburgh: Castle Books. Phelps, P.J. (2016b) <i>Nutrition in the early years</i>. Edinburgh: Castle Books.

1.9 Editions

In-text citation	Reference list / Bibliography
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) <i>The impact of families on learning</i>. 3rd edn. Dublin: Blackwater Books.

1.10 Secondary citation

In-text citation	Reference list / Bibliography
Barnett (2013, quoted in Morton, 2016, p. 17) describes "the importance of meeting special needs in the early years". 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) <i>Learning in the early years</i>. 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.

1.11 E-book

In-text citation	Reference list / Bibliography
Duffy (2014, p. 33) has shown that parental involvement is crucial to early learning. or Parental involvement is crucial to early learning (Duffy, 2014, 54%) Downloaded E-book: Plaice (2016, loc 232) has provided a detailed case study on teenage reading habits.	Duffy, P.P. (2014) <i>A practical guide to teaching in the primary school</i>. Belfast: Titanic Books. Note: If an E-book has publication details similar to those of a printed book, reference it like a printed book. If not, use the information available. Downloaded E-Book:

or A detailed case study on teenage reading habits (Plaice, 2016, loc 232) proved the argument.	Plaice, S.P. (2016) <i>Teenage literacy: a case study</i> . Available at: http://www.netLibrary.com/Reader (Downloaded: 2nd February 2017).
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1.12 Scanned book in online collection

In-text citation	Reference list / Bibliography
Pettigrew (1869) argued that walking can aid insight and understanding of a landscape. or Walking can aid insight and understanding of a landscape (Pettigrew, 1869)	Pettigrew, W.F. (1869) <i>A journey through Mesopotamia</i> . Canterbury: Printed for the author. Note: If a scanned version of a printed book retains the publication details, reference it like a printed book. If not, use the information given in the book.

2. Journal and newspaper articles

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

In- text citation

- . author's surname
- . year of publication
- . page number if required
- . enclose (in round brackets)

Note:

- If accessed online add
- . Available at: URL
- . (Accessed: date) followed by .
- or DOI

Reference list / Bibliography

- . author's surname followed by ,
- . initials followed by .
- . year of publication (in round brackets)
- . article title enclosed by " followed by ,
- . journal title in *italics* followed by , Capitalise the first letter of each significant word
- . issue information – volume, followed by part number/ month / season (in round brackets) followed by ,
- . page numbers followed by . if required

2.1 Journal article available in print

In-text citation	Reference list / Bibliography
Price (2014) believes that planning for change should be a priority for any business.	Price, S. (2014) 'Planning for change', <i>Leadership and Business Planning</i> , 15(3), pp. 154-166. Note: If an article is available in print, reference it like a printed article. If not, use the URL or DOI.

2.2 Electronic journal article - URL

In-text citation	Reference list / Bibliography
Smith and Jones (2016) clearly show that effective resource management is crucial to success.	Smith, G. and Jones, P.B. (2016) 'A new look at resource management', <i>Leadership Today</i> , 10(2), pp.67-84. Available at: http://www.bandonline.com/full/154782.2016 (Accessed: 5 th May 2017).

2.3 Electronic journal article - DOI

In-text citation	Reference list / Bibliography
Reliable IT systems must be maintained to ensure effective HR records (Khan, 2015).	Khan, I. (2015) 'IT in a small business context: a case study', <i>Personnel Update</i> , 5(1), pp. 21-34. DOI: 10.1080/034845691.2016.1056235

2.4 Whole newspaper

In-text citation	Reference list / Bibliography
Today's newspaper (<i>The Guardian</i> , 2017) clearly demonstrates this point.	<i>The Guardian</i> (2017) 5 th June.

2.5 Newspaper article

In-text citation	Reference list / Bibliography
Some students may benefit from the new funding proposals (Jones, 2016).	Jones, P.J. (2016) 'STEM subjects win more funding', <i>The Times</i> , 4 th May, p. 7.

2.6 Electronic newspaper article not available in print

In-text citation	Reference list / Bibliography
Business leaders were quick to distance themselves from the report of the IBCC (Fox, 2016).	Fox, I.M. (2016) 'New report criticises lack of business leadership', <i>The Courier</i> , 9 th January. Available at: http://www.thecourier.com/world/jan/16/report-IBCC (Accessed 12 th January 2016).

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 (14) for references to film etc.

In- text citation

- . author's surname / organisation by ,
- . enclose citation (in round brackets)

Reference list / Bibliography

- . author surname followed . initials followed by .
- . year of publication . year of publication (in round brackets)
- . website title in *italics* followed by .
- . enclose medium [in square brackets]
- . Available at: URL
- . (Accessed: date) followed by .

3.1 Website with one author

In-text citation	Reference list / Bibliography
McCormack (2016) was a useful source of information.	McCormack, E.F. (2016) <i>Dog breed characteristics</i> . Available at: http://www.dogbreedchar.co.uk/ (Accessed: 19 th March 2017).

3.2 Website with an organisation as author

In-text citation	Reference list / Bibliography
Pets can have a beneficial effect on health (National Health Service, 2015).	National Health Service (2015) <i>Pets and Health</i> . Available at: http://www.nhs.uk/Petsandhealth (Accessed: 30 th March 2017).

3.3 Blog or vlog

In-text citation	Reference list / Bibliography
Tom Webster (2016) described the impact that the arrival of spring can have.	Webster, T.G. (2016) 'Spring in step', <i>Tom Webster today</i> [blog]. 5 April. Available at: http://www.inet.co.uk/blogs/twebster2day/ (Accessed: 12 November 2016).

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

In-text citation	Reference list / Bibliography
The social effect is immediately felt (Collins, 2015).	Collins, A.B. (2015) <i>Peer experiment: Art Collins</i> [video]. Available at: https://www.youtube.com/watch?v=tepJtl5We (Accessed: 21 June 2017).

3.5 Facebook

In-text citation	Reference list / Bibliography
Parks are still used today for many different purposes (Parks Today, 2017).	<i>Parks Today</i> (2017) [Facebook] 10 June. Available at: https://www.facebook.com/parks (Accessed: 15 June 2017).

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 / editor's surname
 . year of publication . initials followed by .
 number if required
 . enclose (in round brackets).
 by ' followed by ,

Note:

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

Reference list / Bibliography

. author / editor followed by ,
 . page
 . year of publication (in round brackets)
 . title of paper enclosed
 . title of conference in *italics* followed by .
 . location and date of conference followed by .
 . place of publication followed by :
 . publisher followed by .
 . page numbers if required followed by .

4.1 Full conference proceedings

In-text citation	Reference list / Bibliography
The conference was a celebration of small business enterprise (Ferguson, 2016).	Ferguson, J.P. (ed.) (2016) 'Small business success', <i>5th SBE national conference</i> . University of Kent, Canterbury, 12-15 th May. Dudley: Small Business Enterprise.

4.2 Individual conference paper published in a journal

In-text citation	Reference list / Bibliography
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 5 th national conference on small business success, University of Kent, Canterbury, 12-15 th May 2016). <i>Small Business Quarterly</i> , 4(3), pp. 30-43.

4.3 Individual conference paper published on the internet

In-text citation	Reference list / Bibliography
Lewis (2016) emphasised the importance of small business corporate culture.	Lewis, K. (2016) 'Corporate culture and the confidence to expand', <i>Proceedings of the 5th national conference on small business success</i> . University of Kent, Canterbury, 12-15 th May. Available at: http://www.doc.ac.uk/sites/SBE.ppresentations.pdf (Accessed: 10 June 2016).

5. Unpublished information

Most references not in the public domain should adhere to the following general formats. See the sections on Virtual learning environments (6), Digital repositories (10), Interviews (15) and Public and personal communications (16) for further examples. 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 / organisation followed by ,
- . initials followed by .
- . year of production (in round brackets)
- . title of report in *italics* followed by .
- . Internal report – include name of institution.
- . Unpublished followed by .

5.2 Confidential report

In- text citation

- . anonymised agency [square brackets]
- . year of production (in round brackets)
- . enclose citation (in round brackets)
- . by : [square brackets]

Reference list / Bibliography

- . anonymised agency [in square brackets]
- . year of publication
- . year of production (in round brackets)
- . title in *italics*; anonymised part [square brackets]
- . place of publication followed by .
- . anonymised producer [in square brackets]

5.3 Thesis

In- text citation

- . author's surname
- . by ,
- . page number if required
- . enclose (in round brackets)

Reference list / Bibliography

- . author surname followed by .
- . initials followed by .
- . year of publication
- . year of submission (in round brackets)
- . title in *italics* followed by .
- . Unpublished PhD thesis followed by .
- . degree awarding body followed by .

Note

If accessed online, replace location and publisher with .

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

In-text citation	Reference list / Bibliography
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Recent research has shown a correlation between a popular social media presence and increased sales (Sloane, 2016, p. 15).	Sloane, D.E. (2016) <i>Social media and marketing in the entertainment industry</i> . Unpublished PhD thesis. University of Birmingham.
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6. Virtual learning environments - eg. Moodle

Most references to material found in virtual learning environments should adhere to the following general format. Elements may vary slightly. Specific examples are provided. Ensure that you have permission before using material from a virtual learning environment in your work.

In- text citation (PowerPoints and lecture notes)

. author's / tutor's surname

. year of publication

. enclose citation (in round brackets)

Reference list / Bibliography (PowerPoints and lecture notes)

. author / tutor surname followed by ,

. initials followed by .

. year of publication (in round brackets)

. title of presentation enclosed by ' '

. enclose medium [in square brackets] if necessary

. module code in *italics* followed by :

. module title in *italics* followed by .

. Available at: URL

. (Accessed: date) followed by .

6.1 Powerpoint presentation

In-text citation	Reference list / Bibliography
McCartney (2015) has brought together and compared many related concepts in this field.	McCartney, P.L. (2015) 'Change management' [PowerPoint presentation]. <i>MH5024: Business leadership</i> . Available at: https://www.learning.sheffield.ac.uk (Accessed 25 November 2015).

6.2 Tutors' lecture notes

In-text citation	Reference list / Bibliography
Hillman (2016) has described the many complexities inherent in this field.	Hillman, D.V. (2016) 'Week 5: Leadership in the workplace.' <i>XL653: Leadership in practice</i> . Available at: http://www.learnspace.avon.ac.uk (Accessed: 5 December 2016).

6.3 Digitised text extract from a book

In- text citation

Reference list / Bibliography

- . author's / tutor's surname
- . year of publication
- . enclose citation (in round brackets)
- . author's surname followed by ,
- . initials followed by .
- . year of book publication (in round brackets)
- . title of extract enclosed by '
 - . in
- . title of book in *italics* followed by .
- . place of book publication followed by :
- . publisher followed by ,
- . page numbers of extract followed by .
- . module code in *italics* followed by :
- . module title in *italics* followed by .
- . Available at: URL
- . (Accessed: date) followed by .

In-text citation	Reference list / Bibliography
This can be difficult to achieve (Gibbon, 2014).	Gibbon, T. (2014) 'Change management in practice', in <i>Business in Action</i> . Cardiff: Phillips & Green, pp.58-71. <i>MH5024: Business leadership</i> . Available at: https://www.learning.sheffield.ac.uk (Accessed 10 October 2015).

7. Reports and guidelines

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

In- text citation

- . author's surname / organisation
- . year of publication
- . enclose citation (in round brackets)

Reference list / Bibliography

- . author's surname followed by , / organisation
- . initials followed by . if required
- . year of production (in round brackets)
- . title of report in *italics* followed by .
- . place of publication followed by :
- . name of publisher followed by .

Note

If accessed online, replace location and publisher with:

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

7.1 Research report

In-text citation	Reference list / Bibliography
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Rates vary considerably between boroughs (Phelps, 2016).	Phelps, P.W. (2016) <i>A study of business rates in London</i> . London: Crabtree Centre for Research.
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7.2 Annual company report

In-text citation	Reference list / Bibliography
Profits increased each quarter (Edison and Toms Ltd, 2016).	Edison and Toms Ltd. (2016) <i>Annual report 2016</i> . Available at: http://www.annualrep2014edLtd/downloads/PDF/ (Accessed: 5 January 2017).

7.3 Market research reports from a database

In-text citation	Reference list / Bibliography
The latest reports highlights these disparities (Tiptel, 2015).	Tiptel (2015) <i>Women's Apparel UK</i> . Available at: http://www.tiptel.com/downloads/pdf (Accessed: 9 June 2016).

7.4 Online guidelines

In-text citation	Reference list / Bibliography
The guidelines outline the procedures to be followed in this situation (Hove Hospital, 2015).	Hove Hospital (2015) <i>Emergency intervention procedures</i> . Available at: http://www.hh.nhs.uk/health/guidelines/emerg (Accessed: 5 November 2016).

8. Legal and government publications

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

In-text citation (Act of Parliament)

- . title of act in *italics*
- . enclose citation (in round brackets)

Reference list / Bibliography (Act of Parliament)

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

8.1 Act of Parliament (Statute)

In-text citation	Reference list / Bibliography
Government legislation now reinforces this approach (<i>Enhanced Urban Air Quality Act 2017</i>)	<i>Enhanced Urban Air Quality Act 2017</i> , c. 2. Available at: http://www.legislation.gov.uk/ukpga/2017/2/contents/enacted (Accessed: 14 March).
	Note: Include country information (in round) brackets only if you are referencing more than one country's legislation

8.2 Statutory Instrument (SI)

In- text citation

. name / title in *italics*. Include year.

Reference list / Bibliography

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

In-text citation	Reference list / Bibliography
This update was clearly shown in the <i>Endangered Fish Protection Council (Constitution) (Amendment) Order 2016</i> .	<i>Endangered Fish Protection Council (Constitution) (Amendment) Order 2016</i> (SI 2016/ 1322). Available at: http://www.legislation.gov.uk/uksi/2016/1322/contents/made (Accessed: 12 November 2016).

In- text citation

. department
 . year of publication
 . enclose citation (in round brackets)

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 .

Note:

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

In-text citation	Reference list / Bibliography
New proposals on the long term care of the elderly are being considered (Department of Health, 2017).	Department of Health (2017) <i>Secure and Fair Provision of Long Term Social Care for the Elderly</i> (Cm 6702). Available at: https://www.gov.uk/government/publications/secure-long-term-social-care-report-20157 (Accessed: 17 May 2017).

8.4 National Assembly for Wales Legislation

In- text citation

. title in *italics*. Include year.
 . enclose citation (in round brackets)

Reference list / Bibliography

. title of Assembly Measure / SI in *italics*. Include year
 . Assembly Measure (nawm) number
 . or Welsh Statutory Instrument year / SI (W.) number
 . Available at: URL
 . (Accessed: date) followed by .

In-text citation	Reference list / Bibliography
Assembly Measures (nawm):	Assembly Measures (nawm):

The 2014 Measure (<i>Primary Welsh Medium Provision Measure 2014</i>) confirms this view. Statutory Instruments (W): This can be seen in the Welsh Statutory Instrument (<i>Enhanced Wind Farm Density (Wales) Order 2015</i>)	<i>Primary Welsh Medium Provision Measure 2014</i> (nawm 202). Available at: http://www.legislation.gov.uk/mwa/2014/202/2019-05-08 (Accessed: 17 September 2014). Statutory Instruments (W): <i>Enhanced Wind Farm Density (Wales) Order 2015</i>. Welsh Statutory Instrument 2015/ 543 (W.48). Available at: http://www.legislation.gov.uk/wsi/2015/543/contents/made (Accessed: 17 September 2015).
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8.5 Law report (case)

In- text citation

- . name of case enclosed in “
- . year of publication
- . enclose citation (in round brackets)

Reference list / Bibliography

- . name of case enclosed in “
- . year of publication (in round brackets)
- . title of law report in *italics* followed by ,
- . volume number followed by ,
- . page numbers

In-text citation	Reference list / Bibliography
It was clearly shown in the earlier case (‘R v. Jones (Thomas)’, 2004).	‘R v. Jones (Thomas)’ (2004) <i>Weekly Legal Briefings</i> , 23, pp. 36-37.

8.6 Law report (case) – neutral citation

In- text

citations

Reference list / Bibliography

- | | |
|--|---|
| <ul style="list-style-type: none"> . name of parties in <i>italics</i> and enclosed in ‘ . year of publication . enclose citation (in round brackets) | <ul style="list-style-type: none"> . name of parties involved in <i>italics</i> and enclosed in “ . year of publication (in round brackets). . court and case number followed by a . . database or website in <i>italics</i> . [Online] . Available at: URL . (Accessed: date) followed by . |
|--|---|

Note:

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).

In-text citation	Reference list / Bibliography
The case of ‘ <i>Adams v. South Mercia Police</i> ’ (2013) proves this point.	‘ <i>Adams v. South Mercia Police</i> ’ (2013) United Kingdom Supreme Court, case 45. <i>Brieflegal</i> [Online] Available at: http://www.brieflegal.org/uk/cases/UKSC/2013/45.html . (Accessed: 17 September 2015).

8.7 Government publication

In- text citation

- . name of government department
- . year of publication
- . enclose citation (in round brackets)

Note

If accessed online, replace location and publisher with

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

Reference list / Bibliography

- . name of government department
- . year of publication (in round brackets)
- . title in *italics* followed by .
- . place of publication followed by :
- . publisher name followed by .

In-text citation	Reference list / Bibliography
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) <i>Erratic Climate Conditions and the Role of Natural Flood Barriers</i> . Available at: http://www.doe.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyandGuidance/DOE_76453 (Accessed: 3 June 2014). http://www.doe.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyandGuidance/DOE_76453 (Accessed: 3 June 2014).

9. 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.

9.1 Technical standard

In- text citations (technical standards)

- . 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 (technical standards)

- . name of authorising organisation followed by
- . year of publication (in round brackets)
- . number and title of standard in *italics* followed by .
- . place of publication followed by :
- . publisher name followed by .

9.2 Patent

In-text citations

- . surname of inventor(s)
- . year of publication
- . enclose citation (in round brackets)

Reference list / Bibliography

- . surname of inventor(s) followed by ,
- . year of publication (in round brackets)
- . title in *italics*, followed by .

- . authorising organisation
- . patent number followed by .
- . Available at: URL
- . (Accessed: date) followed by .

9.3 Graph

In-text citations

- . author surname
- . year of publication
- . enclose citation (in round brackets)

Reference list / Bibliography

- . author's surname followed by ,
- . year of publication (in round brackets)
- . title in *italics* followed by .
- . place of publication followed by :
- . publisher name followed by ,

<u>In-text citation</u>	<u>Reference list / Bibliography</u>
This effect can be clearly demonstrated in a graph (Wolf, 2017).	Wolf, E. (2017) <i>A comparison of water usage by region</i> . Carmarthen: Bridge Press, p. 34, graph.

10. Digital repositories

Most references to items held in a digital repository should adhere to the following general format. Elements may vary slightly. Specific examples are provided.

In-text citations

- . author surname
- . year of publication . initials followed
- enclose citation (in round brackets)

Reference list / Bibliography

- . author surname followed by ,
- . year of publication (in round brackets)
- . title of paper / article enclosed by ' followed by ,
- . title of book / conference / journal in *italics*
- . conference / journal details as necessary
- . [Preprint]
- . Available at: URL
- . (Accessed: date) followed by .

Note

If a book or article has been published, reference it as a published item. If it is only available online, use the URL or DOI. If it is a prepublication item, clearly state that it is a preprint (Pears and Shields, 2016, p.42), as it may differ from the later publication.

10.1 Book in a digital repository

<u>In-text citation</u>	<u>Reference list / Bibliography</u>
There are a number of ways to approach this research (Dabb and Pruitt, 2016).	Dabb, C.E. and Pruitt, F. (2016) <i>Research methods in engineering</i> . Dulwich: Ship Books.

10.2 Conference paper in a digital repository

<u>In-text citation</u>	<u>Reference list / Bibliography</u>
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E.E. Braun has explored this idea fully (Braun, 2016).	Braun, E.E. (2016) 'A team approach to computer programming', <i>Computing today and for the future</i> , York, 21-23 May 2016. Available at: http://www.ct.doc.res/243.8 (Accessed: 30 May 2016).
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10.3 Prepublication journal article in a digital repository

In-text citation	Reference list / Bibliography
The latest research in this area suggests that this is no longer the case (Jones and Peacock, 2014).	Jones, P. and Peacock, D. (2014) 'Sustainability in engine design'. To be published in <i>Engineering</i> [Preprint]. Available at: http://www.repos.hull.ac.uk/doc.pdf (Accessed: 5 June 2014).

11. Reviews

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

In-text citations

- . reviewer surname
- . year of publication
- . enclose citation (in round brackets)

Note

- . If accessed online replace location and publisher
- . 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*
- . by...author / director of work

11.1 Book review

In-text citation	Reference list / Bibliography
McConnell (2015), however, did not support this analysis.	McConnell, E.J. (2015) 'Marching to Victory'. Review of <i>Recruit to soldier: training techniques in ancient and modern armies</i> , by Thomas Jenkinson. <i>Journal of Military History</i> , 10(2), pp. 21-23.

11.2 Film review

In-text citation	Reference list / Bibliography
The reputation of the film has recently undergone a re-evaluation (Connington, 2009).	Connington, K.L. (2009) 'A rediscovered classic'. Review of <i>Dark Enemy</i> , directed by George Phelps. Available at: http://www.imdb.com/pp03489/reviews (Accessed: 19 April 2016).

11.3 Drama review

In-text citation	Reference list / Bibliography
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 <i>Beside the seaside</i> , by P. Welling. Grand Theatre, Scarborough. Evening Times (Review section), 10 July, p. 10.

12. Visual materials

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

In-text citations

- . artist surname
- . year of publication
- . enclose citation (in round brackets)

Note

- . If accessed online replace institution and city 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

12.1 Exhibition

In-text citation	Reference list / Bibliography
A major retrospective was subsequently organised (<i>Chagall: a celebration</i> , 2009).	<i>Chagall: a celebration</i> (2009) [Exhibition]. Tate Modern, London. 15 September 2009-23 January 2010.

12.2 Painting / drawing

In-text citation	Reference list / Bibliography
The process used is unique (Puerto, 1730).	Puerto, M. (1730) <i>Madonna</i> [Oil on canvas]. Available at: http://www.cambartonline.com (Accessed: 21 April 2017).

12.3 Installation / exhibit

In-text citation	Reference list / Bibliography
This can be seen clearly in <i>Living room</i> by Paula Granger (2004).	Granger, P. (2004) <i>Living room</i> [Installation]. Thames gallery, London. (Viewed: 5 August 2004).

12.4 Photograph in an online collection

In-text citation	Reference list / Bibliography
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This last work illustrated all his favourites themes, working together (Evans, 2008).	Evans, K. (2008) <i>Rose</i> . Available at: https://Instagram.com/rose (Accessed: 16 June 2017).
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12.5 Book illustration, figure, diagram, logo and table

In-text citation	Reference list / Bibliography
In printed book: Stewart's painting highlights this feature of the house (Lewis, 1995, pp. 78-79). Online: The trend for this type of porcelain has been clearly illustrated (George, 2006)	In printed book: Lewis, P.R. (1995) <i>The art of the stately home</i> . Oxford: Century Books, pp. 78-79, illus. Online: George, T.L. (2006) <i>An inventory of London's oldest houses</i> [Table]. Available at: http://www.invent/lonhouses.com (Accessed 2 February 2015).

12.6 Graffiti

In-text citation	Reference list / Bibliography
Graffiti can often reveal feelings which are deeply held in an area (<i>Peaceful progress</i> , 2000)	<i>Peaceful Progress</i> [Graffiti] (2000) 15 Gate Street, Belfast, Northern Ireland. (Viewed: 5 August 2002).

13. Live performances

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

<u>In-text citations</u> (dance)	<u>Reference list / Bibliography</u> (dance)
. choreographer surname	. choreographer surname followed by ,
. year of premiere	. initials followed by .
. enclose citation (in round brackets)	. year of premiere (in round brackets)
	. location and date seen [in square brackets]

13.1 Dance

In-text citation	Reference list / Bibliography
The performance incorporated many of the mannerisms of the creator himself (Steele, 1953)	Steele, E. (1953) <i>Work day blues</i> [Red Shed Theatre, London. 5 May 2016].

13.2 Play

<u>In-text citations</u>	<u>Reference list / Bibliography</u>
--------------------------	--------------------------------------

- | | |
|--|---|
| . title in <i>italics</i> | . title in <i>italics</i> |
| . year of performance | . by ... |
| . enclose citation (in round brackets) | . year of performance (in round brackets) |
| | . Directed by ... |
| | . location and date seen [in square brackets] |

In-text citation	Reference list / Bibliography
The set design was an astonishing achievement (<i>Macbeth</i> , 2008).	<i>Macbeth</i> by William Shakespeare (2008) Directed by John Wood [Old Theatre, Bristol, 3 March 2008].

14. Film and television

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

14.1 Television programme

In-text citations

- . title of episode in *italics*
- . year of broadcast
- . enclose citation (in round brackets)
- . location and date seen [in square brackets]

Note:

If accessed online

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

Reference list / Bibliography

- . title of episode enclosed in ‘ ’
- . year of broadcast (in round brackets)
- . title of programme in *italics*
- . series and episode number
- . channel name
- . date broadcast

In-text citation	Reference list / Bibliography
This sweeping overview still provides a lot of telling details (<i>A history of Britain</i> , 2012).	<i>A history of Britain</i> (2012) BBC One Television, 5 September.

14.2 Television programme viewed on the internet

In-text citation	Reference list / Bibliography
The impact of Shelley's own experience as a mother was explored in <i>Mary Shelley: A Writer's Life</i> ('Love and Loss', 2016).	'Love and Loss' (2016) <i>Mary Shelley: A Writer's Life</i> , Episode 3. BBC 4, 25 October. Available at: http://www.bbc.co.uk/programmes/maryshelley/episodeguide/ep3 (Accessed: 3 November 2016).

14.3 Film

In-text citations

- . 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 and the section on interviews (15) for more detail on how to reference interviews.

14.4 Film on DVD / Blu-ray

In-text citation	Reference list / Bibliography
In the history of Gothic cinema, the best films leave the audience wondering, for example <i>An Eye Through the Keyhole</i> (1979).	<i>An Eye Through the Keyhole</i> (1979) Directed by Kathy Delgado [DVD]. London: Hecate Films.

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

In-text citation	Reference list / Bibliography
The director emphasized how technically challenging the shooting schedule was (Williams, 2012).	Williams, C. (2012) 'Interview with C. Williams'. Interviewed by B. Rodgers. <i>Shadow of the Ice Caves</i> [Blu-ray]. Los Angeles, Calif.: Blue Diamond Productions Inc.

15. Interviews

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

In- text citation

- . name of interviewee
- . year of publication
- . enclose citation (in round brackets)

Note

If accessed online add

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

Reference list / Bibliography

- . name of interviewee
- . year of interview (in round brackets)
- . title of interview enclosed in ' if available
- . Interviewed with ... , if necessary
- . Interviewed by ... for ...
- . title of publication / broadcast in *italics*
- . day and month of interview
- . page numbers if required

15.1 Newspaper interview

In-text citation	Reference list / Bibliography
Susannah Jones (2017) has found evidence of increasing numbers of exotic shark species off the west Wales coast.	Jones, S.B. (2017) 'Great whites in the far west'. Interviewed with Susannah Jones. Interviewed by George Simmons for <i>The Cambrian Gazette</i> , 23 May, p4.

15.2 Television interview

In-text citation	Reference list / Bibliography
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The Minister for Planning and Development emphasised that that the issue should be considered in a wider context (Rees, 2017).	Rees, A.M. (2017) Interviewed by Hugh Thomas for <i>Facing the Future</i> , ACB Television, 15 May. Available at: http://www.acb.co.uk.facingthefuture/uk-news-498761 (Accessed: 20 June 2017).
--	---

15.3 Personal interview

In-text citation	Reference list / Bibliography
Women who worked in the munitions industry during the Second World War have emphasised the freedom they felt at this time (Hughes, 2011).	Hughes, F.E. (2011) Interviewed by Dr. Anne Rees. <i>Experiences in the Swansea munitions industry during WW2</i> , 30 January. Note: Ensure that you have permission before using information from a personal interview.

16. Public and personal communications

16.1 Lecture, seminar, webinar, *Powerpoint* and videoconference

Most references to public and personal communications should adhere to the following general format. Elements may vary slightly. Specific examples are provided.

In- text citation

- . surname of speaker
- . year
- . enclose citation (in round brackets)

Note:

If accessed online, replace module and institution

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

Reference list / Bibliography

- . surname of speaker followed by ,
- . initials followed by .
- . year (in round brackets)
- . title of communication in *italics*
- . medium [in square brackets]
- . module code in *italics* followed by :
- . module title in *italics* followed by .
- . institution
- . date

In-text citation	Reference list / Bibliography
Romantic writers made a strong political statement about the necessity for personal freedom (Strong, 2017). Online: It is important to engage the whole class (Rogers, 2017).	Strong, P. (2017) <i>Political Romanticism</i> [Lecture to B.A. English Literature Year 2] <i>EL2.4:The Romantic Revolution</i> . University of Northumbria, 24 th October. Online: Rogers, L.K. (2017) <i>Engaging the classroom</i> [PowerPoint presentation] Available at: http://www.engageclass.com.ppt/5632 (Accessed: 23 April 2017).

16.2 Screencast

In-text citation	Reference list / Bibliography
If in doubt, it is always possible to access the online video produced by the university library (<i>How to search for a journal article</i> , 2017)	<i>How to search for a journal article</i> (2017) [Screencast]. Available at: http://www.uni.lib.ac.uk/screencasts.01 (Accessed: 4 August).

16.3 Personal communications - conversation, Skype, phone, FaceTime, email, text, letter

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
- . receiver of communication followed by ,
- . day and month of communication

17. Manuscripts

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

17.1 Collection of manuscripts

In- text citation

- . location of collection
- . name of collection
- . MS
- . enclose citation (in round brackets)

Reference list / Bibliography

- . location of collection
- . name of collection
- . MS

In-text citation	Reference list / Bibliography
Records confirm that such beliefs persisted in Yorkshire at this time (York Library, Pendlemerry Witch Trials MS).	York Library, Pendlemerry Witch Trials MS.

17.2 Individual manuscript

In- text citation

- . surname of author / title
- . year
- . enclose citation (in round brackets)

Reference list / Bibliography

- . surname of author if known followed by ,
- . initials followed by .
- . year (in round brackets)
- . title of manuscript in *italics*
- . day and month if known in *italics*

- . name of collection
- . reference number of manuscript
- . location of collection

In-text citation	Reference list / Bibliography
Thoughts of peace occupied the minds of people all over the country at this time (Nesbit-Jones, 1812)	Nesbit-Jones, T. (1812) <i>Prayer for Peace, 3 May</i> . Nesbit-Jones Archive 156 C12/1, Chesire Trust, Chester.

Referencing software – to be expanded

UWTSD currently supports two online referencing tools

- . EndNote
- . RefWorks.

Support

Help and support for referencing is available from a number of sources.

- . Online guides to the four referencing styles used at UWTSD can be found on our web pages.
- . Books. There are many books in the library which will help you with referencing. The most comprehensive is Pears, R. and Shields, G. (2016) *Cite them right*. 10th rev. edn. Basingstoke: Palgrave. Copies can be found in UWTSD libraries at 808.027 PEA.
- . Regular workshops to help you understand the principles behind referencing are delivered by library staff. They include sessions which focus on a basic introduction to referencing and also on the use of the online referencing tools - see the library web pages for details, or contact your Academic Liaison Librarian.
- . Your Academic Liaison Librarian will be happy to help with referencing queries. Please contact
Faculty of Art and Design emily.hywel@uwtsd.ac.uk
Faculty of Architecture, Computing and Engineering samantha.soulding@uwtsd.ac.uk
Faculty of Business and Management TBC
Faculty Education and Communities alison.evans@uwtsd.ac.uk
Faculty of Humanities and the Performing Arts TBC
London campus peter.duffield-fuller@uwtsd.ac.uk

Bibliography

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

University of Lincoln, The Library (2015) *Referencing handbook: Harvard*. 2nd edn. Available at: <http://library.blogs.lincoln.ac.uk/files/2015/09/Harvard-Referencing-Guide-2.pdf> (Accessed: 6 July 2017).

University of South Wales (2015) *The University of South Wales guide to Harvard referencing*. Rev. edn. Available at: http://studentlibrary.southwales.ac.uk/media/files/documents/2015-03-05/Harvard_Referencing_28_Feb_2015.pdf (Accessed: 6 July 2017).

University of Wales Trinity Saint David, School of Social Justice and Inclusion (2016) 'School of Social Justice and Inclusion handbook: reference guidance 2016-2017'. 869E_MC: BA (Hons) Educational Studies. Available at: <http://moodle.swanseamet.uwtsd.ac.uk/course/view.php?id=1449> (Accessed: 7 July).

University of Wales Trinity Saint David (2016) *University regulations: undergraduate student guide*. Available at: <http://www.uwtsd.ac.uk/media/uwtsd-website/content-assets/documents/academic-office/regulations-student-guides/university-regulations-undergraduate-student-guide.pdf> (Accessed: 4 July 2017).

DRAFT