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This Harvard referencing handbook is designed to be used specifically by undergraduate students studying at Manchester Metropolitan University. However, all students are advised to check with their programme team as to which style of referencing is required as a few departments do not use the Harvard system.

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?

CITATIONS

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.

REFERENCES

This is a list of sources that you have cited in the main text of your assignment. You must include this list at the end of your assignment.

BIBLIOGRAPHY

This is a list of sources that you have read but have not cited in the main text of your assignment. This list should also be placed 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.

CITATIONS

For most sources, the only information you need when citing within the text of your work is the author’s surname and the year of publication. However, please also bear in mind:

- If there is no author but there is an organisation’s name you use this instead.
- If there is no date state these words instead of the year e.g. (no date).
- If you are citing a number of sources that support your argument you would cite these in chronological order, separated by a semi-colon. For example: (Beck, 2012; Shields, 2013; Inala, 2014)

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

PRESENTING CITATIONS

If you do not use the author’s name in your writing, the author and year are placed in brackets at the end of the statement as follows.

EXAMPLE

Recording personal achievements can be used as a reflective tool and can help an individual
Identify their own skills and expertise (Cottrell, 2015).

If you are using the author’s name in your writing, you would add the year in brackets following the author’s surname, as follows.

**EXAMPLE**

Cottrell (2015) suggests that recording personal achievements can be used as a reflective tool and can help an individual identify their own skills and expertise.

**USING PAGE NUMBERS**

It is essential to provide the page number(s) for direct quotes. It can also be helpful to provide the page number(s) when you have paraphrased the text, as this can help the reader easily find the part of the source that you are referring to.

**EXAMPLE**

(Cottrell, 2015) suggests that recording personal achievements can be used as a reflective tool and can help an individual identify their own skills and expertise.

**SOURCES WITH ONE AUTHOR:**

Author’s surname or organisation’s name and the year of publication.

**EXAMPLES**

... (Cottrell, 2015)

... (Association of Illustrators, 2011)

... (Business Enterprise and Regulatory Reform, no date)

**SOURCES WITH TWO AUTHORS:**

Both authors’ surnames or two organisations’ names and the year of publication.

**EXAMPLES**

... (Lightbown and Spada, 1993)

**SOURCES WITH THREE OR MORE AUTHORS:**

Surname of the first author only followed by et al. and the year of publication.

**EXAMPLE**

... (Burrows et al., 2009)

**AN AUTHOR WHO HAS PUBLISHED MORE THAN ONE PIECE OF WORK IN THE SAME YEAR:**

To distinguish between different sources by the same author published in the same year, use a, b, c etc. after the year in both the citation and the reference. The letter you assign to the publication should be in order of its appearance in the main text of your work. Therefore, the first publication you cite should be assigned the letter ‘a’, the next citation will be ‘b’ etc., regardless of the month in which it was published.

**EXAMPLE**

(Cottrell, 2012a) (i.e. for the first instance of a citation by Cottrell published in 2012)

(Cottrell, 2012b) (i.e. for the second instance of a citation by Cottrell published in 2012)

**AUTHORS WITH THE SAME SURNAME**

When citing different sources by authors with the same surname, include the initial/s of the authors to distinguish between them.
DIRECT QUOTES

When citing a direct quote you need to include the page number or the word ‘online’, if you have used an online source, in the citation.

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 source you need to use the surname/s of the author/s and the year followed by the page number, in the following format:

EXAMPLE

When critically evaluating others’ work, it’s important to use ‘tact and a constructive approach…’ (Cottrell, 2005:97).

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 Business Enterprise and Regulatory Reform (no date:online) pay-as-you go ensured that ‘...mobile phones are one of the most inclusive technologies’.

DIRECT QUOTES: GENERAL RULES

- 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 as: (Egan, 2002:186 emphasis added) to show you have altered it.
- If the information from a source you are using as a direct quote runs over two pages, use both page numbers, for example: (2016:1-2).
- 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. This can also apply to different spellings of words e.g. color and colour.
- 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 author’s.

LENGTH OF QUOTES

LONG QUOTES

Quotes longer than 20 words should be indented and placed in a separate paragraph, as shown below.
For an individual to manage their workload effectively, a plan can be devised to tackle daily, weekly and monthly commitments. Whitehead and Mason (2003:27) 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 20 words in length or shorter can be embedded into the text. You **MUST** put single quotation marks around the text that you are inserting into your assignment, as shown below. Remember, the sentence needs to make grammatical sense.

**EXAMPLE**

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’ (Whitehead and Mason, 2003:27). 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.

**REFERENCING LIST FORMAT**

**ALL** sources that have been mentioned in the main text need to be listed, **alphabetically**, in the referencing section using the correct format as detailed in this guide.

If you have used **et al.** in your citation you need to list **all** authors in your reference list.

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

**EXAMPLES**


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:

**EXAMPLES**

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:

**EXAMPLES**

*Housing*, 30(1) pp. 45-46.

London: Studio Vista.

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.

**CITING AND REFERENCING SPECIFIC SOURCES: A-Z OF REFERENCE TYPES**

**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.

**PLEASE NOTE:** Unlike the other citation formats the year of publication does not need to be placed in brackets as this forms part of the title of the Act (with exception of direct quotes, see below).

**EXAMPLE**

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, write the full short title of the Act and the year, followed by the page number written in brackets.

**EXAMPLE**

The 1996 Housing Act (1996:13) states that tenants have the right to purchase their property as long as ‘the dwelling was provided with public money and has remained in the social rented sector’.

**NB** Please note that when quoting directly you need to add the year a second time.

**REFERENCING ACTS OF PARLIAMENT**

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

**PLEASE NOTE:** Unlike for other reference types the year of publication does not need to be placed in brackets as this forms part of the title of the Act (with exception of direct quotes, see below).

**EXAMPLE**

Short title of the Act and Year. (chapter number of the Act, abbreviated to ‘c.’) Place of publication: Publisher.
If you are using an Act that was introduced prior to 1963, you will need to include some additional information alongside the chapter number.

Short title of the Act and Year. (Year of reign of the monarch at the time the Act was introduced the monarch’s name which can be abbreviated, chapter number of the Act) Place of publication: Publisher.

EXAMPLES


When citing annual reports by paraphrasing or using direct quotes the information will be presented as shown on pages 7-9.

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

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. Place of publication: Publisher.

EXAMPLE


When referencing an online annual report, 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


When citing information from app content by paraphrasing, the information will be presented as shown on pages 7-9.

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

DIRECT QUOTES

The originator of the app, the year the app was released and the word app.
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**


**DIRECT QUOTES**

The originator of the app, the year the app was released and the word app.

**EXAMPLE**

‘healthcare in England...’ (Skyscape, 2010:app)

**REFERENCING APPS**

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**


**ARCHIVE MATERIAL**

**CITING ARCHIVE MATERIAL**

When citing archive material by paraphrasing or using direct quotes the information will be presented as shown on pages 7-9.

Archive material can be various types of source material and as such, the format may differ depending on the type of material.

When referencing archive material, the archive collection details are just as important as the details of the material itself.
General rules:

- Follow the usual format specific to the source (see first example below for a journal article located in an online archive collection), followed by the archive collection details and archive location (physical or online).
- Add the [Medium] in square brackets, if the type of medium is not identifiable by the title or by the elements specific to the source, as shown in the third example below.
- Include any reference numbers if provided on the source, as shown in the third example below.

REFERENCING ARCHIVE MATERIAL ACCESSED ONLINE

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

Author surname, Initial/s. (year of publication/creation) *Title of material (in italics)* (and/or any other elements specific to the source) (source reference number in brackets). [Medium (if required)] Archive collection title. [Online] [Access date] URL

**EXAMPLES**


REFERENCING ARCHIVE MATERIAL VIEWED PHYSICALLY

When referencing archive material viewed physically, you should provide the following information in the format displayed below:

Author surname, Initial/s. (year of publication/creation) *Title of material (in italics)* (and/or any other elements specific to the source) (source reference number in brackets). [Medium (if required)] Archive collection title. Location of archive/collection.

**EXAMPLE**


**BILLS**

**CITING BILLS**

When citing a Bill, you should provide the following information in the format displayed below:

Title of the Bill (Year)
REFERENCING BILLS

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

Key point:

- Use the House in which the Bill originated i.e. House of Commons or House of Lords.

Title of Bill (Year) The House in which the Bill originated. (Bill no. and parliamentary session/year) Place of publication: Publisher.

EXAMPLE


BOOKS

PLEASE NOTE: 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.

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 7-9.
REFERENCING BOOKS

Key Points:

You may find that the place of publication lists a number of locations, 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, when referencing a published book, you should provide the following information in the format displayed below:

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

EXAMPLES


BRIEFING PAPERS

CITING BRIEFING PAPERS

When citing briefing papers, by paraphrasing or by using direct quotes, the information will be presented as shown on pages 7-9.

REFERENCING BRIEFING PAPERS

Author’s surname/s, Initial/s. (Year) Title of paper (in italics). Organisation/department name briefing paper number. Place of publication: Publisher. [Online] [Access date] URL

EXAMPLE


CASE LAW

Law students should follow the OSCOLA style of referencing. Instruction and examples below are for non-law students only. If you are studying law as part of another programme (e.g. Combined Honours) check with your tutor which referencing style you should use.


CITING CASE LAW

When citing case law, you should provide the following information in the format displayed below:

Party Names (separated by a ‘v’ and in italics), Year of the case was heard

EXAMPLE

(Alternative Power Solution Ltd v Central Electricity Board, 2014)

REFERENCING CASE LAW

When referencing case law, you should provide the following information in the format displayed below:

Key points:
- The use of round and square brackets:
  - Square brackets are used when the date is essential to locate the case, because there are multiple volumes each year.
  - If the date is not essential to locate the case, because there is only one volume per year, the year should be entered in round brackets, as shown in the second example below:

EXAMPLE

Party Names (separated by a ‘v’ and in italics) [Year the case was heard] Volume number (if available) Law Report abbreviation Start page.

EXAMPLES

Alternative Power Solution Ltd v Central Electricity Board. [2014] 4 All ER 882.

Mountgarrett (Rt Hon Viscount) v Claro Water Board. (1963) 15 P & CR 53.

CHAPTER IN AN EDITED BOOK

PLEASE NOTE: 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.

CITING A CHAPTER FROM AN EDITED BOOK

When citing chapters from an edited book by paraphrasing or using direct quotes the information will be presented as shown on pages 7-9. 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 within 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.

When you are using different chapters within the edited book, each chapter you cite will have a separate entry in your reference list.

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 and year of publication

**EXAMPLE**

Dickson (2006) 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. and the year of publication.

**EXAMPLE**

Randall et al. (2006) state that non-verbal behaviour causes people to...

**DIRECT QUOTES**

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

**EXAMPLE**

Dickson (2006:167) believes reflection can be beset by problems such as ‘...conceptual confusion, terminological inconsistency, and definitional imprecision...’

**REFERENCING A CHAPTER FROM AN EDITED BOOK**

When referencing the work of an author who has written a chapter in an edited book, you should provide the following information in the format displayed below:

Surname of the author/s who wrote the chapter, Initial/s. (Year of publication) ‘Title of the chapter.’ *In (in italics) Surname of the editor/s, Initial/s. (ed/s.) Title of book (in italics).* Edition if applicable., Place of publication: Publisher, first and last page numbers of the chapter.

**EXAMPLES**


**COMPANY DATA/REPORTS FROM COMPANY FINANCIAL DATABASES**

**CITING DATA/REPORTS FROM COMPANY FINANCIAL DATABASES**

When citing data or information from a company report found on a company financial database, the information will be presented as shown on pages 7-9.

Please note that to cite data/reports located on company and financial databases, you will have to use the organisation’s name as an author name is not present.

**REFERENCING DATA/REPORTS FROM COMPANY FINANCIAL DATABASES**

When referencing data/reports located on company and financial databases, you should
provide the following information in the format displayed below:

Name of organisation (owner of database). (Year of report) Title of company report. *Title of databases (in italics).* [Online] [Date accessed] URL

**EXAMPLE**


**COMPANY REPORTS**

Follow the format for an Annual Report when using information from a company report which has been produced and published by the company itself.

**COMPUTER / VIDEO GAMES**

**CITING COMPUTER / VIDEO GAMES**

When citing computer games, you should provide the following information in the format displayed below:

(Creator/developer, Year of release) *Title (in italics).* Edition or Version (if applicable). Platform. [Game] Place of publication/distribution: Publisher/Distribution company.

**EXAMPLE**


**REFERENCING AN ONLINE/DOWNLOADED COMPUTER GAME**

When referencing an online computer game, or one that you have downloaded, you should provide the following information in the format displayed below:

Creator/Developer. (Year of release) *Title (in italics).* Edition or Version (if applicable). Platform. [Game] [Access date] URL

**EXAMPLE**

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 7-9.

Key points:

- 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.

- 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.

- Please note, if any elements of the reference are not ascertainable, such as the editor or publisher details then leave these out, as in the example below.

- An online conference paper will usually be downloadable as a PDF document. Please note that quite often the page numbers of the downloaded paper will start at page 1 rather than reflecting its position in the conference proceedings, which is the case for the example reference below.

REFERENCING CONFERENCE PROCEEDINGS

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**


REFERENCING PUBLISHED CONFERENCE PAPERS – PRINT COPY

When referencing a paper from conference proceedings, you should provide the following information in the format displayed below:
Author’s surname/s, Initial/s. (Year of publication) ‘Title of conference paper.’ In (in italics) Name of organisation. 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, first and last page numbers of paper. [Online] [Access date] URL

EXAMPLE


REFERENCING PUBLISHED CONFERENCE PAPERS – ONLINE COPY

When referencing published conference papers available online, you should provide the following information in the format displayed below:

Author’s surname/s, Initial/s. (Year of publication) ‘Title of conference paper.’ In (in italics) Name of organisation. 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, first and last page numbers of paper. [Online] [Access date] URL

EXAMPLE

**DISCUSSION PAPERS**

**CITING DISCUSSION PAPERS**

When citing discussion papers by paraphrasing or using direct quotes the information will be presented as shown on pages 7-9.

**REFERENCING PRINT DISCUSSION PAPERS**

When referencing print discussion papers, you should provide the following information in the format displayed below:

Author’s surname/s, Initial/s. (Year of publication) Title of paper (in italics). Organisation name discussion paper number. Place of publication: Publisher

**EXAMPLE**


**REFERENCING ONLINE DISCUSSION PAPERS**

When referencing online discussion papers, you should provide the following information in the format displayed below:

Author’s surname/s, Initial/s. (Year of publication) Title of paper (in italics). Organisation name discussion paper number. Place of publication: Publisher. [Online] [Date accessed] URL

**EXAMPLE**


**DISSERTATIONS/THeses**

**CITING DISSERTATIONS/THeses**

When citing dissertations by paraphrasing or using direct quotes the information will be presented as shown on pages 7-9.

**REFERENCING DISSERTATIONS/THeses**

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.

**EXAMPLE**


**EBOOK READERS**

**PLEASE NOTE:** Downloadable books read on an ebook reader only should be cited and referenced as below. When citing and 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 of this guide.
CITING EBOOK READERS

When citing information from ebook readers by paraphrasing the information will be presented as shown on pages 7-9.

DIRECT QUOTES

When citing a direct quote from an ebook that contains page numbers the information should be presented as shown on pages 7-8. If the ebook does not provide page numbers, you will need to cite the information using the location number indicated instead, as shown in the first example below. If no location is indicated, then use the chapter number, as shown in the second example below.

EXAMPLES

Research indicates (Burrows, 2009:loc 23) ...
In his work, Bowyer (2003:chapter 3) suggests...

REFERENCING EBOOK READERS

Taking the above into account, 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


EU DOCUMENTS/LEGISLATION

EU legislation is also known as regulations, directives, or decisions.

CITING EU DOCUMENTS/LEGISLATION

When citing EU legislation by paraphrasing or using direct quotes, you should provide the Type, number and date of the piece of legislation in the format displayed below.

The order the legislation number and date appear in the citation should follow the order they appear on the legislation document, as shown in the examples below:

Name, number and year of the piece of legislation.

EXAMPLES

(Council Regulation, 1907/2006)

DIRECT QUOTES

To quote directly you will need to add the page number at the end of the citation, as shown in the examples below.

EXAMPLES

(Council Regulation, 1907/2006:45)

REFERENCING EU DOCUMENTS/LEGISLATION

When referencing EU legislation, you should provide the following information in the format displayed below:
Legislation type Legislation number (including year) and title. Publication details, including journal title volume (in italics), date and page numbers.

**EXAMPLES**


**EXHIBITION CATALOGUES**

**CITING EXHIBITION CATALOGUES**

When citing exhibition catalogues by paraphrasing or using direct quotes the information will be presented as shown on pages 7-9.

**REFERENCING EXHIBITION CATALOGUES**

**Key point:**

- If it is not clear who the author/editor of the exhibition catalogue is, use the gallery name in place of the author/editor as shown in the example below.

When referencing exhibition catalogues, you should provide the following information in the format displayed below:

Surname of author/editor, Initial/s. (Year) *Title of catalogue (in italics). Details of exhibition (as stated on catalogue)* Gallery, date. Place of publication: Publisher.

**EXAMPLE**


**REFERENCING A WORK OF ART IN AN EXHIBITION CATALOGUE**

When referencing a work of art *in* an exhibition catalogue, you should provide the following information in the format displayed below:

Surname of artist, Initial/s. (Year) ‘Title of work of art.’ Description of work of art (if applicable). In Surname of author/editor, Initial/s, or Gallery name. (Year) *Title of catalogue (in italics). Details of exhibition (as stated on catalogue)* Gallery, date. Place of publication: Publisher, page number/s of Work of art.

**EXAMPLE**


**FILMS/DVDS/VIDEOS**

**CITING FILMS/DVDS/VIDEO**

When citing information taken from films/DVDs/videos you will need to use the **title** and **year**, with the exception of some extra
features on DVDs/videos – see the sections on ‘Citing extra features on DVDs/videos: film commentary’ (page 25) and ‘Citing extra features on DVDs/videos: interviews with film director/s’ (page 25) for information on these exceptions.

Sometimes when citing from a film, DVD or video you are not citing the owner/creator of the source. Instead, you may be citing someone else speaking. In this instance you need to present your citation differently, including introducing the ‘speaker/s’ name in your writing. Please refer to the FAQ on the online version of this guide ‘Citing someone who is not the author of the source’ for further instruction.

When citing about the content of the film (rather than what someone has said, such as character in the film) you should present the citation as below)

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, 2006) addressed the issue of...

The Matrix Reloaded (2003) highlights...

**DIRECT QUOTES**

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

**EXAMPLE**

...states The Terminator, ‘I’ll be back’ (The Terminator, 1984:36mins 22).

**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**

*The Wind that Shakes the Barley.* (2006)

Directed by K. Loach. [Film] UK: UK Film Council.

**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.
- 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:

**DIRECT QUOTES**

To quote directly you need to include the time at which the words were spoken in the film or DVD/video.

**EXAMPLE**

‘When making the film The Player...’ (Altman and Tonkin, 2001:1min 56)

**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.

**EXAMPLE**


**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 surname/s of the commentator/s and the year of the commentary.

**EXAMPLE**

Making the film The Player is described as ... (Altman and Tonkin, 2001)
The surname/s of the interviewee/s and the year of the interview.

**EXAMPLE**

In an interview about The Matrix Reloaded, the director expressed... (Wachowski, 2003)

**DIRECT QUOTES**

To quote directly you need to include the time at which the words were spoken in the DVD/video.

**EXAMPLE**

‘When making the film The Matrix Reloaded...’ (Wachowski, 2003:3mins 22)

**REFERENCING EXTRA FEATURES ON DVDS/VIDEOS: DOCUMENTARY**

When citing from documentaries found on DVDs/videos you should present the information as shown in the section on: Citing films/DVDs/videos on page 23.

**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:

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

**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 23.

**REFERENCING FILMS ACCESSED ONLINE**

When referencing a film accessed online, you should provide the following information in the format displayed below:
**CITING FOREIGN LANGUAGE SOURCES**

When citing foreign language articles or books by paraphrasing or using direct quotes, the information will be presented as shown pages 7-9.

**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:

**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**


**REFERENCING FOREIGN LANGUAGE NEWSPAPER ARTICLES – ONLINE EDITIONS**

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

**EXAMPLE**


---

*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**

GENERAL REPORTS

CITING GENERAL REPORTS

When citing general reports by paraphrasing or using direct quotes the information will be presented as shown on pages 7-9.

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 or annual report, 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 report (in italics). Place of publication: Publisher. (Report code and number)

EXAMPLES


REFERENCING ONLINE GENERAL REPORTS

NB: If the report you are using is a PDF you have located online, please see section for 'Online PDF document'.

If you want to reference a report that is not a market or annual report that you have found on the internet, 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 report (in italics). [Online] [Date accessed] URL

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’, ‘cmd’ or ‘cm’.

CITING COMMAND PAPERS

When citing a command paper you can use the name of the government department /organisation for which the publication was produced. Sometimes the chairperson’s name is used for the name of the report, if this is commonly known, 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 work, followed by the acronym in brackets. The acronym can then be used for subsequent mentions of the department, as shown below:

(The Department of Education and Science [DES], 1985) claims that...

...as stated by the DES (1985) in their paper.

## USING THE CHAIR’S NAME

The Swann Report (Department of Education and Science [DES], 1985) has found that...

...as highlighted by the Swann Report (DES, 1985)

## DIRECT QUOTES

When citing a direct quote from a command paper, you need to provide the chairperson’s name and/or the name of the department, the year followed by the page number:

**EXAMPLE**

The Swann Report (DES, 1985:399) highlights that terminology was already shifting and ‘...some educationists now talk of home and/or community or national languages rather than mother tongues’.

## 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.
- Use the word Command, or the abbreviation (cmd, cm, or cm) as it appears on the document.
- 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:

<table>
<thead>
<tr>
<th>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)</th>
</tr>
</thead>
</table>
**GUEST PRESENTATIONS**

**CITING GUEST PRESENTATIONS**

When citing guest presentations by paraphrasing or using direct quotes the information will be presented as shown on pages 7-9.

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

To quote directly, you will need to use the presenter’s surname/s, the year and the word presentation, in the format shown in the example below:

**DIRECT QUOTES**

And Jones (2012: presentation) 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:

Author’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.

**EXAMPLE**


**ILLUSTRATIONS: E.G. IMAGES, PICTURES, DIAGRAMS, TABLES.**

When using an illustration from a source, you will have to refer to it three times within your work: a caption underneath the illustration; a citation within the main body of your text to explain why you have included the illustration in your work; and an entry in your reference list.

**CAPTION ELEMENTS FOR ILLUSTRATIONS**

You will usually have to give the illustration a title; this can be your own words or quoted from the original text. As these types of illustrations are exact reproductions (i.e. treated as a direct quote) you will always need a page number (or the word online for sources without a page number, such as sources found online).

*Figure # (in italics): title of illustration (Source: Author, year: page number or online)*

**EXAMPLE**

*Figure 1: Data showing water usage in the North West 2010-2013 (Source: Defra, 2014: online).*

**CITING ILLUSTRATIONS**

**EXAMPLE**

Figure 1 showing water usage in the North West from 2010 to 2013 (Defra, 2014: online) demonstrates...

**REFERENCING ILLUSTRATIONS**

The reference will depend on the type of source you have used. Please refer to the relevant...
section depending on whether you have used a book, webpage, journal article etc.

For a Work of Art reproduced in a book, see the entry for ‘Reproduction in a book’ under the Works of Art section.

**JOURNAL ARTICLES**

**CITING JOURNAL ARTICLES**

When citing journal articles by paraphrasing or using direct quotes the information will be presented as shown on pages 7-9.

**REFERENCING JOURNAL ARTICLES**

**PLEASE NOTE:** In most cases, an electronic journal article is referenced in the same way as a print copy of the article. This is because most electronic journals are simply scanned copies of the print version. However, there are exceptions to this, please see online journal section below.

**Key points:**

- 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 second example below.

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

**EXAMPLES**


**ISSUE NUMBER MISSING**


**VOLUME NUMBER MISSING**


**ONLINE JOURNAL ARTICLES**

As mentioned above, in most cases, an electronic journal article is referenced in the same way as a print copy of the article. This is because most electronic journals are simply scanned copies of the print version. However, there are exceptions to this where articles are **only available online**, or, appear online ahead of the print publication. If this is the case, you will be required to format the reference differently.
to a print journal article, using slightly different or additional elements for the full reference. This is in order to provide sufficient information so that others can find the same article.

General rules:

- If the online journal article has a download option, then use this to identify page numbers, particularly for citing direct quotes, where a page number is required. Please note that quite often the page numbers of the downloaded article will start at page 1 rather than reflecting its position in the journal.
- If available, include the DOI (Digital Object Identifier) of the article when referencing online journal articles. This is the unique number for the online article and can usually be found on the article or abstract page.
- If there is no DOI available, use the URL instead.

**FIRST ONLINE JOURNAL ARTICLES**

It is important to indicate, when referencing a journal article that appears online ahead of the print publication, that this is the case. This is because when the article is assigned to a print issue at a later date, the publication date details will change. Publishers may refer to these articles as ‘first online’, ‘online first’, ‘early view’, ‘article in press’ or ‘provisional article’ (this specific terminology should be included in the reference – see below) and at the time of access may not have volume, issue or page number details.

Author’s surname/s, Initial/s. (Year of publication) ‘Title of journal article.’ *Title of journal* (in italics). [Online] ‘First online’ (or publisher’s terminology) online publication date. [Access date] DOI: number

**EXAMPLE**


**ONLINE ONLY JOURNAL ARTICLE**

Some journal titles are only published online and are not available in print format. As such, often they do not have the same details as print journal articles, for example no issue number. If this is the case and other details are provided, such as an article number, include this instead as in the first example below.

Author’s surname/s, Initial/s. (Year of publication) ‘Title of journal article.’ *Title of journal* (in italics), Volume number(Issue number) or Volume number:article number first and last page numbers of whole journal article (if applicable). [Online] [Access date] DOI: or URL

**EXAMPLES**


JOURNALS: SPECIAL ISSUE

Key Points:

When citing and referencing a whole journal issue, use the editor/s name in place of the author/s name.

- You would normally only cite and reference a whole journal when it is a special issue with a common theme throughout all articles within that issue, and you are referring to a common theme in your work.
- If you are citing from individual articles within a special issue, you should cite and reference each individual article in the format provided for journal articles shown on page 30.
- An ordinary issue would not usually have a title, so again you should cite and reference the individual articles in the format provided for journal articles shown on page 30.

CITING JOURNALS: SPECIAL ISSUE

When citing from a special issue of a journal the information will be presented as shown on pages 7-9, using the editor’s name/s in place of the author/s name, as shown in the referencing example below.

REFERENCING JOURNALS: SPECIAL ISSUE

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

Editor’s surname/s, initial/s. (Year of publication) ‘Title of issue.’ [Special issue] Title of Journal (in italics), volume number(issue number).

EXAMPLE


LEAFLETS/POSTERS

PLEASE NOTE: 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 7-9.

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.

**EXAMPLE**


The National Student Survey. (no date) Be heard. [Poster] Reception area, Gaskell campus: Date viewed 29th January 2013.

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**


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**LECTURE NOTES**

**PLEASE NOTE:** 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 7-9.

### 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.

**EXAMPLES**


MARKET REPORTS/ COMPANY AND INDUSTRY PROFILES/COUNTRY REPORTS

CITING MARKET REPORTS

When citing market reports by paraphrasing or using direct quotes the information will be presented as shown on pages 7-9.

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 MARKET REPORTS - PRINT COPY

When referencing market 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 applicable., Place of publication: Publisher.

EXAMPLE


REFERENCING MARKET REPORTS – ONLINE COPY

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 into the database. Or, if available, use a permalink/stable URL, (this will usually be found on the abstract page) as in the example below.

Taking the above into account, when referencing a market 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

EXAMPLES


CITING NEWSPAPER ARTICLES

When citing newspaper articles by paraphrasing or using direct quotes the information will be presented as shown on pages 7-9.

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 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 should provide the following information in the format displayed below:

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


REFERENCING ONLINE NEWSPAPER ARTICLES

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

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

EXAMPLE


CITING ONLINE IMAGES OR PHOTOS

When citing images the information will be presented as shown on pages 6-8. However, instead of author’s surname/s you will use the creator’s surname/s or the organisation’s name.

NB: Also see the section on Illustrations for further instruction on using online images or photos in your work.

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 16th February 2009]

http://www.oup.co.uk/oxed/children/oise/pictures/earth/volcano/

ONLINE PDF DOCUMENTS

PLEASE NOTE: 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. 12.

CITING ONLINE PDF DOCUMENTS

When citing PDF documents by paraphrasing or using direct quotes the information will be presented as shown on pages 7-9.

REFERENCING ONLINE 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.
- If both the place of publication and the publisher details are missing then leave these elements out completely.
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

**EXAMPLES**


**ONLINE VIDEOS**

**CITING ONLINE VIDEOS**

Sometimes when citing from an online video you are not citing the owner/creator of the source. Instead, you may be citing someone else speaking in the video. In this instance you need to present your citation differently, including introducing the ‘speaker/s’ name in your writing. Please refer to the FAQ on the online version of this guide ‘Citing someone who is not the author of the source’ for further instruction.

When citing videos that have been found online such as YouTube videos, and you are citing the creator/owner, you will need to cite the information as follows:

The creator/owner of the video and the year.

**EXAMPLE**

This video (MMU Library Services, 2014) briefly illustrates how to avoid.....

**DIRECT QUOTES**

To quote directly you need the time at which the words were spoken within the video

**EXAMPLE**

‘...we have the most extraordinary power to
change lives with music and to involve people in music’ (TEDx Talks, 2001:1min 49).

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. (Year) Title. (in italics) [Online video] [Date accessed] URL

EXAMPLES


PARLIAMENTARY DEBATES (HANSARD)

CITING PARLIAMENTARY DEBATES (HANSARD)

When citing a parliamentary debate, you should provide the following information in the format displayed below:

(abbreviation for House and Debate Date of debate)

EXAMPLE

(HC Deb 9th December 2015)

REFERENCING A PARLIAMENTARY DEBATE (PRINT COPY)

When referencing a parliamentary debate (print copy), you should provide the following information in the format displayed below:

Abbreviation for House and Debate Date of debate, Volume number, Column number.

EXAMPLE

HC Deb 9th December 2015, 603, col. 998.

REFERENCING A PARLIAMENTARY DEBATE (ONLINE VERSION)

Abbreviation for House and Debate Date of debate, Volume number, Column number. [Online] [Access date] URL

EXAMPLE


PARLIAMENTARY PAPERS - ONLINE

CITING PARLIAMENTARY PAPERS – ONLINE

When citing a parliamentary paper found online, by paraphrasing or using direct quotes, the information will be presented as shown on pages 7-9.
REFERENCING PARLIAMENTARY PAPERS – ONLINE

Key points:

- Parliamentary papers will have an official reference number, for example, for House of Commons papers this will begin with HC.
- Usually, Parliamentary 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 parliamentary papers found online, you should provide the following information in the format displayed below:

Author surname/s, initial/s. or, Name of body/committee. (Year) Title of paper/report (in italics). Paper reference number. Place of publication: Publisher. [Online] [Date accessed] URL

EXAMPLES


PLAYS

CITING A PLAY

When citing from a play by paraphrasing, you should include the surname of the playwright, and the year the play was written, as in the first example below. 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, and indicate that it is a reprint as in the second example below:

The Playwright’s surname and the year the play was written (using ‘c.’, the abbreviation of circa, if the exact date is not ascertainable) followed by the reprint date, if applicable.

EXAMPLES

...is interesting in how it compares to the themes of Mojo (Butterworth, 1995).

The themes of Twelfth Night (Shakespeare, c1601, reprinted 1995)...

DIRECT QUOTES

When using direct quotes from plays, see the section on citing direct quotes on p. 9.

However to quote directly from an old play, such as Shakespeare, you need the playwright’s surname, title of play, act number, scene number, line numbers, as shown in the example below.
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’ (Shakespeare, Twelfth Night, act 2, scene 5, line nos 36-7).

REFERENCING A PLAY

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

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


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:

Name of religious text, Book, text marker e.g. chapter and verse.

EXAMPLE

...is a Bible quote often stated (John, 3:16).

...is a tenet of the faith (The Koran, The Cow, 2:238)

A powerful affirmation is found in the Torah (Devarim, 4:35)...

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


SECONDARY SOURCES

PLEASE NOTE: 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.

Surname of author/s you are citing and the year of the source it was originally published,
the surname of the author/s of the source in which you have found the information and the year of the publication in which you have found it.

**EXAMPLE**


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.

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 (2000, cited in Whitehead and Mason, 2003) 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 (2000) 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 which was published in 2003.

**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 Mander (2009) on page 118. The information was presented as a direct quote from an original source:

‘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 i.e. 107. 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 (1991, cited in Mander, 2009:118) 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 their Turkish-based survey to identify factors associated with crying, Kukullu and Keser
(2006) demonstrated that crying is culturally-influenced, even culturally-determined.

**EXAMPLE**

Mourning the loss of a loved one has been found to be ‘...culturally-influenced, even culturally-determined’ according to Kukullu and Keser (2006, cited in Mander, 2009:118).

**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.

**SOFTWARE**

**CITING SOFTWARE**

When citing software, by paraphrasing or using direct quotes, the information should be presented as shown below:

The name of the software developer or owner and the year the software was released.

**EXAMPLE**

(IBM Corporation, 2016)

**DIRECT QUOTES**

(IBM Corporation, 2016: online)

**REFERENCING SOFTWARE**

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

Software developer/owner. (Year of release) *Title of software (in italics)*. Version/edition number. [Software] Place of publication/production: Publisher. [Access date] download URL if available
CITING SONGS

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

The artist, and the year the song was released.

EXAMPLE

In the song Imagine (Lennon, 1971) ...

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 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


SOURCES WITH NO AUTHOR

Check the relevant reference type in this guide for instruction on what to use when no author’s name is provided on the source.

In many cases the organisation’s name is used in place of the author, for example, for online sources such as webpages.
In some instances the publication title is used in place of the author, for example journal articles and newspaper articles, where no author/reporter’s name is present.

**ANONYMOUS AND ANON**

Where ‘Anon’ or ‘Anonymous’ are clearly stated on the source of information, use this in place of the author.

**EXAMPLE:**


**AUTHOR UNKNOWN**

There may be rare instances where no author’s name is present, the information was not produced by an organisation, the reference type does not specify using the publication title in place of the author, or Anon/Anonymous is not clearly stated on the source. You may come across this in both printed and online sources. In these instances, you should state ‘Author unknown’ in place of the author.

**STANDARDS**

**CITING STANDARDS**

When citing standards by paraphrasing or using direct quotes the information will be presented as shown on pages 7-9.

**REFERENCING PRINT STANDARDS**

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

Name of authorising organisation. (Year of Publication) *Identifying letters and numbers and full title of Standard (in italics)*. Place of publication: Publisher.

**EXAMPLE**


**REFERENCING ONLINE STANDARDS**

Name of authorising organisation. (Year of Publication) *Identifying letters and numbers and full title of Standard (in italics)*. Place of publication: Publisher. [Online] [Date accessed] URL

**EXAMPLE**


**STATUTORY INSTRUMENTS**

**CITING STATUTORY INSTRUMENTS**

When citing Statutory Instruments in the main text of an assignment you must write in full, the short title of the SI and the year.

**PLEASE NOTE:** Unlike for other citation formats the year of publication does not need to be placed in brackets as this forms part of the title.
of the Statutory Instrument (with exception of
direct quotes, see below).

Short title of the SI and the Year

EXAMPLE

According to the 2014 Food Information
Regulations, there are....

DIRECT QUOTES

When citing a direct quote from a Statutory
Instrument, write the full short title of the SI
and the year, followed by the page number
written in brackets.

EXAMPLE

The Food Regulations 2014 (2014:28) amends
aspects of The Food Labelling Regulations 1996
by clarifying the description alcohol-free.
Labelling must now indicate, ‘its maximum
alcoholic strength and the symbol % vol.’ or, ‘in
an appropriate case, an indication that it
contains no alcohol’.

REFERENCING STATUTORY INSTRUMENTS

When referencing a Statutory Instrument, you
should provide the following information in the
format displayed below:

PLEASE NOTE: Unlike for other reference types
the year of publication does not need to be
placed in brackets as this forms part of the title
of the Act (with exception of direct quotes, see
below).

Short title of the SI and Year. (SI number) Place
of publication: Publisher.

EXAMPLE

The Food Information Regulations 2014. (SI
1855) Norwich: TSO.

SYSTEMATIC REVIEWS – COCHRANE

CITING SYSTEMATIC REVIEWS

When citing systematic reviews by paraphrasing
or using direct quotes the information will be
presented as shown on pages 7-9.

REFERENCING SYSTEMATIC REVIEWS

When referencing systematic reviews, you should
provide the following information in the format
displayed below:

EXAMPLE

‘Peripheral iridotomy for pigmentary
glaucoma.’ Cochrane Database of Systematic
Reviews, Issue 2:CD005644, pp. 1-33. [Online]
[Accessed on 7th April 2016]
CITING TELEVISION AND RADIO BROADCASTS

Sometimes when citing from a television or radio broadcast you are not citing the creator of the broadcast. Instead, you may be citing someone else speaking in the broadcast. In this instance you need to present your citation differently, including introducing the ‘speaker/s’ name in your writing. Please refer to the FAQ on the online version of this guide ‘Citing someone who is not the author of the source’ for further instruction.

When citing from a television or radio broadcast, about the content of the broadcast (rather than what someone has said, such as a character in the broadcast) you should use the following format:

You must state the title and year 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 (Hillsborough, 2013) addressed the issue of...

Britain on Film (2013) examines...

DIRECT QUOTES

To quote directly you need to include the time at which the words were spoken in the television or radio broadcast.

EXAMPLE

‘the glamorous world of fashion..’ (Britain on Film, 2013:8mins 22)

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


TRANSLATED SOURCE

CITING A TRANSLATED SOURCE

When citing a translated book by paraphrasing or using direct quotes the information will be presented as shown on pages 7-9.

REFERENCING A TRANSLATED BOOK

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

Author’s surname/s, Initial/s. (Year of publication of original work) Title of book (in italics). Translated by Initial/s. Surname of translator, year of translated publication. Place of publication: Publisher.

EXAMPLE


REFERENCING A TRANSLATED BOOK WITH AN EDITOR

When referencing a translated book that has an editor, you should provide the following information in the format displayed below:

Author’s surname/s, Initial/s. (Year of publication of original work) Title of book (in italics). Translated by Initial/s. Surname of translator, year of translated publication. Surname of editor/s, initial./s. (ed/s.) (Year if different to translated year) Place of publication: Publisher.

EXAMPLE


REFERENCING A TRANSLATED BOOK WITH INTRODUCTION/SECTION WRITTEN BY ANOTHER AUTHOR

When referencing a translated book with an introduction/section written by another author, you should provide the following information in the format displayed below:
### Surname of author/s who wrote introduction, initial/s. (Year of publication) 'Title of Introduction/section.' In (in italics) Author’s surname/s, Initial/s. (Year of publication of original work) Title of book (in italics). Translated by Initial/s. Surname of translator, year of translated publication. Place of publication: Publisher.

**EXAMPLE**


### REFERENCING TRANSLATED JOURNAL ARTICLES

When referencing a translated journal article, you should provide the following information in the format displayed below:

**EXAMPLE**

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

**EXAMPLE**


### REFERENCING UN DOCUMENTS

**CITING UN DOCUMENTS**

When citing UN documents by paraphrasing or using direct quotes the information will be presented as shown on pages 7-9.

UN documents can include statements, resolutions, treaties (also known as agreements, conventions and protocols). Follow the format below, including the appropriate elements where available.

**REFERENCING PRINT UN DOCUMENTS**

When referencing print UN documents, you should provide the following information in the format displayed below:

Name of UN department/assembly/council. (Year) *Title of document (in italics).* Full date adopted/signed (if applicable), reference/resolution number (if applicable).

**EXAMPLE**


**REFERENCING ONLINE UN DOCUMENTS**

When referencing online UN documents, you should provide the following information in the format displayed below:

Name of UN department/assembly/council. (Year) *Title of document (in italics).* Full date adopted/signed (if applicable), reference/resolution number (if applicable). [Online] [Access date] URL
### EXAMPLE

http://www.ohchr.org/Documents/ProfessionalInterest/crc.pdf

### WEBPAGES (INCLUDING BLOGS AND SOCIAL MEDIA SITES)

#### 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 7-9.

Please note that if the webpage has no date you use the wording ‘no date’, where you would usually write the year, to indicate this.

#### 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**


http://www.bbc.co.uk/blogs/5live/posts/5-live-Investigates-Business-tax-avoidance-costs-taxpayers-millions

### WEBPAGE WITH NO AUTHOR

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

**EXAMPLES**

CITING WORKING PAPERS

When citing working papers by paraphrasing or using direct quotes the information will be presented as shown on pages 7-9.

REFERENCING PRINT WORKING PAPERS

When referencing working papers in print, you should provide the following information in the format displayed below:

Author’s surname/s, Initial/s. (Year of publication) Title of paper (in italics). Organisation/Department name working paper number. Place of publication: Publisher.

EXAMPLE


REFERENCING ONLINE WORKING PAPERS

When referencing online working papers, you should provide the following information in the format displayed below:

Author’s surname/s, Initial/s. (Year of publication) Title of paper (in italics). Organisation/Department name working paper number. Place of publication: Publisher. [Online] [Date accessed] URL

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 as well as the artist’s name and date of creation 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.

The artist’s surname/s and the year of production.

EXAMPLE

Tanguy is thought to have been inspired as an artist by Portrait of Apollinaire as a Premonition (de Chirico, c.1914).
**REFERENCING WORKS OF ART**

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

<table>
<thead>
<tr>
<th>Artist’s surname/s, initial/s. (Year of production) Title (in italics). Medium, Size (if given), at: Location of exhibition.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EXAMPLE</strong></td>
</tr>
<tr>
<td>de Chirico, G. (c.1914) <em>Portrait of Apollinaire as a Premonition</em>. Oil on canvas, 81.5 x 65cm, National Museum of Modern Art, Pompidou Centre, Paris.</td>
</tr>
</tbody>
</table>

**ORIGINAL WORK OF ART SHOWING IN A TEMPORARY EXHIBITION**

When citing a work of art showing in a temporary exhibition, the information should be presented as shown below:

<table>
<thead>
<tr>
<th>The artist’s surname/s and the year of production.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EXAMPLE</strong></td>
</tr>
<tr>
<td>On entering the gallery the viewer is confronted with this piece (Parker, 2007).</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Artist’s surname/s, initial/s. (Year of production) Title (in italics). Medium, Size (if given), at: Location of exhibition. Dates of exhibition.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EXAMPLE</strong></td>
</tr>
</tbody>
</table>

**ART EXHIBITION**

**CITING AN ART EXHIBITION**

To cite and reference a whole exhibition there needs to be attribution to the artist or curator (if different pieces).

When citing a whole art exhibition the information should be presented as shown below:

<table>
<thead>
<tr>
<th>The artist’s/curator surname/s and the year of production.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EXAMPLE</strong></td>
</tr>
<tr>
<td>The different individual pieces complimented one another to bring together a fuller understanding of warfare, human life and the environment (Carden-Coyne, 2014).</td>
</tr>
</tbody>
</table>
REFERENCING AN ART EXHIBITION

When referencing a whole art exhibition you should provide the following information in the format displayed below:

**Note:** If a curator’s name is not evident, use the exhibition title in italics in place of artist /curator.

Artist/curator surname/s, Initial/s. (Year of exhibition) *Title of exhibition (in italics)*. Location of exhibition. Dates of exhibition.

**EXAMPLE**


WORK OF ART REPRODUCED IN ANOTHER SOURCE

When citing a work of art reproduced in another source, the information should be presented as shown below:

The artist, the year the work was produced, the author and date of the source and the page number (or, online in place of the page number for online sources without page numbers, as in the second example below).

**EXAMPLES**

Klee (1929) in Partsch (2000:47) can be seen to have used...

(Hicks, 1862 in Art UK, no date:online)

REFERENCING A WORK OF ART REPRODUCED 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 number. Place of publication: Publisher.

**EXAMPLE**


REFERENCING A WORK OF ART REPRODUCED ON A WEBPAGE

When referencing a reproduction on a webpage, 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’s surname/s, Initial/s. or, organisation name. (Year of publication) *Title of webpage (in italics)*. [Online] [Access date] URL

**EXAMPLE**
