

Type of Resource	Format	In Text Examples	Reference List Example
Book with 1 author (including e-books)	-Author surname (comma) -Author first initial (full stop) -Publication year (in round brackets) -Title of book (in italics and full stop) -Edition (only needed if not 1st edition) and full stop -Place of publisher: publisher (full stop)	Neville (2010) argues that...	Neville, C. (2010) <i>The Complete Guide to Referencing and Avoiding Plagiarism</i> . 2 nd edn. Maidenhead: Open University Press.
		For a quotation: “Plagiarism is...” (Neville, 2010, p.76)	
Book with 2 or 3 authors (inc. e-books)	-Author surname (comma) -Author first initial (full stop) -and -Second author surname (comma) -Second author first initial (full stop) -Publication year (in round brackets) -Title of book (in italics and full stop) -Edition (if not 1st and full stop) -Place of publisher: publisher (full stop)	Bradbury and Morse (2002) define the principles as... Bradbury and Morse (2002) state that...	Bradbury, I. and Morse, A. (2002) <i>Scientific Principles for Physical Geographers</i> . Harlow: Prentice Hall.
		For a quotation: “Scientific principles include... ” (Bradbury and Morse, 2002, p.51)	

Book with 4 or more authors	-surname of first author (comma) -initial of first author (full stop) -et al (in italics and full stop) -Publication year (in round brackets) -Title of book (in italics and full stop) -Edition (if not 1st and full stop) -Place of publisher: publisher (full stop)	Campbell, <i>et al.</i> (2008) state that biology is...	Campbell, N. <i>et al.</i> (2008) <i>Biology</i> . London: Pearson.
		For a quotation: “The biology of ...” (Campbell <i>et al.</i> , p.76)	
Book without an author or an editor	-title of book (italics) - publication year (in round brackets) -Place of publisher: publisher (full stop)	<i>(Designing Cities for People: Social, Environmental and Psychological Sustainability, 2008, p.1)</i>	<i>Designing Cities for People: Social, Environmental and Psychological Sustainability</i> (2008) London: Earthscan.

Books/reports/ documents with an organisation as an author. No named author, the organisation is classed as the author.	-Name of organisation (full stop) -Publication year (in round brackets) -Title of publication (in italics followed by full stop). -Place of publisher: publisher (full stop)	The Welsh Government (2015) states that...	Welsh Government. (2015) <i>Review of higher education in further education institutions</i> . Cardiff: Newport publishing.
		For a quotation: “Learners in higher education must..” (Welsh Government, 2015, p.12)	

Journal article (electronic/online)	Author surname (comma) author initial (full stop) publication year (in round brackets) Article title (in single quotation marks followed by comma) Journal Title (in italics followed by comma) Volume, issue (in round brackets followed by comma) pp (full stop) followed by page numbers from and to (full stop) Available at : URL address Accessed: include the date it was accessed by you (In round brackets then full stop)	Wilson (1995) argues that.....	Wilson, J. (1995) Enter the 'Cyberpunk librarian: future directions in cyberspace', <i>Library Review</i> , 44(8). pp. 63-72. Available at: www.emeraldinsight.com (Accessed: 30 January 2017).
		For a quotation: "Cyberpunk librarians are... " (Wilson, 1995, p.66)	
Journal article (printed)	Author surname (comma) author initial (full stop) publication year (in round brackets) Article title (in single quotation marks followed by comma) Journal Title (in italics followed by comma) Volume issue (in round brackets followed by comma) pp (fullstop) followed by page numbers from and to (full stop)	Wilson (1995) argues that.....	Wilson, J. (1995) Enter the 'Cyberpunk librarian: future directions in cyberspace', <i>Library Review</i> , 44(8). pp. 63-72.
		For a quotation: "Cyberpunk librarians are... " (Wilson, 1995, p.66)	

Newspaper article (online)	Author surname (comma) Author first initial (full stop) Year (in round brackets) Newspaper article title in single quotation marks (comma) Name of newspaper in italics (comma) Date of paper without year (fullstop) Available at : URL address Accessed: include the date it was accessed by you (In round brackets then full stop)	Randerson (2008) argues that.....	Randerson, J. (2021) 'Researchers find fish that can count up to four', <i>The Guardian</i> , 26 th February. Available at: http://theguardian.co.uk . (Accessed: 22 May 2022).
		For a quotation: "Fish have various... " (Randerson, 2008 ,p.4)	
Whole newspaper	Name of newspaper (italics) Year of publication (round brackets) Date of publication without the year	(<i>The Guardian</i> , 2021)	<i>The Guardian</i> (2021) 5th June

Website Where author is named, and date is stated:	Author surname (comma) Author first initial (full stop) Year (in round brackets) Title of website page in italics Available at : URL address Accessed: include the date it was accessed by you (In round brackets then full stop)	Silman (2015) argues that...	Silman, J. (2015) <i>Wales announces £14 million in funding to support social care workforce following law reform</i> . Available at: www.communitycare.co.uk/2015/02/27/wales-announces-14-million-funding-support-social-care-workforce-following-law-reform/ (Accessed: 9 March 2015).
		For a quotation: “Recent funding from the” (Silman,2015)	
Website If the author’s name is not stated	Website name Year (in round brackets) Title of website page in italics Available at : URL address Accessed: include the date it was accessed by you (In round brackets then full stop)	According to Bild (2015) a learning disability is...	Bild (2015) <i>What is a learning disability?</i> . Available at: www.bild.org.uk/information/faqs/#What-is-a-learning-disability (Accessed on 9 March 2015).
		For a quotation: “Learning disabilities include... ” (Bild, 2015)	