Numeric Citation & Referencing for the School of Art
2nd edition

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DISCLAIMER

This Numeric citation and referencing handbook is designed to be used specifically by undergraduate students studying Art & Design at Manchester Metropolitan University. However, all students are advised to check with their programme team as to which style of citation is required (Harvard or Numeric) as some tutors may have a preference.

Postgraduate students and those who are submitting material for publication should adhere strictly to guidelines or specifications provided by their supervisor or publishers of the relevant journal.
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WHY SHOULD I REFERENCE?

The purpose of referencing is to enable others to find the information that you have used in your assignment.

You MUST cite and reference all the sources of information that you have used in the main text of your assignment. It is important to acknowledge the work of others if you have referred to it in your assignments; if you do not, you will be accused of PLAGIARISM.

PLAGIARISM

Plagiarism is a failure to acknowledge another person’s work or idea and claiming this idea as your own. This is deemed as cheating/academic misconduct and is treated as a SERIOUS OFFENCE. See the ‘Assessment Regulations for Taught Programmes’ in the programme regulations section of your student handbook.

You can find more information on avoiding plagiarism in the Skills Online module in your Moodle Student Support Area.

WHAT ARE CITATIONS, REFERENCES AND A BIBLIOGRAPHY?

CITATION

Acknowledging other people’s work/ideas within your assignment or in the main body of your text is called ‘citing’. You will often come across citations when you are reading books or journals.

The Numeric system uses a running number within the text for each source you are citing, i.e. (1) is the first source that you mention, (2) is the second source and so on. You may use square or round brackets around the number in the text as above, or you may use superscript as in the rest of this document but, whichever way of presenting the numbers you choose, use the same way consistently throughout your assignment. MS Word will do this for you if you insert the numbers using the software using the References tab, Insert Footnote OR Insert Endnote (see REFERENCES below).

If you cite the same source more than once in your essay use a new number each time.

REFERENCES

This is a list of sources that you have cited in the main text of your assignment. Using the numeric method there are two possible ways of listing your references. Use EITHER an endnote list (one list at the end of the document, OR footnotes (a list at the bottom of the page) CONSISTENTLY. These lists correspond to the numbers inserted in the text.

EXAMPLE


If you cite the same sources more than once in your essay, you do not need to give the full reference again. Instead, use the author’s surname and the number you used the first time.
you cited the source, with the page number if you have given a direct quotation.

**EXAMPLE**

³ Nochlin, ref. 1, p. 157.

**BIBLIOGRAPHY**

This is a list of sources that you have read but have not cited in the main text of your assignment. This list is also produced at the end of your assignment after the reference section; **HOWEVER**, you only need to produce a bibliography alongside a reference list if you have been asked to do so.

**REFERENCING LIST FORMAT**

If you have used the footnote method you should provide a full reference list at the end of the document as well as giving the references as footnotes at the bottom of each page. This list of references should be in **ALPHABETICAL ORDER**, using the correct format as detailed in this guide.

If you have two or more authors with the same name you must list them in alphabetical order according to the author’s initial/s:

**EXAMPLE**


If you have a single author, where the surname is the same but the publication year is different the sources should be listed in chronological order with the earliest publication first.

**EXAMPLE**


If you have two or more sources where the author’s surname is the same, but one publication is written by a single author and the other is written by more than one author, the single authored publication will be listed first. This will be the case regardless of the author’s first name.

**EXAMPLE**


In the above example Jameson, R. comes before Jameson, K. This is because a joint publication is always placed after the single author of the same name.

**QUOTES**

**GENERAL RULES WHEN USING QUOTES**

- When using quotes the wording that you have used in your assignment needs to be **EXACTLY** the same as the text from the source.
- **Single quotation marks** must be used at the beginning and end of the quote so the reader knows where the quote begins and ends.
- Quotes should not be altered into italics, underlined or emboldened unless you want to
highlight/emphasise a specific word in the quote. If you do this cite the quote and add: (emphasis added) to show you have altered it.

- If you do not use the whole sentence, make sure you use ellipses (...) to indicate which part of the sentence is missing; these may be at the start of the quote, the end of the quote, or in the middle if you have shortened the wording.
- If you come across a mistake in a quote and do not want this mistake to be attributed to you, you can add the term [sic] next to the error.
- If you want to insert words into a quote you can add square brackets [ ] around the additional text but remember the sentence must make grammatical sense. It is important to use square brackets and not round brackets around the extra text because this indicates that this is your addition and not the authors.

LENGTH OF QUOTES

LONG QUOTES

 Quotes longer than 20 words should be indented and placed in a separate paragraph.

You DO NOT need to place quotation marks around the quote if it is classified as a long quote.

Instead of:

For an individual to manage their workload effectively, a plan can be devised to tackle daily, weekly and monthly commitments. Whitehead and Mason⁶ have argued ‘the fundamental rules of balancing commitments and responsibilities are to anticipate problems, communicate with others, plan thoroughly, implement proactively, evaluate effectively and amend accordingly. Make a list of the main problems that you think will arise in the course of your study and prioritise them with the most serious on top.’ Each aspect that has been mentioned will be addressed...

Write:

For an individual to manage their workload effectively, a plan can be devised to tackle daily, weekly and monthly commitments. Whitehead and Mason⁶ have argued:

The fundamental rules of balancing commitments and responsibilities are to anticipate problems, communicate with others, plan thoroughly, implement proactively, evaluate effectively and amend accordingly. Make a list of the main problems that you think will arise in the course of your study and prioritise them with the most serious on top.

Each aspect that has been mentioned will be addressed...

SHORT QUOTES

Quotes shorter than 20 words can be embedded into the text. You MUST put quotation marks around the text that you are inserting into your assignment. Remember, the sentence needs to make grammatical sense.

Instead of:

For an individual to manage their workload effectively, a plan can be devised to tackle daily, weekly and monthly commitments. Within this framework, individuals can identify issues that: …arise in the course of your study and prioritise them with the most serious on top.

By setting time aside and identifying possible events that may occur...
Write:

For an individual to manage their workload effectively, a plan can be devised to tackle daily, weekly and monthly commitments. Within this framework, individuals can identify issues that ‘...arise in the course of your study and prioritise them with the most serious on top’\(^7\). By setting time aside and identifying possible events that may occur...

The quote used in the above example does not start at the beginning of the original sentence. Thus, the ellipses ‘...’ have been used to illustrate that the quote is only part of the original sentence.

CITATIONS: GENERAL RULES

You usually give the author’s surname, either as part of a sentence when you are summarising or rewording an author’s words. Note the number moves in the examples below. Please also bear in mind:

- If there is no author but there is an organisation’s name you use this instead.

For more complex citations, examples are provided with each specific source throughout the guide:

EXAMPLES

Two different ways of using a numeric reference when the author’s name is in the sentence

Nochlin\(^8\) has drawn attention to the implications for visual representation of myths concerning the timelessness of the Orient.

Nochlin has drawn attention to the implications for visual representation of myths concerning the

MULTIPLE AUTHORS

Often, you will come across work that has been published by more than one author. Citing this information follows the same rules because you still need to include the authors’ surname in the sentence. However, the presentation of the authors’ surnames will be altered.

Some publications may be authored by several people; it is not practical to include the names of all the authors in the main text of your assignment, so if there are three or more authors, state the first author’s surname only and follow this with ‘et al.’.

TWO AUTHORS:

Both authors’ surnames or two organisations’ names.

EXAMPLE

Lightbown and Spada\(^9\) believe that...

THREE OR MORE AUTHORS:

Surname of the first author only followed by et al.

EXAMPLE

It has been found by Burrows et al.\(^10\)...

DIRECT QUOTES: GENERAL RULES

When citing a direct quote you need to add in the page number or use the word ‘online’ in the
footnote or endnote if you’ve used an online source.  
For more complex quotes, examples are provided for each specific source throughout the guide:

DIRECT QUOTES WITH PAGE NUMBERS

When citing a direct quote from a book you also need the page number which is written after the year in the following format:

EXAMPLE

When critically evaluating other’s work it’s important to use ‘tact and a constructive approach...’\textsuperscript{11}.

In the footnote/endnote


DIRECT QUOTES FROM ONLINE SOURCES

As many online sources have no page number when quoting directly you need to state that the information has been found online in the following way:

EXAMPLE

According to the Department for Business Enterprise and Regulatory Reform (no date: online) pay-as-you go ensured that ‘...mobile phones are one of the most inclusive technologies’\textsuperscript{12}.

In the footnote/endnote

\textsuperscript{12}Department for Business Enterprise and Regulatory Reform. (no date) Telecommunications – mobile communications.

For more information on how to present direct quotes please see p.7-9.

CITING & REFERENCING SPECIFIC SOURCES

BOOKS

IMPORTANT: Electronic books found online (not via ebook readers) will be referenced in the same manner as a print copy of a book. This is because an electronic book is just a scanned copy of the original print book. This means the information in both versions of the book is exactly the same.

GENERAL RULES

YEAR OF PUBLICATION AND REPRINTS

The year of publication, for a book, refers to the year the book was first published and not the reprint date. If you are presented with a list of years, you need to select the year the book was first published.

EXAMPLE

If presented with the following information:


You would choose 1992 as the year of publication. The reason why you would not choose any of the other years, such as 2002, is because the information in the books that have been reprinted is the same as the information found in the book when it was first published.


\textsuperscript{12}Department for Business Enterprise and Regulatory Reform. (no date) Telecommunications – mobile communications.
REPRINTS OF OLD TEXT WITH NEW PUBLISHERS

If a book has been reprinted by a new publisher (and not the original publisher) then the date when it was reprinted with the new publisher needs to be recorded along with the original publication date. This is so that someone searching for the edition you have used can find it, but you are also being clear about the original date of the information.

EXAMPLE


CITING BOOKS

When citing books by paraphrasing or using direct quotes the information will be presented as shown on pages 9-10.

REFERENCING BOOKS

**Key Points**

- If you have used *et al.* in referring to the authors you need to list all authors in your reference list(s).
- You may find that the *place of publication* lists a number of locations from all over the world, in which case you need to select the first location because this would be the place the book was published.
- If there is no *edition* listed leave this out; if the book is listed as *1st edition* also leave this out.
- When referencing an *edited book*, you should put the *editor’s* surname/s instead of the author’s. You indicate this by using (ed.) or (eds.) immediately after the surname/s and initial/s, as shown in the Hargie example below.

Taking the above into account, to reference a published book you need to include the following information in your endnote or footnote and referencing list:

Author’s surname/s, Initial/s. (ed/s.) (Year of publication) *Title of book (in italics).* Edition if applicable,, Place of publication: Publisher.

**EXAMPLES**


**CHAPTER IN AN EDITED BOOK**

**IMPORTANT:** The following rules DO NOT apply if you are referencing information in a chapter from a book entirely written by the same author/s. These rules only apply when the book is edited and the chapters are written by different authors.
When citing chapters from an edited book by paraphrasing or using direct quotes the information will be presented as shown on pages 9-10. **NB:** please see below for information on which author to cite.

Please bear in mind that you only need to cite the **author of the chapter** whose idea you have used in your assignment. For instance, if you have read a chapter by David Dickson in a book edited by Owen Hargie you use Dickson’s name in the citation.

The book entitled ‘The handbook of communication skills’ is edited by Owen Hargie. The book was published in 2006 and there are a number of different chapters that are authored by other people. You do not need to mention, in the main body of your assignment, that the chapter was found in Hargie’s book because this is not relevant for the citation. However, this information will be provided in the reference list so that anyone can locate the correct source.

**ONE OR TWO AUTHORS**
Surname/s of chapter author.

**EXAMPLE**

Dickson\(^{13}\) asserts that to try to define or conceptualise ‘reflecting’ as an interactive skill is very complex.

**THREE OR MORE AUTHORS:**
Surname of the first author **only** followed by et al.

**EXAMPLE**

Randall et al.\(^{14}\) state that non-verbal behaviour...


15Dickson, ref.13, p. 167.

**JOURNAL ARTICLES**

**IMPORTANT:** An electronic journal is referenced in the same way as a print copy of the article. This is because the information in the print copy, is exactly the same as in the electronic copy.

**DO NOT** reference an electronic journal as an internet source or online source.

**CITING JOURNAL ARTICLES**

When citing journal articles by paraphrasing or using direct quotes the information will be presented as shown on pages 9-10.

**REFERENCING JOURNAL ARTICLES**

**Key Points:**

- If you have used *et al.* in your citation you need to list all authors in your reference list, as shown in the first example below.

- If there is no volume/issue number available, use the month or season in which the journal was published. You should place the month or season after the missing volume or issue number as shown in the examples below.

- Ensure you use pp. and state the page numbers of the *first and last pages of the article*. If you only state the first page number this will give the impression that the journal article is only one page long.

- If there is no author’s name provided on an article use the publication title in place of this, as shown in the fourth example below.

Taking the above into account, to reference a journal article you need to include the following information in the endnote or footnote and references list:

Author’s surname/s, Initial/s. (Year of publication) ‘Title of journal article.’ *Title of journal (in italics)*, Volume number (Issue number), first and last page numbers of whole journal article.

**EXAMPLES**


**ISSUE NUMBER MISSING**


**VOLUME NUMBER MISSING**


**NO AUTHOR NAME**

CITING WEBPAGES (INCLUDING BLOGS AND SOCIAL MEDIA SITES)

When citing websites by paraphrasing or using direct quotes the information will be presented as shown on pages 9-10.

REFERENCING WEBPAGES (INCLUDING BLOGS AND SOCIAL MEDIA SITES)

Key Points:

- If there is no author given use the organisation’s name instead. If you have stated the name of the organisation in place of the author, you do not need to state it again in the reference.
- If there is no publication date state the words: no date in place of the year.
- This format is used for all webpages including pages from blogs and social media sites.
- The date (Day and Month) is required for blogs and social media posts, as shown in second and third example below.

Taking the above into account, when referencing a webpage, you should provide the following information in the format displayed below:

WEBPAGE WITH AUTHOR

Author’s surname/s, Initial/s. (Year of publication) Title of page (in italics). Date (Day and Month) the information was posted (if applicable/available). Name of organisation. [Online] [Date accessed] URL

EXAMPLES


WEBPAGE WITH NO AUTHOR

Name of organisation. (Year of publication) Title of page (in italics). [Online] [Date accessed] URL

EXAMPLES


INTERNET SOURCES: PDF DOCUMENTS

IMPORTANT: This referencing format should NOT be used to reference journal articles that
have been found on electronic databases. Electronic journal articles should be referenced in the same way as paper copies; see section on ‘journal articles’ on p. 13.

CITING PDF DOCUMENTS

When citing PDF documents by paraphrasing or using direct quotes the information will be presented as shown on pages 9-10.

REFERENCING PDF DOCUMENTS

Key points:

- If the document does not state both a place of publication and the name of a publisher, you will need to say these details are unavailable by writing: Publisher details not available.
- If only one of the publication details is missing you can use the following:
  - if the place of publication is not provided use: Unknown place of publication
  - if the publisher information is not provided use: Unknown publisher

Taking the above into account, when referencing a PDF document, you should provide the following information in the format displayed below:

Author’s surname/s, Initial/s. or Name of organisation. (Year of publication) Title (in italics). Edition if applicable. Place of publication if available: Publisher if ascertainable. [Online] [Date accessed] URL

EXAMPLE


SECONDARY SOURCES

IMPORTANT: Secondary sources are authors who have been cited in the book/journal etc. that you have read but whose original work you have not read.

CITING SECONDARY SOURCES

When citing within the text you need to include the surname of the author whose idea you are using and the surname of the author of the book/journal from which you found the information.

EXAMPLE

Extract taken from the book by Whitehead and Mason\textsuperscript{16}:

A better way of appreciating the skills of reflective practice is to use Burns and Bulman’s (2000) framework. This involves a five-element scheme for reflection in which the first is self-awareness. Self-awareness is important for many walks of life and it is vital in nursing.

Note: Harvard referencing used in the extract

If you wanted to mention Burns and Bulman’s framework based on the information you have read in Whitehead and Mason’s book you would cite the authors as follows:

Burns and Bulman (cited in Whitehead and Mason\textsuperscript{16}) have developed a 5 step framework for reflection. The first stage of this framework focuses on self-awareness.
In the above example you have shown that you are using Burns and Bulman’s framework on reflection in your assignment. However, because you did not find this information from the original paper by Burns and Bulman that was published in 2000, you have made it clear that the information was found in Whitehead and Mason’s book.

**DIRECT QUOTES FROM A SECONDARY AUTHOR**

When quoting information in your assignment you might want to use the same direct quote that the author of the book/journal etc. used. For example:

The following information was taken from page 118 of a journal article written by Mander in 2009. The information was presented as a direct quote from an original source, *using Harvard referencing*:

> Weeping alone is painful. Grief is most powerfully eased when it can be shared (Carmichael, 1991:107).

If you want to use this quote in your assignment you will not use the page number that is presented next to Carmichael’s name and the date i.e. 107 in your endnote or footnote. Instead you will need to present the page number of the source that you found the information from i.e. 118.

**EXAMPLE**

Dealing with the loss of a loved one can be difficult especially when an individual is grieving alone. Sharing this grief can help alleviate the distress according to Carmichael (cited in Mander) who argued that ‘weeping alone is painful. Grief is most powerfully eased when it can be shared’.


**PARAPHRASING A QUOTE FROM A SECONDARY SOURCE**

You may wish to quote the work of a secondary author whose work has been paraphrased. For example:

The following information was taken from Mander (2009) on page 118. The information was not a direct quote, but was instead presented in Mander’s own words:

In her Turkish-based survey to identify factors associated with crying, Kukullu and Keser (2006) demonstrated that crying is culturally-influenced, even culturally-determined.

*Note Mander is using Harvard referencing here.*

**EXAMPLE**

Mourning the loss of a loved one has been found to be ‘…culturally-influenced, even culturally-determined’ according to Kukullu and Keser (cited in Mander).

**REFERENCING SECONDARY SOURCES**

**Key points:**

- When referencing a secondary source, you only need to mention the author/s of the source (be it a book, journal, online article...).
etc.) of where the information was found and not the author whose idea you cited.

In your reference list, you only need to reference the original source you used.

If you used Burns and Bulman’s idea in your assignment, but did not find this information from the original source and instead found the information in Whitehead and Mason’s book, you need to reference Whitehead and Mason’s book.

EXAMPLE

Author’s surname/s, Initial/s. (Year of publication) Title of book (in italics). Edition if applicable., Place of publication: Publisher.


If Whitehead and Mason’s publication was a journal then you would reference the information as a journal.

EXAMPLE

Author’s surname/s, Initial/s. (Year of publication) ‘Title of article.’ Title of journal (in italics), Volume number (Issue number) Page numbers of whole journal article.


NEWPAPERS

CITING A NEWSPAPER ARTICLE

When citing newspaper articles by paraphrasing or using direct quotes the information will be presented as shown on pages 9-10.

REFERENCING PRINT COPIES OF NEWSPAPER ARTICLES

Key points:

- If you have used information from the supplement section you must state that you have done so, as shown in the first example below.
- Some newspapers produce different editions throughout the day (e.g. First edition, Second edition, Evening edition, City edition etc.). If your copy has an edition you must state this, as shown in the first example below.
- If there is no author then use the publication title in place of this.

Taking the above into account, when referencing a print copy of a newspaper you need to include the following information in your endnotes or footnotes and references list:

EXAMPLE

Author’s surname/s, Initial/s. (Year of publication) ‘Title of article.’ Name of newspaper (in italics). Name of supplement if applicable. Date of publication. Edition if applicable, Page number of article.

EXAMPLES


When referencing a newspaper article that you have found online, you need to put the information in the following format:

Author’s surname/s, Initial/s. (Year of publication) ‘Title of article.’ Name of newspaper (in italics). [Online] Date of publication. [Date accessed] URL

**EXAMPLES**


**DISSERTATIONS**

**CITING DISSERTATIONS**

When citing dissertations by paraphrasing or using direct quotes the information will be presented as shown on pages 9-10

**REFERENCING DISSERTATIONS**

**Key points:**

- **Degree statement** refers to whether the dissertation/thesis was for the award of B.A, B.Sc., M.A., M.Sc., Ph.D. etc.

Taking the above into account, when referencing a dissertation, you should provide the following information in the format displayed below:

Author’s surname/s, initial/s. (Year of submission) Title of thesis (in italics). Degree statement. Name of the awarding institution.


**EBOOK READERS**

**IMPORTANT:** When citing information from ebook readers, the information will be presented as shown on pages 9-10. When referencing ebooks located and accessed via the Library website, they should be referenced in the same manner as a print copy of a book, as outlined on page 10-11 of this guide.

Downloadable books read on an ebook reader only should be referenced as below.

When referencing a downloadable book accessed on an ebook reader, you should provide the following information in the format displayed below:

Author’s surname/s, Initial/s. (Year of publication) Title of book (in italics). Edition if applicable., [name of ebook reader] Place of publication: Publisher.

**EXAMPLES**


For a direct quote from an ebook that contains page numbers the information should be presented in the same manner as a print copy of a book. If the ebook does not provide page numbers, you will need to use the location number or if no location is indicated, use the chapter number, as shown in the examples below.

**EXAMPLES**


**APPS**

An app refers to an application that is accessed on a mobile device, such as a tablet or smartphone. There are academic sources produced as apps so you may need to cite and reference one in your academic work.

When citing information from apps, the information will be presented as shown on pages 9-10. When referencing an app, you should provide the following information in the format displayed below:

Originator/s. (Year) (Use year accessed if release date is not available). *Title of app*. Version number (if known). [App] [Date accessed]

**EXAMPLE**


**CITING APP CONTENT**

When citing information from app content by paraphrasing, the information will be presented as shown on pages 8-9.

When citing a direct quote from an app, you should use the following format:

**EXAMPLE**

‘Product, price, promotion…’ 21

**REFERENCING APP CONTENT**

When referencing content from an app, you should provide the following information in the format displayed below:

Owner/creator. (Year) (Use year accessed if release date is not available). ‘Title of app content.’ Publisher or Producer (if ascertainable). *Title of app*. Version number. [App] [Date accessed]

**EXAMPLE**

When citing information taken from films/DVDs/videos you will need to use the **title**, with the exception of *some* extra features on DVDs/videos – see the sections on ‘Citing extra features on DVDs/videos: film commentaries’ (page 21) and ‘Citing extra features on DVDs/videos: interviews with film director/s’ (pages 21-22) for information on these exceptions.

If the title of the film/DVD/video is long, you need to use the full title the first time you refer to it in your assignment. However, the title can be abbreviated from then on, as in the first example below.

**EXAMPLES**

*To kill a burglar: the Tony Martin story (TM story)*

addressed the issue of...

*The Matrix Reloaded* highlights...

**DIRECT QUOTES**

To quote directly you need the time at which the words were spoken within the film/DVD/video in the reference in the footnote/endnote.

**EXAMPLES**

...states The Terminator, ‘I’ll be back’


---

**REFERENCING FILMS**

**Key points:**

- You should only reference a film using the following format if you have watched it at a ‘screening’, for example at a cinema, lecture theatre or gallery. In this instance, you should state the type of media as [Film] and indicate the place of production and production company, if ascertainable.

- The order in which the surname and initial/s of the director/s is presented, is **opposite** to the order in which the names of author/s of books/journal articles/internet sources etc. are presented. Here the director’s initial/s are presented before the surname.

Taking the above into account, when referencing a film, you should provide the following information in the format displayed below:

**Title of the Film (in italics).** (Year of production) Director’s initial/s. surname/s. [Film] Place of production: Production Company.

**EXAMPLE**


---

**REFERENCING DVDS/VIDEOS**

**Key points:**

- If you have viewed a film on a DVD or video you should reference it as shown below, and state the place of distribution and distribution company.

- If the place of distribution of a DVD or videocassette is unknown then you may leave this field blank, as in the example below of the programme ‘To kill a burglar: the Tony Martin story’.

- The order in which the surname and initial/s of the director/s is presented, is **opposite** to
the order in which the names of author/s of books/journal articles/online sources etc. are presented. Here the director’s initial/s are presented before the surname.

Taking the above into account, when referencing a DVD or video, you should provide the following information in the format displayed below:

**Title of the DVD/video (in italics).** (Year of distribution) Director’s initial/s. surname. Material type, either [DVD] or [Video] Place of distribution: Distribution Company.

**EXAMPLES**


**CITING EXTRA FEATURES ON DVDS/VIDEOS: FILM COMMENTARIES**

When citing from a film commentary that you have viewed on a DVD/video, you will need to use the surname/s of the commentator/s as follows:

(NB: Also see p. 9 for instruction on citing three or more authors).

The surname/s of the commentator/s.

**EXAMPLES**

Altman and Tonkin describe making the film *The Player* as ...

Altman and Tonkin stated, ‘when making the film *The Player*...’

**REFERENCING EXTRA FEATURES ON DVDS/VIDEOS: FILM COMMENTARIES**

When referencing a film commentary that you have viewed on a DVD/video you should provide the following information in the format displayed below:

Commentator’s Surname/s, Initial/s. (Year) ‘Film commentary.’ Title of the DVD/video (in italics). Director’s initial/s. surname/s. Material type, either [DVD] or [Video] Place of distribution: Distribution Company.

**EXAMPLES**


If you have quoted directly you need to include the time at which the words were spoken in the film or DVD/video.


**CITING EXTRA FEATURES ON DVDS/VIDEOS: INTERVIEWS WITH FILM DIRECTOR/S**

When citing information from an interview with a film director that you have viewed on a DVD/video, you will need to use the surname/s of the interviewee/s and the year of the interview as follows:

The name/s of the interviewee/s.

**EXAMPLES**

Altman and Tonkin describe making the film *The Player* as ...

Altman and Tonkin stated, ‘when making the film *The Player*...’
The surname/s of the interviewee/s and the year of the interview.

EXAMPLE

In an interview about The Matrix Reloaded, the director\textsuperscript{27} expressed...

Wachowski said ‘When making the film The Matrix Reloaded...’ \textsuperscript{28}

REFERENCING EXTRA FEATURES ON DVDS/VIDEOS: INTERVIEWS WITH FILM DIRECTOR/S

When referencing an interview with a film director that you have viewed on a DVD/video, you should provide the following information in the format displayed below:

Example

Interviewee’s Surname/s, Initial/s. (Year) ‘Title of interview.’ Interviewed by interviewer’s initial/s. surname. 
Title of the DVD/video (in italics). Director’s initial/s. surname/s. Material type, either [DVD] or [Video] Place of distribution: Distribution Company.

EXAMPLE


CITING FILMS ACCESSED ONLINE

When citing films accessed online, the information should be presented as shown in the section on: Citing Films/DVDs/Videos on page 20.

REFERENCING FILMS ACCESSED ONLINE


When referencing a film accessed online, you should provide the following information in the format displayed below:

**Title of the Film** (in italics). (Year of production) Director’s initial/s. surname/s. [Online] Available through (name of online provider). [Date accessed]

**EXAMPLE**


---

**TELEVISION AND RADIO BROADCASTS**

**CITING TELEVISION AND RADIO BROADCASTS**

When citing a television or radio broadcast you should use the following format:

You must state the title when citing information taken from a broadcast. This can be either the title of the episode or the title of the programme, whichever is listed first in the reference.

If the title of the broadcast is long, you need to use the full title the first time you refer to it in your assignment. However, the title can be abbreviated from then on, as in the first example below.

**EXAMPLES**

'Hillsborough – how they buried the truth' addressed the issue of...

Britain on Film examines...

**DIRECT QUOTES**

To quote directly you need to add the time at which the words were spoken in the television or radio broadcast to the reference in the footnote/endnote as shown in the example for citing Films/DVDs/Videos on page 20.

---

**REFERENCING TELEVISION AND RADIO BROADCASTS**

When referencing a television or radio broadcast, you should provide the following information in the format displayed below:

'{Title of episode.' (if applicable) *Title of series/programme*. (Year) Medium, either [Television] or [Radio] Television or radio channel, time and date of broadcast.

For a film that has been broadcast on television, the Director of the film must also be included in the reference: (as in the third example below)

*Title of film*. (Year of production) Director.

[Television] Television channel, time and date of broadcast.

**EXAMPLES**


REFERENCING TELEVISION AND RADIO BROADCASTS ACCESSED ONLINE

When referencing a television or radio broadcast accessed online, you should provide the following information in the format displayed below:

For television or radio broadcasts accessed online, state the medium as [Online] and also state the online provider and the date it was accessed:

‘Title of episode.’ (if applicable) Title of series/programme. (Year of production) [Online] Television or radio channel, time and date of broadcast. Available through (online provider). [Date accessed]

EXAMPLE


ONLINE VIDEOS

CITING ONLINE VIDEOS

When citing videos that have been found online such as YouTube videos, you should use the title in your text:

EXAMPLE

This MMU Degree Skills video briefly illustrates how to avoid.....

REFERENCING ONLINE VIDEOS

When referencing an online video, for example a YouTube video, you should provide the following information in the format displayed below:

Owner/creator. (date) Title. (in italics) [Online video] [Date accessed] URL

EXAMPLES


To quote directly you need to add the time at which the words were spoken in the online video to the reference in the footnote/endnote as shown in the example for citing Films/DVDs/Videos on page 20.

This MMU Degree Skills video explains that changing the odd word here and there ‘can be classed as plagiarism’,


ONLINE IMAGES OR PHOTOS

CITING ONLINE IMAGES OR PHOTOS

When citing images the information will be presented as shown on pages 8-9. Instead of author’s surname/s you will use the creator’s surname/s or the organisation’s name.

REFERENCING ONLINE IMAGES OR PHOTOS

Key points:
Occasionally, a year of publication may not be provided. If this is the case, you must state there is: no date.

If no title is available, instead provide a brief description of the image/photo. If there are a number of images/photos on the page where you accessed the information and they all show the same image, you do not need to distinguish between them, however you must make sure you do provide a description.

Taking the above into account, when referencing an online image or photo, you should provide the following information in the format displayed below:

Author’s surname/s, Initial/s. OR name of organisation (Year of publication) Title of image or description of image (in italics). Name of organisation (if not already stated). [Online image] [Date accessed] URL

**EXAMPLES**


Oxford Illustrated Science Encyclopaedia. (no date) *Volcano*. [Online image] [Accessed on 16\(^{th}\) February 2009]


**LECTURE NOTES**

**IMPORTANT:** Citing and referencing information from lecture notes is not recommended by certain courses. Please check with your programme team to clarify whether this is acceptable practice before you use this source.

**CITING LECTURE NOTES**

When citing lecture notes by paraphrasing or using direct quotes the information will be presented as shown on pages 9-10

**REFERENCING LECTURE NOTES**

**Key points:**

- If the lecture notes do not have a title then write ‘no title’ where the title should be.
- If there is no place of publication and publishing information it is safe to assume these will be the university you attend.
- If you do not have the lecture number or module name you can leave this information out of the reference.

Taking the above into account, when referencing lecture notes, you should provide the following information in the format displayed below:

Author’s surname/s, Initial/s. (Year of production) Title of the lecture notes (in italics). Place of publication: Publisher. Number of pages in handout, distribution date, the lecture number, module name.

**EXAMPLE**


module ‘Teaching gymnastics’.

GUEST PRESENTATIONS

CITING A GUEST PRESENTATION

When citing guest presentations by paraphrasing or using direct quotes the information will be presented as shown on pages 9-10.

Please note that it is the presenter’s surname/s you will use.

To quote directly you will need to use the format shown in the example below:

Jones[^33] prophetically stated that ‘...the two departments would merge by April this year’.

REFERENCING GUEST PRESENTATIONS

When referencing information from a guest seminar/lecture/presentation, you should provide the following information in the format displayed below:

Presenter’s surname/s, Initial/s. (Year of presentation) Title of lecture. Name of institution where the presentation has taken place, city of presentation, date of presentation.

EXAMPLES


CONFERENCE PROCEEDINGS AND CONFERENCE PAPERS (PUBLISHED AND UNPUBLISHED)

CITING CONFERENCE PAPERS (PUBLISHED OR UNPUBLISHED)

When citing conference papers by paraphrasing or using direct quotes the information will be presented as shown on pages 9-10.

Please note that when using information from conference papers, you need to cite the author (for published material) or presenter (for unpublished material) of the paper and not the organisation who held the conference or the editor of the conference proceedings (for published conference proceedings).

REFERENCING CONFERENCE PROCEEDINGS

Important: The whole conference proceedings would usually only appear in a bibliography rather than as a cited source, as you would normally cite from a conference paper.

When referencing conference proceedings, you should provide the following information in the format displayed below:

Name of organisation. (Year of publication) Title of conference (including number of annual conference if given) (in italics). Volume number if applicable. Location of conference (venue, city), date of conference. Editor’s (or Chair’s) Surname/s, Initial/s. (ed/s.) (if given). Place of publication: Publisher.

EXAMPLE

To reference an unpublished conference paper you should provide the following information in the format displayed below:

Author’s surname/s, initial/s. (Year of conference) ‘Title of paper.’ Paper presented at: Title of conference (in italics). Location of conference (venue, city), date of conference. [NB: no page numbers are needed]

EXAMPLE


GOVERNMENT COMMAND PAPERS

Command papers include: White Papers, which present a statement of the government’s policy and Green Papers, which are discussion papers or reports that are presented to the Royal commission or departmental committees.

It is also useful to know that sometimes the word ‘command’, on command papers and in some reference lists may be abbreviated to ‘cmd’, ‘cm’d or ‘cm’.

CITING COMMAND PAPERS

When using a command paper you can use the name of the government department/organisation for which the publication was produced or the chairperson’s name, if there is one. The chairperson’s name is normally used if the report is commonly known by their name but you still need to include the
name of the government department/organisation, as shown in the examples below.

**EXAMPLES**

**USING THE DEPARTMENT’S NAME**

The name of the department must be written in full when you first refer to it in your assignment. However, the name of the department can then be abbreviated from then on, if you do not want to repeat the department’s full name throughout the assignment, as shown in the following examples:

The Department of Education and Science\(^3\(^4\)\) claims that...

The DES\(^3\(^4\)\) claims that...

...as stated by the DES\(^3\(^4\)\) in their paper.

**USING THE CHAIR’S NAME**

The Swann Report (Department of Education and Science (DES))\(^3\(^4\)\) has found that...

...as highlighted by the Swann Report (DES)\(^3\(^4\)\)

**DIRECT QUOTES**

When citing a direct quote from a command paper you need the page number in your endnote or footnotes and referencing list.

**REFERENCING COMMAND PAPERS**

**Key points:**

- Most government publications will have an **official reference number**. If the paper you have read does not have a number leave this field blank.

- Usually, government White and Green papers are published by either Her Majesty’s Stationery Office (HMSO) or by The Stationery Office (TSO). The abbreviated versions of the publisher’s name can be used in the reference list.

Taking the above into account, when referencing a command paper, you should provide the following information in the format displayed below:

Government department/organisation for which the publication was produced. (Year of publication) *Title (in italics)*. The word or an abbreviation of the word ‘Command’. Official reference number if there is one, place of publication: Publisher (Name of chairperson if there is one and the word Report).

**EXAMPLES**


**ACTS OF PARLIAMENT**

**CITING ACTS OF PARLIAMENT**

When citing Acts of Parliament in the main text of an assignment you must write in full, the short title of the Act and the year.
According to the 1996 Housing Act, there are....

The Charities Act 1960 clearly stated that....

**DIRECT QUOTES**

When citing a direct quote from an Act of Parliament you need to include the full short title of the Act and the year, followed by the page number, in your endnote or footnotes and referencing list.

**REFERENCING AN ACT OF PARLIAMENT**

When referencing an Act of Parliament, you should provide the following information in the format displayed below:

**IMPORTANT:** Unlike the other referencing formats the year of publication does not need to be placed in brackets as this forms part of the title of the Act.

Short title of the Act and Year (chapter number of the act, abbreviated to ‘c.’) Place of publication: Publisher.

**EXAMPLE**

Housing Act 1996 (c.52) London: HMSO.

**MARKET RESEARCH REPORTS**

**CITING MARKET RESEARCH REPORTS**

When citing market research reports by paraphrasing the information will be presented as shown on pages 9-10.

Please note that to cite a market report you will generally have to use the organisation’s name as an author name is usually not present.

**REFERENCING PRINT COPY MARKET RESEARCH REPORTS**

When referencing market research reports, you should provide the following information in the format displayed below:

Name of research company or organisation. (Year of publication) *Title of report (in italics).* Date of report (month and year - if available). Edition if available. Place of publication: Publisher.

**EXAMPLE**

REFERENCING ONLINE MARKET RESEARCH REPORTS

Key points:

- If the URL for the webpage where the report was found requires you to login with a username and password, you need to use the homepage of the market report database in your reference, as in the example below. This will be the first page you view after you have logged in to the database.

Taking the above into account, when referencing a market research report that you have accessed from an online database (such as Mintel), you should provide the following information in the format displayed below:

Name of research company or organisation. (Year of publication) Title of report (in italics). Date of report (month and year – if available). [Online] [Date accessed] URL

EXAMPLE


REFERENCING PRINT COPY ANNUAL REPORTS

When referencing annual reports, you should provide the following information in the format displayed below:

Name of company. (Year of publication) Title of annual report (in italics). Place of publication: Publisher.

EXAMPLE


REFERENCING ONLINE ANNUAL REPORTS

When referencing an annual report that you have found online, you should provide the following information in the format displayed below:

Name of company. (Year of publication) Title of annual report (in italics). [Online] [Date accessed] URL

EXAMPLE


REPORTS: OTHERS

CITING GENERAL REPORTS

When citing general reports, the information will be presented as shown on pages 9-10.
When citing general reports by paraphrasing or using direct quotes the information will be presented as shown on pages 9-10.

**REFERENCING PRINT COPY GENERAL REPORTS**

**Key points:**

- If there is no report code or number on the report, leave this field blank as in the first example below.

When referencing a report that is **not a market research or annual report**, you should provide the following information in the format displayed below:

<table>
<thead>
<tr>
<th>Author’s surname/s, Initial/s. or Name of organisation. (Year of publication) Title of report (in italics). Place of publication: Publisher. (Report code and number).</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EXAMPLE</strong></td>
</tr>
</tbody>
</table>

**REFERENCING ONLINE GENERAL REPORTS**

If you want to reference a report that is **not a market research or annual report** that you have found on the internet, you should provide the following information in the format displayed below:

<table>
<thead>
<tr>
<th>Author’s surname/s, Initial/s. (Year of publication) Title of item (in italics). (English translation of title.) Place of publication: Publisher.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EXAMPLE</strong></td>
</tr>
</tbody>
</table>

**FOREIGN LANGUAGE SOURCES**

**CITING FOREIGN LANGUAGE SOURCES**

When citing foreign language articles or books by paraphrasing or using direct quotes, the information will be presented as shown on pages 9-10.

**REFERENCING FOREIGN LANGUAGE SOURCES**

**Key points:**

- The **translated English title** (of the book or journal article) should be added in brackets following the original language title.

When referencing foreign language sources, you should provide the following information in the format displayed below:

<table>
<thead>
<tr>
<th>Author’s surname/s, Initial/s. (Year of publication) Title of item (in italics). (English translation of title.) Place of publication: Publisher.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EXAMPLE</strong></td>
</tr>
</tbody>
</table>
Author’s surname/s, initial/s. (Year of publication) ‘Title of journal article.’ (English translation of journal article.) Title of journal (in italics), Volume number(Issue number) first and last page numbers of whole journal article.

EXAMPLE


RELIGIOUS TEXTS

CITING RELIGIOUS TEXTS

To cite a religious text you would do so as follows, whether or not it is a direct quote or paraphrased:

EXAMPLE

...is a Bible quote often stated.  
...is a tenet of the faith in the Koran.  
A powerful affirmation is found in the Torah.

REFERENCING RELIGIOUS TEXTS

When referencing religious texts, you should provide the following information in the format displayed below:

Full title of text, including sub-title (in italics).  
(Year of publication) Place of publication: Publisher.

EXAMPLES


LEAFLETS/POSTERS

IMPORTANT: Please check with your programme team to clarify the suitability of using these sources in your work, as they may not be an acceptable form of reference for some programmes.

CITING LEAFLETS/POSTERS

When citing leaflets or posters the information will be presented as shown on pages 9-10.

If there is no creator’s name on the item use the organisation’s name that produced it.

REFERENCING LEAFLETS/POSTERS

If there is no publisher information provided, state the location the source was viewed (to replace the place of publication) and the date it was viewed (to replace the publisher), as shown in the second example below.

Taking the above into account, when referencing leaflets or posters, you should provide the following information in the format displayed below:
Author’s surname/s, Initial/s. or Name of organisation. (Year of publication) Title or description (in italics). [Type of source e.g. leaflet or poster] Place of publication if available or location the medium was viewed: Publisher if available or date the information was viewed.

EXAMPLES


The National Student Survey. (no date) Be heard. [Poster] Reception area, Gaskell campus: Date viewed 29 January 2009.

If an author or organisation’s name is not present you should provide the following information in the format displayed below:

Description of the source (in italics). (Year of publication) [Type of source e.g. Leaflet, poster] Place of publication if available or location the medium was viewed: Publisher if available or date the information was viewed.

EXAMPLE


WORKS OF ART

CITING WORKS OF ART

To cite a work of art in your assignment you may include the title of the work and date of creation as well as the artist’s name if these are important to the point you are making. Include the abbreviation c. if this is how the date is given in an exhibition catalogue or other source. This stands for “circa” and is used when the exact date of creation is not known by art historians.

EXAMPLE

Tanguy is thought to have been inspired as an artist by Chirico’s Portrait of Apollinaire as a Premonition c. 1914.

REFERENCING WORKS OF ART

When referencing works of art, you should provide the following information in the format displayed below:

Artist’s surname/s, Initial/s. (Year of production) Title (in italics). Medium, size, location of exhibition.

EXAMPLE

Chirico, Giorgio de (c.1914) Portrait of Apollinaire as a Premonition. Oil on canvas, 81.5 x 65 cm, National Museum of Modern Art, Pompidou Centre, Paris.

ORIGINAL WORK OF ART SHOWING IN A TEMPORARY EXHIBITION

REFERENCING A WORK OF ART SHOWING IN A TEMPORARY EXHIBITION

When referencing original works of art that are showing in a temporary exhibition, you should provide the following information in the format displayed below:
Artist’s surname, Initial. (Year of production) Title (in italics). Medium, Size (if given), at: Location of exhibition. Dates of exhibition.

EXAMPLE


REPRODUCTION IN A BOOK

REFERENCING A REPRODUCTION IN A BOOK

When referencing a reproduction in a book, you should provide the following information in the format displayed below:

Artist’s surname/s, initial/s. (Year of production) ‘Title of work.’ Medium, Size (if given). In: Author /Editor. (Year of publication) Title of book (in italics). Edition if applicable., Page numbers. Place of publication: Publisher.

EXAMPLE


PLAY

REFERENCING A PLAY

When referencing a play, you should include the surname of the playwright, and the year the play was written, as in a reference to a book, and treat direct quotes in the same way as a book (see p.9-10). However, for plays written centuries ago, where it is impossible to source the original text, (such as the works of Shakespeare) you should also include the publication year of the source you have read.

Author, Initial/s. (Year of the edition) Title of play (in italics). Editor’s surname/s, initial/s. (ed/s.) Edition if applicable., Place of publication: Publisher.

EXAMPLE


DIRECT QUOTES

If you quote directly from an old play, such as Shakespeare, you also need the act number, scene number and line numbers, as shown in the example below.

EXAMPLE

Much speculation has occurred when Malvolio imagines he might marry Olivia, ‘there is example for’t; the Lady of the Strachy married the yeoman of the wardrobe’ 39


SONGS

CITING SONGS

When citing from a song, by paraphrasing or using a direct quotes, the information should be presented as shown below:
EXAMPLE

In the song Imagine⁴⁰...

REFERENCING SONGS FROM A SINGLE (A OR B SIDES)

When referencing a song from a single, you should provide the following information in the format displayed below:

Artist’s surname/s, Initial/s. (Year of release) ‘Title of song.’ Title of single (in italics). [format, medium] Location of record label: Record label.

EXAMPLE


REFERENCING SONGS FROM AN ALBUM

When referencing a song from an album, you should provide the following information in the format displayed below:

Artist’s surname/s, Initial/s. (Year of release) ‘Title of song.’ Title of album (in italics). [format, medium] Location of record label: Record label.

EXAMPLE


REFERENCING AN ALBUM

When referencing an album, you should provide the following information in the format displayed below:

Artist’s surname/s, Initial/s. (Year of release) Title of album (in italics). [format, medium] Location of record label: Record label.

EXAMPLE


PERSONAL COMMUNICATION

CITING PERSONAL COMMUNICATION

When citing personal communication by paraphrasing or using direct quotes the information will be presented as shown on pages 9-10.

REFERENCING PERSONAL COMMUNICATION

When referencing personal communication, you should provide the following information in the format displayed below:

Sender’s surname/s, Initial/s. (Year communication was sent) Subject of communication (in italics). Type of communication and name of recipient. Date communication was sent (day month).

EXAMPLE

IMPORTANT: There may be rare instances where no author’s name is present and the information was not produced by an organisation. You may come across this in both printed and internet sources. In these instances, you should follow the instructions below.

REFERENCING SOURCES WITH NO AUTHOR

When referencing a source with no author, you should replace the author/organisation’s name with ‘Anon’, ‘Anonymous’ or ‘Author unknown’. The examples below show the information that should be provided and how it should be displayed for a book, a journal article and a webpage.

BOOK EXAMPLE:

JOURNAL EXAMPLE (FICTIONAL):

WEBPAGE EXAMPLE (FICTIONAL):