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Guide to Referencing and Citations

Oxford University Department of Education

Accurate, complete and consistent references are essential in all academic work and are the key to avoiding plagiarism. Whenever you refer directly to the work or ideas of someone else, or are influenced by another's work, you must acknowledge this. Similarly if you quote directly from someone's work this must be referred to accurately.

There are a number of systems of referencing, but the Department of Education recommends that you use the Harvard system. Harvard is an author/date system, is very simple to use and is widely accepted as the most suitable system for educational research. Variations on the Harvard system are used by academic journals such as the Oxford Review of Education, the British Journal of Educational Studies, the British Journal of Sociology of Education and the Journal of Education Policy. However, the Harvard style varies, so we have created a standard Department version, **Harvard for Oxford Department of Education**, described below and available as a style to use on [RefWorks](#). This system should be used for all assignments, dissertations and theses written in the Department. This guide offers detailed guidance for producing in-text citations and reference lists according to the Oxford University, Department of Education's version of the Harvard method.

Contents:

What is referencing?	9
Why should you reference?	9
When should you reference?	9
What should you reference?	10
Plagiarism	10
How to reference using the Oxford Department of Harvard method	13
Principles of in-text citing	13
How to cite	13
Citing items with one author	13
Citing items with two or three authors	13
Citing items with more than three authors	13
Citing edited items	14
Citing organisation, company or government authors	14
Citing more than one item by the same author(s)	14
Citing when you cannot identify the author(s) of an item	15
Citing when you cannot identify the year	15
Citing quotations	16
Citing images, diagrams, tables, figures, etc.	16
Citing more than once from the same resource	17
Where to put citations	18
Relating your citations to your work	19
Citing several sources together	20
Citing in appendices	21
Quoting	21
Quotation marks and indenting quotes	22
Quoting material not in English	23
Quoting translated material	23
Paraphrasing and summarising	23

Secondary referencing - for when you haven't read it, but you have read about it	24
Reference lists	24
What's the difference between a bibliography and a reference list?	24
The format of the reference list	25
Example bibliography	25
Principles of referencing electronic and internet resources	26
Author(s) in references and citations	27
Using full names or initials	27
The order of names	27
Multiple authors	28
Organisations, companies and institutions as authors	28
The year in references and citations	28
The publication year	28
Years and internet resources	29
What if there is no year?	29
How to use the referencing and citing examples	29
Referencing and citing examples	31
Books	31
Book with one author	31
Book with two authors	31
Book with three authors	31
Book with more than three authors	31
Book with a single editor	31
Book with two editors	32
Book with three editors	32
Book with more than three editors	32
Book with an organisation, company or government author	32
Books with no identifiable authors or editors	32
Anonymous books	32
Book with subtitle	32
Electronic book from a database	33

Electronic book from the web	33
Book chapter	33
Chapter in an electronic book	34
Part of an anthology	34
Part of an encyclopedia	34
Part of an electronic encyclopedia	35
A volume of a multivolume book	35
Book with an introduction / foreword	35
Introduction / foreword to a book	35
Information on the cover of a book - author/source is given	35
Information on the cover of a book - where no author/source is given	36
Edited play or other literary work	36
Translated book	36
Dictionary	36
Dictionary with no authors or editors	36
Annual publication	36
Reprinted book	37
Electronic reprinted book	37
Facsimile	37
Part of a series	37
Book not in English	37
Translated book not in English	38
Journals, Magazines & Newspapers (Serials)	38
Journal and magazine articles	38
Journal / magazine articles	38
Electronic journal / magazine articles (with print equivalent)	39
Electronic journal / magazine article with no print equivalent	39
Electronic article from a systematic review database	40
Electronic journal / magazine article abstract	40
Whole journal / magazine issue	40
Electronic Journal / magazine articles in press	40
In press article from a database	40
In press article from web site	41
Newspaper articles	41
Newspaper article	41

Newspaper article with no author	41
Newspaper article in section / pull out	41
Newspaper advert	41
Newspaper article on microfilm	42
Newspaper article not in English	42
Electronic newspaper article	42
Electronic newspaper article with no identifiable page numbers	42
Other serials	42
Annual publication treated as a serial	42
Broadcast and Pre-recorded Media	43
Radio broadcast	43
TV broadcast	43
News broadcast	43
Recording from TV (satellite or terrestrial) or radio onto video, DVD or audiocassette	43
Online TV programme	43
Online radio programme	44
Online video	44
Online video from anatomy.tv	44
Feature film (on DVD)	44
Feature film (off-air)	44
Feature film not in English	44
Commercial or training film	45
Audiocassette	45
Music (e.g. CD)	45
Podcast	45
Video podcast	45
Artworks	45
Artwork in a book	45
Artwork on the web	46
Original artwork - medium and size unknown	46
Original artwork - medium and size known	46
Images, diagrams, figures, tables, etc.	46
Image, diagram, figure or table, etc. from a book, journal article, electronic resource, etc.	46

Image or photo from an image hosting site or stock photo agency	47
Image or photo from anatomy.tv	47
Conferences	47
Conference paper	48
Electronic conference paper from a database	48
Electronic conference paper from a website	48
Conference paper - unpublished	48
Whole conference	49
Parliamentary and government publications	49
Hansard (House of Commons or House of Lords debates)	49
House of Commons Paper	50
House of Lords Paper	50
Bill (House of Commons or House of Lords)	50
Act of Parliament (post 1963)	50
Statutory Instrument	51
British Government Department publication	51
Electronic British Government Department publication	51
Command paper	51
Electronic Command paper	51
Other British Government publication	52
Other British Government publication - electronic	52
European institution publication	52
International organisation publication	52
Maps	52
Map	52
Map with no author	52
Ordnance Survey map	53
Electronic map	53
Dissertations and theses	53
PhD, DPhil, DEd, etc.	53
MSc, MA, Med, etc.	54
Undergraduate dissertations (BA, BSc, etc.)	54

Thesis online	54
Thesis on microfiche / microfilm	54
Personal communication	55
Electronic communication	55
Email (example without a reference in a bibliography)	55
Email	55
SMS text message	55
Verbal unrecorded communication	55
Private informal conversation	56
Private telephone conversation	56
Verbal recorded (but unpublished and unbroadcast) communication	56
Private interview (example without a reference in a bibliography)	57
Private interview	57
Written communication	57
Letter	57
Fax	58
Presentations	58
Lecture	58
Lecture handout / presenters notes	58
Lecture slides / notes from Blackboard	Error!
Bookmark not defined.	
Web pages	58
Web pages with a page author	59
Web pages with a site author	59
Web pages where there is no author or the author is the same as the title	59
Legal material	60
Legal case - proprietary citation	60
Legal case - neutral citation	60
Legal updating service from a database	61
Other Resources	61
Blog	61

Company annual report	61
Company annual report - electronic	61
Computer program (software)	62
Discussion list	62
IT white paper - electronic	62
Market research report - electronic	62
Published leaflet or pamphlet	63
Standard	63
Standard - electronic	63
Student coursework	63
Unpublished company or organisation internal document	63
Wiki	64

What is referencing?

Referencing is an acknowledgement of the sources of the information, ideas, thoughts and data which you have used in your work.

Referencing requires you to acknowledge your source in two places:

- An **in-text citation** in the main body of your text
- a full reference in the **list of references** at the end of your work

There are a number of systems of referencing. The one described here is a version of the Harvard method, which has been adapted and standardised for use in the Department of Education at Oxford University.

Why should you reference?

Referencing is the accepted way to acknowledge other people's work when you have used it in your own writing or have been influenced by it. Your tutors and examiners will require you to reference in your work and to be accurate, clear and consistent in how you do this.

Referencing your work can also help you to:

- demonstrate that you have researched and read around the subject that you are writing about
- provide evidence for and add authority to your arguments
- allow any reader of your work to trace the original material you used
- give credit to the original author/creator
- avoid **plagiarism**

When should you reference?

You are expected to reference whenever you refer to or use someone else's work in your work. This applies in your dissertations, assignments, class or seminar presentations and any other work.

Don't repeat or copy and paste information from any source (including the internet) into your work without referencing it. This is [plagiarism](#).

You can [quote](#) a limited amount of someone else's work, as long as you present it as a quote, acknowledge the source in your text and reference it properly. You also need to reference properly if you are [paraphrasing](#), [summarising](#) or referring to someone else's work.

You will be expected to use your own ideas and words in your work. If you are using your own original ideas, words and images, you do not need to reference them. However, if you have used them in any other assignments you should acknowledge this.

What should you reference?

You should reference any kind of material that you use; books, journal articles, conference papers, papers on the internet, lecture notes, blog posts, etc. It is important when you are doing your research, to keep records of all the resources you have used. If you don't, it can be difficult to find the resources again later, in order to reference them properly. Reference management software, such as **RefWorks** may help you to manage this.

You should always reference the version of an information resource which you have actually used. For example, a journal or newspaper article may appear in print and on a web site and these two versions may be slightly different. It is usually assumed that you are referring to a print resource, so if it is electronic or in another format you need to include this information, e.g. by adding [Online] into your reference, including the url, and stating the date that you last accessed the information.

You do not need to reference things which are considered common knowledge. Common knowledge refers to information or facts which can be found in numerous places and which are generally known. For example, Henry VIII had 6 wives or George Best was a football player. If you are unsure whether something is common knowledge, it is safer to reference where you read it.

If information is confidential you must obtain permission from those who might be affected by its publication before using the information. It is also good practice (and polite) to ask for permission from the sender before repeating information from [personal communications](#) (letters, emails, text messages, etc.).

Plagiarism

It is important to keep clear notes during the research process, and ensure your referencing is completely accurate, to ensure that you avoid plagiarism. Plagiarism is the presentation of any part, or the substance of any part, of another person's work (including the work of other students) as if it were your own. It can take the form of unacknowledged quotation or of unattributed paraphrase. It is important that you are aware that it is not acceptable for any part of your written work for the Department to contain plagiarised material. In this context, written work includes formative assignments and class or seminar presentations, as well as material submitted as summative coursework or as part of a formal examination.

If you are careful to employ good scholarly practice in your written work, for example, by attributing quotations and using only legitimate and acknowledged paraphrase, there is little danger that you will be accused of plagiarism unjustifiably. Written work should involve the use and

discussion of material written by others with due acknowledgement and with references given. This is standard scholarly practice and can be clearly distinguished from appropriating without acknowledgement and presenting material produced by others as your own.

The Department and the University employ a series of sophisticated software applications and other methods to assess plagiarism in submitted work. They regularly monitor on-line essay banks, essay-writing services, and other potential sources of material. The Department has a policy of making random checks of samples of submitted essays for plagiarism. You are required to keep electronic copies of your written work, and may be required to produce these in order to facilitate these checks. These checks may take place on randomly selected essays or dissertations as well as on material identified as suspect by tutors, assessors, or examiners.

Plagiarism is a disciplinary offence for which offenders can expect to receive severe penalties. For example, the University has the statutory power to deprive somebody of a degree or other qualification after this has been awarded, if it is proven that it was obtained unfairly (for example, if a dissertation or submitted coursework is found to contain plagiarised material).

The text below is reproduced with permission of the author. You should note, however, that it would be highly unusual to use such a long verbatim quote, and you need to think very carefully about how many and how long quotes you use in your own dissertations.

The quote from Murray (2006) starts here:

When you are writing about other people's ideas it is easy, some argue, to confuse your ideas and theirs. However, this is not acceptable. Whenever you refer to someone else's ideas or writing you have to credit them by referencing their work. This seems quite clear, but many students say that they are unclear about what does and does not constitute plagiarism.

The first principle is that your record keeping should be as excellent as your writing will finally be. Apply the same high professional standards in recording references and labelling your notes.

The second principle is that there is no grey area: if you use someone else's writing, word-for-word in your own text, then that is plagiarism, whether you reference the writer or not.

In the interests of clarity, since some students do appear to be genuinely confused, the following examples illustrate (1) summary (plus reference), (2) paraphrase (with reference), (3) quotation (with reference) and (4) plagiarism. The text used in this example is a paragraph from the introduction to this chapter.

The source text

Paradoxically, as we move towards constructing and rehearsing outlines and arguments, freewriting and generative writing can still prove useful, as we explore options. They can help us to move beyond the fragments of a thesis by having several attempts at pulling them together. They allow us to write – briefly – about the whole thesis. They can help us to find the type of story that our thesis will tell.

1 Summary (whole paragraph in one sentence, in my words)

Murray (2002) argues that we can use free and generative writing to develop a thesis.

2 Paraphrase (translating three source sentences into my own words)

It seems contradictory, but it is possible to develop a thesis using free and generative writing. These strategies allow us to synthesize our ideas. We can write our way towards a story for our thesis Murray (2002).

3 Quotation

Although free and generative writing are perceived to be strategies that belong at the start of a writing process, they can 'help us to move beyond the fragments of a thesis by having several attempts at pulling them together' (Murray 2002: 27)

4 Plagiarism

It is possible to move towards constructing and rehearsing outlines and arguments using freewriting and generative writing. We can move beyond the fragments of a thesis by having several attempts at pulling them together.

For the final example, even if the reference (Murray 2002) appears in that sentence, it is still plagiarism because it uses the source text word-for-word. Even though there are slight changes from the source text, there are strings of word-for-word sentences lifted from it. Example 4 is therefore a quotation and should be represented as a quotation. This is the simplest, clearest definition of plagiarism I know: when you use a source word-for-word you are plagiarising. You should be quoting it.

Be aware that plagiarising can get you thrown out of your university or your job. It is not just cheating; it is stealing.

(Murray, 2006: 121-122)

This long quote ends here. Note: it is essential that you indicate the page number on every verbatim quote.

Oxford University Education Policy and Standards Committee Plagiarism site offers the formal University definition of plagiarism, outlines the disciplinary regulations, has an **online plagiarism course** and contains both style guides and useful links to materials offered by other Universities: <http://www.admin.ox.ac.uk/epsc/plagiarism/>

How to reference using the Oxford Department of Harvard method

The Harvard method of referencing uses the author and year of a publication to identify and organise references. When you are citing (referring in your text to the sources used) you should use the author(s) and year. This refers a reader to your reference list, where there should be full references. These are listed in alphabetical order by author(s) and year, so that the full details of a citation can be easily found.

Principles of in-text citing

How to cite

Citing is referring to someone else's work or ideas in the text of your work. It is often called in-text citing. When using the Harvard system, each citation should include the author's last name(s) (family name) and the year of the work in brackets. For example:

In a recent report (Phillips, 2006) the ...

If the author's name occurs naturally in a sentence, the author's name does not need to be in brackets:

Phillips (2006) describes ...

Both of these ways of citing are correct.

Citing items with one author

Include the author's last name and the year:

(Phillips, 2006) or Phillips (2006) describes a new ...

Citing items with two or three authors

Include all the names:

(Daly, Speedy and Jackson, 2006) or Daly, Speedy and Jackson (2006) discuss the ...

Citing items with more than three authors

Use the first author followed by et al.:

(Russell et al., 2005) or Russell et al. (2005) give a description of ...

For your University work there is no need to include all authors unless you are asked to do so. When publishing work in a journal or other publication, you may be required to include all authors instead of using the first author followed by et al.

Citing edited items

If an item is edited rather than having authors, use the editors and year in the same way as for authors:

(Crouch, Jackson and Thompson, 2005) or Crouch, Jackson and Thompson (2005) provide evidence that ...

You do not need to indicate that they are editors in your citation, but you do need to do this in the full reference in your reference list.

Citing organisation, company or government authors

If an item is written by an organisation, company or government body, use their name and the year in your citation and list the item under it in your reference list:

(British Airways, 2003) or In the report by British Airways (2003) it can be seen that ...

For some government publications the citation will include the jurisdiction, e.g. Great Britain. See the examples of referencing and citing [Parliamentary and government publications](#).

Citing more than one item by the same author(s)

If you are citing more than one item by the same author(s) you need to be able to distinguish between them. It is not a problem if they were published in different years:

In his book, Gregory (2004) ...

Gregory (2008) describes ...

The items are distinguished in the citation and reference by the year.

Gregory, P. (2004) *Computer viruses for dummies*. Hoboken: Wiley.

Gregory, P. (2008) *IT disaster recovery planning for dummies*. Hoboken: Wiley.

However, if you have used items written by the same author(s) and which were published in the same year, you need to distinguish these using letters after the year:

(Nielsen, 1993a) describes ...

(Nielsen, 1993b) shows how ...

These letters must also appear in your bibliography or reference list to distinguish the two items there as well:

Nielsen, J. (1993a) *Hypertext and hypermedia*. London: Academic Press.

Nielsen, J. (1993b) *Usability engineering*. London: Academic Press.

Citing when you cannot identify the author(s) of an item

If you cannot identify the author(s) of an item, cite it by title and list it under the title in your bibliography or reference list. If it is a book, the title is usually in italics, so maintain this in your citation and reference:

(*Dictionary of biology*, 2004) or In the *Dictionary of biology* (2004) ...

Citing when you cannot identify the year

If you cannot identify the date of publication of an item, indicate that there is no date with the abbreviation n.d.:

(Collins, n.d.) or Collins (n. d.) describes ...

Citing quotations

If the source of the quote has page numbers, include the page number on which the quote can be found in the citation with the author's name(s) and year.

(Wood, 2004, p. 126) or (Wood, 2004: 126)

If the quote appears across multiple pages in the source, use the page number on which the quote started.

If the item has no page numbers but has numbered paragraphs or lines (for example some literature and some legal documents), use the paragraph number or line number instead.

Majorstake Ltd v Curtis (2006, 13)

For plays, include the act, scene and line:

"Where words prevail not, violence prevails" (Kyd, 1977, 2.3.108)

For some literature such as plays and poems, both page numbers and paragraph/line numbers may exist. When quoting from the play or poem it is more appropriate to use the paragraph/line numbers than the page numbers.

If there are no page numbers or paragraph/line numbers on an item, the author(s) and year can be used alone. This may be the case for some web pages and other electronic resources.

You do not need to include the page/paragraph/line number of the quote in the reference in your reference list.

See the section on [Quoting](#) for more information.

Citing images, diagrams, tables, figures, etc.

In your work you can refer to images, diagrams, tables and figures which you find in books or other sources.

If you want to reproduce the image, diagram, table or figure in your work, you will need to make sure that you are not breaching copyright. You should also make sure that there is a citation just below the image, diagram, table or figure and that there is a full reference in your reference list.

Where the creator of the image, diagram, table or figure is the same as the creator of the source, e.g. a diagram in a book created by the author(s) of the book, your citation should be to the book, including the author's name(s), year and the page number on which the diagram appeared. e.g.

Osbourn and Greeno (2002, p. 206) provide a diagram of the typical detail for raft foundation ...

The reference in the bibliography or reference list would be:

Osbourn, D. and Greeno, R. (2002) *Introduction to building*, 3rd ed., Harlow: Pearson Education.

However, the creator of the image, diagram, table or figure may not be the same as the author of the source in which you found it. The source should tell you if the creator of the image is someone else, by the inclusion of a citation to the original creator. If this information does not appear, you can assume they are the same.

If the creator of the image, diagram, table or figure is different to the author of the book or other source, you should include the creator of the image and cite and reference the source. This follows the principles of [secondary referencing](#).

In your text:

In the book by Cole (1994, p. 38) there is a figure by Stoner & Freeman explaining the ...

If you have included the diagram in your work, a citation should appear below it:

Stoner and Freeman (Cole, 1994, p. 38)

In your bibliography you should include just the source:

Cole, G.A. (1994) *Strategic management: theory and practice*. London: DP Publications Ltd.

Citing more than once from the same resource

Sometimes you may wish to cite a resource more than once in one piece a work. You should cite the source in your work wherever and whenever you have used it:

Orwell (2000) describes how Big Brother ...

and later in your work:

"a vast system of mental cheating" (Orwell, 2000, p. 224)

The full reference for the resource need only appear once in the bibliography:

Orwell, G. (2000) *Nineteen eighty-four*. London: Penguin Classics.

In some documents, using a referencing style based on footnotes, you may see the Latin terms op.cit. and ibid. used when citations are repeated. Op.cit. means 'in the item previously referred to' and ibid. means 'in the same item'. These terms are not used in the Harvard style of referencing and full citations should appear each time you use a source.

Where to put citations

When you use information from a source you should put a citation with the information so it is clear that the information is from that source.

The citation giving the source of a **quote** should come either immediately before or after the quote depending on how it fits with what you are writing.

For example:

It is considered that "emergent strategy is about learning" (Mintzberg, 2007, p. 5).

or

According to Mintzberg (2007, p. 5) "emergent strategy is about learning".

See also the section on [Citing quotations](#)

If you have used **information from one source** in a sentence, you should place your citation to that source in that sentence. For example:

Hosting the Olympics generates tourism during the games and afterwards (Weed, 2007).

or

Weed (2007) describes how hosting the Olympics generates tourism during the games and afterwards.

Both of the above are correct. Where the citation appears in the sentence depends on personal preference.

If you have written more than a sentence relating to one source, make sure that you are [Relating your citations to your work](#).

If you have used **information from several sources**, you should make it clear which information relates to which citation. Examples of how to do this are:

Facebook has over 400 million users (Intel, 2010) and is increasingly being used by companies for promotion (Gaudin, 2010).

and

Hosting the Olympics generates tourism during the games and afterwards (Weed, 2007). However, research by the European Tour Operators Association (2006) shows that there is no long term increase in tourism.

Sometimes it may be appropriate to [Cite several sources together](#).

If you have included a **diagram, table or figure** from a source in your work, a citation should appear below the diagram. See [Citing images, diagrams, tables, figures, etc.](#)

Relating your citations to your work

It is very important to clearly indicate the relationship between the information in your work and the sources it has come from. The relationship can be indicated by where you put your citations and sometimes also by explaining the relationship in your text.

It is usually assumed that a citation relates only to the information just before or after it. If you have written several sentences relating to one source you should make this clear in your text. For example:

Weed (2007) describes how hosting the Olympics generates tourism during the games and afterwards. They also assert that the effects are seen across the whole of the host country not just in the city where the games are taking place.

The text "They also assert" shows that the second sentence is connected to the citation in the first sentence.

You can use other appropriate words or phrases to show connections between your text and the citations you have included. For example:

The following list of seven points are adapted from Mintzberg (2007)

If you start a new paragraph and continue to use information from the same source as in your previous paragraph, you should repeat your citation or very clearly write that this is the case. For example:

There are many difficulties and opportunities for error in this method of performance analysis, the main problems being inaccuracy of recording and difficulties in interpreting the data. Carling (2009) agrees with this analysis that manual methods are complex and time consuming and that there are better methods.

Alternative methods are digital and video (Carling, 2009) which both have advantages over manual methods. Video is now well established in many...

If you use information from a source in more than one place in your work you should cite it each time. See [citing more than once from the same resource](#).

However, be careful about how much of your work is attributable to one source. You will probably find that you will be expected to use multiple sources of information and your own thoughts and ideas in your work.

Citing several sources together

Sometimes several sources can be cited together.

This can be appropriate in a sentence where the citations are not related directly to specific information in the sentence but are all sources of further information. For example:

There has been much debate about this issue (Fleming, 2002; Smythe and Herbert, 2005; McGregor et al., 2007).

In the above example, the citations are given in chronological order, with the oldest item first. This allows a reader of your work to identify all the relevant items and makes the historical development of the concept explicit. If the chronology of the information is not relevant, it may be more appropriate to list the sources in alphabetical order. For example:

The results for the different reagents range between 2.4 and 8.9 (Christiansen, 2004; Samuels, 2001)

Citing sources together is also appropriate if you have created a table or diagram using data or information from various sources. The sources should all be listed below the table or diagram. For example:

2001-2003	275000
2003-2005	288000
2006	293601

Cancer Research UK (2010), Great Britain, Office for National Statistics (2008)

It is not necessary to indicate which part of the table or diagram relates to which citation, unless this is critical to the information. If this would be useful to do, then it would probably be best to do it in your text.

The sources can be listed in chronological order with the oldest source first or in alphabetical order, depending on which is the most appropriate.

When you cite sources together, you should still list all the sources separately in your reference list.

Citing in appendices

If you have included an appendix in an assignment or dissertation and the appendix contains information from other sources, the sources of information should be cited where the information has been used in the appendix and full references should appear at the end of the appendix.

Quoting

Quoting is copying or repeating exactly a sentence, passage, statement, etc. from a book or other resource. When quoting, it is necessary to indicate that you are using someone else's words by enclosing the quote in quotation marks or by indenting the quote. You also need to

cite where the quote has come from (see [Citing quotations](#)) including the page number or paragraph/line number and provide a full reference in your bibliography or reference list.

Quotation marks and indenting quotes

If you wish to quote the exact words used by another author, you must make clear that you are doing so. Short quotations can be included as part of your continuous text (and put in single inverted commas – quotations within quotations are put in double inverted commas); longer quotations are best indented and typed with single spacing (in which case, since the form clearly shows that it is a quotation, there is no need to use inverted commas).

If you are making changes to a quoted text they must be clearly indicated. Use spaced stops (...) to show omissions, and square brackets [] to show where material has been added (by way of commentary, perhaps, or to suit the syntax of your own sentence or paragraph):

For example:

It has been argued that, 'The findings indicate that there has been great confusion in Government on this issue' (Robertson, 1996: 34).

In this case the words which are quoted verbatim are within inverted commas and the number after the colon indicates the page on which the exact words quoted can be found. Sometimes this is written (Robertson, 1996, p. 34). Once you make your choice about how to format page numbers in your references, be consistent. If you wish to quote more than a line or so of text, you should indent it as a block, use single spacing, and, again, show clearly where the quote is from: For example:

As Blasé (1991:1) indicates:

Micropolitics is about power and how people use it to influence others and to protect themselves. It is about conflict and how people compete with each other to get what they want. It is about cooperation and how people build support among themselves to achieve their ends.

Keep the author's original emphases when quoting: if you underline part of a quotation for emphasis this must be indicated by inserting in square brackets: [present writer's emphasis]. If you feel the reader needs to be reassured about the existence of an emphasis in the original, add: [original emphasis].

Note: Complete accuracy when citing and quoting directly is essential, which is why accurate and full note-taking is so important.

When you submit your dissertation you will submit your manuscript double-spaced. You are recommended to use single-text spacing for blocks of quotation such as that above.

When writing your dissertation, it is best to resist the temptation to quote at length. This is often not a temptation that is easy to resist, however, since so many quotations seem interesting and/or indispensable. However, summaries are often a better approach, and they certainly save space. Over-quotation often causes first drafts to run over the word limit.

Quoting material not in English

If you quote from the text of an item which is not in the English language, the quote should be in the language which appears in the item, the original author should be cited and the quote should be enclosed in quotation marks or indented.

Quoting translated material

If you are quoting from a translated work you should cite the original author(s) and quote the text in the language in which it appears in the item.

If you wish to translate foreign language material into English yourself and include this in your work, you should not represent this as a quote. You should however acknowledge the original source.

Paraphrasing and summarising

You can paraphrase or summarise someone else's work providing that you acknowledge the source in your text and reference it.

You are paraphrasing when you put another writer's ideas into your own words. It is an important skill as it can demonstrate that you have properly understood the original writer's meaning. It does NOT mean copying a piece of writing and just changing a few of the words. When you paraphrase correctly the writing will be in your own style but express the original author's ideas or information.

Paraphrased information must be referenced. Even if you have not directly quoted any of their words you must still give credit to the original author. If you do not acknowledge the source of the information which you have paraphrased then you will be guilty of plagiarism.

Summarising is expressing briefly or concisely the main points from a source in your own words. It is important still to reference your original source because you have used the ideas or information from that source.

Secondary referencing - for when you haven't read it, but you have read about it

It is important to ensure that, where possible, you are citing the primary source of your information. For example, if you read about a useful study by Furlong in a book by Pring, you would be expected to find and read the original Furlong study and to cite that in your dissertation. This would help you to avoid the possibility of misquoting or misinterpreting the information used in the secondary source. If, for any reason, it is not possible to read the original paper, you should make it clear that you are citing a secondary source, and include a reference to that secondary source in your dissertation. For example:

In a book by Robson, there is a quote which Robson cites as coming from Anastas and MacDonald (1994).

If you wished to use this quote it would be best to find and use the original work by Anastas and MacDonald. If this was not possible, you would cite the quote as follows:

Anastas and MacDonald, as quoted in Robson (2002, p. 167), describe how "flexible or qualitative methods have traditionally ..."

In your bibliography you would reference the work by Robson:

Robson, C. (2002) *Real world research*. 2nd ed. Oxford: Blackwell.

You would also reference the primary text, so that your tutor or examiner can easily trace it, making it clear that you read about it in Robson's work. You should include the page number of the reference in the secondary text:

Anastas, J. W., and MacDonald, M. (1994) *Research design for social work and the human services*. San Francisco, CA: Jossey-Bass. (Cited in Robson, 2002: 24)

Reference lists

At the end of your assignment you must give full details of the sources you have used in a reference list.

What's the difference between a bibliography and a reference list?

A **bibliography** lists all the works you have used in preparing your assignment. This would include all the sources you have cited and any background reading, even works not cited or directly referred to in your text.

A **reference list** should include only items actually cited in your work. This is what you are normally required to produce at the end of each assignment and dissertation, unless your tutor specifies otherwise.

The format of the reference list

Your reference list needs to be precise, consistent and comprehensive. Each entry must give sufficient information for those reading your work to be able to find any sources of information mentioned.

Each resource should appear in your bibliography once. You should however cite a resource in your text every time you use information from it. For more information see [Citing more than once from the same resource](#).

In the Harvard system, items should be arranged in one alphabetical sequence by name of the author. You should not break down the list by types of material (books, internet sources, etc.) unless you are specifically asked to do so.

If a number of references have the same first author, but the subsequent authors are different, the references should be listed under the first author and then in alphabetical order by the next author(s).

If a number of references have the same author(s) put the references in order by year, with the oldest first.

If a number of references have the same author(s) and were published in the same year, you should use letters (a, b, c, etc.) after the year in your citations and in your reference list to distinguish the items.

If there is no author, the item should be listed in the sequence under the first significant word of the title (not under "The" or "A").

If a reference begins with a number in numerals (not spelled out in letters), this should be listed at the beginning of the bibliography/reference list, before the alphabetical sequence.

Example bibliography

Churchill, G. A. (2000) *Basic marketing research*. 4th ed., London: Dryden Press.

Churchill, G. A. and Brown, T. J. (2004) *Basic marketing research*. 5th ed., Cincinnati: South Western.

- Churchill, G. A. and Peter, J. P. (1998) *Marketing: creating value for customers*. 2nd ed., Boston: Irwin/McGraw Hill.
- Churchill, G. A. et al. (1999) *Sales force management*. 6th ed., Boston: Irwin/McGraw-Hill.
- Ellis, J. (1992) *Visible fictions: cinema, television, video*. Rev. ed., London: Routledge.
- Ellis, J. (2000) *Seeing things: television in the age of uncertainty*. London: Tauris.
- Johnson, D. W. and Johnson, F. P. (1994) *Joining together: group theory and group skills*. Boston: Allyn and Bacon.
- Mallier, T. and Bailey, M. (1997) How students search for vacation employment. *International journal of manpower*, **18** (8), 702-714.
- Nielsen, J. (1993a) *Hypertext and hypermedia*. London: Academic Press.
- Nielsen, J. (1993b) *Usability engineering*. London: Academic Press.
- The pedant's revolt*. (2004) [DVD off-air]. BBC4. 5 December.
- Reitzig, M. (2004) Strategic management of intellectual property. [Online]. *MIT Sloan management review*, **45** (3), 35-40. Available from: <http://search.epnet.com/> [Accessed 18 February 2010].
- Ten days in Paris*. (1991) [video off-air]. Directed by Tim Whelan. 18 April.

Principles of referencing electronic and internet resources

In a reference to an electronic or internet resource, you should include:

- **Details about the resource.** You need to include details about the resource such as the author, year and title wherever possible. This is so that someone reading your work knows what the resource is without having to look at it on the internet. It also makes it easier for them to find the resource if the URL changes.
- **The web address (or URL).** In most cases, you should use the URL for the particular page or document you have used on the internet. The exception to this is references to e-journal articles accessed via an information database. These should be treated

differently because the full URL may be of unusable length or include a session ID, which means that the link will not work again in the future. A reference to an article which was located in an information database should instead provide the DOI (Digital Object Identifier) given to that paper. If one is not given, a stable URL may be included in the paper itself, which can be used. If you have difficulties finding a suitable URL, please contact staff at the Bodleian Education Library. **Note: if you are referencing an e-journal which is also available in print format, you can reference it as a print journal.**

- **When you used the resource.** Internet resources can change over time so it is important to indicate when you used them. You do this by including [Accessed day month year].
- You should include **[Online]** in the reference so that it is clear to someone reading your work that you have used an internet resource.

The URL, Last accessed date and [Online] should appear in all your references to internet resources. However, the other details which you need to include in a reference will be different depending on what type of resource you have used and on the information you can find about it. For example an electronic journal article would be referenced in a different way to an electronic book or a web page.

Author(s) in references and citations

In Harvard referencing, the details of the author(s) of resources are one of the main parts of the references and citations.

Using full names or initials

In the Harvard Oxford Department of Education style, authors are cited in the reference list using the family name and initial(s). The family name only should be used in citations.

The order of names

In references, always put an author's family name first, followed by their initial(s). For example:

Cohen, L.

In citations, only the family names(s) of the author(s) are given.

Multiple authors

If an item has multiple authors, include them all up to a maximum of three. If there are more than three, use the first author followed by "et al."

For more details of how to do this in your citations, see [Citing items with more than three authors](#) . To see how to do this in your references, there are [referencing and citing](#) examples of how to reference a book with one, two, three and more than three authors. You can use the same method of referencing authors seen in these examples for referencing the authors of other types of material.

In your references and citations the authors should be presented in the same order as they are in the published source.

Organisations, companies and institutions as authors

Not all resources have individuals as authors; an organisation, company or institution can be the author.

For more details of how to include an organisation in your citations, see [Citing organisation, company or government authors](#). To see how to do this in your references, there is an example in the following pages [of a book with an organisation, company or government author](#). You will also find examples of how to reference resources which commonly have this type of author, for example, parliamentary and government publications, company annual reports, etc.

If an organisation's name is in a number of parts which reflect the structure of the organisation, for example: Oxford University, Social Sciences Division, Department of Education, it is not necessary to use all the parts of the name. Use the name of the organisation and the section responsible for the resources, for example Oxford University, Department of Education.

The year in references and citations

The publication year

Harvard style citations and references should include the year of publication of the resource. This is an important part of the citation and reference and also helps to distinguish resources by the same author(s) but published in different years.

For print resources, the year to use is usually the year of publication. If you cannot find a year of publication, you can use the Copyright year which is often denoted by the symbol ©.

Years and internet resources

For online resources, the year which you should use depends on the resource:

- If the resource is the online version of a print resource, then you should use the year of publication of the print resource. For example, the online version of a journal or magazine article will usually tell you the original print publication date.
- If the resource is a web only resource, there may be a date on which it was written or published online. For example, an online blog entry will tell you when it was written.
- Web pages and other online resources often do not have a specific date on which they were written or published because they have evolved over time. In this case, you should use the date that the page or site was last updated. This can often be found at the bottom of the page or on the homepage of the site.

What if there is no year?

If you cannot find a year of publication on a printed or online resource, you should put "n.d." for "no date" where the year would usually appear. For more details, see the section on [Citing when you cannot identify the year](#).

How to use the referencing and citing examples

The information required in a reference is different depending on the type of material and on whether it is printed or online, etc. The [referencing and citing examples](#) provide examples for many different types of materials.

What information is required in a reference

To find out what information to include in your references, look at the information required column and the example references. You may not be able to find all the information for the resource you have used (for example, not all books have an edition), but try to include as much of the information as you can.

What order should the information be in?

To find out the order in which the information should appear in your references, look at the information required column where the information is listed in the required order. The information also appears in the correct order in the example references. Try to follow the order and format given and be consistent.

What should the in-text citation look like?

An example of how to cite the reference in your text is shown. However there is more than one way of citing a resource depending on how it fits into the text of your work and whether you have quoted from it, etc. There is more detail about this in the [Principles of citing](#) section.

Punctuation

The punctuation you should include in your references is shown in the example references. Try also to follow the capitalisation and italics given in the examples. References should have a full stop at the end.

Finding the example you need

Use the table of contents at the beginning of the guide to help you. The examples of how to cite and reference electronic sources are listed in this guide by material type. For example, to find out how to create a reference to an electronic book, look under "books".

Referencing and citing examples

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Books	<p>You will usually find the information you need on the book's title page (usually, but not always the first page) and the back of the title page. Note that this may differ from what is on the front cover and should be used in preference to the information on the cover. If the book is in the one of the Bodleian Libraries, the information you need may be found on SOLO (Search Oxford Libraries Online).</p> <p>In a book reference, you need to include the edition for anything other than the first edition. Use the abbreviation for the edition (2nd ed., 3rd ed., 4th ed., New ed., Revised ed., etc.). You should also include the place of publication. If there is more than one place of publication given, include only the most local one. There is not always a place of publication for electronic books.</p>		
Book with one author	Author, year, title, edition (if not the first), place of publication, publisher	Phillips, D. (2006) <i>Quality of life: concept, policy and practice</i> . London: Routledge.	... is relevant to social policy (Phillips, 2006) and ...
Book with two authors	Both authors, year, title, edition (if not the first), place of publication, publisher	Kimball, R, and Ross, M. (2002) <i>The data warehouse toolkit: the complete guide to dimensional modeling</i> . 2nd ed., New York: Wiley.	Kimball and Ross (2002) indicate that ...
Book with three authors	All authors, year, title, edition (if not the first), place of publication, publisher	Greenstreet, B., Greenstreet, K. and Schermer, B. (2005) <i>Law and practice for architects</i> . Oxford: Architectural.	... is common practice (Greenstreet, Greenstreet and Schermer 2005)
Book with more than three authors	First author, et al. year, title, edition (if not the first), place of publication, publisher	Bott, F. et al., (2001) <i>Professional issues in software engineering</i> . 3rd ed., London: Taylor and Francis.	Bott et al. (2001) describe how ...
Book with a single editor	Editor (ed.), year, title, edition (if not the first), place of publication, publisher	Ackerley, R. (ed.) (2003) <i>Telecommunications performance engineering</i> . London: Institute of Electrical Engineers.	(Ackerley, 2003)

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Book with two editors	Both editors, (eds.), year, title, edition (if not the first), place of publication, publisher	Stahl, G. K. and Mendenhall, M. E. (eds.) (2005) <i>Mergers and acquisitions: managing culture and human resources</i> . California: Stanford University Press.	"mergers are ..." (Stahl and Mendenhall, 2005, p267)
Book with three editors	All editors, (eds.), year, title, edition (if not the first), place of publication, publisher	Dudink, S., Hagemann, K. and Tosh, J. (eds.) (2004) <i>Masculinities in politics and war: gendering modern history</i> . Manchester: Manchester University Press.	(Dudink, Hagemann and Tosh, 2004)
Book with more than three editors	First editor, et al., (eds.), year, title, edition (if not the first), place of publication, publisher	Hitt, M. A., et al. (eds.) (2002) <i>Strategic entrepreneurship: creating a new mindset</i> . Oxford: Blackwell.	Hitt et al. (2002) discuss the ...
Book with an organisation, company or government author	Author, year, title, edition (if not the first), place of publication, publisher	International Valuation Standards Committee (2005) <i>International valuation standards</i> . 7th ed., London: International Valuation Standards Committee.	(International Valuation Standards Committee, 2005)
Books with no identifiable authors or editors	If you cannot identify the author(s) of the work (individual or corporate), use the title to cite the work and as the main entry in your bibliography / list of references	<i>Building maintenance: strategy, planning and procurement</i> . (2000) Coventry: Royal Institution of Chartered Surveyors.	<i>(Building maintenance: strategy, planning and procurement, 2000)</i>
Anonymous books	For material which is identified as anonymous, use Anon. in place of the author(s)	Anon. (2005) <i>A woman in Berlin: diary 20 April 1945 to 22 June 1945</i> . London: Virago.	(Anon., 2005)
Book with subtitle	Author(s), year, title and subtitle, edition (if not the first), place of publication, publisher	Harrigan, W.F. and Park, R.W.A. (1991) <i>Making safe food: a management guide for microbiological quality</i> . London: Academic Press.	Harrigan and Park (1991)

Type of material	The information required	Example of reference	Example of how to cite the reference in text
		Pelletier, L. (2006) <i>Architecture in words: theatre, language and the sensuous space of architecture</i> . Abingdon: Routledge.	(Pelletier, 2006)
Electronic book from a database	Author(s) or editor(s), year, title, [Online], edition (if not the first), place of publication, publisher, Book from database, URL, date last accessed	<p>Morgan, N. and Pritchard, A. (2001) <i>Advertising in tourism and leisure</i>. [Online]. Oxford: Butterworth-Heinemann. Available from: http://www.netlibrary.com/ [Accessed 19 June 2009].</p> <p>Lee, M. (ed.) (1993) <i>Coaching children in sport: principles and practice</i>. [Online]. London: Spon. Available from: http://www.netlibrary.com/ [Accessed 12 July 2011]</p> <p>Clapham, C. and Nicholson, J. (2005) <i>The concise Oxford dictionary of mathematics</i>. [Online]. Oxford: Oxford University Press. Available from: http://www.oxfordreference.com/ [Accessed 23 April 2010]</p>	<p>(Morgan and Pritchard, 2001)</p> <p>(Lee, 1993)</p> <p>(Clapham and Nicholson, 2005)</p>
Electronic book from the web	Author(s), year, title, [Online], edition (if not the first), place of publication, publisher, URL, date last accessed	Chief Medical Officer (2002) <i>Getting ahead of the curve: a strategy for combating infectious diseases (including other aspects of health promotion)</i> . [Online]. London: Department of Health. Available from: http://www.dh.gov.uk/assetRoot/04/06/08/75/04060875.pdf [Accessed 18 June 2005]	(Chief Medical Officer, 2002)
Book chapter	Chapter author(s), year, title of chapter, In: book editor(s), (eds.), book title, edition (if not the first), place of publication, publisher, page number of chapter	Williams, E. and Sasaki, Y. (2003) Strategizing the end-of-life handling of personal computers: resell, upgrade, recycle. In: R. Kuehr and E. Williams (eds.). <i>Computers and the environment: understanding and managing their impacts</i> . London: Kluwer, 183-196.	<p>(Williams and Sasaki, 2003)</p> <p>"..." (Williams and Sasaki, 2003, p184)</p>

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Chapter in an electronic book	Part author(s), year, title of part, [Online], In: book author(s) or editor(s), book title, edition (if not the first), place of publication, publisher, page numbers of part, book from database, URL, date last accessed	Repper, J. and Perkins, R. (2004) Social inclusion and acute care. [Online]. In: M. Harrison, D. Howard and D. Mitchell (eds.). <i>Acute mental health nursing: from acute concerns to the capable practitioner</i> . London: Sage Publications, 51-78. Available from: http://www.netlibrary.com/ [Accessed 28 September 2009]	Repper and Perkins (2004) discuss why social inclusion should be on the acute care agenda
Part of an anthology	Part author(s), year of part, title of part, Reprinted in: anthology editor(s), (eds.), anthology title, edition (if not the first), place of publication, publisher, year of publication of anthology (if different from year of part), page numbers of part	Lott, E. (1865) The governess in Egypt. Reprinted in: S. Foster and S. Mills (eds.). <i>An anthology of women's travel writing</i> . Manchester: Manchester University Press, 2002, 55-59.	Lott (1865) describes ...
Part of an encyclopedia	Part author(s), year, title of part, In: encyclopedia editor(s), (eds.) if applicable, encyclopedia title, edition (if not the first), place of publication, publisher, volume if applicable, page number(s) of part	Uebersax, M. A. (1992) Rice. In: <i>McGraw-Hill encyclopedia of science and technology</i> . 7th ed., London: McGraw-Hill. 15, 481-486.	(Uebersax, 1992)

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Part of an electronic encyclopedia	Part author(s), year, title of part, [Online], In: encyclopedia editor(s), encyclopedia title, place of publication (required), publisher, URL, date last accessed	Shye, S. (2004) Facet theory. [Online]. In: S. Kotz et al. (eds.). <i>Encyclopedia of statistical sciences</i> . Wiley. Available from: http://www3.interscience.wiley.com/ [Accessed on 4 July 2005]	According to Shye (2004) ...
A volume of a multivolume book	Author(s), year, title, volume, edition (if applicable), place of publication, publisher	Buchanan, W.J. (2004) <i>The handbook of data communications and networks, vol.2</i> . 2nd ed., Boston: Kluwer.	(Buchanan, 2004)
Book with an introduction / foreword	Author of book, year of publication, title of book, additional details of the edition, place of publication, publisher	Twain, M. (1966) <i>The adventures of Huckleberry Finn</i> . Edited with an introduction by Peter Coveney. London: Penguin.	(Twain, 1966) recounts the exploits of ...
Introduction / foreword to a book	Author of the introduction / foreword, year of publication, title of the introduction / forward, In: author of main text, title of main text, place of publication, publisher	Coveney, P. (1966) Introduction. In: M. Twain, <i>The adventures of Huckleberry Finn</i> . London: Penguin.	In his introduction to the book, Coveney (1966) describes ...
Information on the cover of a book - author/source is given	Author(s), year, cover location, In: Authors of book, book title, edition (if applicable), place of publication, publisher	Lynch, J. (2006) Back cover. In: B. Hammond and S. Regan, <i>Making the novel: fiction and society in Britain, 1660-1789</i> . Basingstoke: Palgrave Macmillan.	(Lynch, 2006) describes this book as "unfailingly lively and readable"

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Information on the cover of a book - where no author/source is given	Author(s), year, title, edition (if applicable), place of publication, publisher	International Energy Agency (1997) <i>Solar energy houses: strategies, technologies, examples</i> . London: James & James.	"The objective of task 13 of the IEA's Solar Heating and Cooling programme was ..." (International Energy Agency, 1997, back cover)
Edited play or other literary work	Author of play, year of publication (of edited text), title of play, additional details of the edition, place of publication, publisher	Kyd, T. (1977). <i>The Spanish tragedy</i> . Edited by P. Edwards. Manchester: Manchester University Press.	In the play (Kyd, 1977) ... "Where words prevail not, violence prevails" (Kyd, 1977, 2.3.108)
Translated book	Author of book, year of publication, title of book, additional details of the edition, place of publication, publisher	Piaget, J. (1973) <i>The child's conception of the world</i> . Translated by Joan and Andrew Tomlinson. Paladin.	(Piaget, 1973) gives an interesting ...
Dictionary	Author(s) or editor(s) and (ed.), year, title, edition (if not the first), place of publication, publisher	Freshwater, D. and Maslin-Prothero, S. (eds.) (2004) <i>Blackwell's nursing dictionary</i> . 2nd ed., Oxford: Blackwell.	(Freshwater and Maslin-Prothero, 2004)
Dictionary with no authors or editors	Title, year, edition (if not the first), place of publication, publisher	<i>Dictionary of finance and banking</i> . (2005) 3rd ed., Oxford: Oxford University Press.	<i>(Dictionary of finance and banking, 2005)</i>
Annual publication	Author(s), year, title, place of publication, publisher	Dun and Bradstreet (2006) <i>Key British enterprises 2006: Britain's top 50,000 companies</i> . London: AP Information Services.	(Dun and Bradstreet, 2006)

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Reprinted book	Author(s), original year, title, Reprint, place of publication, publisher, year of publication or reprint	Sedding, J. (1893) <i>Art and handicraft</i> . Reprint, London: Garland, 1977.	(Sedding, 1893)
Electronic reprinted book	Author(s), original year, title, [Online], original publication place and publisher, reprint details, database or source, date of online edition (if different from the print), URL, date last accessed	Wells, H. G. (1922) <i>A Short History of the World</i> . [Online]. New York, The Macmillan Company. Reprinted on Bartleby.com, 2000. Available from: http://www.bartleby.com/ [Accessed 17 September 2006]	In the famous work by Wells (1922) ...
Facsimile	Author(s), original year, title, reprint, place of publication, publisher, year of publication	Darwin, C. (1859) <i>On the origin or species: by means of natural selection</i> . Facsimile of the 1st ed., Atheneum, 1967.	(Darwin, 1859) describes ...
Part of a series	Author(s), year, title, edition (if not the first), place of publication, publisher, series title, series number or volume number (if applicable)	Baginsky, M (2000) <i>Child protection and education</i> . London: NSPCC. Policy Practice Research Series. Lovejoy, P. E. (2000) <i>Transformations in slavery: a history of slavery in Africa</i> . 2nd ed. Cambridge: Cambridge University Press. African studies series, 36. Donnellan, C. (ed.) (1996) <i>Men, women and equality</i> . Cambridge: Independence. Issues for the nineties, vol.18.	(Baginsky, 2000) (Lovejoy, 2000) Donnellan (1996) argues that ...
Book not in English	Author(s), year, title in language of item, edition (if not the first), place of publication (if known), publisher	Esquivel, L. (1990) <i>Como agua para chocolate</i> . Mondadori.	(Esquivel, 1990)

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Translated book not in English	Author of book, year, title (in language of item), additional details of the edition (translators), place of publication, publisher	Hergé (1993) <i>Tintin en el Tibet</i> . Translated by Francés de Concepción Zendrera. Barcelona: Editorial Juventud.	The Spanish version of Tintin's famous adventure in Tibet (Hergé, 1993) ...

Journals, Magazines & Newspapers (Serials)	<p>Usually you will be referencing an article in one of these publications, so the first part of the reference should be to the article. The information you need about the article (author(s), title, pages) will usually be on the article. You will also need to know the details of the publication - full journal/magazine title, year, volume and issue or dates. This can usually be found on the cover or inside of the cover of the journal/magazine. If you only have an abbreviation of the publication title, there are some journal abbreviation sources which will help you find the full title. Please ask library staff. Prints and photocopies of articles may not include all the publication details. It is a good idea to write these on when you print or photocopy articles to ensure you will be able to reference the articles correctly later.</p> <p>Note, when you are referencing an e-journal, that is also available in print (with the same page numbers etc), you should use the print referencing format below. When the journal is electronic only, see the sections for electronic journal/magazines.</p>		
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Journal and magazine articles			
Journal / magazine articles	Article author(s), year, article title, full journal/magazine title, volume, issue or number, pages	<p>Nordenberg, T. (2000) The healing power of placebos. <i>FDA consumer</i>, 34 (1), 14-17.</p> <p>Davis, S. (2004) Project management in local and central government: an interim view. <i>Project manager today</i>, XVI (5), 4-5.</p>	<p>(Nordenberg, 2000)</p> <p>In an article by Davis (2004) it is ...</p>

Type of material	The information required	Example of reference	Example of how to cite the reference in text
		<p>Pople, N. and Cadji, M. (2001) Roofing. <i>Riba journal</i>, 108 (3), 70-76.</p> <p>Makki, S. A. M., Pissinou, N. and Daroux, P. (2003) Mobile and wireless internet access. <i>Computer communications</i>, 26 (7), 734-46.</p> <p>Darling, H. et al. (2006) Is there a relation between school smoking policies and youth cigarette smoking knowledge and behaviours? <i>Health education research</i>, 1 (1), 108-115.</p> <p>Brown, C. (2004) Not just a pretty face. <i>New scientist</i>, 182 (2451), 42-43.</p>	<p>"..." (Pople and Cadji, 2001, p74)</p> <p>(Makki, Pissinou and Daroux, 2003)</p> <p>(Darling et al., 2006)</p> <p>(Brown, 2004)</p>
Electronic journal / magazine articles (with print equivalent)	Article author(s), year, article title, full journal/magazine title, volume, issue or number, pages	<p>Nordenberg, T. (2000) The healing power of placebos. <i>FDA consumer</i>, 34 (1), 14-17.</p> <p>Davis, S. (2004) Project management in local and central government: an interim view. <i>Project manager today</i>, XVI (5), 4-5.</p>	<p>(Nordenberg, 2000)</p> <p>In an article by Davis (2004) it is ...</p>
Electronic journal /magazine article with no print equivalent (there will probably be no volume, issue or page numbers)	Article author(s), year, article title, [Online], full journal/magazine title, any numbers which identify the article, Article from database, URL, date last accessed	<p>Charavaryamath, C. and Singh, B. (2006) Pulmonary effects of exposure to pig barn air. [Online]. <i>Journal of occupational medicine and toxicology</i>, 1 (10). Available from: http://www.biomedcentral.com/ [Accessed 26 June 2011]</p>	<p>(Charvaryamath and Singh, 2006)</p>

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Electronic article from a systematic review database	Article author(s), year, article title, [Online], database title, any numbers which identify the article, Article from database, URL, date last accessed	Shepperd, S. et al. (2009) Alternatives to inpatient mental health care for children and young people. [Online]. <i>The Cochrane library</i> , issue 2, article number CD006410. Available from: http://www.thecochranelibrary.com/ [Accessed 17 June 2010]	Shepperd et al. (2009)
Electronic journal / magazine article abstract	Article author(s), year, article title, [Online], full journal/magazine title, volume, issue or number, pages, Abstract from database, URL, date last accessed	Metzger, M.J. (2000) When no news is good news: inferring closure for news issues. [Online]. <i>Journalism and mass communication quarterly</i> , 77 (4), 760-787. Available from: http://ca1.csa.com/ [Accessed 24 July 2010]	(Metzger, 2000)
Whole journal / magazine issue	Issue editor(s), (eds.), year, issue title, full journal/magazine title, volume, issue or number	Kowalczykowski, S. C. and Von Hippel, P. H. (eds.) (2000) Special issue: The DNA replication-recombination interface. <i>Trends in biochemical sciences</i> , 25 (4).	(Kowalczykowski and Von Hippel, 2000)
Electronic Journal / magazine articles in press	Sometimes articles are made available on information databases and web sites before they are officially "published" in a journal or magazine and may be called preprints, in press or corrected proofs. If you use an article in press, you will need to indicate this, as it might be different from the final published version. You will probably be unable to find out the volume, issue or pages on which it will be published, so these can be omitted.		
In press article from a database	Article author(s), year, article title, [Online], full journal / magazine title, in press (and any further details of the stage or publication), in press day month and year, Article from database, URL, date last accessed	Kurella, A. and Dhahotre, N. B. (2006) Laser induced hierarchical calcium phosphate structures. [Online]. <i>Acta biomaterialia</i> , in press, corrected proof, 17 July 2006. Available from: http://sciencedirect.com [Accessed 24 July 2011]	(Kurella and Dhahotre, 2006)

Type of material	The information required	Example of reference	Example of how to cite the reference in text
In press article from web site	Article author(s), year, article title, [Online], full journal / magazine title, in press (and any further details of the stage or publication), in press day month and year, URL, last accessed date	Karemaker, J. M. (2006) Why measure cardiovascular variability at all? [Online]. <i>Journal of applied physiology</i> , in press, 6 July 2006. Available from: http://jap.physiology.org/ [Accessed 12 July 2009]	Karemaker (2006) states that the ...
Newspaper articles			
Newspaper article	Article author(s), year, article title, full newspaper title with capital first letters, day, month, page or pages	Allen, K. (2006) Knowledge and power. <i>The Guardian</i> , 22 June, 26. Hall, C. (2006) Allergy sufferers are being failed by inadequate NHS. <i>The Daily Telegraph</i> , 21 July, 1. Payne, S. and Lightfoot, L. (2006) No need to turn up at 24-hour school. <i>The Daily Telegraph</i> , 25 September, 1, 4.	(Allen, 2006) Hall (2006) gives details of ... Payne and Lightfoot (2006) describe the situation at ...
Newspaper article with no author	Newspaper title, year, article title, day, month, page	<i>Evening Chronicle</i> . (2006) Internet fraud is a worry, 18 April, 9.	<i>(Evening Chronicle, 2006)</i>
Newspaper article in section / pull out	Article author(s), year, article title, full newspaper title with capital first letters, day, month, section of newspaper, page	Jones, A. (2006) Me and the maestros. <i>The Independent</i> , 25 September, Extra, 12.	Jones (2006) describes ...
Newspaper advert	Advert originator, year, advert title, full newspaper title with capital first letters, day, month, section (if applicable), page	Work Place (2006) Project manager. <i>The Independent</i> , 25 September, media weekly, 13.	(Work Place, 2006)

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Newspaper article on microfilm	Article author(s), year, article title, [microfilm], full newspaper title with capital first letters, day, month, page	Hennessy, P. (1978) Hard lessons learnt during blizzards and transport strike. [microfilm]. <i>The Times</i> , 6 January, 3.	Hennessy (1978) provides a vivid picture ...
Newspaper article not in English	Article author(s), year, article title in original language, full newspaper title in original language with capital first letters, day, month, page(s)	Garcia, A. (2007) Viva la vida. <i>El Mundo</i> , 25 June, 16.	(Garcia, 2007)
Electronic newspaper article	Article author(s), year, article title, [Online], full newspaper title, day, month, page, URL, last accessed date	Derbyshire, D. (2006) Adverts endorsed by stars are rated only just above junk mail. [Online]. <i>The Daily Telegraph</i> , 20 July, 5. Available from: http://web.lexis-nexis.com/executive/ [Accessed 21 July 2011]	(Derbyshire, 2006)
Electronic newspaper article with no identifiable page numbers	Article author(s), year, article title, [Online], full newspaper title, day, month, (you do not need to find the page number if they are not given), Article from database, URL, last accessed date	Toibin, C. (2006) Pure evil. [Online]. <i>The Guardian</i> , 3 June. Available from: http://www.guardian.co.uk/ [Accessed 13 March 2010]	(Toibin, 2006)
Other serials			
Annual publication treated as a serial	Article author(s), year, article title, full annual title, volume, pages	Goodwin, A. W. and Wheat, H. E. (2004) Sensory signals in neural populations underlying tactile perception and manipulation. <i>Annual review of neuroscience</i> , 27 , 53-78.	(Goodwin and Wheat, 2004)

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Broadcast and Pre-recorded Media	It may sometimes be hard to find all the information listed as required. In such cases put as much information as you have.		
Radio broadcast	Programme title, part title, year, format, channel, date broadcast	<i>The food programme</i> . Food and climate change. (2006) [radio broadcast]. BBC Radio 4. 4 June.	<i>(The food programme, 2006)</i>
TV broadcast	Programme title, part title, year, format, channel, date broadcast	<i>Get your dream job</i> . Funeral arranger. (2006) [TV broadcast]. BBC3. 21 February.	<i>(Get your Dream Job, 2006)</i>
News broadcast	Programme title, year, format, channel, date (and time) broadcast	<i>BBC ten o'clock news</i> . (2006) [TV broadcast]. BBC1. 3 August, 10pm.	<i>(BBC ten o'clock news, 2006)</i>
Recording from TV (satellite or terrestrial) or radio onto video, DVD or audiocassette	Programme title, part title (if applicable), year, format, channel, date broadcast	<i>Seven man made wonders</i> . (2006) [DVD off-air]. BBC1. 12 February. <i>Panorama</i> . Tax me if you can. (2009) [DVD off-air]. BBC1. 2 February.	<i>(Seven man made wonders, 2006)</i> In <i>Panorama</i> (2009) tax havens are ...
Online TV programme	Programme title, part title (if applicable), year, format, original broadcast channel, original broadcast date, URL, date last accessed	<i>Booze: a young person's guide</i> . (2009) [Online]. Channel 4. 6 May. Available from: http://www.channel4.com/programmes/tags/health-and-wellbeing/ [Accessed 14 August 2009]	In <i>Booze a young person's guide</i> (2009) it was ...

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Online radio programme	Programme title, year, format, original broadcast channel, original broadcast date, URL, date last accessed	<i>Earth to earth.</i> (2009) [Online]. BBC Radio 4. 13 August. Available from: http://www.bbc.co.uk/iplayer/radio/bbc_radio_four/ [Accessed 14 August 2009]	The urn is prevalent in many cultures (<i>Earth to earth</i> , 2009)
Online video	Title, year, format, channel / location, URL, date last accessed	<i>Barack Obama: yes we can.</i> (2008) [Online]. Available from: http://uk.youtube.com/watch?v=Fe751kMBwms [Accessed 6 January 2010]	"together we will begin the next great chapter in the American story" (<i>Barack Obama: yes we can</i> , 2008)
Online video from anatomy.tv	Originator, year, title, format, location, URL, date last accessed	Anatomy.TV (2010) <i>Interactive knee: lateral collateral ligament motion in flexion-extension.</i> [Online]. Available from: http://anatomy.tv [Accessed 17 June 2010]	as can be seen from the movement (Anatomy.tv, 2010)
Feature film (on DVD)	Film title, year of release, format, special credits (e.g. director), production company / distributor	<i>Pulp fiction.</i> (1994) [DVD]. Directed by Quentin Tarantino. USA: Miramax.	(<i>Pulp fiction</i> , 1994)
Feature film (off-air)	Film title, year (i.e. year of release), format, special credits (e.g. director), broadcaster and version date	<i>About a boy.</i> (2002) [DVD off-air]. Directed by Chris Weitz and Paul Weitz. ITV. 10 November 2004.	(<i>About a boy</i> , 2002)
Feature film not in English	Film title (in original language), year, format, special credits, production company / distributor	<i>Flores de otra mundo.</i> (1999) [DVD]. Directed by Iciar Bollain. Filmax.	(<i>Flores de otra mundo</i> , 1999)

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Commercial or training film	Programme title, year, format egg video / DVD, place of publication, publisher	<i>Meetings bloody meetings.</i> (1992) [video]. London: Video Arts. <i>Think or sink.</i> (2005) [DVD]. London: Video Arts.	<i>(Meetings, bloody meetings, 1992)</i> <i>(Think or sink, 2005)</i>
Audiocassette	Author(s), year, title, format, place of publication, publisher	Adams, Garry and Peck, Terry (2001) <i>202 useful exercises for lelts.</i> [audio cassette]. Sydney: Adams and Austen.	(Adams and Peck, 2001)
Music (e.g. CD)	Author (artist), year, title, format, place of publication, publisher	The Special Agents. (1999) <i>Her majesty's secret surfers.</i> [CD]. Sheffield: Front Ear Records.	(The Special Agents, 1999)
Podcast	Title of programme, part title, year, format, channel, date broadcast, date last accessed at: URL	<i>In business.</i> Plane truth. (2006) [podcast]. BBC Radio 4. Broadcast 29 June. Available from: http://www.bbc.co.uk/radio4/news/inbusiness/inbusiness.shtml [Accessed 3 August 2010]	<i>(In business, 2006)</i>
Video podcast	Author (artist), title of programme, year, format, last accessed at: URL	Gervais, R. (2006) <i>Ricky Gervais video podcast No 8.</i> [video podcast] 26 July. Available from: http://podcast.rickygervais.com/podcast.xml [Accessed 3 August 2011]	Gervais (2006) is ...
Artworks	See the section on citing artworks for advice on how to include these in your work. If the exact year is uncertain, include the word circa before the year. If you refer to more than one version of an artwork in your work, follow the practice for citing more than one item by the same author		
Artwork in a book	Artist, year, title, format In: then reference as a book	Reynolds, J. (circa 1775) Self portrait. [painting]. In: J. Smith, J. and S. Jones, <i>Sir Joshua Reynolds.</i> Sheffield: Sheffield Hallam University Press, 1998.	Reynolds' Self Portrait in the publication by Smith & Jones (Reynolds, circa 1775) ...

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Artwork on the web	Artist, year, title, [format], URL, date last accessed	Reynolds, J. (circa 1775) <i>Self portrait</i> . [online image]. Available from: http://www.tate.org.uk/servlet/ViewWork?workid=12394 [Accessed 1 August 2006]	Reynolds' Self Portrait is ... (Reynolds, circa 1775)
Original artwork - medium and size unknown	Artist, year, title, format, location, accession /reference number	Reynolds, J. (circa 1775) <i>Self portrait</i> . [painting]. Tate Britain. Accession Number N00306.	In his self portrait, Reynolds (circa 1775) ...
Original artwork - medium and size known	Artist, year, title, format, medium, size, location, accession/reference number	Reynolds, J. (circa 1775) <i>Self portrait</i> . [painting]. Oil on canvas, 737 x 610 mm. Tate Britain. Accession Number N00306.	(Reynolds, circa 1775)
Images, diagrams, figures, tables, etc.	See the section on citing images, diagrams, tables, figures, etc. for advice on how to include these in your work. If you want to reproduce the diagram, table or figure in your work, you will need to make sure that you are not breaching copyright.		
Image, diagram, figure or table, etc. from a book, journal article, electronic resource, etc.	The reference should be to the resource (the book, journal, website, etc.) from which the diagram was obtained	Alberts, B., et al. (2004) <i>Essential cell biology</i> . 2nd ed., Abingdon: Garland Science. Ganguli, M. (2002) <i>Getting started with Bluetooth</i> . Ohio: Premier Press. Kayes, A. B., Kayes, D. C. and Kolb, D. A. (2005) Experiential learning in teams. <i>Simulation Gaming</i> , 36 (3), 330-354. Available from: http://sag.sagepub.com/ [Accessed 29 November 2007]	In the diagram by Alberts et al. (2004, p401) it is illustrated how ... (Ganguli, 2002, p105) This diagram represents Bluetooth data packets ... (Kayes, Kayes and Kolb, 2005, p334)

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Image, diagram, figure or table, etc. from a book, journal article, electronic resource, etc. (continued)	If the creator of the diagram, table or figure is different to the creator of the source (book, website etc.), you should include details of the creator of the image in your text and cite and reference the source. See Citing diagrams, tables, figures, etc.	Cole, G.A. (1994) <i>Strategic management: theory and practice</i> . London: DP Publications Ltd. Farabee, M. J. (2007) <i>Photosynthesis</i> . [Online]. Available from: http://www.emc.maricopa.edu/faculty/farabee/Biobk/BioBookPS.html [Accessed 28 November 2010]	In the book by Cole (1994, p38) there is a figure by Stoner & Freeman explaining the ... Cross section of a leaf by Purves et al. (Farabee, 2007)
Image or photo from an image hosting site or stock photo agency	Originator, year, title, format, URL, date last accessed	Sharif, M. (2008) <i>Glowing apple</i> . [Online]. Available from: http://www.flickr.com/ [Accessed 12 July 2010]	An interesting technique used by Sharif (2008) shows how ...
Image or photo from anatomy.tv	Originator, year, title, format, URL, date last accessed	Anatomy.TV (2009) <i>Interactive hand: hand model, layer 1</i> . [Online]. Available from: http://anatomy.tv [Accessed 17 June 2010]	the image of the hand (Anatomy.tv, 2009) If you reproduce the image, a copyright statement is required as follows:- 3D anatomy images copyright of Primal Pictures Ltd www.primalpictures.com
Conferences			

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Conference paper	Author(s), year, title of paper, In: title of conference, location and date of conference, place of publication, publisher, page numbers of paper	Cook, C.A. (2005) Moonshine and millet: feasting and purification rituals in ancient China. In: <i>Of tripod and palate: conference on food and religion in traditional China</i> , Cambridge 2004. Basingstoke: Palgrave Macmillan, 9-33.	A recent paper (Cook, 2005) ...
Electronic conference paper from a database	Author(s), year, title of paper, [Online]. In: title of conference, location and date of conference, place of publication, publisher, page numbers of paper, paper from database, URL, date last accessed	Chen, J. and Tarditi, D. (2005) A simple typed intermediate language for object-orientated languages. [Online]. In: <i>Annual symposium on principles of programming languages: proceedings of the 32nd ACM Sigplan-Sigact symposium on principles of programming languages 2005</i> , [Online]. Long Beach, California, USA, January 12 - 14 2005. New York: ACM Press, 38-49. Available from: http://portal.acm [Accessed 15 August 2010]	In a recent paper by Chen and Tarditi (2005) ...
Electronic conference paper from a website	Author(s), year, title of paper, [Online]. In: title of conference, location and date of conference, place of publication, publisher, page numbers of paper (if there was a print version), URL, date last accessed	Jones, K. (2003) Safety in numbers: alliances of health consumer groups as a means of influencing policy. [Online]. In: <i>Political Studies Association conference</i> , Leicester, April 15-17 2003. Available from: http://www.psa.ac.uk/cps/cps.asp [Accessed 17 August 2009]	As discussed in the paper (Jones, 2003)
Conference paper - unpublished	Author(s), year, title of paper, paper presented at title of conference, location and date of conference, unpublished	Morrissey, J. (2009) <i>US juridical warfare: strategies of military bipower</i> . Paper presented at the 105th Association of American Geographers Annual Meeting, Las Vegas (NV), USA, March 22-27. unpublished	Morrissey (2009) describes ...

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Whole conference	Editor(s), (eds.), year, title of conference, location and date of conference (if given), place of publication, publisher	Ujihashi, S. and Hacke, S.J. (eds.) (2002) <i>The engineering of sport 4</i> . Kyoto, Japan, 2002. Malden, MA: Blackwell Science.	Ujihashi and Hacke (2002)
Parliamentary and government publications	See the section on citing organisation, company or government authors		
Hansard (House of Commons or House of Lords debates)			
Hansard - single column	HC or HL Deb, session, date, volume number (optional), column	<p><i>HC Deb</i> (2004-05) 15 March 2005 c126.</p> <p><i>HC Deb</i> (2002-03) 12 June 2003 vol.406 c824.</p> <p><i>HL Deb</i> (2004-05) 14 January 2005 c475.</p>	<p>(<i>HC Deb</i>, 2004-05)</p> <p>(<i>HC Deb</i>, 2002-03)</p> <p>(<i>HL Deb</i>, 2004-05)</p>
Hansard - more than one column	HC or HL Deb, date, columns	<i>HC Deb</i> (2004-05) 15 March 2005 cc126-128.	<p>(<i>HC Dev</i>, 2004-05)</p> <p>"Scotland is getting additional resources ..." (<i>HC Deb</i>, 2004-05, c127)</p>
Hansard - written answer	HC or HL Deb, date, column W	<i>HC Deb</i> (2005-06) 24 July 2006 c1186W.	(HC Deb, 2005-06)
Hansard - written statement	HC or HL Deb, date, column WS	<i>HC Deb</i> (2004-05) 10 March 2005 c130WS.	" ... traffic growth" (HC Deb, 2004-05)

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Hansard - debate in Westminster Hall	HC or HL Deb, date, column WH	<i>HC Deb</i> (2003-04) 12 June 2003 c309WH.	(<i>HC Deb</i> , 2003-04)
Hansard on the internet	HC or HL Deb, date, column	<i>HC Deb</i> (2005-06) 25 July 2006 c1205W.	(<i>HC Deb</i> , 2005-06)
House of Commons Paper	Great Britain, Parliament, House of Commons of Government Department, year of publication, title, place of publication, publisher, HC, paper number, session	Great Britain, Parliament, House of Commons (2006) <i>Improving literacy and numeracy in schools</i> . London: The Stationery Office. HC 953 (2005-06). Great Britain, Information Commissioner's Office (2006) <i>What price privacy? : the unlawful trade in confidential personal information</i> . Wilmslow: Information Commissioner's Office. HC 1056 (2005-06).	(Great Britain, Parliament, House of Commons, 2006) In the recent paper (Great Britain, Information Commissioner's Office, 2006) ...
House of Lords Paper	Great Britain, Parliament, House of Lords, year of publication, title, place of publication, publisher, HC, paper number, session	Great Britain, Parliament, House of Lords Select Committee on the Constitution (2006) <i>Armed forces bill report : 13th report of session 2005-06</i> . London: The Stationery Office. HL 200 (2005-06).	(Great Britain, Parliament, House of Lords Select Committee on the Constitution, 2006)
Bill (House of Commons or House of Lords)	Great Britain, Parliament, House of ..., year of publication, title, place of publication, publisher, bill number, session	Great Britain, Parliament, House of Commons (2006) <i>Police and justice bill</i> . London: The Stationery Office. Bill 119 (2005-06).	Great Britain, Parliament, House of Commons (2006)
Act of Parliament (post 1963)	Great Britain, year, title of Act, chapter number, place of publication, publisher	Great Britain (2006) <i>Work and families act 2006</i> . Chapter 18. London: The Stationery Office.	The Work and families act (Great Britain, 2006) lays down ...

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Statutory Instrument	Instrument title, year, SI number, place of publication, publisher	<i>The intellectual property (enforcement, etc.) regulations</i> (2006) SI 2006/1028. London: The Stationery Office.	<i>The Intellectual property (enforcement, etc.) regulations</i> (2006) give ...
British Government Department publication	Great Britain, name of Government Department, year, title, place of publication, publisher, series and number (if applicable)	Great Britain, Department of the Environment (1994) <i>Environmental protection act 1990: part II waste management and licensing: the framework directive on waste</i> . London, HMSO (Circular 11/94).	(Great Britain, Department of the Environment, 1994)
Electronic British Government Department publication	Great Britain, Government Department, year, title, place of publication, & publisher (if applicable), series and number (if applicable), [Online], URL, date last accessed	Great Britain, Department for Children, Schools and Families (2007) <i>Children and young people today: evidence to support the development of the children's plan</i> . [Online]. Available from: http://www.dfes.gov.uk/publications/childrensplanevidence/ [Accessed 29 November 2010]	Great Britain, Department for Children, Schools and Families (2007)
Command paper	Great Britain, Department/ Committee / Commission / Agency, year, title, place of publication, publisher, Cm. paper number	Great Britain, Office of Science and Technology (1997) <i>Science, engineering and technology statistics</i> . London: The Stationery Office (Cm. 3695).	(Great Britain, Office of Science and Technology, 1997)
Electronic Command paper	Great Britain, Department/ Committee / Commission / Agency, year, title, [Online], place of publication, publisher, Cm. paper number, URL, date last accessed	Great Britain, Department of Health (2006) <i>Our health, our care, our say: a new direction for community services</i> . [Online]. London: The Stationery Office (Cm. 6737). Available from: http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_4127453 [Accessed 19 February 2008]	Great Britain, Department of Health (2006)

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Other British Government publication	Executive Agency or Government body, year, title, place of publication, publisher	Office for National Statistics (2000) <i>Guide to official statistics</i> . London: HMSO.	(Office for National Statistics, 2000)
Other British Government publication - electronic	Executive Agency or Government body, year, title, [Online], URL, date last accessed	Ofsted (2004) <i>Children at the Centre: an evaluation of early excellence centres</i> . [Online]. Available from: http://www.ofsted.gov.uk/assets/3661.pdf [Accessed 12 October 2009]	The conclusion of Ofsted (2004) was ...
European institution publication	Name of EU institution, year, title, place of publication, publisher, series if applicable	European Commission (2002) <i>The agricultural situation in the European Union</i> . Luxembourg: Office for Official Publications of the European Communities. Council of European Communities (1975) <i>Council directive of 15 July 1975 on waste</i> . Brussels: Office of Official publications of the European Communities (75/442/EEC).	(European Commission, 2002) (Council of European Communities, 1975)
International organisation publication	Name of organisation or institution, year, title, place of publication, publisher	World Health Organization (1998) <i>Asthma, respiratory allergies and the environment</i> . Copenhagen: World Health Organisation Regional Office for Europe.	(World Health Organization, 1998)
Maps	Maps, particularly online maps can be difficult to reference. If there is no title, provide a description of the map instead.		
Map	Author, year, title, scale, place of publication, publisher	Automobile Association Developments Limited (2003) <i>2004 Road atlas Britain</i> . 1:200,000 or 3.16 miles to 1 inch. Windsor: Automobile Association.	(Automobile Association Developments Limited, 2003)
Map with no author	Title, year, scale, place of publication, publisher	<i>A-Z Sheffield</i> . (2003) 1:18. Sevenoaks: Geographers' A-Z Map Company.	<i>A-Z Sheffield</i> (2003)

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Ordnance Survey map	Author or creator, year, title, scale, series, sheet number, place of publication, publisher	Ordnance Survey (1996) <i>Yorkshire Dales: Southern and Western areas showing Wharfedale, Ingleborough, Pen-y-ghent, Pennine Way and part of the National Park</i> . 1:25000, Outdoor Leisure sheet 2. Southampton: Ordnance Survey.	Ordnance Survey (1996)
Electronic map	Author or creator, year, title, [Online], scale, series or type of map, map from database, URL, date last accessed	Edina (2005) <i>Map of S1 1WB: tile sk3587se</i> . [Online]. 1:1,250. OS Land-Line Plus. Available from: http://digimap.edina.ac.uk [Accessed 6 August 2009] <i>Map of Lake District National Park, Cumbria, United Kingdom</i> (2005) [Online]. 1:200,000. Collins Bartholemew. Available from: http://www.multimap.com [Accessed 11 July 2009]	(Edina, 2005) <i>Map of Lake District National Park, Cumbria, United Kingdom</i> (2005)
Dissertations and theses	Reference a thesis in a similar way to a book, but include the level of thesis or degree statement and the name of the awarding institution. The department / school / faculty of the institution may also be included.		
PhD, DPhil, DEd, etc.	Author, year, title, level of thesis, awarding institution	Bailey, Michael George William (2004) <i>Cultural governance and the information of public service broadcasting</i> . PhD, Sheffield Hallam University. Allgar, Victoria (2003) <i>Physiotherapy from admission to discharge: an exploration study</i> . PhD, University of Newcastle upon Tyne.	Research by Bailey (2004) ... In a recent PhD thesis (Allgar, 2003) describes ...

Type of material	The information required	Example of reference	Example of how to cite the reference in text
MSc, MA, Med, etc.	Author, year, title, degree statement, department /school / faculty (if known), awarding institution	<p>Prescott, Trish (2005) <i>A stakeholder of the perceptions of the impact of the practice facilitator role</i>. MSc Health and Social Care Practice, Sheffield Hallam University.</p> <p>Hill, Simon (2002) <i>Chatting online: social and collaborative discussions in synchronous CMC</i>. MA Communications Studies, Sheffield Hallam University.</p>	<p>In her thesis Prescott (2005) believes that ...</p> <p>Hill (2002, p11) writes "..."</p>
Undergraduate dissertations (BA, BSc, etc.)	Author, year, title, degree statement, department / school / faculty (if known), University	Campion, Karen (1996) <i>Contemporary art through working-class eyes</i> . BA (Hons) Fine Art, School of Cultural Studies, Sheffield Hallam University.	..(Campion, 1996) ...
Thesis online	Author, year, title, [Online], degree statement, awarding institution, URL, date last accessed	<p>Mackay, David (1991) <i>Bayesian methods for adaptive models</i>. [Online]. PhD, California Institute of Technology. Available from: http://www.inference.phy.cam.ac.uk/mackay/PhD.html [Accessed 23 July 2010]</p>	(Mackay 2005, p63) states that "..."
Thesis on microfiche / microfilm	Author, year, title, format, level of thesis/degree statement, department/school/faculty (if applicable), awarding institution	<p>Barber, Susan Torrey (1988) <i>The Australian film renaissance 1970-1986: an ideological, economic and political analysis</i>. [microfilm]. PhD, University of Southern California.</p> <p>Lowe, A. (1997) <i>An evaluation of the use of the viable system model on a virtual business unit</i>. [microfiche]. MSc IT and Management, School of Computing and Management Sciences, Sheffield Hallam University.</p>	<p>Barber (1988, p17) suggests "..."</p> <p>(Lowe, 1997)</p>

Type of material	The information required	Example of reference	Example of how to cite the reference in text
<p>Personal communication</p> <p>Any information received in person from an individual (and otherwise unpublished) should be acknowledged as such, by including “ Personal communication” in your citation and reference. You must also obtain the individual's permission before citing them. Personal communications are often unrecorded, which makes the information very difficult to verify. Therefore, it is not usually appropriate to include a reference to personal communication in your bibliography. Unless your work is mainly based on such communication, a citation in the text is normally sufficient.</p>			
<p>Electronic communication</p>			
<p>Email (example without a reference in a bibliography)</p>	<p>Type of communication, name of the person communicating the information, position or role of the communicator, date of the communication, pers. comm.</p>	<p>not applicable</p>	<p>Mobile phone companies confirmed that the alleged "scam" was a hoax (Email from John Higgins, Customer Care Consultant, BT Cellnet Customer Care. 7 December 2005. pers. comm.)</p>
<p>Email</p>	<p>Author, year, role, position or status of the author, title or subject, type of communication, identify of recipient, day and month, "personal communication"</p>	<p>Davis, Rebecca (2006) Media Relations Officer, Hampshire Constabulary. <i>Crime Figures</i>. Email to the author, 15 March. Personal communication.</p>	<p>Hampshire police were unable to confirm the figures (Davis, 2006. pers. comm.)</p>
<p>SMS text message</p>	<p>Author of SMS, year position, role or status of the author, type of communication, identity of recipient, day and month, "personal communication"</p>	<p>Jones, Michael (2003) Secretary, Sheffield Metal Detecting Club. Text message to the author, 4 August. Personal communication.</p>	<p>The treasure trove was discovered at 6am on 4 August 2003 (Jones, 2003. pers. comm.)</p>
<p>Verbal unrecorded communication</p>			

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Private informal conversation	Name of the person communicating the information, year position or role of the communicator, type of communication, day and month, "personal communication"	Collins, John (2006) Head of IT Systems, Acme Transportation Ltd. Conversation with the author, 22 August. Personal communication.	I understand that changes to the system are expected within the next year (Collins, 2006. pers. comm.)
Private telephone conversation	Name of the person communicating the information, year, position or role of the communicator, type of communication, day and month, "personal communication"	Hughes, Gloria (2005) Lead midwife, Jessop Wing, Sheffield Teaching Hospitals NHS Foundation Trust. Telephone conversation with the author, 18 May. Personal communication.	Most midwives find their work very rewarding (Hughes, 2005. pers. comm.)
Verbal recorded (but unpublished and unbroadcast) communication			
<p>Formal interviews differ from other verbal communication in that they usually follow a structure, such as a pre-prepared sequence of questions. They are also usually recorded in some form, so there will be a permanent record of what was said (often agreed as an accurate record by the interviewee).</p> <p>Information gained during interviews conducted as part of your research is normally quoted anonymously, and full citation is unnecessary because your interview methodology will be explained in detail elsewhere in your work. But there are occasions when it may be appropriate to cite a named individual (with their permission).</p>			

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Private interview (example without a reference in a bibliography)	Type of communication, name of the person communicating the information, position or role of the communicator, date of the communication, pers. comm.	not applicable	According to the trade unions, employee relations have improved over the last few years (Interview with Colin Smith, Unison representative, 16 July 2004. pers. comm.)
Private interview	Name of the interviewee, year, position, role or status of the interviewee, title or subject of the interview, type of communication, identity of the interviewer, day and month, "personal communication"	Edwards, Nigel (2005) Chief Historian, Foreign & Commonwealth Office. <i>After empire</i> . Interview with the author, 8 May. Personal communication. Trobriand, Hans (2006) <i>Artistic influences</i> . Interview with the author, 22 August. Personal communication.	Edwards (2005. pers. comm.) challenged that interpretation According to the artist, Freud's development of the Oedipus complex is key to understanding his work (Trobriand, 2006. pers. comm.)
Written communication			
Letter	Author, year, position, role or status of author, title or subject of letter, type of communication, identity of recipient, day and month, "personal communication"	Linehan, Sophie (2005) Marketing Officer, Acme Paints Ltd. Letter to the author, 21 September. Personal communication.	Acme Paints have no plans to enter overseas markets at the moment (Linehan, 2005. pers. comm.)

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Fax	Author, year, position, role or status of author, title or subject of fax, type of communication, identity of recipient, day and month, "personal communication"	Santer, Maurice (2006) Senior architect. <i>First draft</i> . Fax to the author, 9 June. Personal communication.	Early designs incorporated a third bedroom (Santer,2006)
Presentations			
Lecture	Presenter, year, title or subject of lecture, format of presentation, date, venue	Lawson, Nigella (2004) <i>Oxford University Celebrity Lecture</i> . [lecture]. Held on 12 October, Oxford University. Colt, Margaret (2008) <i>Digital economics</i> . [lecture]. Held on 18 November, Sheffield Hallam University.	According to Nigella Lawson (2004) ... (Colt, 2008) described how ...
Lecture handout / presenters notes	Author/presenter, year, title of handout, format, details of lecture, lecture date, venue	Jackson, Peter (2008) <i>The human body in motion</i> . [lecture handout]. From a human anatomy lecture, held on 5 May, Sheffield Hallam University.	Jackson (2008) ...
Web pages	<p>A web page can be a particular type of material, e.g. an electronic journal article, electronic image, part of a wiki or blog, etc. Information on how to reference these types of web page can be found in this guide under the type of material. If you cannot identify the page as a particular kind of material, use the following guidelines for referencing the page</p> <ul style="list-style-type: none"> • You should reference the individual page or pages which you have used • The author of the page may be an individual or a company / organisation. If the page does not have an author, use the author of the web site • Find the year from the published or last updated date. If an individual page does not have a date, use the date for the site <p>See also the principles of referencing electronic and internet sources section.</p>		

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Web pages with a page author	Author of page, year, title of page, [Online], URL, date last accessed	<p>Crick, Bernard (2002) <i>George Orwell: voice of a long generation</i>. [Online]. Available from: http://www.bbc.co.uk/history/british/britain_wwtwo/orwell_01.shtml [Accessed 12 November 2009]</p> <p>Thinkstrategies (2005) <i>The future of IT in large corporations</i>. [Online]. Available from: http://oracle.ittoolbox.com/white-papers/the-future-of-it-in-large-corporations-3936 [Accessed 3 July 2009]</p> <p>Farrell, Maureen (2006) <i>Three mistakes: when pricing your products</i>. [Online]. Available from: http://www.forbes.com/entrepreneurs/entresales/2006/10/30/ent-sales_online_retail_nav_land.html [Accessed 11 November 2010]</p>	<p>According to Crick (2002), George Orwell was ...</p> <p>In a white paper by Thinkstrategies (2005) there is ...</p> <p>One mistake is ignoring the competition (Farrell, 2006)</p>
Web pages with a site author	Author of site, year, title of page, [Online], URL, date last accessed	<p>Joseph Rowntree Foundation (2006) <i>Smart homes</i>. [Online]. Available from: http://www.jrf.org.uk/housingandcare/smarthomes/ [Accessed 14 November 2008]</p>	<p>The Joseph Rowntree Foundation (2006) are involved in a project ...</p>
Web pages where there is no author or the author is the same as the title	Title, year, [Online], URL, date last accessed	<p><i>Big Lottery Fund</i>. (2006) [Online]. Available from: http://www.biglotteryfund.org.uk/ [Accessed 14 November 2009]</p>	<p>(<i>Big Lottery Fund</i>, 2006)</p>

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Legal material	<p>Referencing legal material is complicated and is not usually done using the Harvard system. Students studying law should follow the guidelines provided by their Faculty not the guidelines here. If you are a student studying another discipline and need to include some legal materials in a Harvard style bibliography, the examples below of common types of reference may help.</p> <p>For legal cases, legal databases and journals will usually already contain a reference with the correct notation.</p>		
Legal case - proprietary citation	<p>Parties, year of reporting, volume (if applicable), law report series (abbreviated), start page</p>	<p><i>Emmons v Pottle</i> (1885) 16 QBD 354.</p> <p><i>Godfrey v Demon Internet Ltd</i> (1999) 4 All ER 342.</p>	<p>In <i>Emmons v Pottle</i> (1885) the ...</p> <p>"the impact of ..." (<i>Godfrey v Demon Internet Ltd</i>, 1999, p343)</p> <p>For proprietary citations use the page number when citing quotes</p>
<p>Legal case - neutral citation</p> <p>The law report details may also be given</p>	<p>Parties, year of judgement, court, sequence number</p> <p>If published in a law report also include: year of reporting, volume (if applicable), law report series (abbreviated), start page</p>	<p><i>Majorstake Ltd v Curtis</i> (2006) Ewca Civ 1171, [2007] Ch 300.</p>	<p>In <i>Majorstake Ltd v Curtis</i> (2006, 13) it is argued that "the word 'premises' is used in a variety of different senses in the 1993 Act"</p> <p>For neutral citations, use paragraph numbers (not page numbers) when citing quotes.</p>

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Legal updating service from a database	Author(s), year, title, [Online], edition (if not the first), place of publication, publisher, updating service from database, URL, date last accessed	Allen, Andrew, et al. (2007) <i>Tolley's employment law service</i> . [Online]. London: Tolley. Available from: http://www.lexisnexis.com/uk/legal [Accessed 9 August 2008]	(Allen, 2007)
Other Resources			
Blog	Author, year, title of post, title of blog, [Online], date posted, URL, date last accessed	VLC Team (2006) Icanm may relinquish control. <i>Information services blog</i> . [Online]. Posted 28 July. Available from: http://litsisvlcteam.blogspot.com/ [Accessed 2 August 2010]	(VLC Team, 2006)
Company annual report	Company or corporate name, year, report title and year, place of publication, name of publisher	Cheltenham & Gloucester PLC (2007) <i>Cheltenham & Gloucester plc annual report and accounts 2006</i> . Gloucester, Cheltenham & Gloucester plc.	According to the company's most recent annual report and accounts (Cheltenham & Gloucester plc, 2007) ...
Company annual report - electronic	Company, year, report title and year, [Online], URL, date last accessed	Easyjet (2005) <i>easyJet plc: annual report and accounts 2005</i> . [Online]. Available from: http://www.easyjet.com/common/img/annual_report_2005.j.pdf [Accessed 14 November 2006]	easyJet (2005) reported their ...

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Computer program (software)	Author, year, title and version, [computer program], publisher or distributor	Macromedia (2005) <i>Dreamweaver 8</i> . [computer program]. Adobe. Microsoft (2003) <i>Word 2003</i> . [computer program]. Microsoft.	(Macromedia, 2005) (Microsoft, 2003)
Discussion list	Author, year, title of post, title of list, [Online], date posted, date last accessed at: URL	Smith, A. (2006) Links to Amazon? <i>LIS-Link@Jiscmail.ac.uk</i> [online discussion list]. Posted 2 August. Available from: http://www.jiscmail.ac.uk [Accessed 2 August 2006]	(Smith, 2006)
IT white paper - electronic	Author(s), year, title, [Online], place of publication, publisher, white paper from source, URL, date last accessed	Datanomic LTD (2008) <i>Successful business guide data migration: re engineering data for optimized value</i> . [Online]. Cambridge: Datanomic Ltd. Available from: http://www.oraclewhitepapers.com/ [Accessed 23 June 2008]	Datanomic Ltd (2008)
Market research report - electronic (you are unlikely to find printed reports in the learning centre)	Author, year, title, [Online], publisher, series (if applicable), report from information database (if applicable), URL, date last accessed	Intel (2005). <i>Sports Goods Retailing: UK - September 2005</i> . [Online]. Intel Group. Retail Intelligence. Available from: http://reports.intel.com/ [Accessed 25 July 2006] Page, Carolyn (2006). <i>Innovation in gourmet and specialty food and drinks: market evolution and NPD in super-premium and healthy products</i> . [Online]. Available from: http://www.globalbusinessinsights.com/ [Accessed 12 August 2009]	(Intel, 2005) Page (2006)

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Published leaflet or pamphlet	Author(s), year if available, title, edition if applicable, place of publication, publisher	Multiple Sclerosis Society (n. d.) <i>Coping with the cost of MS: housing grants</i> . London: Multiple Sclerosis Society.	the Multiple Sclerosis Society (no date) provide information on how ...
Standard	Organisation, year of publication, number and title of the standard, place of publication, publisher	British Standards Institution (2000) <i>BS EN ISO 9001: quality management systems: requirements</i> . London: British Standards Institution.	(British Standards Institution, 2000)
Standard - electronic	Organisation, year of publication, number and title of the standard, place of publication, publisher, Information Database (if applicable), URL, date last accessed	British Standards Institution (1991) <i>BS EN 2350: Circuit breakers technical specification</i> . [Online]. London: British Standards Institution. Available from: http://www.bsonline.bsi-global.com/ [Accessed 24 January 2010]	(British Standards Institution, 1991)
Student coursework	Author, year, title of coursework, department / department / faculty, University, Unpublished	Green, Rebecca (2008) <i>Hilary term assignment</i> . Department of Education, University of Oxford. Unpublished.	In a previous piece of my coursework (Green, 2008) I described the ...
Unpublished company or organisation internal document	It is unlikely that someone reading your work will be able to access a copy of an internal document from within a company or organisation. Therefore it is good practice to record that it is unpublished document. To quote from unpublished material you need permission. It is also good practice to make sure that you are not breaching confidentiality by revealing any information which you use.		
	Author(s), year, title, unpublished	Oxford University (2007) <i>Application for staff development</i> . Unpublished.	The Application for staff development form (Oxford University, 2007) is used for ...

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Wiki	Title, year, date last modified, [Online], URL, date last accessed	<i>The student room wiki.</i> (2006) Last modified 26 June [Online]. Available from: < About">http://www.thestudentroom.co.uk/wiki/The_Student_Room_Wiki>About > [Accessed 31 July 2007]	(The student room wiki, 2006)