

# ST PAUL'S UNIVERSITY



## GUIDE TO HARVARD REFERENCING STYLE

2017

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## 1. GENERAL INTRODUCTION

The main referencing system used by the Faculty of Theology is the Harvard style of referencing. This is the sixth edition for the guide compiled by the University Library. In-text referencing examples are included for additional help where appropriate.

### 1.1 What is referencing

#### Why do I need to provide references in my work?

- By providing a reference to the original source you are acknowledging that you have read the work and recognize the original author(s) ideas.
- To enable the reader to locate where you obtained each quote or idea.
- To demonstrate that you have read widely and deeply.
- To show anyone who reads your work that you understand the topic and can demonstrate your own thoughts on this.

#### How do I provide references in my work?

This guide provides detailed information on how to provide references in a variety of different circumstances.

- Remember to be consistent in the way you record your references.
- In the Harvard system there are two steps
- Identify the author(s) and year of publication of the source you are using - for your **in-text citation** or reference.
- Provide the full details of the reference in a list at the end of your piece of work. Arrange this list - by author(s) - in alphabetical order.

### 1.2 Reference list or Bibliography

The **reference list** should include details for everything that you cite in your assignment. It should be in alphabetical order by author with all the different types of material in one sequence.

Some Departments may ask you to produce a **Bibliography**. This is a list of relevant items that you have used to help you prepare for the assignment but which are **not necessarily cited** in your text, e.g. general background reading to familiarize yourself with the topic.

A reference list is always required when you cite other people's work within your assignment. The terms reference list and bibliography are sometimes used interchangeably. Make sure that you know what is required from you before you complete your assignment.

An annotated bibliography includes the full reference to sources with the addition of notes, which summarizes and evaluates the source and will be of variable length, depending on the assessment this may be an independent project or part of a larger research project.

## **2. CITING REFERENCES IN-TEXT**

Any in-text reference should include the authorship and the year of the work.

Depending on the nature of the sentence/paragraph that is being written, references to sources may be cited in the text as described below.

### **2.1 Author's name cited in the text**

When making reference to an author's whole work in your text, it is sufficient to give the name followed by the year of publication of their work:

*When writing for a professional publication, it is good practice to make reference to other relevant published work. This view has been supported by Cormack (1994).*

However, where you are mentioning a particular part of the work, and making direct reference to this, a page reference should be included:

*Cormack (1994, pp.32-33) states that "when writing for a professional readership, writers invariably make reference to already published works".*

*According to Cormack (1994, pp.32-33), writers should be encouraged to reference published research when addressing professional readership.*

An indirect reference

*During the mid-twenties research undertaken in professional publishing (Cormack, 1994) showed that...*

## 2.2 Author's name not cited directly in the text

If you make reference to a work or piece of research without mentioning the author in the text then both the author's name and publication year are placed at the relevant point in the sentence or at the end of the sentence in brackets:

*Making reference to published work appears to be characteristic of writing for a professional audience (Cormack, 1994).*

## 2.3 More than one author cited in the text

Where reference is made to more than one author in a sentence, and they are referred to directly, they are both cited:

*Smith (1946) and Jones (1948) have both shown ...*

## 2.4 Two or three authors for a work

When there are two or three authors for a work, they should be noted in the text Directly using an **and**

*White and Brown (2004) in their recent research paper found ...*

Or indirectly

*Recent research (White and Brown, 2004) suggests that.....*

Other examples using two or three authors.....

*During the mid-nineties research undertaken in Luton (Slater and Jones, 1996) showed that ...*

*Further research (Green, Harris and Dunne, 1969) showed*

When there are two or three authors for a work they should all be listed (in the order in which their names appear in the original publication), with the name listed last preceded by an **and**.

## 2.5 Four or more authors for a work

Where there are several authors (four or more), only the first author should be used, followed by **et al.** meaning **and others**:

*Green, et al. (1995) found that the majority ...*

or indirectly:

*Recent research (Green, et al., 1995) has found that the majority of ...*

## 2.6 More than one author not cited directly in the text

List these at the relevant point in the sentence or at the end of the sentence, putting the author's name, followed by the date of publication and separated by a semi-colon and within brackets.

Where several publications from a number of authors are referred to, then the references should be cited in chronological order (i.e. earliest first):

*Further research in the late forties (Smith, 1946; Jones, 1948) led to major developments ...*

*Recent research (Collins, 1998; Brown, 2001; Davies, 2008) shows that*

## 2.7 Several works by one author in different years

If more than one publication from an author illustrates the same point and the works are published in different years, then the references should be cited in chronological order (i.e. earliest first):

*as suggested by Patel (1992; 1994) who found that ...*

or indirectly:

*research in the nineties (Patel, 1992; 1994) found that ...*

## 2.8 Several works by one author in the same year

If you are quoting several works published by the same author in the same year, they should be differentiated by adding a lower case letter directly, with no space, after the year for each item:

*Earlier research by Dunn (1993a) found that...but later*

*research suggested again by Dunn (1993b) that ...*

If several works published in the same year are referred to on a single occasion, or an author has made the same point in several publications, they can all be referred to by using lower case letters (as above):

*Bloggs (1993a; 1993b) has stated on more than one occasion that ...*

## 2.9 Chapter authors in edited works

References to the work of an author that appears as a chapter, or part of a larger work, that is edited by someone else, should be cited within your text using the name of the contributory author not the editor of the whole work.

*In his work on health information, Smith (1975) states ...*

In the reference at the end of your document, you should include details of both the chapter author followed by the details of the entire work

*Smith, J., 1975. A source of information. In: W. Jones, ed. 2000. One hundred and one ways to find information about health. Oxford: Oxford University Press. Ch.2.*

## 2.10 Corporate authors

If the work is by a recognized organization and has no personal author then it is usually cited under the body that commissioned the work. This applies to publications by associations, companies, government departments etc. such as Department of the Environment or Royal College of Nursing.

It is acceptable to use standard abbreviations for these bodies, e.g. RCN, in your text, providing that the full name is given at the **first citing** with the abbreviation in brackets:

First citation:

*... following major pioneering research in 2006 undertaken by the Royal College of Nursing (RCN) it has been shown that ...*

Second citation:

*More recently the RCN (2012) has issued guidelines for ...*

Note that the full name is the preferred format in the reference list. These should provide the full name...

*Royal College of Nursing, 2006. Children in the Community. London: RCN.*

*Royal College of Nursing, 2007. Administering intravenous therapy to children in the community setting: Guidance for nursing staff. London: RCN.*

Some reports are written by specially convened groups or committees and can be cited by the name of the committee:

*Committee on Nursing (1972)*

*Select Committee on Stem Cell Research (2002)*

## 2.11 No author

If the author cannot be identified use **Anonymous** or **Anon.** and the title of the work and date of publication. The title should be written in italics. Every effort should be

made to establish the authorship if you intend to use this work as supporting evidence in an academic submission:

Marketing strategy (Anon., 1999)

### 2.12 No date

The abbreviation **n.d.** is used to denote this:

*Smith (n.d.) has written and demonstrated ...*

or indirectly:

*Earlier research (Smith, n.d.) demonstrated that ...*

Every effort should be made to establish the year of publication if you intend to use this work as supporting evidence in an academic submission.

### 2.13 Page numbers

Including the page numbers of a reference will help readers trace your sources. This is particularly important for quotations and for paraphrasing specific paragraphs in the texts:

*Lawrence (1966, p.124) states “we should expect ...”*

or indirectly:

*This is to be expected (Lawrence, 1966, p.124) ...*

Please note page numbers: proceeded with p. for a single page and pp. for a range of pages.

### 2.14 Quoting portions of published text

If you want to include text from a published work in your piece of work then the sentence(s) must be included within quotation marks, and may be introduced by such phrases as:

*the author states that “.....”*

or

*the author writes that “.....”*

*On the topic of professional writing and referencing Cormack and Brown (1994, p.32) have stated... “When writing for a professional readership, writers invariably make reference to already published works...”*

In order for a reader to trace the quoted section it is good practice to give the number of the page where the quotation was found. You may also indent quotations, but should consult your Faculty, for guidance and the relevant Academic Regulations.

### **2.15 Secondary sources (second-hand references)**

You may come across a summary of another author's work in the source you are reading, which you would like to make reference to in your own piece of work, this is called secondary referencing.

A direct in-text citation would be:

*Research recently carried out in the Greater Manchester area by Brown (1966 cited in Bassett, 1986, p.142) found that ...*

In this example, Brown is the work which you wish to refer to, but have not read directly for yourself. Bassett is the secondary source, where you found the summary of Brown's work.

An indirect in-text citation would be:

*(Brown, 1966 cited in Bassett, 1986, p.142)*

It is important to realise that Bassett may have taken Brown's ideas forward, and altered their original meaning. If you need to cite a secondary reference it is recommended that, where possible, you read the original source for yourself rather than rely on someone else's interpretation of a work. For this reason it is best to avoid using secondary referencing.

**The reference list at the end of your document should only contain works that you have read. In the above example you would only list the work by Bassett.**

### **2.16 Tables and diagrams**

When using selected information from a table, diagram or reproducing an entire table or diagram, a reference must be made to the source.

In the following example, information is from a table found on p267 of the book *Management in the media: decision makers* by Robert Brown published in 2005. The original source of the data used in the table in Brown's book was the National Statistics Office, 1985.

**If you quote from this table in the text of your essay - treat as secondary referencing:**

... historical figures demonstrate that only sixty percent of households had televisions in Britain by the 1970s (National Statistics Office, 1985 cited in Brown, 2005, p. 267).

**If you reproduce the table in your essay:** replicate the whole table, and add a citation below the table to acknowledge where the table was found

<b>Television ownership in England and Wales (Percentage of households)</b>		
<b>Year</b>	<b>1970</b>	<b>1980</b>
<b>Percentage</b>	<i>60</i>	<i>70</i>

*Source: National Statistics Office, 1985*

*National Statistics Office, 1985 cited in Brown, 2005, p.267.*

**Finally include the full details of the source, in this case the book in your reference list:**

Brown, R., 2005. *Management in the media: decision makers*. 4th ed.  
Harlow: FT Prentice Hall.

### **2.17 Websites**

When citing material found on a website, you should identify the authorship of the website. This may be a corporate author - an organization or company; a clue to this can be found by looking at the URL or web address. To find the date of publication, reference to this might be found at the bottom of a web page relating to copyright, or from a date headline.

In the below example the authorship would be BBC and the date 2016.

*Recent research on meningitis (BBC, 2016) has shown ...*

www.bbc.co.uk/news/health-37097247

Search

BBC Sign in

News Sport Weather iPlayer TV Radio

NEWS

Home UK World Business Politics Tech Science Health Education Entertainment

Health

**Meningitis W: Students urged to get vaccine**

By Smitha Mundasad  
Health reporter

17 August 2016 Health

Share

This is the date headline

### 3. COMPILING THE REFERENCE LIST

#### 3.1 General guidelines, layout and punctuation

The purpose of a reference list is to enable sources to be easily traced by another reader. Different types of publications require different amounts of information but there are certain common elements such as authorship, year of publication and title, which should be included.

The Harvard style lays down a standard for the order and content of information in the reference. Some variations of presentation are acceptable provided that they are used consistently.

All items should be listed alphabetically by author or authorship, regardless of the format whether, books, websites or journal articles etc. Where there are several works from one

author or source they should be listed together, in date order, with the earliest work listed first.

## 4. USING BOOKS, JOURNALS AND NEWSPAPERS

### 4.1 Books with one author

Use the title page, not the book cover, for the reference details. Only include the edition where it is not the first. A book with no edition statement is most commonly a first edition.

The required elements for a book reference are:

Author, Initials., Year. *Title of book*. Edition. (only include this if not the first edition)

Place of publication\* (this must be a town or city, not a country): Publisher.

Reference where 1<sup>st</sup> edition

Baron, D.P., 2008. *Business and the organisation*. Chester: Pearson.

where 3<sup>rd</sup> edition

Redman, P., 2006. *Good essay writing: a social sciences guide*.

3rd ed. London: Open University in assoc. with Sage.

An in-text reference for the above examples would read:

Organisations have been found to differ (Baron, 2008) when there is ...

Leading social scientists such as Redman (2006) have noted ...

### 4.2 Books with multiple authors

For books with multiple authors, **all**\* the names should all be included in the order they appear in the document. Use an **and** to link the last two multiple authors.

The required elements for a reference are:

Authors, Initials., Year. *Title of book*. Edition. (only include this if not the first edition)

Place: Publisher.

Reference

Adams, R.J., Weiss, T.D. and Coatie, J.J., 2010. *The World Health Organisation, its history and impact*. London: Perseus.

Barker, R., Kirk, J. and Munday, R.J., 1988. *Narrative analysis*. 3rd ed.

Bloomington: Indiana University Press..

An in-text reference for the above examples would read:

Leading organisations concerned with health (Adams, Weiss and Coatie, 2010) have proved that.....

A new theory (Barker, Kirk and Munday, 1988) has challenged traditional thinking ...

### 4.3 Books which are edited

For books which are edited, give the editor(s) surname(s) and initials, followed by **ed.** or **eds.**

The required elements for a reference are:

Author, Initials. ed., Year. *Title of book*. Edition. Place: Publisher.

Keene, E. ed., 1988. *Natural language*. Cambridge: University of Cambridge Press.

Silverman, D.F. and Propp, K.K. eds., 1990. *The active interview*. Beverly Hills, CA: Sage.

Allouche, J. ed., 2006. *Corporate social responsibility, Volume 1: concepts, accountability and reporting*. Basingstoke: Palgrave Macmillan.

### 4.4 Chapters of edited books

For chapters of edited books the required elements for a reference are:

Chapter author(s) surname(s) and initials., Year of chapter. Title of chapter followed by **In:** Book editor(s) initials first followed by surnames with ed. or eds. after the last name. Year of book. *Title of book*. Place of publication:

Publisher. Chapter number or first and last page numbers followed by full-stop.

#### References

Samson, C., 1970. Problems of information studies in history. In: S. Stone, ed. 1980. *Humanities information research*. Sheffield: CRUS. pp.44-68.

Smith, J., 1975. A source of information. In: W. Jones, ed. 2000. *One hundred and one ways to find information about health*. Oxford: Oxford University Press. Ch.2.

An in-text reference for the above examples would read:

(Samson, 1970)

(Smith, 1975)

#### 4.5 Multiple works by the same author

Where there are several works by one author and published in the same year they should be differentiated by adding a lower case letter after the date.

For multiple works the required elements for a reference are:

Author, Initials., Year followed by letter. *Title of book*. Place: Publisher.

Soros, G., 1966a. *The road to serfdom*. Chicago: University of Chicago Press.

Soros, G., 1966b. *Beyond the road to serfdom*. Chicago: University of Chicago Press.

Works by the same author should be displayed in the order referenced in your assignment, earliest first (as above).

An in-text reference for the above example would read:

(Soros, 1966a)

(Soros, 1966b)

This also applies if there are several authors with the same surname. As an alternative their initials can be included in the citation.

(Soros, G. 1966a)

(Soros, G. 1966b)

(Soros, M. 1966)

So in the above example, you have sources written by George Soros and also by Manuel Soros. In the full reference list you would list them in alphabetic order.

Where there are several works by one author, published in different years, these should be arranged in chronological order, with the earliest date first.

#### 4.6 Books – translations/imprints/reprints

For works which have been translated, the reference should include details of the translator, the suggested elements for such references being:

Author, Initials., Year. *Title of book*. Translated from (language) by (name of translator, initials first, then surname). Place of publication: Publisher.

Canetti, E., 2001. *The voices of Marrakesh: a record of a visit*.

Translated from German by J.A.Underwood. San Francisco: Arion.

For major works of historic significance, the date of the original work may be included along with the date of the translation:

Kant, I., 1785. *Fundamental principles of the metaphysic of morals*.

Translated by T.K. Abbott., 1988. New York: Prometheus Books.

For works in another language, reference these in the same manner as an English language work but provide a translation. Students should check with their Faculty the validity of including original language works.

For works which are reprints of classic original works, the reference should include details of the original date of the work and reprinting details, the suggested elements for such references being: Author, Initials., Original Year. *Title of book*.

(Imprint/reprint and then year). Place of publication: Publisher.

Keynes, J.M., 1936. *The general theory of employment, interest, and money*. Reprint 1988. London: Palgrave Macmillian.

An in-text reference for the above example would read:

(Keynes, 1936)

For classical works which have been abridged or introduced by a noted writer.

Leakey, R.E., 1979. *The illustrated origin of species*. Reprint of *On the Origin of species* by Charles Darwin, 1859. Abridged and introduced by Richard E. Leakey. London: Faber and Faber.

An in-text reference for the above example would read:

(Leakey, 1979)

With a recommendation to mention Darwin and the original date in the text, but including Leakey as the in-text citation.

## 4.7 E-books and pdfs

### E-books

The required elements for a reference are:

Author, Initials., Year. *Title of book*. [e-book] Place of publication (if known): Publisher.

Followed by **Available at:** e-book source **and** web address or URL for the e-book

[Accessed date].

Cookson, J. and Church, S. eds., 2007. *Leisure and the tourist*. [e-book]

Wallingford: ABS Publishers. Available at: Google Books

<<http://booksgoogle.com>> [Accessed 9 June 2008].

**For an e-book from specific database such as ebrary**

The required elements for a reference are:

Author, Initials., Year. *Title of book*. [e-book type] Place of publication (if available): Publisher. Followed by **Available at:** e-book source and web address [Accessed date].

Gallardo, J., Goldberg, M. and Randhawa, B., 2006. *Strategic Alliances to Scale Up Financial Services in Rural Areas*. [online] Herndon, US: The World Bank. Available at: <<http://site.ebrary.com/lib/alltitles/docDetail.action?docID=10120777>> [Accessed 6 Feb. 2017].

#### 4.8 Pdf documents

**For a pdf version of, for example, a Government publication or similar which is freely available:**

The required elements for a reference are:

Authorship, Year. *Title of document*. [type of medium] Place of publication (if known): Publisher. Followed by **Available at:** include web address or URL for the actual pdf, where available [Accessed date].

Bank of England, 2008. *Inflation Report*. [pdf] Bank of England.

Available at:

<<http://www.bankofengland.co.uk/publications/inflationreport/ir08nov.pdf>> [Accessed 20 April 2009].

Department of Health, 2008. *Health inequalities: progress and next steps*.

[pdf] London: Department of Health. Available at:

<[http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH\\_085307](http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_085307)> [Accessed 9 June 2008].

#### 4.9 Articles from printed sources – basic journal reference

The required elements for a reference are:

Author, Initials., Year. Title of article. *Full Title of Journal*, Volume number (Issue/Part number), Page number(s).

Boughton, J.M., 2002. The Bretton Woods proposal: a brief look.

*Political Science Quarterly*, 42(6), p.564.

Cox, C., 2002. What health care assistants know about clean hands.

*Nursing Times*, Spring Issue, pp.647-85.

#### 4.10 Electronic articles

Reference an e-journal article as print if it is also available in a print version of the journal. This is usually the case where you access an article in pdf format and it uses sequential journal page numbers.

Perry, C., 2001. What health care assistants know about clean hands.  
*Nursing Times*, 97(22), pp.63-64.

If you are not sure if there is a print equivalent, add the electronic access information as follows:

Katchamart, W., Trudeau, J., Phumethum, V. and Bombardier, C., 2010.  
Methotrexate monotherapy versus methotrexate combination therapy with non-biologic disease modifying anti-rheumatic drugs for rheumatoid arthritis.  
*Cochrane Database of Systematic Reviews*, [online] 4 (CD008495) Available at: <<http://onlinelibrary.wiley.com/doi/10.1002/14651858.CD008495/abstract>> [Accessed 6 August 2013].

#### 4.12 Articles publically available on the internet

Articles from web based magazines or journals, including Open Access articles found in institutional repositories.

Authors, Initials., Year. Title of article. *Full Title of Journal or Magazine*, [online] Available at: web address (quote the exact URL for the article) [Accessed date].

Kipper, D. , 2008. Japan's new dawn. *Popular Science and Technology*, [online] Available at:<<http://www.popsci.com/popsci37b144110vgn/html>> [Accessed 22 June 2009].

#### 4.13 Articles with DOIs

You can choose to use the DOI (Digital Object Identifier) instead of the format/location/access date. The DOI is a permanent identifier and replaces a permanent web address for online articles. They are often found at the start/end of an article or on the database landing page for the article. Not all articles are assigned a DOI. If an article does not have a DOI, use one of the other e-journal article formats.

Author, Initials., Year. Title of article. *Full Title of Journal*,[e-journal] Volume number (Issue/Part number), Page numbers if available. DOI.

Boon, S., Johnston, B. and Webber, S., 2007. A phenomenographic study of English faculty's conceptions of information literacy. *Journal of Documentation*, [e-journal] 63(2), pp.204 – 228.  
<http://dx.doi.org/10.1108/00220410710737187>.

Goodall, A.H., 2006. Should top universities be led by top researchers and are they?: A citations analysis. *Journal of Documentation*, [e-journal] 62(3), pp.388 – 411.  
<http://dx.doi.org/10.1108/00220410610666529>.

#### 4.14 Journal abstract from a database

For a journal abstract from a database where you have been unable to access the full article, the required elements for a reference are:

Author, Initials., Year. Title of article. *Full Title of Journal*, [type of medium]  
 Volume number (Issue/Part number), Page numbers if available. Abstract only.  
 Available through: Source [Accessed date].

Boughton, J.M., 2002. The Bretton Woods proposal: a brief look.  
*Political Science Quarterly*, [e-journal] 42(6). Abstract only. Available  
 through: Anglia Ruskin University Library website  
 <<http://libweb.anglia.ac.uk>> [Accessed 12 June 2005].

#### 4.15 Newspaper articles

For newspaper articles the required elements for a reference are:

Author, Initials., Year. Title of article or column header. *Full Title of Newspaper*, Day and month before page number and column line.

Slapper, G., 2005. Corporate manslaughter: new issues for lawyers.  
*The Times*, 3 Sep. p.4b.

(In the page reference. p.4b - "4" indicates that the article is on the fourth page of the newspaper, columns of print on a page are labelled left to right alphabetically, so in this example "b" indicates that this is the second column of newsprint across the page from left to right.)

An example of corporate authorship where the newspaper article authorship is not stated.

Times, 2005. Corporate manslaughter: responses from the legal profession (Editorial comments), *The Times*, 8 Sep. p.4b.

#### 4.16 Online newspaper articles

For newspaper articles found in online newspapers, the required elements for a reference are:

Author or corporate author, Year. Title of document or page. *Name of newspaper*, [type of medium] additional date information. Available at: <url> [Accessed date].

Chittenden, M., Rogers, L. and Smith, D., 2003. Focus: 'Targetitis ails NHS. *Times Online*, [online] 1 June. Available at:  
<<http://www.timesonline.co.uk/tol/news/uk/scotland/art1138006.ece>>  
[Accessed 17 March 2005].

Coney, J., 2009. Is this the start of a new home loan war? HSBC vows to lend £1billion to homebuyers with 10% deposits. *Daily Mail*, [online] (Last updated 9.47 AM on 09th April 2009). Available at:

<<http://www.dailymail.co.uk/news/article-1168461/Is-start-new-home-loan-war-HSBC-vows-lend-1billion-homebuyers-10-deposits.html>> [Accessed on 20 April 2009].

An intext reference for the above examples would read:

(Chittenden, Rogers and Smith, 2003)

(Coney, 2009)

## 5. USING OTHER SOURCE TYPES

There are other types of documents which you may wish to include in your reference list or bibliography, which do not have an obvious author and date pattern.

### 5.1 Acts of Parliament

The required elements are:

*Short title (with key words capitalized) which includes the year followed by the chapter number in brackets. Place of publication: Publisher.*

*Higher Education Act 2004. (c.8). London: HMSO.*

For Acts prior to 1963, the regal year and parliamentary session are included:

*Road Transport Lighting Act 1957. (5&6 Eliz. 2, c.51). London: HMSO.*

For an in-text reference:

If you need to refer to a specific section and paragraph, include the section, paragraph number and subsection.

*Finance Act 2007. s.45(9)(b).*

## 5.2 Law reports

The required elements for a reference are:

*Name of the parties involved in the law case*, Year of reporting (in brackets as indicated by the reference you are using) abbreviation for the law reporting series, part number/case number/page reference if available.

*Jones v Lipman* [1962] 1 WLR 832.

*Saidi v France* (1994) 17 EHRR 251, p.245.

*R v White (John Henry)* [2005] EWCA Crim 689, 2005 WL 104528.

An in-text reference for the above example would read:

In the recent case of *R v White (John Henry)* (2005), the defence noted ...

## 5.3 Annual reports

The required elements for a reference are:

Corporate author, Year. *Full title of annual report*. Place of publication:  
Publisher.

Marks & Spencer, 2004. *The way forward, Annual report 2003-2004*.

London: Marks & Spencer.

For an **e-version** of an annual report the required elements for a reference are:

Author or corporate author, Year. *Title of document or page*. [type of medium] Available at: include web site address/URL(Uniform Resource Locator) [Accessed date].

Marks & Spencer, 2004. *Annual report 2003-2004*. [online] Available

at: <<http://www-marks-and-spencer.co.uk/corporate/annual2003/>>

[Accessed 4 June 2005].

## 5.4 Patents

The required elements for a reference are:

Inventor name, Initials., Assignee., Year. *Title*. Place. Patent number (status, if an application).

*Example:*

Graham, C.P., Fonti, L. and Martinez, A.M., American Sugar Co., 1972.

*Tableting sugar and compositions containing it.* U.S. Pat. 3,642,535.

Leonard, Y., Super Sports Limited, 2008. *Tin can manufacture and method of sealing.* Canada. Pat. 12,789,675.

## 5.5 Conference report and papers

The required elements for a conference report are:

Authorship, Year. *Full title of conference report.* Location, Date. Place of publication: Publisher.

UNDESA (United Nations Department of Economic and Social Affairs), 2005. *6<sup>th</sup> Global forum on reinventing government: towards participatory and transparent governance.* Seoul, Republic of Korea, 24-27 May 2005. New York: United Nations.

The required elements for a conference paper are:

Author, Initials., Year. Full title of conference paper. In: followed by editor or name of organisation, *Full title of conference.* Location, Date. Place of publication: Publisher.

Brown, J., 2005. Evaluating surveys of transparent governance. In: UNDESA (United Nations Department of Economic and Social Affairs), *6<sup>th</sup> Global forum on reinventing government: towards participatory and transparent governance.* Seoul, Republic of Korea, 24-27 May 2005. New York: United Nations.

## 5.6 Reports by organizations

The required elements for a reference are:

Authorship/Organisation, Year. *Full title of report.* Place: Publisher:

Department of Health, 2001. *National service framework for older people.* London: Department of Health.

Coulter, A. and Collins, A., 2011. *Making shared decision-making a reality: no decision about me, without me.* London: The King's Fund.

The required elements for an e-version are:

Authorship/Organisation, Year. *Full title of report.* [type of medium] Place: Publisher. Available at: include web address/URL [Accessed on date].

Department of Health, 2001. *National service framework for older people.* [pdf] London: Department of Health. Available at: [<http://www.dh.gov.uk/prod\\_consum\\_dh/groups/dh\\_digitalassets/@dh/](http://www.dh.gov.uk/prod_consum_dh/groups/dh_digitalassets/@dh/)

[@en/documents/digitalasset/dh\\_4071283.pdf](#)> [Accessed 12 September 2011].

Coulter, A. and Collins, A., 2011. *Making shared decision-making a reality: no decision about me, without me*. [pdf] London: The King's Fund. Available at:

<[http://www.kingsfund.org.uk/publications/nhs\\_decisionmaking.html](http://www.kingsfund.org.uk/publications/nhs_decisionmaking.html)>

[Accessed 12 September 2011].

## 5.7 Dissertations and Theses

The required elements for a reference are:

Author, Initials., Year of publication. *Title of dissertation*. Level. Official name of University.

Kimanyi Wachira, C., 2014. *Early Christian Missionary's influence on Bride Wealth (A case study of Mutira Location in Kirinyaga County 1930 – 1948)*. [Thesis] St. Paul's University.

The required elements for an e-version are:

Author, Initials., Year of publication. Title of dissertation. Level. Official name of University. Available at <url> [Accessed on date].

Kimanyi Wachira, C., 2014. *Early Christian Missionary's influence on Bride Wealth (A case study of Mutira Location in Kirinyaga County 1930 – 1948)*. [Thesis] St. Paul's University. Available at:

<<http://192.168.0.171:8080/xmlui/handle/123456789/249>> [Accessed 13 Feb. 2017].

## 5.8 Course material and Lecture notes

It is important to check with the lecturer who has given the lecture that they are in agreement with course material being included in any Reference List. If they are in agreement, and if it is not a publicly available document, it is important to provide a copy in the Appendix of your work. The citation to the course material in your Reference List should then also refer to the Appendix.

It would also be advisable to follow up any sources mentioned in your lecture and read these for yourself.

### Course material / lecture notes – print version

The required elements for a reference are:

Lecturer/Author, Initials., Year. Title of item, *Module Code Module title*. HE Institution, unpublished.

Williams, B., 2008. Guide to project management, *BD45001S Management*. Anglia Ruskin University, unpublished. (See appendix X)

An in-text reference for the above example would read:

(Williams, 2008)

### Course material – electronic

The required elements for a reference are:

Lecturer/Author, Initials., Year. Title of item, *Module Code Module Title*. [online via internal VLE], HE Institution. Available at: web address if available over the internet, otherwise indicate if available through WebCT, SharePoint or other virtual learning environment address. [Accessed date].

Williams, B., 2008. Guide to project management, *BD45001S Management*. [online via internal VLE] Anglia Ruskin University. Available at: < J:\AIBS\AIBS Admin\ASSESSMENT MATERIAL\ASSESSMENT MATERIAL 2009-10\IBS & MARKETING & MA ARTS\IBS Sem 2 2009-10 Approved Material\Sem 2> [Accessed Date 13 June 2008].

An in-text reference for the above examples would read:

(Williams, 2008)

## 5.9 Interviews

Where you have conducted an interview using a primary source, you are recommended to check with your Faculty Office for detailed guidance on what you may include.

Where you are conducting the interview, it is important to check with the person being interviewed that they will be in agreement with a transcript of the interview being made available. Since this will not be a publicly available document, it may be included as a transcript within an Appendix in your piece of work.

The citation for this interview should refer to the Appendix.

In an interview (Appendix A) the findings of the report were reviewed and White agreed with ...

In the Appendix you should include details such as:

Interviewee's name. Year of interview. *Title of interview*. Interviewed by ...name. [type of medium/format] Location and exact date of interview . Together with the transcript.

## Where you are using an interview from a source such as a television program

The suggested elements for a reference are:

Interviewee name, Initials., Year of Interview. *Title of Interview. (or Interview on ..name of programme)* Interviewed by ...name(first name and surname). [type of medium/format] Name of Channel, Date of transmission, time of transmission.

Ahern, B., 1999. *Interview on Morning Ireland*. Interviewed by John Boyd. [radio] RTE Radio 1, 15 February 1999, 08:30.

An in-text reference for the above example would read:

(Ahern, 1999)

### 5.10 Press release

These may be print or electronic.

For a print press release:

Corporate author of press release, Year. *Title*. Press release, date.

RCN, 2009. *RCN praises health care staff as infections continue to fall*. Press release, 18 June 2009.

For an electronic press release:

Corporate author of press release, Year. *Title*. [press release] date.

Available at: web address [Accessed date].

RCN, 2009. *RCN praises health care staff as infections continue to fall*. [press release] 18 June 2009. Available at:  
<[http://www.rcn.org.uk/newsevents/news/article/uk/rcn\\_praises\\_health\\_care\\_staff\\_as\\_infections\\_continue\\_to\\_fall](http://www.rcn.org.uk/newsevents/news/article/uk/rcn_praises_health_care_staff_as_infections_continue_to_fall)> [Accessed 23 June 2009].

### 5.11 Religious texts

When you are quoting from a sacred text e.g. the Bible, the Torah or the Quran, the suggested elements for a citation are:

Name of religious text, Book. Sura or Chapter: Verse

An in-text reference for the Bible could look like this:

“In the beginning, God created the heavens and the earth” (The Bible, Genesis. 1:1)

The required elements for a full reference are:

Full title, Year. Place of publication: Publisher.

The Bible: Contemporary English Version, 2000. London: HarperCollins.

For other sacred texts, it is important that you clearly identify the location of the text that you cite using the appropriate numbering system.

### 5.12 Reference from a dictionary

When you are quoting a definition from a dictionary, use the publisher as the author

The required elements for a citation are:

(Publisher, Year)

(Chambers, 2010)

The suggested elements for a reference are:

Dictionary publisher, Year. *Full title of dictionary*. Place of publication:

Publisher.

Encycopaedia Britannica, 2012. *Encyclopædia Britannica Online*.

[online] London: Encyclopædia Britannica (UK).

Available through: < [encyclopaediabritannica.co.uk/intro](http://encyclopaediabritannica.co.uk/intro) > [Accessed 12 June 2011].

### 5.20 Computer Program

For a computer program downloaded from the internet, the required elements of a reference are:

Authorship/Organisation, Year. Title of program. (Version). [computer program]

Distributor/Publisher. (if available) Available at: <web address/URL> [Accessed date]

Adobe Systems Incorporated, 2013. Adobe Air (3.8 beta). [computer program] Adobe Labs.

Available at: <<http://labs.adobe.com/technologies/flashruntimes/air/>>

[Accessed 30 August 2013].

## 6. USING ELECTRONIC SOURCES

### 6.1 Websites

For websites found on the internet the required elements for a reference are:

Authorship or Source, Year. *Title of web document or web page*. [type of medium] (date of update if available) Available at: include web address/URL \* [Accessed date].

NHS Evidence, 2003. *National Library of Guidelines*. [online] Available at:

<<http://www.library.nhs.uk/guidelinesFinder>> [Accessed 10 October 2009].



Foundation for Economic Education (FEE), 2014. *England's Whetstone named FEE's first "Blinking Lights" award recipient..* [online] Available at: < <http://www.fee.org/publications/detail/englands-whetstone-named-fees-first-blinking-lights-award-recipient> > [Accessed 16 July 2014].

\*URL means Uniform Resource Locator - an address identifying the location of a file on the Internet.

If a URL is exceedingly long, or the result of a personal search on a website, you can give the website's home page address with the routing or web path, showing your reader how to get from the home page to the specific page you have referenced.

## 6.2 Publications available from websites

For publications found on the internet the required elements for a reference are:

Author or corporate author, Year. *Title of document.* [type of medium] Place:

Producer/Publisher. Available at: include web site address/URL(Uniform Resource Locator) [Accessed date].

Boots Group Plc., 2003. *Corporate social responsibility.* [online] Boots Group Plc. Available at: <<http://www.Boots-Plc.Com/Information/Info.Asp?Level1id=447&Level2id=0>> [Accessed 23 July 2005].

Defoe, D., 1999. *The fortunes and the misfortunes of the famous Moll Flanders*. [online] Champaign, Illinois: Project Gutenberg. Available at: <<http://www.gutenberg.org/etext/370>> [Accessed 18 November 2005].

Independent Inquiry into Access to Healthcare for People with Learning Disabilities, n.d. *Healthcare for all*. [online] Available at: <[http://www.iahpld.org.uk/Healthcare\\_easy\\_final.pdf](http://www.iahpld.org.uk/Healthcare_easy_final.pdf)> [Accessed 10 April 2009].

Scottish Intercollegiate Guidelines, 2001. *Hypertension in the elderly*. (SIGN publication 20) [online] Edinburgh: SIGN (Published 2001) Available at: <<http://www.sign.ac.uk/pdf/sign49.pdf>> [Accessed 17 March 2005].

### 6.3 Email correspondence/discussion lists

Particular care needs to be taken if you are quoting from these as they may include personal email addresses and be from a restricted source. Permission should be sought before these sources are quoted.

For email correspondence or discussion lists the suggested elements for a reference are:

Name of sender, email address, Year. *Message or subject title from posting line*.  
[type of medium] Recipient's name and (email address). Date sent: Including time.  
Available at: URL (e.g. details of where message is archived) [Accessed date].

Jones, P., jones@jones.com, 2005. *Mobile phone developments*. [email]  
Message to R G. Schmit (r.g.schmit@syy.ac.uk). Sent Monday 7 June 2005:  
08:13. Available at:  
<[http://gog.defer.com/2004\\_07\\_01\\_defer\\_archive.html](http://gog.defer.com/2004_07_01_defer_archive.html)> [Accessed 7 July 2005].

**Copies of such correspondence should be kept, as these may need to be submitted as an appendix in an academic submission.**

## 6.4 Blogs

The required elements for a reference are:

Author, Initials., Year. Title of individual blog entry. *Blog title*, [medium] Blog posting date. Available at: include web site address/URL (Uniform Resource Locator) [Accessed date].

Whitton, F., 2009. Conservationists are not making themselves heard. *Guardian.co.uk Science blog*, [blog] 18 June. Available at: <<http://www.guardian.co.uk/science/blog/2009/jun/18/conservation-extinction-open-ground>> [Accessed 23 June 2009].

### Blog comments

The required elements for a reference are:

Comment Author, Year. Title of individual blog entry. *Blog title*, [medium] Comment posting date. Available at: include web site address/URL (Uniform Resource Locator) [Accessed date].

DGeezer, 2009. Conservationists are not making themselves heard. *Guardian.co.uk Science blog*, [blog] 18 June. Available at: <<http://www.guardian.co.uk/science/blog/2009/jun/18/conservation-extinction-open-ground>> [Accessed 23 June 2009].

An in-text reference for the above examples would read:

(Whitton, 2009)

(DGeezer, 2009)

## 6.5 Mailing lists

The required elements for a reference are:

Author, Initial., Year. Subject line, *Title of Mailing List*. [online] date of message. Available at: include web site address/URL (Uniform Resource Locator) [Accessed date].

Murrey, T., 2009. Sharing good practice, *Forum for International Students*. [online] 23 June 2009. Available at: <<http://www.internationalstudentforum.com>> [Accessed 23 June 2009].

## 6.6 Social Media

The required elements for a reference are:

Author, Initials., Year. *Title of page*. [Social media type] Day/month post written. Available from:<URL>[ Accessed date].

Andrews, A., 2012. *Customer Focus Group* [Facebook]. 11 November. Available at:< [www.facebook.com/andrews](http://www.facebook.com/andrews)> [Accessed 11 November 2010].

Big Red Corporation. 2013. *New products for cars* [Twitter]. 17 May Available at:< <https://twitter.com/bigredcorporation/promotions>> [Accessed 13 November 2010].

## 6.7 Apps

The required elements for an app are:-

Authorship, Year. *Full text of app article*. [mobile app type] Date/month written.

Available at:<URL>[Date accessed].

Flipboard Inc., 2014. *On the red couch with Quartz publisher Jay Lauf*. [Flipboard] 17 April. Available at:<<http://inside.flipboard.com/2014/06/11/on-the-red-couch>> [Accessed 3 July 2014].

## 7. IMAGES

### 7.1 DVD, video or film

The required elements for a reference are:

*Full title of DVD or video*. Year of release. [type of medium] Director. (if relevant)

Country of origin: Film studio or maker. (Other relevant details).

*Great films from the 80s: a selection of clips from Warner Brothers top films from the 1980s*. 2005. [DVD] New York: Warner Brothers.

*Health for all children 3: the video*. 2004. [video] London: Child Growth Foundation. (Narrated by D.B.M. Hall).

For a film the suggested elements should include:

*Title*, Year of release. [medium] Director. Country of origin: Film studio.

*Macbeth*, 1948. [film] Directed by Orson Welles. USA: Republic Pictures.

### 7.2 Broadcasts

For a broadcast where you would like to refer to a **named episode**, the suggested elements should include:

*Episode name*, Year of broadcast. Series title and number (if relevant). [type of medium] Broadcasting organisation and Channel, date and time of transmission.

*The day of the Doctor*, 2014. Doctor Who, 50th anniversary episode series. [TV programme]. BBC, BBC 1, 23 November 2013.

If the **episode is not named**, the suggested elements should include:

*Series title*, Year of broadcast. Series and episode number if known. [type of medium].

Broadcasting organisation and Channel, date and time of transmission

*Little Britain*, 2006. Series 3 episode 1. [TV programme] BBC, BBC2, 30 January 2006 20.00.

For a **broadcast series**:

*Series Title*, Year of broadcast. [type of medium] Broadcasting organisation and Channel, date and time of transmission.

*Little Britain*, 2006. [TV programme] BBC, BBC2, 30 January 2006 20.00.

### 7.3 Pictures, images and photographs

The suggested elements for a reference are:

Artist/Photographer's name (if known), Year of production. *Title of image*. [type of medium] Collection Details as available (Collection, Document number, Geographical Town/Place: Name of Library/Archive/Repository).

Beaton, C., 1956. *Marilyn Monroe*. [photograph] (Marilyn Monroe's own private collection).

Beaton, C., 1944. *China 1944: A mother resting her head on her sick child's pillow in the Canadian Mission Hospital in Chengtu*. [photograph] (London, Imperial War Museum Collection).

For an electronic reference the suggested elements are:

Artist/Photographer's name, Year of production. *Title of image*. [type of medium]

Available at: include web site address/URL(Uniform Resource Locator) and additional details of access, such as the routing from the homepage of the source.

[Accessed date].

Dean, R., 2008. *Tales from Topographic Oceans*. [electronic print]

Available at:

<[http://rogerdean.com/store/product\\_info.php?cPath=4&products\\_id=8](http://rogerdean.com/store/product_info.php?cPath=4&products_id=8)  
> [Accessed 18 June 2008].

When using an image from a book or journal article, to provide enhancement within an essay or a PowerPoint presentation, an in text reference should be included within the essay text or on the slide, and a full reference included at the end of the piece of work.

In-text

(Terrasse, 1972 p. 41)

The full reference

Degas,E., 1883. *Dancers on Stage*. Reproduced in: Terrasse, A. 1972. *Degas*. London: Thames and Hudson.

In-text

(O'Malley, 2010 p.55)

The full reference

[Bee image] 2010. Reproduced in: O'Malley, M. 2010. *The Wisdom of Bees*. London: Portfolio.

#### 7.4 Electronic images

For images found on the internet the required elements for a reference are:

Author, Year (image created). *Title of work*. [type of medium] Available at: include web site address/URL (Uniform Resource Locator) [Accessed date].

Where the author is not known, begin the reference with the *title of the work*.

Where none of the usual details are known, (such as author, date, or image title) try to find the filename of the image (for example by right clicking and looking at the properties of the file). If none of the above is available begin the reference with the *subject and title of the work*.

[*Child placing gauze over knee wound*] n.d. [image online] Available at: <<http://www.dadpal.com/2009/12/wounds-care-help-and-wound-vac-therapy.html>> [Accessed 01 June 2010].

Van Vechten, C., 1934. *Man Ray*. [image online] Available at: <[http://en.wikipedia.org/wiki/File:Man\\_Ray\\_1934.jpg](http://en.wikipedia.org/wiki/File:Man_Ray_1934.jpg)> [Accessed 04 October 2009].

An in-text reference for the above examples would read:

(Child placing gauze, n.d.)

(Van Vechten, 1934)

## 7.5 Maps - Print Maps, Digimap and Google Earth

The required elements for a reference are:

Map publisher (origin), Year of issue. Title of map. *Map series*, Sheet number, scale.

Place of publication: Publisher.

Ordnance Survey, 2006. Chester and North Wales. *Landranger series*, Sheet 106, 1:50000. Southampton: Ordnance Survey.

The required elements for Digimap are:

Map publisher (origin), Year of publication. *Created map title*, Scale. Source [online]

Available through: Anglia Ruskin University Library website

<<http://libweb.anglia.ac.uk>> [Accessed date].

Ordnance Survey, 2011. *Anglia Ruskin University: Chelmsford Campus*, 1:1.500. EDINA Digimap [online] Available through: Anglia Ruskin University Library <<http://libweb.anglia.ac.uk>> [Accessed 31 August 2011].

The suggested elements for Google Earth are:

Google Earth version (if applicable), Year data released. *Image details - location, co-ordinates, elevation*. Data set (if applicable). [online] Available through: URL [Accessed date].

Google Earth 6.0, 2008. *Hylands House and Estates 51°42'39.17"N, 0°26'11.30"W, elevation 60M*. 3D Buildings data layer. [online] Available through: <<http://www.google.com/earth/index.html>> [Accessed 31 August 2011].

## 7.6 Podcast and archived Tv program

The required elements for a podcast reference are:

Broadcaster/Author, Year. *Programme title*, Series Title. (if relevant) [type of medium] date of transmission. Available at: include web site address/URL (Uniform Resource Locator) [Accessed date].

National Gallery, 2008. *Episode Seventeen (March 2008)*, The National Gallery Monthly Podcast. [podcast] March 2008. Available at: <<http://www.nationalgallery.org.uk/podcasts>> [Accessed 23 June 2009].

## 7.7 YouTube video

The required elements for a reference are:

Screen name of contributor, Year. *Video Title*, Series Title. (if relevant) [type of medium] Available at: include web site address/URL (Uniform Resource Locator) [Accessed date].

Mrgeorged, 2009. *Top Gear The Stig revealed*. [video online] Available at: <<http://www.youtube.com/watch#!v=eTapK5dRaw4>> [Accessed 23 June 2009].

Defra, 2007. *Sustainable development: the bigger picture*. [video online] Available at: <<http://youtu.be/keZmg56ahdM>> [Accessed 23 June 2012].

An in-text reference for the above example would read:

The principle research states “The need for sustainable development...” (Defra, 2007)

## 8. MUSIC SOURCES

### 8.1 Sound Recordings- General

The general required elements for a sound recording are:-

Surname name, Initials(s) (of originator/composer), Year. *Title*. [medium] Name of recording artist. Place of recording: Label.

Tippett, M., 1993. *Symphony no.4*. [Sound recording] Performed by the Bournemouth Symphony Orchestra conducted by Richard Hickox. Colchester: Chandos Records.

*Im Abendrot* from Strauss's Four last songs, 2002. [Sound recording] performed by Kiri te Kanawa and the London Symphony Orchestra, conducted by Andrew Davis. London: Sony Entertainment UK.

Lennon, J. and McCartney, P., 1966. *Yellow submarine* [Sound recording] Performed by The Beatles on the album *Revolver*, remastered 2009. Hayes: EMI.

Mercer, J. and Bloom, R., 1963. *Fools rush in* reissued 2002 [Sound recording] Performed by Rick Nelson on the album *Rick Nelson Greatest hits*. US: Capitol Records, Inc.

Gallagher, N., 1994. *Live forever*. Oasis. Definitely maybe. [CD].  
Manchester: Creation Records.

## 8.2 Lyrics

The required elements for lyrics are:-

Lyricist surname, Initials., Year. *Title of song*. Place of distribution (if known):  
Distribution company.

## 8.3 CDs

The required elements for a CDs are:-

Artist, year. *Title of recording*. [CD] Place of distribution (if known): Distribution  
company.

## 8.4 Downloads

The required elements for a download are:-

Artist, year. *Title of recording*. [Download] Available at: <URL> [Accessed date]

## 8.5 Song on a compilation album

Individual song as chapter in a book compilation

The required elements for a compilation album are:-

Artist, Year. Title of song. In: Artist, Year if different?, *Title of recording*  
[format] Place of Distribution(if known): distribution company. Track Number?

## 8.6 Complete album

The required elements for a complete album are:-

Name of recording artist. Year. *Title of album*. [Medium]. Place of recording:  
Label.

## 8.7 Live performance of music

The required elements for a live performance are:-

Family name, Initial(s) (of originator/composer). Year written. *Title*. [Live  
performance]. Name of performing artist. Date seen, location.

## 9. UNPUBLISHED WORKS

### 9.1 Unpublished works

You may occasionally have access to a document before it is published and may therefore not be able to provide full details:

Pattison, J., (in press) *A new book that I have written*. London: Vanity Press.

Woolley, E. and Muncey, T., (in press) Demons or diamonds: a study to ascertain the range of attitudes present in health professionals to children with conduct disorder. *Journal of Adolescent Psychiatric Nursing*.  
(Accepted for publication December 2002).

### 9.2 Informal or in-house publications

For informal publications, such as class handouts and leaflets, provide what details you can:

St Paul's University, 2007. *Using the BOM Library*. [leaflet] January 2017 ed. Limuru: St Paul's University.

### 9.3 Personal communication

Where you refer to a more informal personal communication, e.g. letter, email, phone call or conversation, provide as much detail as possible and note the nature of the communication.

Permission should be sought before these sources are quoted, and a copy retained for reference.

Hindle, E., 2000. *Introducing Cow & Gate Omneo Comfort: an infant milk for digestive comfort*. [letter] (Personal communication, 2 June 2000).

O'Sullivan, S., 2003. *Discussion on citation and referencing*. [letter] (Personal communication, 5 June 2003).