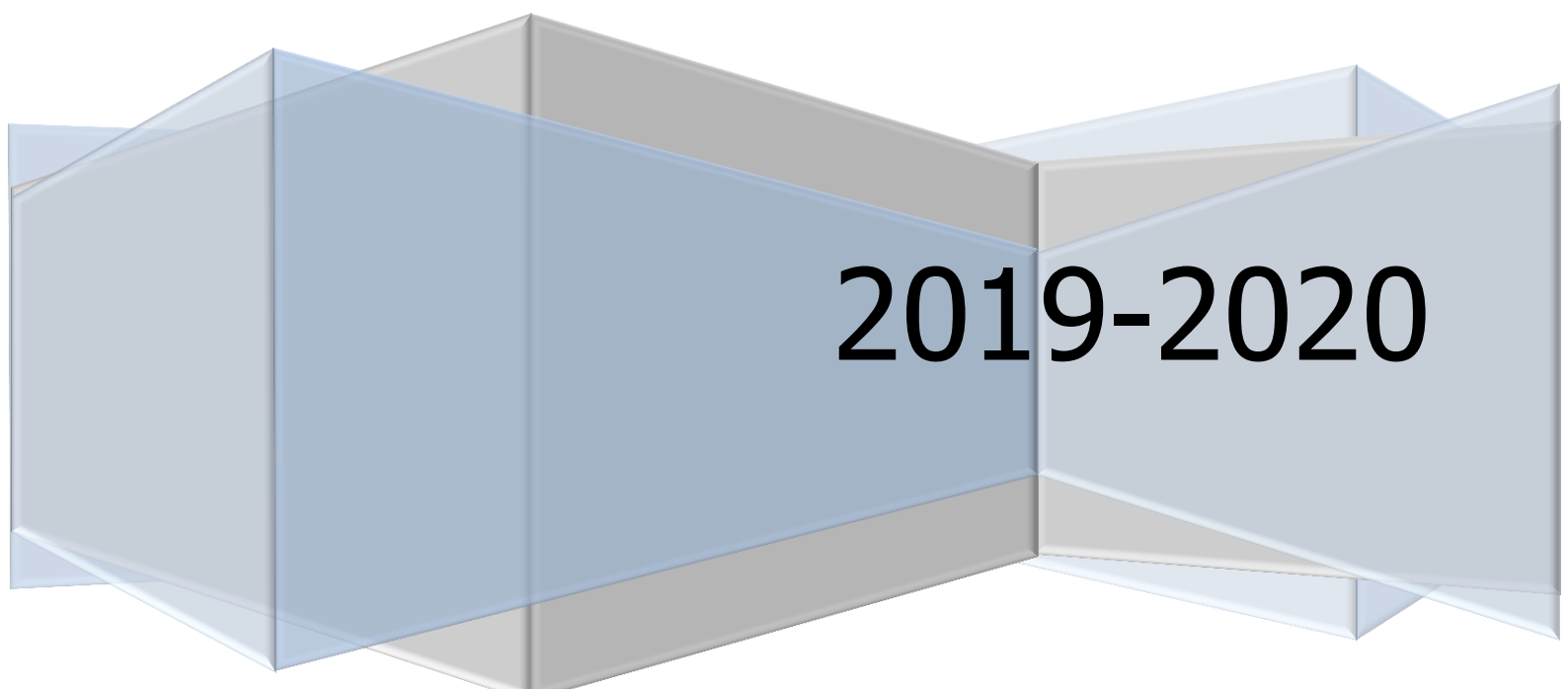


# Referencing using Harvard 5th

**Dr Lyz Howard**



**2019-2020**

# Harvard Referencing Practice

---

## 1. Intext referencing

A reference or citation can be positioned at the beginning, middle or end of a sentence. When writing a reference, the year and page number(s) always go in parenthesis ( ). However, the author's name can be placed either in the text of the essay or in the citation. When citing multiple authors, use an 'and' to separate them intext.

### a. Referencing at the beginning of a sentence, for example:

Author's name (Year: Page Number)

According to Howard (2017:23) an approach to eating disorders that focuses only on physical symptoms is "unlikely to address the underlying causes or result in long term recovery".

### b. Split reference, for example:

Author's name

Howard suggests that any approach to eating disorders that focuses only on physical symptoms is "unlikely to address the underlying causes or result in long term recovery" (2017:23).

(Year:Page Number)

### c. Reference at the end of a sentence, for example:

Approaches to eating disorders that focus only on physical symptoms are questionable because they are "unlikely to address the underlying causes or result in long term recovery" (Howard, 2017:23).

(Author's name, Year:Page Number)

### d. Activity

Below are three ways of referencing the same quote. Place the correct citation to the appropriate quotation:

A combination of eating disorders produces "faster recovery times and lower relapse rates" \_\_\_\_\_

Howard \_\_\_\_\_ suggests that a combination of treatments for eating disorders produces "faster recovery times and lower relapse rates".

According to Howard a combination of treatments for eating disorders produces "faster recovery times and lower relapse rates" \_\_\_\_\_

(2017:23). (2017:23) (Howard, 2017:23).

# Harvard Referencing Practice

---

## 2. Direct quotes

Direct quotes show where another person's original thoughts, words, ideas, images etc., have been used **word-for-word** in someone else's work.

Quotations, therefore, are used to:

- Acknowledge the source of your information, e.g. ideas, words, thoughts, images etc.,
- Enable the reader independent access to your (re)sources.

### Using direct quotes

Direct quotes should be used sparingly, and particularly long quotes (see below). If you use too many, you are using the sources to write your assignment for you which does not demonstrate understanding. However, if you use mainly paraphrases or rewrite the reference in your own words using only a few direct quotes, you demonstrate that you really understand the topic or issue.

#### a. Short direct quotes:

Follow these steps to use direct quotes in your assignments;

- Copy the exact words from the original source
- Use quotation marks " " at the beginning and end of the copied text
- Reference the author, year and page number information.

It is essential that nurses "make informed recommendations to their patients about how appropriate exercise can bring health-related benefits" (Rogers, 2017:34).

(Author's name Year:Page Number)

#### b. Long direct quotes (blockquotes):

For citations of more than four lines or 40 words (approx.) blockquotes should be used. A blockquote is indented and written as a separate paragraph. **It does not have quotation marks** around it.

For example, increasingly we are less physically active. According to Rogers:

(Authors name)

Inactivity is associated with an increased risk of cardiovascular disease and poor health. Common problems that can be attributed to an inactive lifestyle include: lack of time; insufficient social/financial support; bad weather; lack of exercise facilities; a simple dislike of exercise. Advances in technology are also systematically removing physical exertion from our daily lives with transport, TV, remote control, and escalators and lifts all serving as labour saving devices (2017:37). (Year:Page Number)

# Harvard Referencing Practice

---

## 3. Paraphrasing

Paraphrasing is when you use someone else's ideas and put them in your own words. Even though you are not using the original author's exact words, you must cite the author as the source of your ideas.

### Steps for paraphrasing

- Read the original text
- Write down your version of it, changing the keywords and structure of the sentence(s). It is best to close the book or journal so you do not copy word-for-word. It is important that the sentence structure and the vocabulary are different from the original.
- Complete citation process. **Page numbers are not given in paraphrases.**

### Citing a paraphrase

Paraphrases are cited in a similar way to direct quotes. They can be placed at the beginning, be split or appear at the end of the citation.

#### Referencing at the beginning

Author's name, (Year)

According to Devlin (2016) stigma refers to prejudices against people with a mental illness and is often seen as a process whereby a specific label sets someone apart, linking them to undesirable characteristics resulting in discrimination and rejection.

#### Split reference

Author's name

Devlin claims that stigma refers to prejudices against people with a mental illness and is often seen as a process whereby a specific label sets someone apart, linking them to undesirable characteristics resulting in discrimination and rejection (2016). (Year)

#### Reference at the end

Stigma refers to prejudices against people with a mental illness and is often seen as a process whereby a specific label sets someone apart, linking them to undesirable characteristics resulting in discrimination and rejection (Devlin, 2016). (Author's name, Year)

### Activity

Review the direct quote in the first paragraph and paraphrase it in the second. Then check your paraphrasing skills against the example.

#### Direct quote:

Exercise is essential in preventative strategies for a number of chronic conditions. However, "often the people who need exercise the most do not exercise at all and attribute their inactivity to medical problems" (Rogers, 2017:36).

# Harvard Referencing Practice

---

## Have a go at paraphrasing:

### Paraphrase example:

An important strategy in the prevention of chronic health problems is exercise. However, the inactive often consider their lack of exercise is due to health issues rather than vice versa (Rogers, 2016).

## 4. Integrating ideas

The ability to write a cohesive argument rests upon your ability to link your arguments together. Look at the following example to see how the different parts are integrated together. Notice how the writer uses 'linking' words, for example, *similarly* to link the ideas. Also notice how the writer has used 'reporting' words, i.e. linking verbs, to introduce ideas or different authors, for example, *suggests that* and *according to*

### Example of integrating ideas:

Mehta and Farina (1997) suggest that the less we hold the mentally ill responsible for their actions the more harshly we treat them. Similarly, Hinshaw (2005) believes that attributing genetic causation to mental illness leads to a form of tribal stigma which serves to justify harsh treatment. According to these theories, the mentally ill are not considered on the same level as the rest of the population and hence basic human rights need to be extended to this group.

### The following parts of the text have been highlighted:

- a) The Mehta and Farina reference (paraphrase)
- b) The Hinshaw reference (paraphrase)
- c) Student analysis of the ideas of the cited authors
- d) The linking words that connects the ideas of the cited authors
- e) The linking verbs that integrate the arguments and citations together

## 5. Reporting words/phrases

The ability to write a cohesive argument rests on your ability to link your arguments. This is achieved through using reporting verbs to integrate your arguments and citations together.

The following phrases can be used to introduce references. It is poor writing to use the same verbs all the time, e.g. *says that*, *states that*. Verbs also allow the writer to indicate the degree to which they support the author of the research, e.g. *claims that*, *versus*, *argues that*. Please note that they can

# Harvard Referencing Practice

---

be used in different tenses and they need to be used appropriately in a paragraph.

Suggest(s) (that)	Maintain(s) (that)
Argue(s) (that)	Found (that)
According (to)	Promote(s)
Outline(s)	Establish(ed) (by)
Focus(es) on	Assert(s) (that)
Define(s)	Show(s)
Conclude(s) that	Claim(s) (that)
State(s)	Report(s)
Mention(s)	Address(es)

## 6. Sentence & coherence connectors

Sentence connectors weave sentences together to create a cohesive paragraph; they order and sequence ideas, theory, data etc. The following tables list useful connectors.

### a. Useful sentence connectors:

#### Logical order

Firstly, secondly, thirdly etc.  
Next, last, finally  
In addition  
Furthermore  
Also  
At present/presently  
Currently

#### Order of importance

More importantly  
Most significantly  
Primarily

#### Contrast

However  
On the other hand  
On the contrary  
By (in) comparison  
In contrast  
Conversely  
Alternatively

#### Comparison

Similarly  
Likewise  
Also  
Too

### b. Useful connectors within paragraphs

#### Comparison

like  
and  
both  
alike  
similar (to)  
the same (as)  
not only  
compared to  
in comparison to  
so...that

#### Contrast

although  
though  
while  
even though  
whereas  
yet  
but  
more than  
different/differ from  
unlike

# Harvard Referencing Practice

---

## c. Activity

Complete the following activity.

In depth studies have already indicated that facial emotion can be processed in the absence of conscious perception (William and Taylor, 2013). Moreover, supplementary findings by Peters, Jones and Hart (2018), found that negative faces were easier to detect than positive faces. Underpinning this research is the crucial role of the amygdale in the expression and recognition of emotions. Importantly, damage to the amygdale impairs the ability to recognise facial expressions of emotion, especially that of fear (Howard, 2017).

**Using different coloured pencils or highlighters, highlight the following parts of text:**

- i. William and Taylor's cited ideas
- ii. Peters, Jones and Hart's ideas
- iii. Howard's cited ideas
- iv. The three linking words that integrate the cited ideas in the paragraph
- v. The student analysis

**Practice compiling your reference list at the back of your paper (using Harvard referencing)**

### 7. Last name: In Harvard format, use...

Last name, first initial (full stop), second initial (full stop)...so Lucy Charles would be: **Charles, L.**

**Complete this practice:**

a) Fynton Rogers \_\_\_\_\_

b) Mia Moore \_\_\_\_\_

**More than one author:** If there is more than one author, the word 'and' goes between the next-to-last name and the last name, for example, **Moore, K. R., and Watterson, G. M.**

**Complete this practice:**

c) Ella Jane Holmes and Henry Michael Howard \_\_\_\_\_

d) Natalie Kim and Craig Kevin Moore \_\_\_\_\_

## Harvard Referencing Practice

---

8. **Year of publication** goes next in parentheses () followed by a full stop. A book published in 2017 will become (2017) followed by a full stop, for example, **Havenhand, K. D. (2017).**

**Complete this practice:**

- a) A book published in the year 2016 by Kevin Donald Watterson
- 

- b) Samantha Turner and Emma Beatrice Twelvetrees published a book in 2017
- 

9. **Resource Title [book].** The book title follows the date in parentheses. Only the first word in the title is capitalised. The title is types in italics. It is followed by a full stop. For example:

Exploring Issues in Archaeology Today becomes *Exploring issues in archaeology today ...* as in **French, D. J. (2011). *Exploring issues in archaeology today.***

**Complete this practice:**

- a) A book , Ancient Mayans and Their World, published in 2012 by Lily Jayne Rogers
- 

- b) Joseph Donald Peter's book, Science Today, was published in 2015
- 

10. **Location and Publisher.** Following the book title is the location (city), a colon, the publisher and a full stop. For example,

**London: Sage Publications Ltd.**

**Write the complete References entry for the example below:**

- a) Gail Craswell had her book Writing for Academic Success: A Postgraduate Guide, published in 2005 by Sage Publications Inc., that is located in Thousand Oaks, California.
- 
-



# Harvard Referencing Practice

---

- b) Open University Press which is based in Berkshire, published in 2001, John Biggs book, Teaching for Quality Learning at University.
- 
- 

11. **Website.** A website reference follows the basic format for a book.

**Author's surname/s, initials/s + full stop** (individual, group, or organisation)

**(Year of publication)** If there is no date, use (n.d.)

Webpage ***Title*** + full stop

**[Online] [Accessed on Month, Day, Year ]**

**URL**

(If there is no author, start with the title of the webpage)

For example,

**Williams, J. (2016) *Creating new images.* [Online] [Accessed on January, 23, 2017]  
<http://www.pid.edu/curriculum/photographs.html>**

**Complete this practice:**

- a) You want to refer to the article Data Power by Huan L. Long that you found at <http://www.datamunchers.org/datapower/data.html> on the fifth of May, 2017.
- 
- 

- b) You want to refer to Evan Swift's website, Thinking Writing that you found today on the website <http://www.thinkingwriting.qmul.ac.uk/>
- 
- 

## 12. Compile the references activity

Write the elements of the reference in the order in which they should appear to give a correct complete reference in Harvard style.

### a. Book

Cambridge, UK: Polity Press.

Denny, E. and Earle, S. (2015).

*Sociology for Nurses.*

# Harvard Referencing Practice

---

## b. Book chapter

In Hogston, R. and Marjoram, B. (eds).

3<sup>rd</sup> ed., Hampshire: Palgrave MacMillan, pp. 390-416.

*Foundations of nursing practice: leading the way*

Jasper, M. (2007) 'Developing Skills for Reflective Practice'.

## c. Journal Article

*Nurse Education Today,*

31(4), pp.129-134.

Applin, H., Williams, B., Day, R., and Buro, K. (2011)

'A comparison of competencies between problem-based learning and non-problem-based graduate nurses.'

## d. Web document

*Stress and health: major findings and policy implications.*

[Online]

[Accessed on 18<sup>th</sup> February 2016]

Thoits, A. (2010)

[http://hsb.sagepub.com/content/51/1\\_suppl/S41.full](http://hsb.sagepub.com/content/51/1_suppl/S41.full)

### e. Electronic journal article

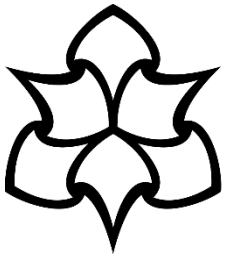
[http://taylorlab.psych.ucla.edu/2010\\_Effects%20of%20a%20supportive%20or%20unsupportive%20audience%20on%20biological%20and%20psychological%20responses%20to%20stress.pdf](http://taylorlab.psych.ucla.edu/2010_Effects%20of%20a%20supportive%20or%20unsupportive%20audience%20on%20biological%20and%20psychological%20responses%20to%20stress.pdf)

'Effects of a supportive or an unsupportive audience on biological and psychological responses to stress'

Taylor, S. E., Seeman, T. E., Eisenberger, N. I., Kozanian, T. A., Moore, A. N., and Moons, W.G. (2010)

[Online] [Accessed on 25th February 2015]

*Journal of Personality and Social Psychology*, 98:4, pp 47-56.



**Manchester  
Metropolitan  
University**

MMU Harvard Referencing

5th edition

Hetal Patel, Lecturer  
*in conjunction with*  
Emily Shields, Padma Inala & Nicola  
Beck, Subject Librarians  
September 2017

---

## ACKNOWLEDGEMENTS

In constructing this guide, a number of handbooks from various institutions were consulted. Permission to use information from these institutions has been granted. The authors would like to thank and acknowledge the following people or departments:

David Rudd – University of Bolton

Geoffrey Ward – University of Essex

Information Literacy Team – University of Leeds

Learning and Information Services (LIS) – University of Wolverhampton

Skills for Learning – Leeds Metropolitan University

Sue Taylor – University of Gloucestershire

Virginia Bell – Queen Margaret University

Academic Services – Bournemouth University

The authors would also like to thank members of staff from the Faculties of Education and Health, Psychology and Social Care for their advice and recommendations.

Special thanks to Janet Rooney for the design of this handbook.

## DISCLAIMER

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.

## CONTENTS

<b>ACKNOWLEDGEMENTS</b> .....	2	CITING BILLS.....	14
<b>DISCLAIMER</b> .....	2	REFERENCING BILLS.....	15
<b>WHY SHOULD I REFERENCE?</b> .....	7	<b>BOOKS</b> .....	15
<b>PLAGIARISM</b> .....	7	GENERAL RULES .....	15
<b>WHAT ARE CITATIONS, REFERENCES AND A BIBLIOGRAPHY?</b> .....	7	CITING BOOKS .....	15
CITATIONS .....	7	REFERENCING BOOKS .....	16
REFERENCES .....	7	<b>CASE LAW</b> .....	16
BIBLIOGRAPHY .....	7	CITING CASE LAW .....	16
<b>CITATIONS</b> .....	7	REFERENCING CASE LAW .....	16
<b>DIRECT QUOTES</b> .....	9	<b>CHAPTER IN AN EDITED BOOK</b> .....	17
DIRECT QUOTES: GENERAL RULES .....	9	CITING A CHAPTER FROM AN EDITED BOOK .....	17
LENGTH OF QUOTES .....	9	REFERENCING A CHAPTER FROM AN EDITED BOOK .....	18
<b>REFERENCING LIST FORMAT</b> .....	10	<b>COMPANY DATA/REPORTS FROM COMPANY FINANCIAL DATABASES</b> .....	18
<b>CITING AND REFERENCING SPECIFIC SOURCES: A-Z OF REFERENCE TYPES</b> .....	11	CITING DATA/REPORTS FROM COMPANY FINANCIAL DATABASES .....	18
<b>ACTS OF PARLIAMENT</b> .....	11	REFERENCING DATA/REPORTS FROM COMPANY FINANCIAL DATABASES .....	18
CITING ACTS OF PARLIAMENT .....	11	<b>COMPANY REPORTS</b> .....	18
REFERENCING ACTS OF PARLIAMENT .....	11	<b>COMPUTER / VIDEO GAMES</b> .....	19
ACTS INTRODUCED PRIOR TO 1963.....	12	CITING COMPUTER / VIDEO GAMES .....	19
<b>ANNUAL REPORTS</b> .....	12	REFERENCING A COMPUTER / VIDEO GAME .....	19
CITING ANNUAL REPORTS .....	12	REFERENCING AN ONLINE/DOWNLOADED COMPUTER GAME .....	19
REFERENCING PRINT COPY ANNUAL REPORTS.....	12	<b>CONFERENCE PROCEEDINGS AND CONFERENCE PAPERS (PUBLISHED AND UNPUBLISHED)</b> .....	19
REFERENCING ONLINE ANNUAL REPORTS .....	12	CITING CONFERENCE PAPERS (PUBLISHED OR UNPUBLISHED) .....	19
<b>APP CONTENT</b> .....	12	REFERENCING CONFERENCE PROCEEDINGS.....	19
CITING APP CONTENT .....	12	REFERENCING PUBLISHED CONFERENCE PAPERS .....	20
REFERENCING APP CONTENT .....	13	REFERENCING UNPUBLISHED CONFERENCE PAPERS .....	20
<b>APPS</b> .....	13	<b>DISCUSSION PAPERS</b> .....	21
CITING APPS .....	13	CITING DISCUSSION PAPERS .....	21
REFERENCING APPS.....	13	REFERENCING PRINT DISCUSSION PAPERS .....	21
<b>ARCHIVE MATERIAL</b> .....	13	REFERENCING ONLINE DISCUSSION PAPERS .....	21
CITING ARCHIVE MATERIAL .....	13	<b>DISSERTATIONS/THESES</b> .....	21
REFERENCING ARCHIVE MATERIAL ACCESSED ONLINE.....	14	CITING DISSERTATIONS/THESES .....	21
REFERENCING ARCHIVE MATERIAL VIEWED PHYSICALLY ..	14		
<b>BILLS</b> .....	14		

REFERENCING DISSERTATIONS/THESES .....	21	CITING COMMAND PAPERS .....	28
<b>EBOOK READERS .....</b>	<b>21</b>	REFERENCING COMMAND PAPERS.....	29
CITING EBOOK READERS .....	22	<b>GUEST PRESENTATIONS.....</b>	<b>29</b>
REFERENCING EBOOK READERS.....	22	CITING GUEST PRESENTATIONS .....	29
<b>EU DOCUMENTS/LEGISLATION.....</b>	<b>22</b>	REFERENCING GUEST PRESENTATIONS.....	29
CITING EU DOCUMENTS/LEGISLATION .....	22	<b>ILLUSTRATIONS: E.G. IMAGES, PICTURES, DIAGRAMS,</b>	
REFERENCING EU DOCUMENTS/LEGISLATION.....	22	<b>TABLES.....</b>	<b>30</b>
<b>EXHIBITION CATALOGUES .....</b>	<b>23</b>	CAPTION ELEMENTS FOR ILLUSTRATIONS .....	30
CITING EXHIBITION CATALOGUES.....	23	CITING ILLUSTRATIONS.....	30
REFERENCING EXHIBITION CATALOGUES .....	23	REFERENCING ILLUSTRATIONS .....	30
REFERENCING A WORK OF ART <i>IN</i> AN EXHIBITION		<b>JOURNAL ARTICLES.....</b>	<b>30</b>
CATALOGUE .....	23	CITING JOURNAL ARTICLES.....	30
<b>FILMS/DVDS/VIDEOS.....</b>	<b>23</b>	REFERENCING JOURNAL ARTICLES.....	30
CITING FILMS/DVDS/VIDEO .....	23	ONLINE JOURNAL ARTICLES.....	31
REFERENCING FILMS.....	24	<b>JOURNALS: SPECIAL ISSUE .....</b>	<b>32</b>
REFERENCING DVDS/VIDEOS .....	24	CITING JOURNALS: SPECIAL ISSUE .....	33
CITING EXTRA FEATURES ON DVDS/VIDEOS: <b>FILM</b>		REFERENCING JOURNALS: SPECIAL ISSUE.....	33
<b>COMMENTARIES .....</b>	<b>25</b>	<b>LEAFLETS/POSTERS.....</b>	<b>33</b>
REFERENCING EXTRA FEATURES ON DVDS/VIDEOS: <b>FILM</b>		CITING LEAFLETS/POSTERS .....	33
<b>COMMENTARIES .....</b>	<b>25</b>	REFERENCING LEAFLETS/POSTERS .....	33
CITING EXTRA FEATURES ON DVDS/VIDEOS: <b>INTERVIEWS</b>		<b>LECTURE NOTES.....</b>	<b>34</b>
<b>WITH FILM DIRECTOR/S.....</b>	<b>25</b>	CITING LECTURE NOTES.....	34
REFERENCING EXTRA FEATURES ON DVDS/VIDEOS:		REFERENCING LECTURE NOTES .....	34
<b>INTERVIEWS WITH FILM DIRECTOR/S .....</b>	<b>26</b>	<b>MARKET RESEARCH REPORTS .....</b>	<b>34</b>
CITING EXTRA FEATURES ON DVDS/VIDEOS:		CITING MARKET RESEARCH REPORTS.....	34
<b>DOCUMENTARY .....</b>	<b>26</b>	REFERENCING PRINT COPY MARKET RESEARCH REPORTS.....	34
REFERENCING EXTRA FEATURES ON DVDS/VIDEOS:		REFERENCING ONLINE MARKET RESEARCH REPORTS .....	35
<b>DOCUMENTARY .....</b>	<b>26</b>	<b>NEWSPAPER ARTICLES.....</b>	<b>35</b>
CITING FILMS ACCESSED ONLINE .....	26	CITING NEWSPAPER ARTICLES.....	35
REFERENCING FILMS ACCESSED ONLINE .....	26	REFERENCING PRINT COPIES OF NEWSPAPER ARTICLES...	35
<b>FOREIGN LANGUAGE SOURCES.....</b>	<b>27</b>	REFERENCING ONLINE NEWSPAPER ARTICLES .....	36
CITING FOREIGN LANGUAGE SOURCES.....	27	<b>ONLINE IMAGES OR PHOTOS.....</b>	<b>36</b>
REFERENCING FOREIGN LANGUAGE SOURCES .....	27	CITING ONLINE IMAGES OR PHOTOS.....	36
<b>GENERAL REPORTS .....</b>	<b>27</b>	REFERENCING ONLINE IMAGES OR PHOTOS .....	36
CITING GENERAL REPORTS .....	27	<b>ONLINE PDF DOCUMENTS .....</b>	<b>37</b>
REFERENCING PRINT COPY GENERAL REPORTS.....	27	CITING ONLINE PDF DOCUMENTS .....	37
REFERENCING ONLINE GENERAL REPORTS .....	28		
<b>GOVERNMENT COMMAND PAPERS .....</b>	<b>28</b>		

REFERENCING ONLINE PDF DOCUMENTS .....	37	REFERENCING STATUTORY INSTRUMENTS .....	45
<b>ONLINE VIDEOS .....</b>	<b>37</b>	<b>SYSTEMATIC REVIEWS – COCHRANE.....</b>	<b>45</b>
CITING ONLINE VIDEOS .....	37	CITING SYSTEMATIC REVIEWS.....	45
REFERENCING ONLINE VIDEOS .....	38	REFERENCING SYSTEMATIC REVIEWS.....	45
<b>PARLIAMENTARY DEBATES (HANSARD).....</b>	<b>38</b>	<b>TELEVISION AND RADIO BROADCASTS .....</b>	<b>45</b>
CITING PARLIAMENTARY DEBATES (HANSARD) .....	38	CITING TELEVISION AND RADIO BROADCASTS.....	45
REFERENCING A PARLIAMENTARY DEBATE (PRINT COPY) .....	38	REFERENCING TELEVISION AND RADIO BROADCASTS.....	46
REFERENCING A PARLIAMENTARY DEBATE (ONLINE VERSION).....	38	REFERENCING TELEVISION AND RADIO BROADCASTS ACCESSED ONLINE .....	46
<b>PARLIAMENTARY PAPERS - ONLINE.....</b>	<b>38</b>	<b>TRANSLATED BOOK .....</b>	<b>47</b>
CITING PARLIAMENTARY PAPERS – ONLINE.....	38	CITING A TRANSLATED BOOK .....	47
REFERENCING PARLIAMENTARY PAPERS – ONLINE .....	39	REFERENCING A TRANSLATED BOOK.....	47
<b>PLAYS .....</b>	<b>39</b>	<b>UN DOCUMENTS .....</b>	<b>47</b>
CITING A PLAY.....	39	CITING UN DOCUMENTS.....	47
REFERENCING A PLAY .....	40	REFERENCING PRINT UN DOCUMENTS.....	47
<b>RELIGIOUS TEXTS.....</b>	<b>40</b>	REFERENCING ONLINE UN DOCUMENTS.....	47
CITING RELIGIOUS TEXTS .....	40	<b>WEBPAGES (INCLUDING BLOGS AND SOCIAL MEDIA SITES) .....</b>	<b>48</b>
REFERENCING RELIGIOUS TEXTS .....	40	CITING WEBPAGES (INCLUDING BLOGS AND SOCIAL MEDIA SITES) .....	48
<b>SECONDARY SOURCES .....</b>	<b>40</b>	REFERENCING WEBPAGES (INCLUDING BLOGS AND SOCIAL MEDIA SITES).....	48
CITING SECONDARY SOURCES .....	40	<b>WORKING PAPERS .....</b>	<b>49</b>
REFERENCING SECONDARY SOURCES.....	42	CITING WORKING PAPERS.....	49
<b>SOFTWARE .....</b>	<b>42</b>	REFERENCING PRINT WORKING PAPERS.....	49
CITING SOFTWARE .....	42	REFERENCING ONLINE WORKING PAPERS .....	49
REFERENCING SOFTWARE .....	42	<b>WORKS OF ART.....</b>	<b>49</b>
<b>SONGS.....</b>	<b>43</b>	CITING WORKS OF ART .....	49
CITING SONGS.....	43	REFERENCING WORKS OF ART .....	49
REFERENCING SONGS FROM A SINGLE (A OR B SIDES) ....	43	ORIGINAL WORK OF ART SHOWING IN A TEMPORARY EXHIBITION .....	50
REFERENCING SONGS FROM AN ALBUM.....	43	CITING A WORK OF ART SHOWING IN A TEMPORARY EXHIBITION .....	50
REFERENCING AN ALBUM .....	43	REFERENCING A WORK OF ART SHOWING IN A TEMPORARY EXHIBITION .....	50
<b>SOURCES WITH NO AUTHOR .....</b>	<b>43</b>	ART EXHIBITION .....	50
<b>STANDARDS .....</b>	<b>44</b>	CITING AN ART EXHIBITION .....	50
CITING STANDARDS.....	44	REFERENCING AN ART EXHIBITION.....	50
REFERENCING PRINT STANDARDS .....	44		
REFERENCING ONLINE STANDARDS .....	44		
<b>STATUTORY INSTRUMENTS .....</b>	<b>44</b>		
CITING STATUTORY INSTRUMENTS.....	44		



---

WORK OF ART REPRODUCED IN ANOTHER SOURCE .....	51
CITING A WORK OF ART REPRODUCED IN ANOTHER SOURCE .....	51
REFERENCING A WORK OF ART REPRODUCED IN A BOOK	51
REFERENCING A WORK OF ART REPRODUCED ON A WEBPAGE .....	51

## 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.

#### 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.

#### EXAMPLE

... (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.

## EXAMPLES

... (M. Mullins, 2016)

... (L. J. Mullins, 2011)

## 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.
- 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.

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

#### EXAMPLE

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...

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

Mullins, L. J. (2007) *Management and organisational behaviour*. 8<sup>th</sup> ed., Harlow: Financial Times Prentice Hall.

Mullins, R. (2007) 'iPhone: why one little gadget matters so much.' *Network World*, 24(50) p. 33.

### 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

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

Cottrell, S. (2005) *Critical thinking skills: developing effective analysis and argument*. Basingstoke: Palgrave Macmillan.

Cottrell, S. (2008) *The study skills handbook*. 3<sup>rd</sup> ed., Basingstoke: Palgrave Macmillan.

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

Jameson, R. (1994) 'Making the connection.' *Housing*, 30(1) pp. 45-46.

Jameson, K. and Kidd, P. (1974) *Pre-school play*. 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).**

#### EXAMPLES

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).**

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.

## ACTS INTRODUCED PRIOR TO 1963

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

Statistics of Trade Act 1947. (10&11 Geo. 6, c.39) London: HMSO.

Charities Act 1960. (8&9 Eliz. 2, c.58) London: HMSO.

## ANNUAL REPORTS

### CITING ANNUAL REPORTS

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.

### 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*. Place of publication: Publisher.

### EXAMPLE

eBay. (2011) *Annual Report 2011*. San Jose: eBay Inc.

## REFERENCING ONLINE ANNUAL REPORTS

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

British Geological Survey. (2010) *Annual report 2010-2011*. [Online] [Accessed on 24<sup>th</sup> April 2012] <http://www.bgs.ac.uk/downloads/>

## APP CONTENT

### CITING APP CONTENT

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.

### EXAMPLE

Product, price, promotion...' (Morgan, 2012:app)

## 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

Morgan, J. (2012) 'Business marketing lecture.' Duke University. *iTunes-U*. Version 1.9.11. [App] [Accessed on 25<sup>th</sup> January 2012]

## APPS

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

## CITING APPS

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

When using 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.

### 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

Skyscape. (2010) *Skyscape medical resources*. Version 1.9.11. [App] [Accessed on 18<sup>th</sup> January 2011]

## 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

Davis, D. (1992) 'This wonderful life.' *Broadsheet*, 9(3) pp. 29-34. National Association for the Teaching of Drama Archive. [Online] [Accessed on 21<sup>st</sup> April 2017] <http://www.mantleoftheexpert.com/wp-content/uploads/2010/03/NATD.v.9.3-1993.pdf>

Freud, S. (1934) *Postcard to Saul Rosenzweig*. Sigmund Freud papers: general correspondence, 1871-1996. Library of Congress Digital Collections. [Online] [Accessed on 20<sup>th</sup> April 2017]

[https://www.loc.gov/resource/mss39990.04022/?s\\_p=2](https://www.loc.gov/resource/mss39990.04022/?s_p=2)

Heathcote, D. (no date) *Some very early notes on Mantle of the Expert (AC115-DH)*. [Annotated typescript] Dorothy Heathcote Archive. [Online] [Accessed on 24<sup>th</sup> April 2017] <http://www.mantleoftheexpert.com/wp-content/uploads/2009/12/AC115-DH-Some-very-early-notes-on-moe.pdf>

## 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

Legh, P. (1729) *Letter to Francis Leicester July 24<sup>th</sup> (DLT C35/74)*. Leicester-Warren Family of Tabley Records. Cheshire Archives and Local Studies, Chester.

## BILLS

### CITING BILLS

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

Title of the Bill (Year)

## EXAMPLE

Homelessness Reduction Bill (2016)

## 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

Homelessness Reduction Bill. (2016) House of Commons. (Bill 7 2016-2017) London: TSO.

Children and Social Work Bill. (2017) House of Lords. (Bill 121 2016-2017) London: TSO.

## 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:

First published 1992, reprinted 1992, 1994, 1996, 1997, 1998 (twice), 1999, 2000, 2002

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

Rogers, C. R. (1961, reprinted 2004) *On becoming a person: a therapist's view of psychotherapy*. London: Constable.

## 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 **1<sup>st</sup> 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

Association of Illustrators. (2011) *Images 35: best of British illustration 2011*. London: Association of Illustrators.

Burrows, A., Parsons, A., Price, G. and Pilling G. (2009) *Chemistry<sup>3</sup>: introducing inorganic, organic and physical chemistry*. Oxford: Oxford University Press.

Lightbown, P. and Spada, N. (1993) *How languages are learned*. Oxford: Oxford University Press.

Cottrell, S. (2011) *Critical thinking skills: developing effective analysis and argument*. 2<sup>nd</sup> ed., Basingstoke: Palgrave Macmillian.

Hargie, O. (ed.) (2006) *The handbook of communication skills*. 3<sup>rd</sup> ed., London: Routledge.

## 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:

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

#### EXAMPLE

*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.

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

Dickson, D. (2006) 'Reflecting.' *In* Hargie, O. (ed.) *The handbook of communication skills*. 3<sup>rd</sup> ed., London: Routledge, pp. 165-194.

Randall, A. G., Druckman, D., Rozelle, R. M. and Baxter, J. C. (2006) 'Non-verbal behaviour as communication: approaches, issues and research.' *In* Hargie, O. (ed.) *The handbook of communication skills*. 3<sup>rd</sup> ed., London: Routledge, pp. 73-120.

## 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

Bureau van Dijk. (2015) Arcadia Group Limited company report. *FAME*. [Online] [Accessed on 15<sup>th</sup> July 2015] <https://fame-bvdinfo-com.ezproxy.mmu.ac.uk/version-201572/Search.QuickSearch.serv? CID=1&cont ext=1NQ68UOWXT7ZWPY>

## 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

#### EXAMPLE

(Ubisoft, 2011)

### REFERENCING A COMPUTER / VIDEO GAME

When referencing a computer game 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

Ubisoft. (2010) *Assassin's Creed: Brotherhood*. Standard edition. Xbox. [Game] Montreal: Ubisoft.

### 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

Blue Byte Mainz. (2015) *Anno 2205*. Standard edition. PC. [Game] [Accessed on 1st August 2016] <http://store.ubi.com/uk/anno-2205/56c4947888a7e300458b4570.html#start=29>

## 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 7-9.

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

**PLEASE NOTE: 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

Academy of International Business. (2001)  
*Proceedings of the 28<sup>th</sup> annual conference of the Academy of International Business (UK chapter) International business in the 21st century: change and continuity - strategies, institutions, regulations and operations.* Vol. 1. Manchester Metropolitan University Business School, Manchester, 6<sup>th</sup>-7<sup>th</sup> April 2001. McDonald, F. and Tuselman, H. (eds.) Manchester: Manchester Metropolitan University Business School.

#### REFERENCING PUBLISHED CONFERENCE PAPERS

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.

#### EXAMPLE

Kuznetsov, A. and Kuznetsova, O. (2001) 'The progress of market culture in Russia and managerial response.' *In Academy of International Business. Proceedings of the 28<sup>th</sup> annual conference of the Academy of International Business (UK chapter) International business in the 21st century: change and continuity - strategies, institutions, regulations and operations.* Vol. 1. Manchester Metropolitan University Business School, Manchester, 6<sup>th</sup>-7<sup>th</sup> April 2001. McDonald, F. and Tuselman, H. (eds.) Manchester: Manchester Metropolitan University Business School, pp. 471-488.

#### REFERENCING UNPUBLISHED CONFERENCE PAPERS

When referencing 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

Meagher, K. (2007) 'The importance of public affairs in the business training sector.' Paper presented at: *The Regional Public Affairs Conference: giving the North a voice in Westminster: adding value through public affairs.* Manchester Metropolitan University Business School, Manchester, 20<sup>th</sup> March.

## 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

Duncan, B. and Trejo, S. J. (2011) *Low-skilled immigrants and the U.S. labor market*. IZA Discussion Paper no. 5964. Bonn: Institute for the Study of Labor.

### 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

Duncan, B. and Trejo, S. J. (2011) *Low-skilled immigrants and the U.S. labor market*. IZA

Discussion Paper no. 5964. Bonn: Institute for the Study of Labor. [Online] [Accessed on 3rd March 2016] <http://ftp.iza.org/dp5964.pdf>

## 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

Gillen, J. K. (1998) *An investigation into young children's telephone discourse*. Ph.D. Manchester Metropolitan University.

## 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

Burrows, A., Parsons, A., Price, G. and Pilling, G. (2009) *Chemistry<sup>3</sup>: introducing inorganic, organic and physical chemistry*. [Kindle Fire] Oxford: Oxford University Press.

## 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)

(Council Directive, 2014/94)

### 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)

(Council Directive, 2014/94:15)

## 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

Council Regulation (EC) No 1907/2006 of 18 December 2006 concerning the Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH) establishing a European Chemicals Agency. *Official Journal L 396*, 30/12/2006 pp. 1 – 849.

Council Directive 2014/94/EU of 22 October 2014 on the deployment of alternative fuels infrastructure. *Official Journal L 307*, 28/10/2014 pp. 1 – 20.

stated on catalogue) Gallery, date. Place of publication: Publisher.

#### EXAMPLE

Serpentine Gallery. (2005) *RirkritTiravanija: a retrospective (tomorrow is another fine day)*. Catalogue to accompany exhibition held at Serpentine Gallery, 5<sup>th</sup> July to 21<sup>st</sup> August 2005. London: Serpentine Gallery.

## 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

### 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

Tiravanija, R. (1992) 'Untitled 1992 (free).' Installation at 303 Gallery, New York. *In* Serpentine Gallery. (2005) *RirkritTiravanija: a retrospective (tomorrow is another fine day)*. Catalogue to accompany exhibition held at Serpentine Gallery, 5<sup>th</sup> July to 21<sup>st</sup> August 2005. London: Serpentine Gallery, pp. 59-60.

## 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.

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:

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

#### EXAMPLES

*The Matrix Reloaded.* (2003) Directed by A. and L. Wachowski. [DVD] Los Angeles: Warner Brothers Inc.

*Domestic Violence Prevention Video for Schools.* (2003) Directed by T. Debonnaire. [Video] London: Westminster Domestic Violence Forum.

### 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 and the year of the commentary as follows:

(NB: Also see p. 8 for instruction on citing three or more authors).

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)

#### 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

Altman, R. and Tonkin, M. (2001) 'Film commentary.' *The Player*. Directed by R. Altman. [DVD] USA: Pathé.

### 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:

(NB: Also see p. 8 for instruction on citing three or more authors).

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: 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:

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

Wachowski, A. (2003) 'Interview with A. Wachowski.' Interviewed by L. Jones. *The Matrix Reloaded*. Directed by A. and L. Wachowski. [DVD] Los Angeles: Warner Brothers Inc.

### CITING 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: DOCUMENTARY

When referencing a documentary that was viewed as an extra feature on a DVD/video, you should provide the following information in the format displayed below:

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

#### EXAMPLE

'Hitchcock: the early years.' (2001) Produced by D. Lemon. *The 39 Steps*. Directed by A. Hitchcock. [DVD] UK: Carlton Visual.

### 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:

*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

*Slumdog Millionaire*. (2008) Directed by D. Boyle. and L. Tandan. [Online] Available

through Netflix. [Accessed on 3<sup>rd</sup> October 2013]

## 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 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 item (in italics)*. (English translation of title.) Place of publication: Publisher.

#### EXAMPLE

Sand, G. (1932) *Histoire de ma vie*. (History of my life.) Paris: Calmann-Levy.

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

Kamp, K. (2010) 'Entre el trabajo y el juego: perspectivas sobre la infancia en el suroeste norteamericano.' (Work and play: perspectives on children in the American Southwest.) *Complutum*, 21(2) pp. 103-120.

## 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 research 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

Lowden, K., Hall, S., Elliot, D. and Lewin, J. (2011) *Employers' perceptions of the employability skills of new graduates*. London: Edge Foundation.

ECOTEC. (2003) *Guidance on mapping social enterprise: final report to the DTI Social*

Enterprise Unit. London: ECOTEC Research and Consulting Ltd. (C2453)

## 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 research 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

RIBA. (2011) *Good design – it all adds up*. [Online][Accessed on 24<sup>th</sup> April 2012] <http://www.architecture.com/Files/RIBAHoldings/PolicyAndInternationalRelations/Policy/Gooddesignitalladdsup.pdf>

## 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 'cmdnd', '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’.

*ethnic minority groups*. Cmnd. 9453, London: HMSO. (Swann Report)

Department of Trade and Industry. (2005) *Our energy future: creating a low carbon economy*. Cmnd. 5761, London: TSO.

## 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 (cmnd, cmd, 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:

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

Department of Education and Science. (1985) *Education for all: report of the committee of inquiry into the education of children from*

## 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

Jones, R. (2012) *The future of IT and Library Services*. Presentation at Wessex University, Wessex, 10<sup>th</sup> January.

## 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:

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

Mar, R., DeYoung, C., Higgins, D. and Peterson, J. (2006) 'Self-liking and self-competence separate self-evaluation from self-deception: associations with personality, ability, and achievement.' *Journal of Personality*, 74(4) pp. 1047-1078.

Accountancy. (2009) 'Innocent wants VAT relief on smoothies.' *Accountancy*, 143(1389) p. 14.

#### ISSUE NUMBER MISSING

Kitwood, T. (1988) 'The technical, the personal, and the framing of dementia.' *Social Behaviour: An International Journal of Applied Social Psychology*, 3, June, pp. 83-91.

#### VOLUME NUMBER MISSING

Income Data Services. (2008) 'Establishing an employer brand.' *IDS HR Studies*, (872) June, pp. 2-8.

#### 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

Watkins, L., Kuhn, M., Ledbetter-Cho, K., Gevarter, C. and O'Reilly, M. (2015) 'Evidence-based social communication interventions for children with autism spectrum disorder.' *The Indian Journal of Pediatrics*. [Online] 'First online' published 19th November 2015. [Accessed on 16th May 2016] DOI: 10.1007/s12098-015-1938-5

#### 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

McCulloch, P. F., Warren, E. A. and DiNovo, K. M. (2016) 'Repetitive diving in trained rats still increases Fos production in brainstem neurons after bilateral sectioning of the anterior ethmoidal nerve.' *Frontiers in Physiology*, 7:148, pp. 1-12. [Online] [Accessed on 26th April 2016] DOI: 10.3389/fphys.2016.00148

McMahon, C. R. (1997) 'Hysterical academies: Lacan's theory of the four discourses.' *Internet Journal of Language, Culture and Society*, 2, pp. 1-19. [Online] [Accessed on 12th January 2016] [http://www.anialian.com/Hysterical\\_Academies.htm](http://www.anialian.com/Hysterical_Academies.htm)

### 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

Gimson, A. (ed.) (2012) 'Nurturing creativity & innovation.' [Special issue] *Development and Learning in Organizations: an International Journal*, 26(6).

## 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.

### EXAMPLES

Counselling Service. (no date) *Need to talk?* [Leaflet] Manchester: Manchester Metropolitan University.

The National Student Survey. (no date) *Be heard*. [Poster] Reception area, Gaskell campus: Date viewed 29<sup>th</sup> 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

*The Foyer-UNIAID accommodation bursaries.*  
(2009) [Poster] Student services notice board,  
Didsbury campus: Date viewed 9<sup>th</sup> February  
2009.

## 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

Patel, H., Shields, E. and Inala, P. (2011) *Using Harvard referencing to reference online sources*. Manchester: Manchester Metropolitan University. 2-page handout, distributed on 15<sup>th</sup> March 2011.

Robinson, J. (2004) *No title*. Wolverhampton: University of Wolverhampton. 3-page handout, distributed on 13<sup>th</sup> March 2005 in lecture 3 for module 'Teaching gymnastics'.

## MARKET RESEARCH REPORTS

### CITING MARKET RESEARCH REPORTS

When citing market research 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 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 applicable., Place of publication:  
Publisher.

## EXAMPLE

Mintel. (2012) *Coffee shops: UK*. February 2012. London: Mintel Group.

## 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 into 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

Mintel. (2012) *Coffee shops: UK*. February 2012. [Online] [Accessed on 14<sup>th</sup> April 2012] <http://academic.mintel.com>

## NEWSPAPER ARTICLES

### 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

Moore, S. (2007) 'Careers are calling.' *Manchester Evening News*. MEN job search supplement. 18<sup>th</sup> January. City edition, p. 3.

Travis, A. and Topham, G. (2012) 'Airlines raise pressure to relax border controls.' *The Guardian*. 24<sup>th</sup> April. p. 8.

## 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/s, Initial/s. (Year of publication) 'Title of article.' *Name of newspaper (in italics)*. [Online] Date of publication. [Date accessed] URL

### EXAMPLE

Arthur, C. (2012) 'YouTube loses music clip copyright battle in court.' *The Guardian*. [Online] 24<sup>th</sup> April. [Accessed on 24<sup>th</sup> April 2012]  
<http://www.guardian.co.uk/technology/2012/apr/20/youtube-music-clip-copyright-court>

Coates, S. and Bremner, C. (2013) 'Merkel phone hacking row could stop EU free-trade talks with US.' *The Times* [Online] 25<sup>th</sup> October. [Accessed 13<sup>th</sup> November 2013]  
[http://www.lexisnexis.com/uk/legal/results/ehdocview.do?docLinkInd=true&ersKey=23\\_T18627636166&format=GNBFULL&startDocNo=0&resultsUrlKey=0\\_T18627643701&backKey=20\\_T18627643702&csi=10939&docNo=2&scrollToPosition=0](http://www.lexisnexis.com/uk/legal/results/ehdocview.do?docLinkInd=true&ersKey=23_T18627636166&format=GNBFULL&startDocNo=0&resultsUrlKey=0_T18627643701&backKey=20_T18627643702&csi=10939&docNo=2&scrollToPosition=0)

## ONLINE IMAGES OR PHOTOS

### 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

Allison, C. (2007) *Tornado picture*. Oklahoma weather stock: photo and video stock by Charles Allison. [Online image] [Accessed on 16<sup>th</sup> February 2009]  
<http://www.oklahomalightning.com/TornadoPics/TornadoPics.htm>

Oxford Illustrated Science Encyclopaedia. (no date) *Volcano*. [Online image] [Accessed on 16<sup>th</sup> 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

### EXAMPLE

Department for Children, Schools and Families. (2008) *Working together: listening to the voices of children and young people*. Unknown place of publication: Department for Children, Schools and Families. [Online] [Accessed on 9<sup>th</sup> February 2009]  
<https://www.education.gov.uk/publications/eOrderingDownload/DCSF-00410-2008.pdf>

## ONLINE VIDEOS

## CITING ONLINE VIDEOS

When citing videos that have been found online such as YouTube videos, 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

MMU Library Services. (2014) *How to Avoid Plagiarism.* [Online video] [Accessed on 10<sup>th</sup> June 2014]  
<https://www.youtube.com/watch?v=licBnQl2czM>

TEDx Talks. (2001) *TEDxSydney: Richard Gill – The Value of Music Education.* [Online video] [Accessed on 27<sup>th</sup> October 2016] <https://www.youtube.com/watch?v=HeRus3NVbwE>

## 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 9<sup>th</sup> 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 9<sup>th</sup> 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

HC Deb 9<sup>th</sup> December 2015, 603, col. 998. [Online] [Accessed on 23<sup>rd</sup> February 2017] <https://hansard.digiminster.com/Commons/2015-12-09/debates/15120945000001/MentalHealth>

## 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.

**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**

Redfern, M., Keeling, J. and Powell, E. (2001) *The Royal Liverpool Children’s Inquiry report*. HC12-II. London: TSO. [Online] [Accessed on 21st March 2017] [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/250934/0012\\_ii.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/250934/0012_ii.pdf)

House of Commons Education Select Committee. (2010) *The responsibilities of the Secretary of State: oral and written evidence taken before the Education Committee on the 28th July 2010*. HC 395-i. London: TSO. [Online] [Accessed on 27th February 2017] <https://www.publications.parliament.uk/pa/c>

**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.

**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' (Shakespeare, Twelfth Night, act 2, scene 5, line nos 36-7).

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

*The Bible: authorized King James version.*  
(2008) Oxford: Oxford Paperbacks.

*The Torah: the Five Books of Moses: pocket edition.* (2000) Philadelphia: Jewish Publication Society.

## 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

## 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

Shakespeare, W. (1995) *Twelfth Night*. Warren, R. and Wells, T. (eds.) Oxford: Oxford University Press.

## 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)

year of the publication in which you have found it.

#### EXAMPLE

---

Extract taken from the book by Whitehead and Mason (2003:186):

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).

number) Page numbers of whole journal article.

Whitehead, E. and Mason, T. (2003) ‘Study skills for nurses.’ *Social Science and Medicine*, 58(2) pp. 369-378.

## 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.

Whitehead, E. and Mason, T. (2003) *Study skills for nurses*. London: SAGE Publications Ltd.

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 journal article.’ *Title of journal (in italics)*, Volume number (Issue

## 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

### EXAMPLE

IBM Corporation. (2016) *SPSS Statistics*. Version 24. [Software] New York:

IBM Corporation. [Accessed on 30th March 2017]

## SONGS

### 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

Lennon, J. (1971) 'Working class hero.' *Imagine*.  
[single, vinyl record] UK: Apple.

### 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

Lennon, J. (1971) 'Imagine.' *Imagine*. [album, vinyl record] UK: Apple.

### 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

Lennon, J. (1971) *Imagine*. [album, CD] UK: Apple.

### 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:

Anonymous. (1996) *Primary colors: a novel of politics*. New York: Vintage.

## 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.

*and full title of Standard (in italics)*. Place of publication: Publisher.

### EXAMPLE

British Standards Institution. (2008) *BS 9999:2008 Code of practice for fire safety in the design, management and use of buildings*. Milton Keynes: BSI.

## 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

British Standards Institution. (2008) *BS 9999:2008 Code of practice for fire safety in the design, management and use of buildings*. London: BSI. [Online] [Accessed on August 11<sup>th</sup> 2015] <https://bsol-bsigroup-com.ezproxy.mmu.ac.uk/>

## 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*

## 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:

Author's surname/s, Initial/s. (Year of review) 'Title of review.' *Title of database (in italics)*, issue number:article number, first and last page numbers of review article. [Online] [Date accessed] URL

#### EXAMPLE

Michelessi, M and Lindsley, K. (2016) 'Peripheral iridotomy for pigmentary glaucoma.' *Cochrane Database of Systematic Reviews*, Issue 2:CD005644, pp. 1-33. [Online] [Accessed on 7<sup>th</sup> April 2016] <http://onlinelibrary.wiley.com.ezproxy.mmu.ac.uk/doi/10.1002/14651858.CD005655.pub2/pdf>

### 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 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

'Hillsborough – how they buried the truth.'  
*Panorama.* (2013) [Television] BBC1, 21.00 20<sup>th</sup> May 2013.

'Mark Kermode reviews The Great Gatsby.'  
*Kermode and Mayo's Film Review.* (2013)  
[Radio] UK: BBC R5live, 14:00 17<sup>th</sup> May 2013.

*Slumdog Millionaire.* (2008) Directed by D. Boyle. and L. Tandan. [Television] Channel 4, 21:25 4<sup>th</sup> December 2010.

### 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

*Britain on Film.* (2013) [Online] BBC Four, 20.00 6<sup>th</sup> August 2013. Available through Box of

## TRANSLATED BOOK

### CITING A TRANSLATED BOOK

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

Siohan, R. (1959) *Stravinsky*. Translated by E. W. White, 1965. London: Calder and Boyars Ltd.

## 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

UN General Assembly. (1948) *The Universal Declaration of Human Rights*. 10<sup>th</sup> December 1948, A/RES/217(III).

## 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

UN General Assembly. (1989) *Convention on the Rights of the Child*. 20<sup>th</sup> November 1989, RES/44/25. [Online] [Accessed on 2<sup>nd</sup> February 2017]  
<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

Kerr, N. (2005) *Happy slapping*. Kidscape. [Online] [Accessed on 10<sup>th</sup> November 2011] <http://www.kidscape.org.uk/press/pressdetail.asp?PressID=7>

Lewis, D. (2013) *5 live investigates: business property tax avoidance costs taxpayers millions*. 13<sup>th</sup> September. The BBC Radio 5 live blog. [Online] [Accessed on 16<sup>th</sup> September 2013] <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

BBC News England @BBCEngland. (2013) *Library book returned 59 years late*. 4<sup>th</sup> September. BBC News. [Online] [Accessed on 6<sup>th</sup> September 2013] <https://twitter.com/BBCEngland>

BBC. (2009) *Teenage obesity link to future MS*. [Online] [Accessed on 13<sup>th</sup> January 2010] <http://news.bbc.co.uk/1/hi/health/8342585.stm>

## WORKING PAPERS

### 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

Gilpin, N., Henty, S., Lemos, M., Portes, J. and Bullen, C. (2006) *The impact of free movement of workers from Central and Eastern Europe on the UK labour market*. Department for Work and Pensions Working Paper no. 29. Norwich: HMSO.

### 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

Gilpin, N., Henty, S., Lemos, M., Portes, J. and Bullen, C. (2006) *The impact of free movement of workers from Central and Eastern Europe on the UK labour market*. Department for Work and Pensions Working Paper no. 29. Norwich: HMSO. [Online] [Accessed on 3rd March 2016] [http://is.muni.cz/el/1456/jaro2006/PETPPZ/um/1293746/the\\_impact\\_of\\_free\\_movement\\_of\\_workers\\_from\\_CEEC\\_on\\_UK\\_labou\\_market.pdf](http://is.muni.cz/el/1456/jaro2006/PETPPZ/um/1293746/the_impact_of_free_movement_of_workers_from_CEEC_on_UK_labou_market.pdf)

## 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:

Artist's surname/s, initial/s. (Year of production) *Title (in italics)*. Medium, size, location of exhibition.

#### EXAMPLE

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

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

### CITING A WORK OF ART SHOWING IN A TEMPORARY EXHIBITION

When citing works of art, the information should be presented as shown below:

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

#### EXAMPLE

On entering the gallery the viewer is confronted with this piece (Parker, 2007).

### 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/s, initial/s. (Year of production) *Title (in italics)*. Medium, Size (if given), at: Location of exhibition. Dates of exhibition.

#### EXAMPLE

Parker, C. (2007) *Bullet Drawing*. Lead from a bullet drawn into wire, at: Whitechapel Laboratory, Whitechapel Art Gallery. 13<sup>th</sup> February–30<sup>th</sup> March 2008.

### 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:

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

The artist's/curator surname/s and the year of production.

#### EXAMPLE

The different individual pieces complimented one another to bring together a fuller understanding of warfare, human life and the environment (Carden-Coyne, 2014).

### 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

Carden-Coyne, A. (2014) *The sensory war 1914-2014*. Exhibition at the Manchester Art Gallery, Manchester. 11<sup>th</sup> October 2014 to 22<sup>nd</sup> February 2015.

### WORK OF ART REPRODUCED IN ANOTHER SOURCE

### CITING A 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

Klee, P. (1929) 'Old Man Calculating.' Etching on copper, 29.9x23.7cm. In: Partsch, S. (2000) *Klee*. p. 47. Koln: Taschen.

### 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

Hicks, G. E. (1862) 'Changing homes.' Oil on Canvas, 89 x 150 cm. In: Art UK. (no date) *Artworks: changing homes (in italics)*. [Online] [Accessed on 27th March 2017] <https://www.artuk.org/discover/artworks/changing-homes-133025>