Metadata	
Title	The Harvard Referencing Manual
Description	
Keywords	
Objectives	
Author	Student Support and Development Service
Organisation	University of Leicester
Version	V1.0
Date	July 2010
Copyright	

How to use this manual

This referencing manual illustrates how to reference sources of information that you have used as part of your assignment according to the Harvard, or 'author-date', system. It is divided into two main sections to show you how to cite references within the text of your essay or dissertation (in-text referencing), and also the reference list at the end. Each section includes examples for different formats, with accompanying notes on how to construct the reference citation.

This reference manual is not intended to be read cover-to-cover; as a manual format, it is meant to be a resource which you can consult as and when you need an explanation of how to reference different sources in your essay or dissertation. However, it is strongly recommended that you read the introduction to referencing beforehand so that you understand why and when you need to include a reference, which is essential in order to be able to reference correctly.

1.1 Key

	The exclamation mark is designed to alert you where you should pay particular attention with a reference citation, as well as other useful points to remember

Please note you should consult the departmental student handbook in conjunction with this manual for notes on referencing, as there may be individual variations between departments using the Harvard reference style. It is important that you are able to understand and follow the system used for your particular course precisely.

The following British Standards from the British Standards Institution, London have been used as the authoritative source in the compilation of this manual:

BS 1629: 1989. British Standard recommendations for citing and referencing published material

BS 5605: 1990. Recommendations for citing and referencing published material

The 2007 edition of the Bournemouth University 'BU guide to citation in the Harvard style' was also consulted as a framework and source of reference for this manual. An online version is available from:

http://www.bournemouth.ac.uk/library/citing_references/docs/Citing_Refs.

IT CANNOT BE OVER-EMPHASISED THAT THERE MAY BE DIFFERENCES BETWEEN THE REFERENCING INSTRUCTIONS IN THIS MANUAL AND THOSE IN YOUR DEPARTMENTAL HANDBOOK. IN THIS CIRCUMSTANCE, THIS PUBLICATION IS MEANT TO BE USED AS A GENERAL GUIDELINE ONLY AND PRIORITY SHOULD BE GIVEN TO YOUR DEPARTMENTAL GUIDELINES.

Introduction

You have been asked to write your first assignment. Reading the assignment brief can be a cause for trepidation amongst some students, especially the mention of producing accurately referenced work, a requirement which not many students have encountered before starting university. It is a competency that you are expected to demonstrate at university level, and you are likely to be awarded (or deducted) marks for referencing by tutors, so it is important to get it right.

Before you can attempt to reference a piece of work, you firstly need to grasp the basics of referencing, and why it is important in relation to academic work. It is only once you understand the rationale behind it, that you can begin to look at the finer detail of applying referencing 'rules' according to different reference systems.

1.2 Why reference?

Inevitably, you will bring other people's ideas as well as your own to a piece of academic work through the wider reading you have done. The principle behind referencing, and the reason why a number of referencing systems have been created, is to attribute where you have taken words or ideas from; in essence, it is a way of recognising somebody's intellectual property. Referencing clearly demonstrates the extent to which you have researched a topic, but it can also add weight to the arguments that you make, and give the reader the opportunity to trace the original source of information to read for themselves.

Not acknowledging all the sources you have taken material from, even if it is done unintentionally, could constitute plagiarism, so it is good practice academically to try and get into the habit as soon as you can. Further guidance on this particular topic can be found in the Avoiding Plagiarism study guide and online tutorials by Student Development.

1.3 When do I need to reference?

You should include a reference to all the sources of information you use, whether you:

- quote directly from the source (copying word for word in quotation marks);

- put it in your own words, paraphrasing, or summarising;
- copy or adapt a chart, diagram, figures table, graph or map from another source.

1.4 What is a reference?

A reference is essentially bibliographic information, for example, details about who wrote the source; when and where it was published; the edition number if it has one; and the type of medium it is. This is presented in two places in an essay or dissertation: as an abbreviated version of the reference, otherwise known as a 'citation' in the body of the work, and at the end in the full reference list. Giving a short reference citation for source material within the body of the essay or dissertation will be explained in depth in the next section.

In-text referencing in an essay or dissertation

In-text referencing using the Harvard method has only minimum information about the source to prevent disruption to the overall flow of the text. Typically, this will be the author and the year of publication which are written in brackets (parentheses), but there are a number of variants depending on how the source is mentioned in the sentence structure.

1.1 Single author name not included in the text

If the author is not included as part of the sentence, their surname and the year of publication is enclosed in brackets:

The errors of judgement made by the protagonist through the course of the play lead to his fall from grace, and ultimately self-destruction (Bradley 1991).

or

A more recent study (Gregg 2008) has shown that there are a number of factors related to this condition.	
	Note the positioning of the full-stop in the first example. A full-stop is always placed after the citation at the end of a sentence.
	A comma or colon may be inserted between the surname and the year of publication e.g. (Bradley,1991). Check if your department has a preference for either punctuation and ensure that you use it consistently throughout.
	Following on from the point above, pay attention to whether a space is needed between the comma or colon and the year of publication e.g. (Gregg: 2008).
	Neither example has a page number in this context because they are referring to a body of work by the author, i.e. a piece of literary criticism and research study, respectively.

1.2 Single author name included within the text

The year of publication and page number are written in brackets to indicate to the reader where the author makes that point in the original information source:

The explanation provided by Newton is that a species population is defined by its geographical range, the amount of habitat providing the right conditions within the range area, and the density mean value within that habitat (1998, p. 3).

or

According to Johnson (2008, p. 18), changes to the system could lessen security, allowing criminals with knowledge of the system to pose as banks or other official organisations.

Note in the example above that the reference does not necessarily have to be placed at the end of a sentence. It can be incorporated near the beginning, where there is a convenient pause after the author's surname.

1.3 Giving page numbers

Provide page numbers whenever a direct quotation is made, or where a point from a specific page or pages is paraphrased:

The national college entrance exam, the world's largest university entrance examination, was sat by 10.38 million students this year (Gill 2008, p. 15).

Find out whether to use the abbreviations 'p.' or 'pp.' for multiple pages before a page number.

Be aware that some departments may insist that every reference citation is accompanied by a page number

Another variation is to use a comma after the surname and a colon between the year of publication and page number with the space removed e.g. (Foucault, 1977:173).

1.4 Short quotations

Quotes that are forty words or less are generally considered a short quotation and are included in the main text. Enclose the quote in quotation marks and cite the author if they are not already mentioned in the text, together with the year of publication and page number in brackets at the close of the quotation:

Advocacy has become one of the main campaigns of the international aid sector, because, as Jeff Riley from the University of London argues, 'development and emergency work alone will not produce sustained improvements in the lives of impoverished people' (2006, p. 11).

Single quotation marks are used by most departments but double quotation marks may also be acceptable. Make sure that you use the same style for each quotation and do not switch between the two.

Individual departments may impose different word limits as to what constitutes a short or long quotation; this is worth checking as you will need to present them differently.

1.5 Long quotations

Excerpts that are more than two sentences in length, as long quotations, are indented on both sides underneath the preceding text. There is no need for quotation marks in this instance:

The anthropologist Clifford Geertz writes,

> *Theoretical ideas are not created wholly anew in each study... they are adopted from other, related studies, and, refined in the process, applied to new interpretative problems. If they cease being useful with respect to such problems, they tend to stop being used and are more or less abandoned. If they continue being useful, throwing up new understandings, they are further elaborated and go on being used (Geertz 1973, p. 27).*

Use ellipsis which is three full stops (...) to cut unnecessary words from a long quotation and show the reader that text has been omitted.

1.6 Work with two authors

Include the authors' surnames in the order that they appear on a book title page with the year of publication and page number if appropriate:

Sternberg and Kaufman (2002), believe that cognitive abilities such as analytical reasoning and spatial thinking are evolved on the abilities to deal with social encounters.

or

It is vital that the Kelvin scale is used as the unit of measurement, and not the Fahrenheit or Celsius scale because they have negative temperature values which could invalidate results (Aguado & Burt 2007, p. 15).

If both authors are identified in the text as with the first example, then use 'and' to connect them. When neither author is referred to directly, enclose the surnames within brackets and use an ampersand (&) as demonstrated.

1.7 Work with three authors or more

For formats where there are more than two authors responsible, the surname of the first author is included in brackets, followed by 'et al.' which is Latin for 'and the others'. This abbreviation is normally written in italics with a full-stop afterwards as shown. It is only in the full reference list at the end of the essay or dissertation, that all of the contributing authors are mentioned.

Socrates understood it was far more beneficial to his students' learning if they were made to question ideas of right and wrong, a way of questionning morality that has become known as the Socratic method (Stott *et al.* 2001, p. 8).

Individual departments may have their own rules for using 'et al'. They may specify that where there are three or more authors, then all of the authors' surnames have to be given the first time they are mentioned, and for each subsequent reference 'et al.' can be used to refer to the same people.

1.8 Work with no known author

The abbreviation 'Anon.' for anonymous can be used in place of the author's name if it is not given.

Traditional definitions of what is meant by 'identity' are limited in the sense that they do not convey the depth of emotion that some individuals feel in response to this word (Anon. 2004, p. 1).

If the source is a newspaper article, the name of the newspaper is generally preferable to using 'Anon.'

1.9 Work with no known publication date

It is helpful to the reader if you can give an approximate year of publication for a reference, even if it is not exact. To show that it is an estimate, add the letters ‘ca.’ in square brackets before the year. Otherwise, write the words ‘no date’ in square brackets to convey that the date of the source is not known.

Kelly [no date], puts forward the view that a construct is how a person construes the prominent figures and objects of their social environment.

The words ‘no date’ can be abbreviated to ‘n.d.’ but check your departmental handbook first.

A source which has neither an author nor a publication date, is of questionable reliability and it is advisable to discount it as a reference.

1.10 Multiple works by the same author

In this example, the different years in brackets indicate that the citations are taken from more than one source by that particular author.

A leading expert in the field of conservation methods, Staniforth recommends the use of specially adapted filters to absorb the damaging effects of UV light (1994, pp. 118-119) and where possible to avoid exposure to sunlight or artificial UV light to limit damage or deterioration to the exhibit (1992, p. 235).

1.11 Multiple works by the same author published

References taken from different sources, but with the same authorship and year of publication, can be distinguished from one another by inserting a lower case letter after the year inside the brackets. This is demonstrated in the example below:

In his series of published articles chronicling the history of British art, Dixon states that most artists at the beginning of the eighteenth-century were viewed unfavourably by their audiences (2007a), but advance a hundred years, and attitudes towards art and their creators had dramatically changed with the likes of Gainsborough and Reynolds achieving great wealth and public acclaim (2007b).

1.12 Information found in more than one source

If more than one author has made the same arguments or produced the same findings, it is worth referencing all of them in your essay or dissertation. This can add credence to your

writing and demonstrates that you have researched the subject thoroughly. There are two ways to give an in-text reference for multiple authors sharing the same point.

When they are mentioned directly in the text, as below, the authors are listed in alphabetical order of surname which is not necessarily chronological. Each year of publication after the author's surname has a set of brackets.

The idea of using children's drawings as an indicator of their feelings towards a subject has been explored in a number of studies by researchers including Forrest and Thomas (1991); Jolley and Vulic-Prtoric (2001); and Koppitz (1968, 1969).

In the next example, the authors' names are not included as part of the sentence. Where this happens, the separate authors are enclosed together in one set of brackets and presented alphabetically by surname. A semi-colon is inserted after each year of publication, the same way as an entry in a list.

Previous research has found that multi-sensory methods can work as an effective treatment for reading difficulties (Bryant & Bradley 1985; Hulme 1981; Ofman & Shaevitz 1963).

1.13 Secondary reference

From time to time, you might find evidence of other research cited in the source you are reading. A secondary reference is when you quote or paraphrase from a source which is mentioned in another text. If you do happen to use a secondary reference in your essay or dissertation, you need to include in the in-text reference the source you have read, and the one you are indirectly referring to by quoting their work. The latter is called a secondary source. The author's surname and year of publication for the secondary source is presented first in an in-text reference, followed by the word 'cited', to show that it is cited in another source. The same information is then given for the source which you have read, known as the original source. An example of an in-text reference with an original and secondary source is provided underneath.

Longitudinal research into this subject is limited and often carried out on a small-scale level, making wider generalisations difficult (Payne 2003 cited White 2007, p. 168).

Only the source that you have actually consulted is included in the full reference list at the end e.g. in the above example, this would be the author called White.

Try to limit the number of secondary references that you use in your essay or dissertation. It is better academic practice to refer to the original material where it is available, than to rely on the representation of another author who may impose their

own interpretation or meaning.

1.14 Official publication or work with a corporate author

The term ‘corporate author’ is used to describe a source that is written by an organisation rather than individually named authors. To reference a source by a corporate author, give the full name of the organisation; do not use acronyms unless that is how the name appears on documents. For example, the letters BBC are widely used on public information to stand for the British Broadcasting Corporation. Write the year of publication after the name of the organisation in the usual brackets format.

It has been well-documented that levels of pupil attainment are enhanced where teachers continue to develop their skills during their teaching career (TDA 2008, p. 14).

1.15 Newspaper article

An in-text citation for a newspaper article follows the same conventions as a book reference with the journalist’s surname and year the piece was printed in brackets.

The possible effects of new geo-engineering breakthroughs, for example, schemes to increase the amount of carbon dioxide absorbed by oceans to slow the degradation of the ozone layer, need to be fully assessed before going ahead, in case they fail to work (Henderson 2008, p.17).

Section 1.8 demonstrates how to give an in-text citation for a newspaper article where there is no identified author.

1.16 Website or web page on the Internet

With a website in-text citation, the author is the creator of the web pages you have taken information from. If no one is personally accredited as being the author, the organisation that owns the website can be used instead. Write the author’s surname or full name of the organisation in brackets, with the year the content was written or last updated online, which is the equivalent of the year of publication.

The senate in Rome represented the upper echelons of society with around 600 members, all of whom either held positions of office or owned substantial property (Hope 2003).

Do not include the web address (www.) within the body of your essay or dissertation.

Details of the web address are included in the full reference list. An example of a full reference for a website source is given in section 2.10

1.17 Encyclopaedia or dictionary

The title of the encyclopaedia or dictionary can be used as a substitute for an author in an in-text reference because there are often many contributors involved.

Gothic literature may bring to mind associations of ancient ruined castles, medieval backdrops and heroines susceptible to the influence of the supernatural, but it is a surprisingly modern literary term to bring together this distinct type of genre (Oxford Companion to English Literature 1996, p. 483).

1.18 Table or graph

A table of data or graph which is taken from another work should be acknowledged as a reference like any extract from a published source. In the context of a graph, it is labelled a figure, e.g. Figure 1, because it is a visual source displaying numeric data; this is written in a footnote underneath. The source citation is placed after the title of the graph in the footnote, with the author's surname, the year of publication and page number in brackets.

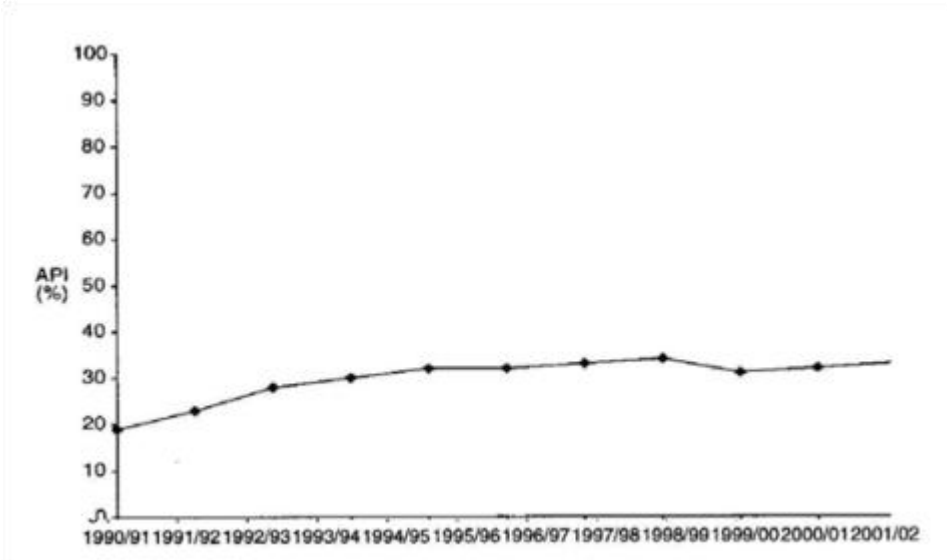


Figure 1.18: Age participation index, Great Britain, 1990/91-2001/02(DfES 1995-2006).

For a table, the number and title by which it can be identified are written above the fields of data, and not as a footnote. The actual source citation in brackets, however, is placed beneath the table in the same way as a graph e.g. Source: (DfES 1995-2006).

Even when you are not copying the table or graph in its entirety, you still need to credit the original source. Indicate where you have made changes to the original by writing ‘adapted from’ after the title of your table or graph version, and then give the source citation in brackets.

1.19 Picture or photograph

The inclusion of visual sources in your essay or dissertation may be restricted by copyright belonging to the images, or it may stipulate that they can be used, providing they are not published. Assuming you can use the image, label and number it as illustrated below, with the title of the piece in a footnote.

(The following art work by Sandro Botticelli is available in the public domain, but is used by way of illustration of how to reference a picture or photograph from another source).

Botticelli’s painting ‘La Primavera’ (Laneyrie-Dagen 2005, p. 39), is a captivating painting on many levels.

Figure 1.19: La Primavera, 1478.

The source citation in brackets gives the surname of the publication author from where the picture is taken, not the artist.

Remember to include a page number in the citation if the image you have used is from a printed source.

Maps, diagrams, illustrations, or any type of visual source, are generally labelled as figures for the purpose of academic work.

1.20 Film or television programme

For films and television programmes which are collaborative works, the title of the production can be used in place of an author. Add the year of film release or television broadcast after the title and close brackets.

In a recent television series, it was reported that over 5 million of the adult population in Britain today, have a reading ability of 12 years of age or lower, or cannot read at all (Can't Read Can't Write 2008).

1.21 Lecture

Any points raised for discussion during a lecture, if they are incorporated in your essay or dissertation, should be accompanied by a citation in brackets to acknowledge the speaker. Indicate that the information is taken from a lecture rather than a published source, for example, 'In a lecture on…' and write the lecturer's surname and the year of the lecture in brackets following the usual method for an in-text citation.

In a lecture on the social role of the public library (Goulding 2001), the speaker alleged there is a link between the information poor, and those who are poor in the material sense.

Often lectures are intended to be an introduction to a topic from which you are expected to undertake your own wider reading and develop your ideas. On this basis, it is advisable to find supporting evidence from sources other than transcribed lecture notes to reference in your essay or dissertation.

1.22 Personal communication

This category refers to information taken from conversation exchanges, letters of correspondence and fax documents. As these informal sources of information cannot be traced by the reader, they are only cited as a reference within the text of the essay or dissertation, and not in the end reference list. Write 'personal communication' in brackets after the originator, to specify that the information has been relayed to you personally, and the date of the communication.

It is not solely the responsibility of social workers, health care professionals or those employed in the education sector to ensure a child is safe; in the words of Phillip Drayton, a Youth Offending Service Reparation Worker, 'safeguarding children is everyone's responsibility' (personal communication, September 19, 2008).

Use your judgement whether you need to ask permission from the other person to include what they have said in your essay or dissertation.

The abbreviated form of personal communication 'pers. comm.' may be permitted.

E-mails are the exception as they can be referenced in-text and within the full reference list. See section 2.13 for details on how to give a full reference for an e-mail communication.

The full reference list

The reference list at the end of the essay or dissertation is where the full bibliographic information for a source is presented. Each source that is cited in the body of your work, whether to elaborate on a point you have made, or reinforce an argument, must also have an entry in the end reference list, unless it is an irretrievable source like a personal communication.

A reference list is not to be confused with a bibliography, which tutors may alternately ask you to produce to accompany a piece of written work. The distinction between the two is that the reference list is sources that you have actually used in your essay or dissertation, through direct quotation and paraphrasing, whereas a bibliography features all the sources that you have read as part of your research for an essay or dissertation, a kind of reading list. If you are in any doubt as to what is required for a bibliography, you should speak to your tutor for clarification as there are differences compared with a reference list.

In a full reference list, individual sources are listed in alphabetical order according to the author or contributor's surname. You do not need to use headings to group sources by the type of format because they are listed all together. The top of the page can either be headed 'Reference List', or simply 'References'.

If you are referencing a number of sources by the same author, list them chronologically by the year of publication with the earliest work first. When an author has written more than one work published in the same year, as seen in section 1.11, then list each individual reference in order of the lower case letter after the year of publication e.g. (2007a), (2007b).

Check with your departmental guidelines whether you are meant to write a reference list or bibliography, and for the latter, if you need to give references only (making it more of a reference list), or a full list of the sources that you have consulted.

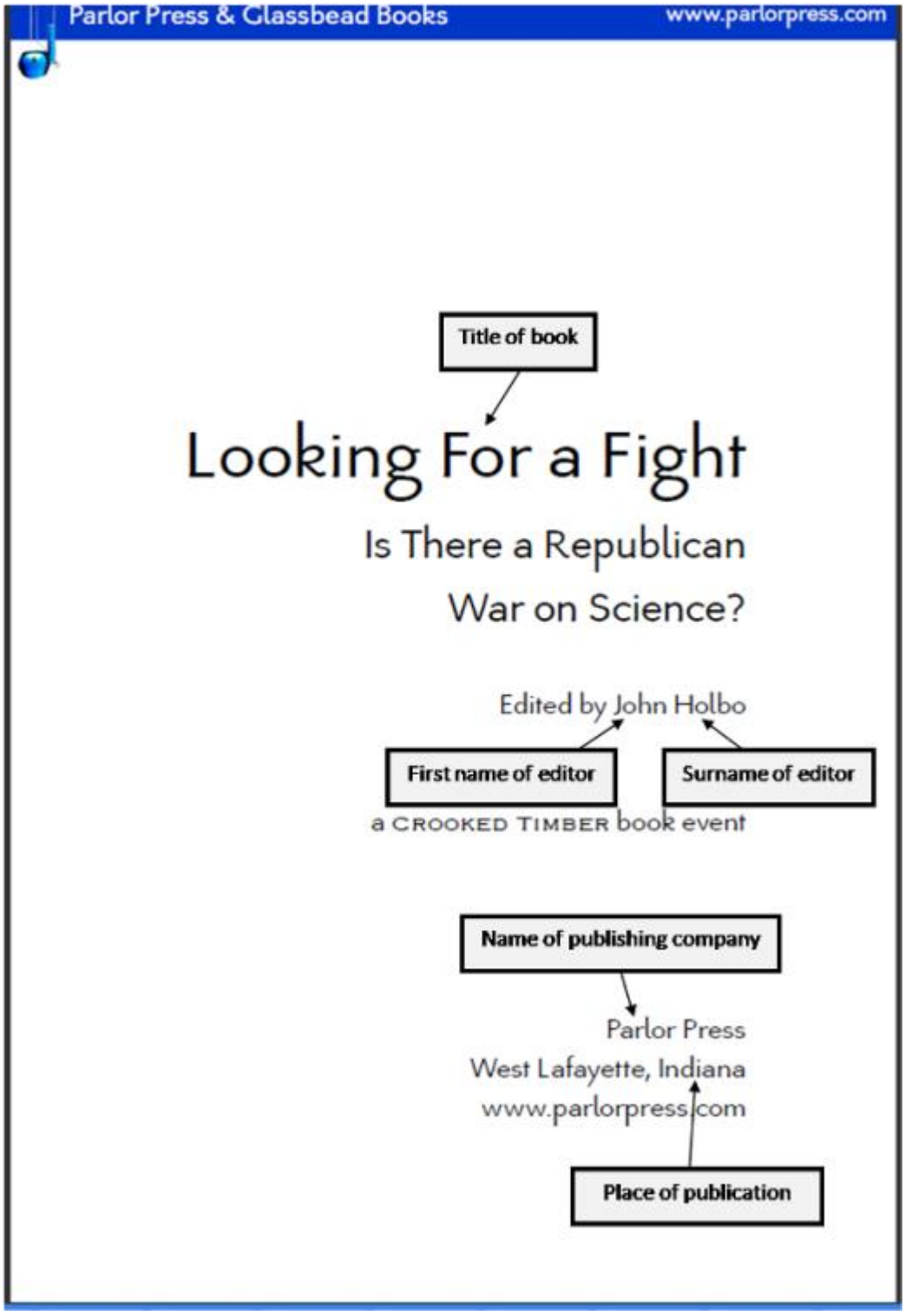
For longer references that exceed one line of text, some departments may indent the text on the lines underneath the first line of text (the indentation is usually fixed at 5 spaces in from the first line of text). Look at longer reference examples in your departmental handbook, to see whether you need to indent text within the reference list.

The second section of this manual will show you how to construct a reference as part of the full reference list for the types of source materials covered in section one. The individual units which make up a reference are given, followed by an example to illustrate how this would look with all of the information pieced together.

2.1 Book title page

For books, the bibliographic information that you need to give as a reference is usually printed on what is known as the ‘title page’. The examples of the front and reverse of a title page are included to show you how to extract this information.

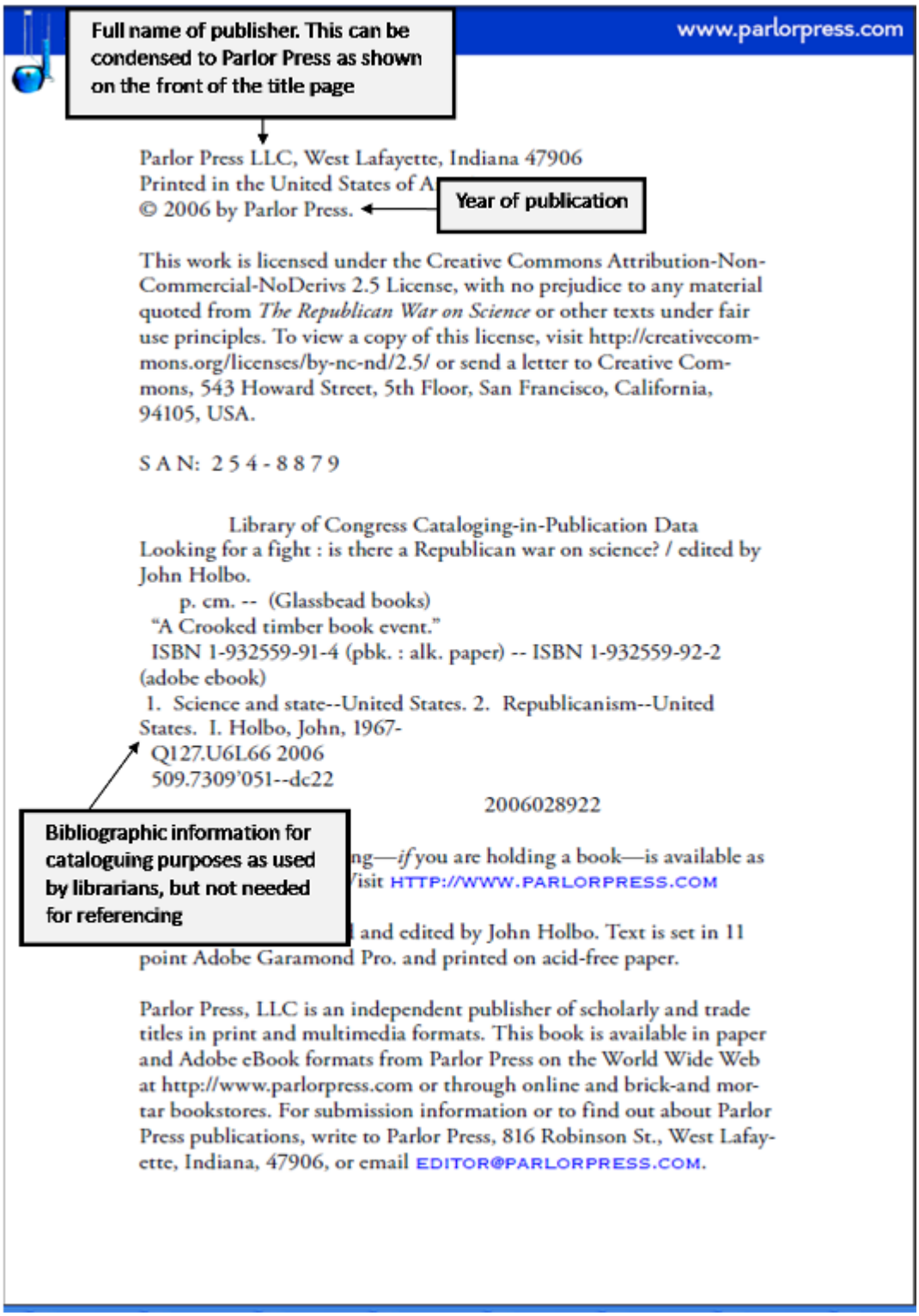
Front:



The reference for this book based on information from the title page would look like this:

Holbo, J., ed. 2006. *Looking for a fight: is there a Republican war on science?* Indiana: Parlor Press.

Back:



The year of publication has been identified from the back of the title page.

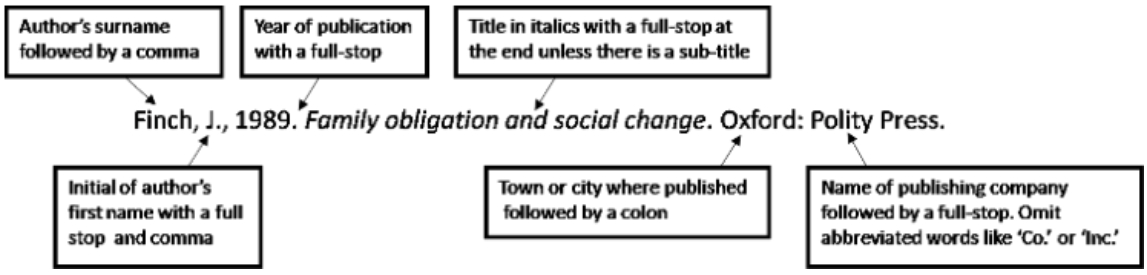
The above pages are available from http://wiki.creativecommons.org/Books and reproduced under the following licence: http://creativecommons.org/licenses/by-nc-sa/2.5/

2.2 Book with a single author

The most straightforward type of reference involves a book with one author which consists of the following elements:

- Author's surname and initials
- Year of publication
- Title: sub-title
- Edition (if it is not the first)
- Place of publication
- Publisher

Example:



It is less widespread practice, but it can be known to write the author's surname in upper case so check your departmental handbook.

There is normally a space between each unit of information, though not always between the author's surname and initials.

Some departments write the year of publication in brackets and no full-stop, so confirm what style is used with your departmental handbook.

Note that each word in the title, with the exception of minor words like 'and' or 'the', may be capitalised in some referencing styles. Check your departmental guidelines.

A proper noun is the name of a specific person, item, or place, and should have a capital letter irrespective of whether other words are in lower case.

If a book is a second or subsequent number edition, use the abbreviation 'ed.' after the edition number, for example, '2nd ed.' The edition number of a book is usually placed after the title in a reference..

For places of publication that are not generally well-known, you can add the county or region for clarification.

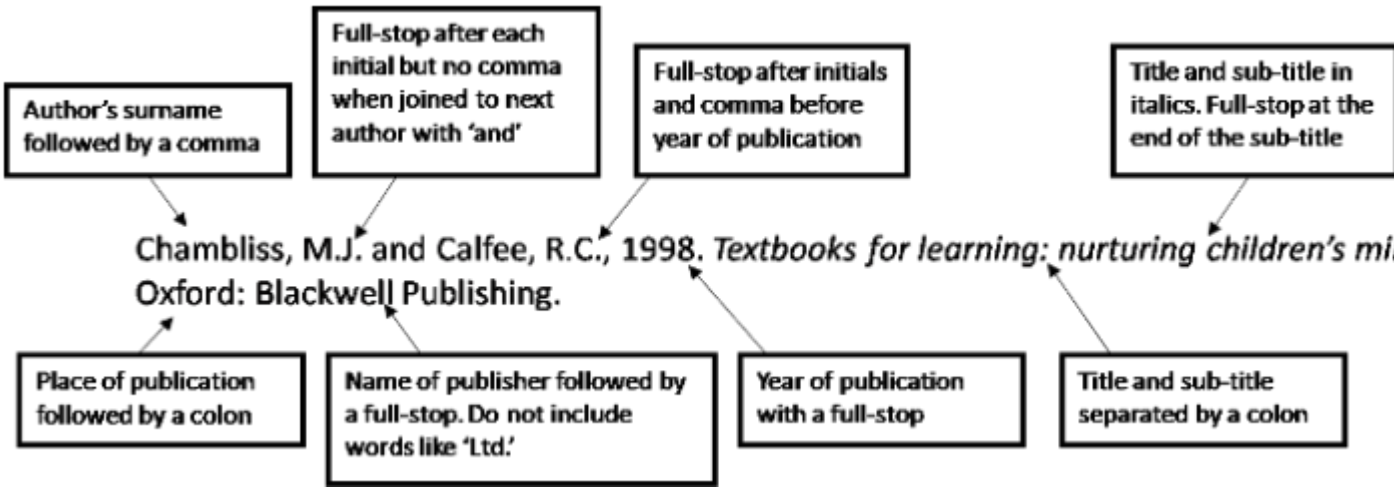
2.3 Book with two authors

The names and initials of both authors are given in the order that they appear on the book title page.

What to include:

- Author's surname and initials (x2)
- Year of publication
- Title: sub-title
- Edition (if it is not the first)
- Place of publication
- Publisher

Example:



Points mentioned in section 2.2 may also apply.

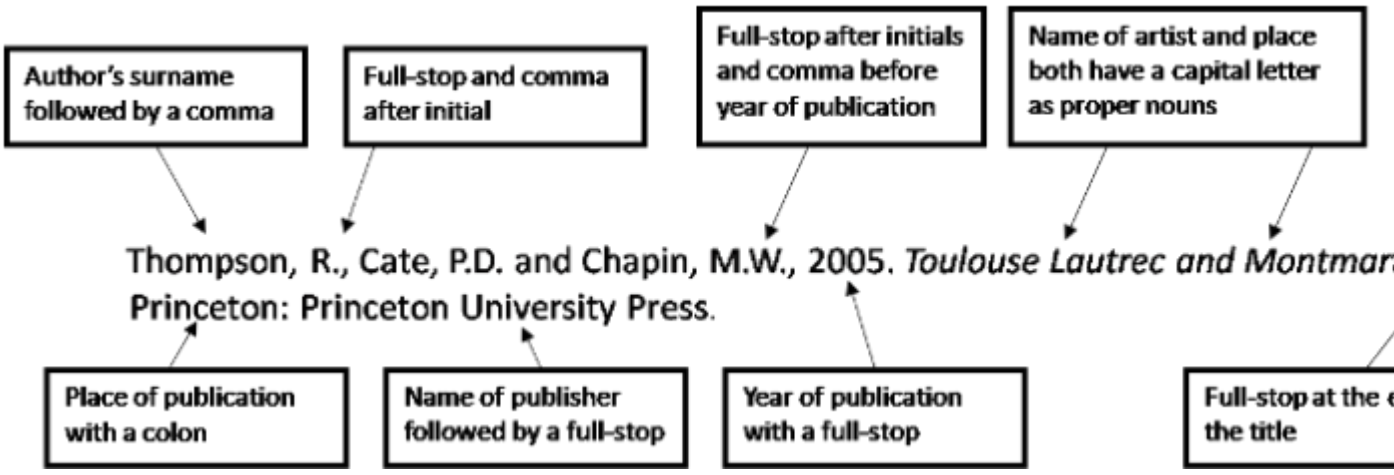
2.4 Book with three authors or more

In the full reference list, all the authors of a book are acknowledged and not shortened to ‘et al.’ as they are in an in-text citation. List each author in the order they are printed on the title page.

What to include:

- Author’s surname and initials (x3, or however many)
- Year of publication
- Title: sub-title
- Edition (if it is not the first)
- Place of publication
- Publisher

Example:



The final two authors in the reference can sometimes be joined by an ampersand e.g. ‘Reed, S.K., Dempster, A. & Ettinger, M., 1985.’

2.5 Book with one or more editor(s)

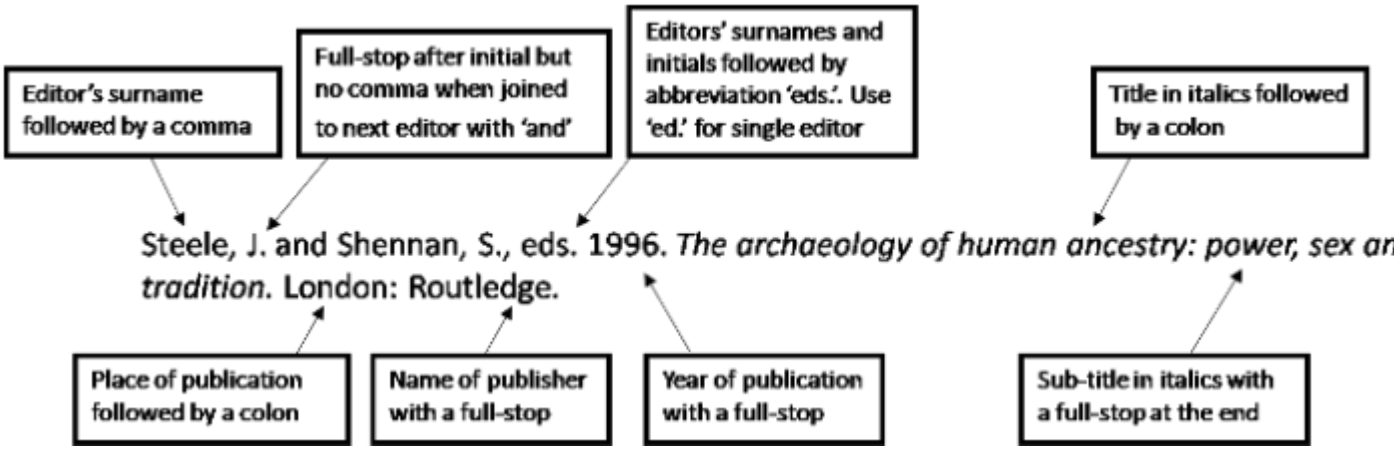
An editor has the suffix ‘ed.’ after their initials to distinguish them from an author. If there are several editors responsible for a published work, then attach ‘eds.’ after the initials of the last editor only. Note that the abbreviation ‘ed.’ can also be used to stand for the book edition.

What to include:

- Editor’s surname and initials, followed by ed. or eds.
- Year of publication
- Title: sub-title

- Edition (if it is not the first)
- Place of publication
- Publisher

Example:



Points covered in section 2.2 may apply, and the following:

The abbreviation for an editor can also be enclosed in brackets as '(ed.)', or '(eds.)' if there is more than one editor.

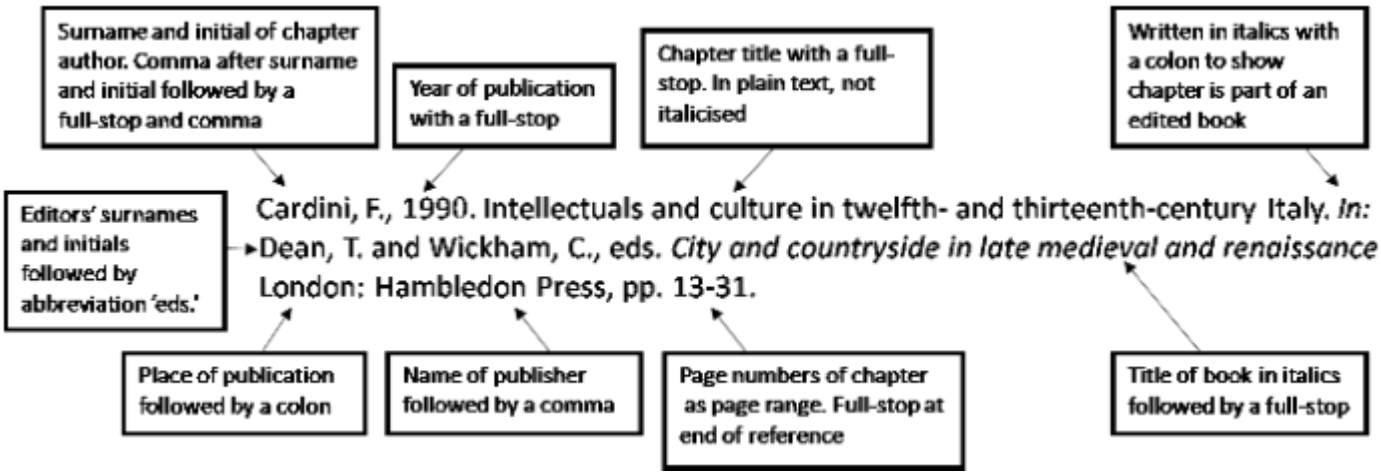
2.6 Chapter in an edited book

With a reference for a chapter in a edited book, such as you would find in a collection of published essays, details of both the individual chapter and the book it is found in are given. This creates a more complicated reference structure. The use of the word 'In:' in italics, followed by a colon, signals to the reader which is the chapter and the host source.

What to include:

- Chapter author's surname and initials
- Year of publication
- Title of chapter
- Book author or editor's surname and initials
- Title: sub-title
- Edition (if it is not the first)
- Place of publication
- Publisher
- Page numbers of chapter

Example:



Points covered in section 2.2 may apply, and the following:

Only italicise the title and sub-title of the book, and not the chapter unless otherwise stated.

Some departments may use quotation marks to pick out the chapter name from the other elements in a reference for an edited book (the title of the book would still be italicised).

Note that the chapter page numbers are placed at the end of the reference, after the publisher information.

2.7 Translated text

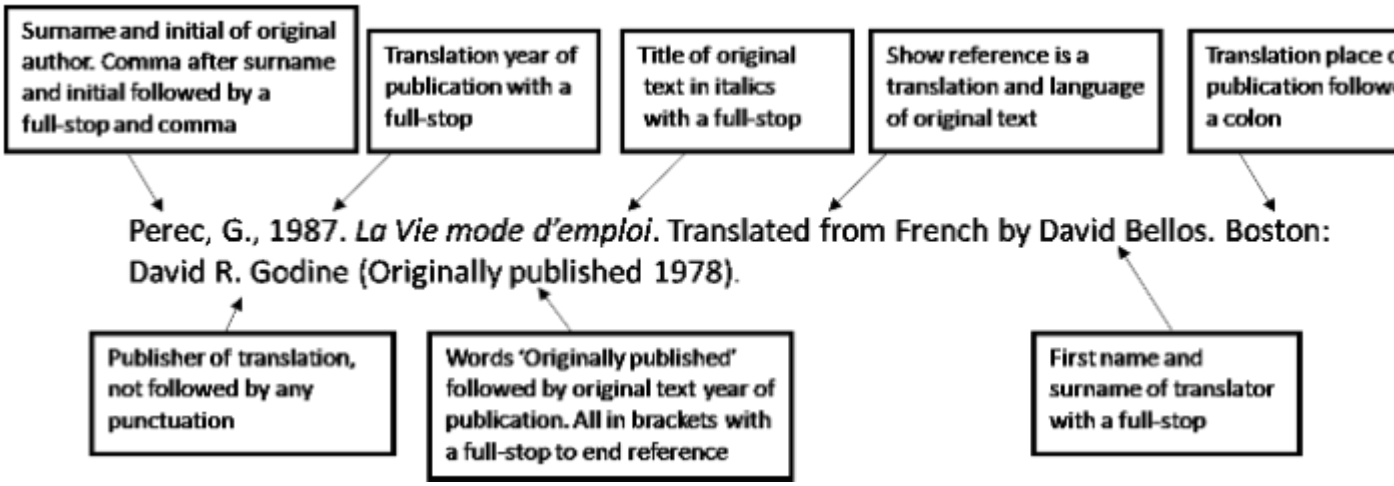
The original author is still treated as the originator of the source in a reference for a translated text, notwithstanding the translator. Show that it is a translation by writing the words 'Translated from', before giving the language of the original work and the full name of the translator.

What to include:

- Author of original text, surname and initials
- Translation year of publication
- Title of original text (not translated)
- Language of original text
- Translator's first name and surname
- Translation place of publication
- Translation publisher

- Original text year of publication

Example:



Points covered in section 2.2 may apply, and the following:

The initial year after the author, place of publication and publisher, all refer to the translated text; the year the original work was published is enclosed in brackets at the end of the reference string.

2.8 Journal article

The main point to note about this type of reference, is that the name of the journal is highlighted in italics as opposed to the individual journal article. This is common to other reference categories, for example, a chapter in an edited book, whereby the reader is directed towards the most important information to help them find the original material you have cited in your essay or dissertation.

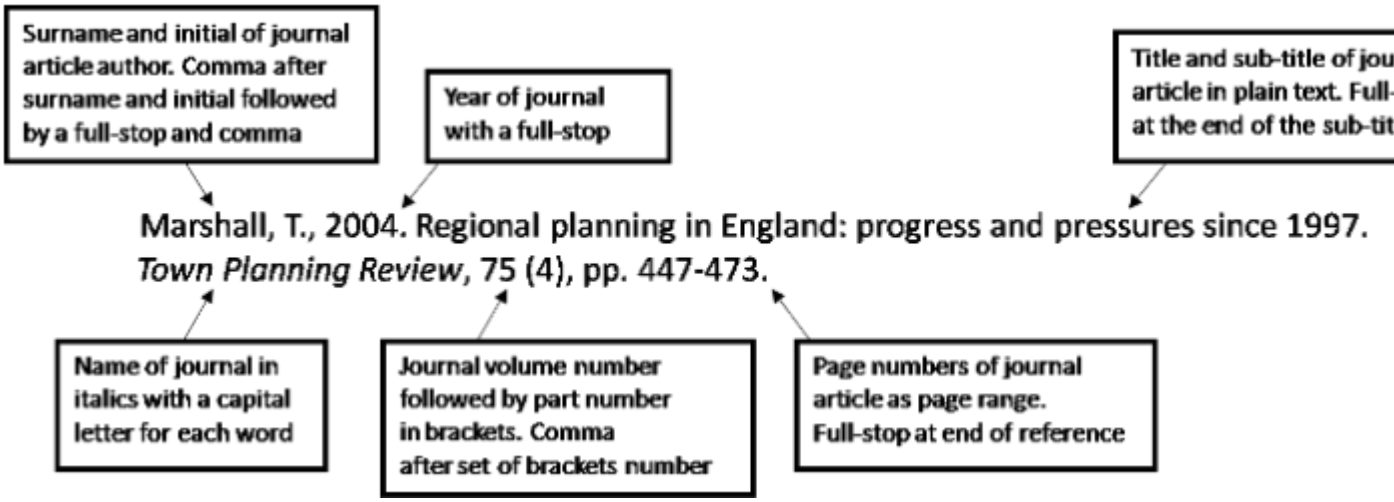
The volume and part numbers of a journal are used to identify individual journal issues. In a reference, these are written as numbers after the journal title, even though they may be printed as words on the journal cover or spine. For example, an article from volume four, part two of a journal, would be referenced as '*Name of Journal*, 4 (2)'. Observe that the part number, the smaller unit of information, is differentiated from the volume number by enclosing it in brackets.

What to include:

- Author of journal article, surname and initials
- Year of journal
- Title of journal article

- Name of journal
- Volume number and part number of journal
- Page numbers of journal article

Example:



Points covered in section 2.2 may apply, and the following:

Sometimes the volume number is emphasised in bold within a reference. Find out if your departmental handbook gives this specification for journal article references.

Individual departments may enclose the title of the journal article in quotation marks as well as highlighting the journal name in italics.

A journal article reference is one of the occasions that you do give page numbers in the end reference list.

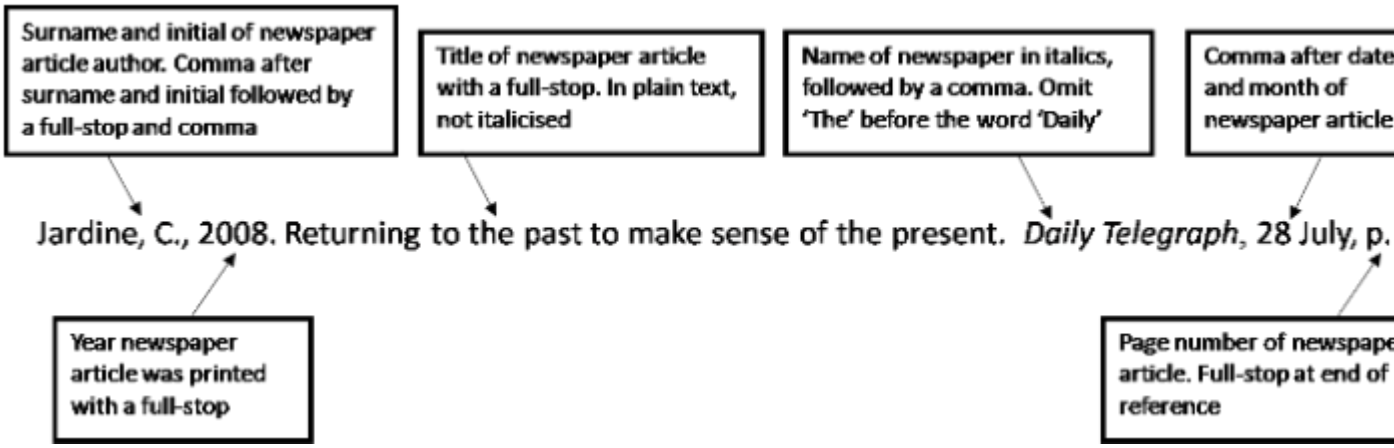
2.9 Newspaper article

A reference for a printed newspaper article is comprised of the following units:

- Author of newspaper article, surname and initials
- Year of newspaper article
- Title of newspaper article
- Name of newspaper
- Date and month of newspaper article

- Page number(s) of newspaper article

Example:



Points covered in section 2.2 may apply, and the following:

The name of the newspaper can be substituted as the author if the article author's name is not provided.

Note in particular the date information for this type of reference. The year that the article was printed is written separately, after the author's name, whilst the exact date and month of the article are towards the end of the reference string, following the name of the newspaper.

A reference for an article taken from an online newspaper has information about the URL, medium, and date the article was accessed at the end of the reference in place of page numbers. The next section 2.10 explains how to give a full reference for websites.

2.10 Website or web page on the Internet

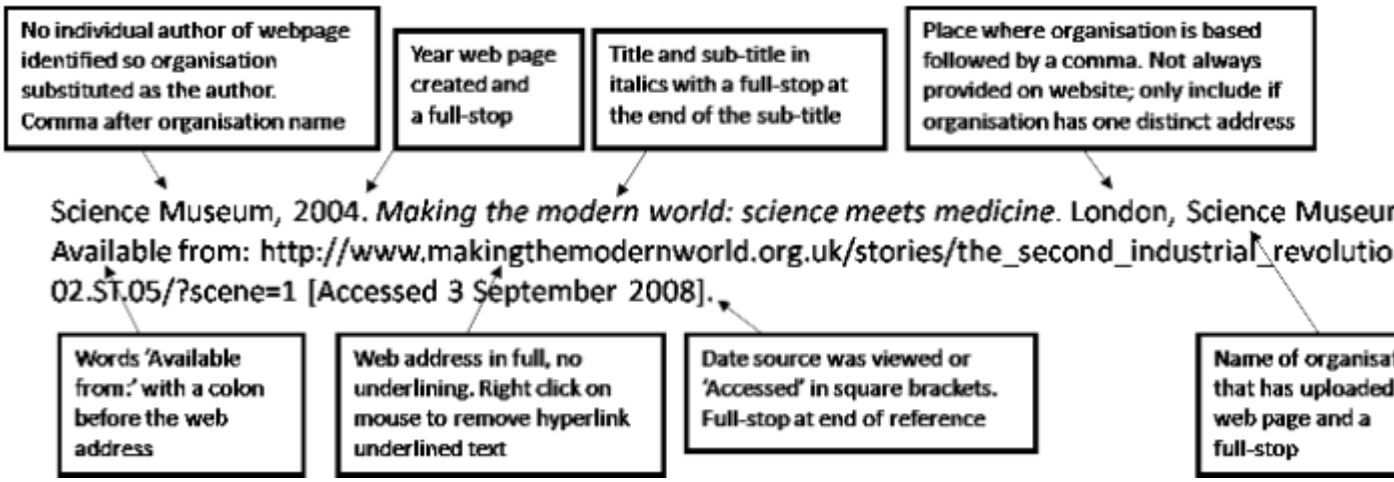
The British Standards recommendations for referencing largely precede the revolution of the Internet and the advent of other electronic sources of information like e-books. Consequently, there is not at the time of writing this publication, a standardised method for referencing these generic sources. The advice provided in this section has been written in accordance with the current good practice of other universities for referencing electronic information sources.

A reference for a website commonly records the following information, notwithstanding different methods of formatting:

- Website author's surname and initials

- Year website created or last updated
- Title of website
- Place and name of organisation (if web page on a host organisation website)
- Web address/URL
- Accessed date

Example:



Points covered in section 2.2 may apply, and the following:

There is considerable variation at department level as to how a website is referenced, so you should refer to your own departmental handbook for instruction in the first instance.

The shared view is that the title of the website is the main heading which is visible on the screen, not the words displayed in the blue window title bar.

Some departments may underline the web address, or enclose it in angular brackets thus, [http://www]. The same formatting would apply to other online sources with an URL including e-books and e-journals.

2.11 E-book or book accessed through a bibliographic database

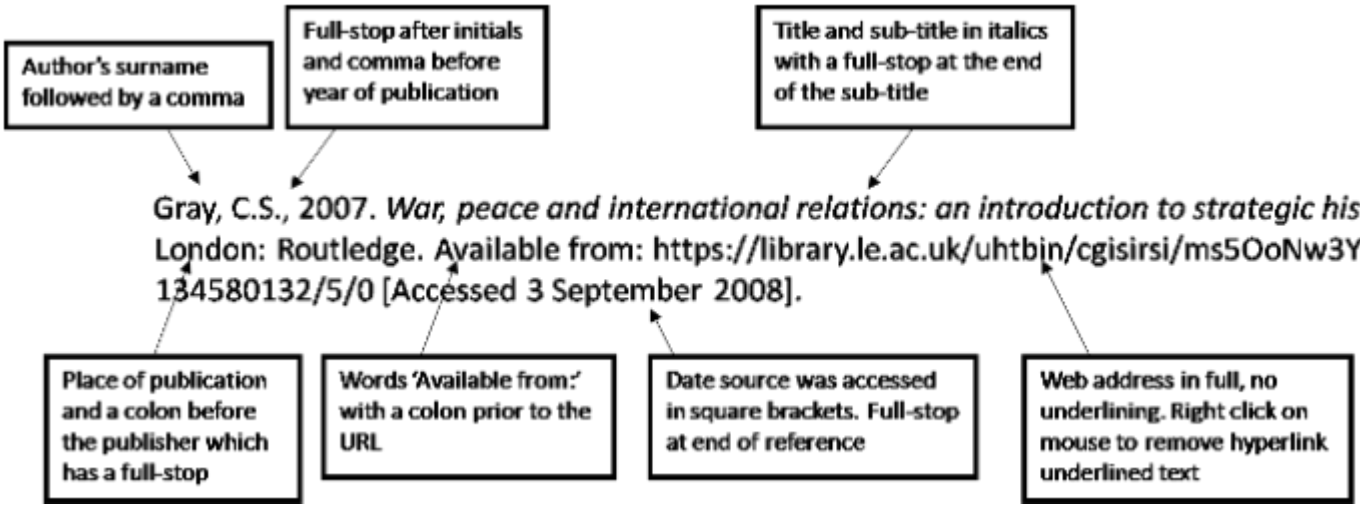
To differentiate an e-book reference from that of a printed book, after the publisher write the words 'Available from:' then give the URL and in square brackets the date the source was accessed.

What to include:

- Author of e-book, surname and initials

- Year of publication
- Title: sub-title
- Edition (if it is not the first)
- Place of publication
- Publisher
- Web address/URL
- Accessed date

Example:



Points covered in section 2.2 may apply, and the following:

Electronic books also have a year of publication and publisher even though they are an online medium.

The http address of individual books within a bibliographic database are sometimes excessively long, so they can be shortened to link straight to the database if that is the case.

2.12 E-journal or journal accessed through a database

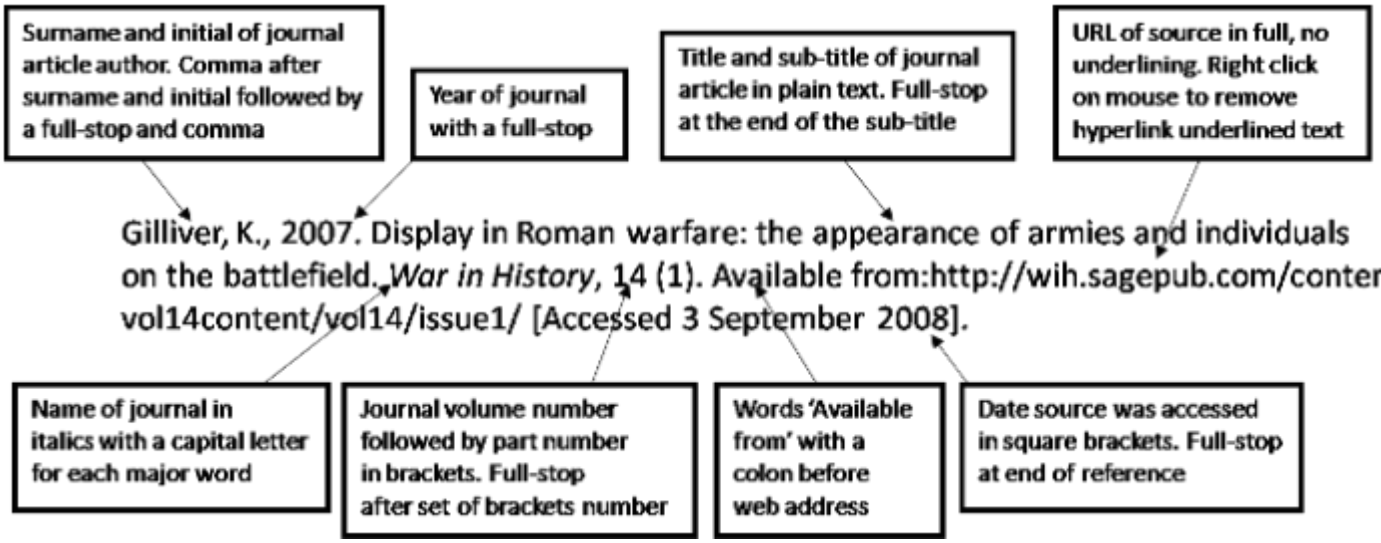
E-journals are the same as a printed journal article reference except there is an added URL and date it was viewed online at the end of the reference.

What to include:

- Author of e-journal, surname and initials
- Year of journal
- Title of journal article

- Name of journal
- Volume number and part number of journal
- Web address/URL
- Accessed date

Example:



Points mentioned in section 2.2 may also apply.

2.13 E-mail message

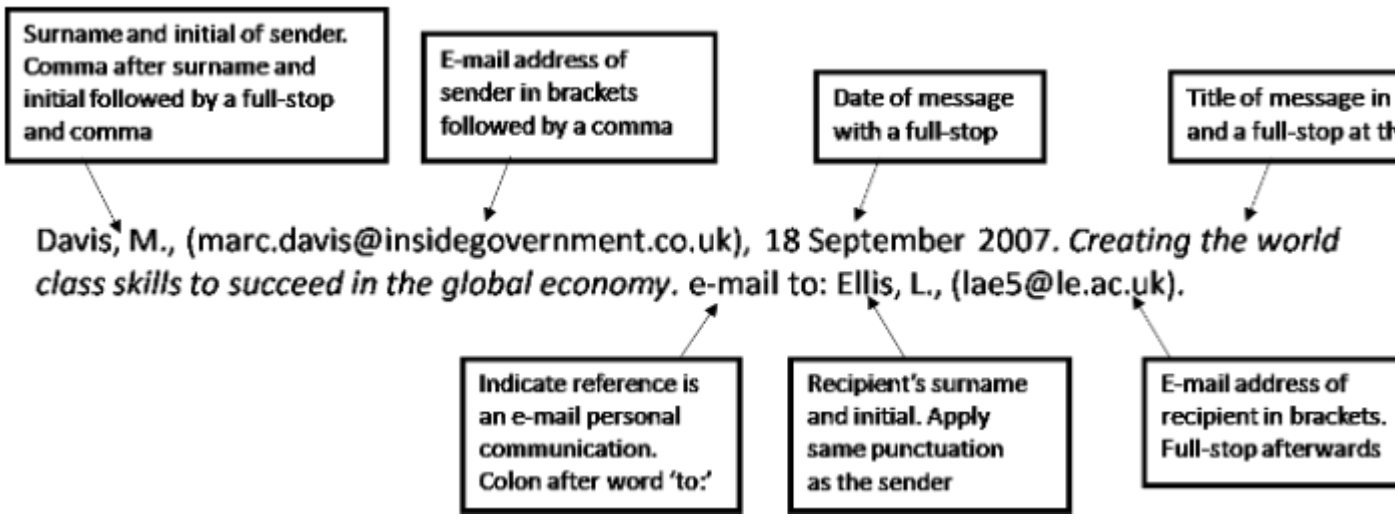
In section 1.22, it mentioned that an e-mail personal communication can be referenced in the end list as a traceable source. Format the name of the person that sent the message like that of an author in a reference, and enclose their e-mail address in brackets. Specify the date of the message according to the day, month and year. Next, in italics, write the title of the e-mail that is displayed in the subject bar of the message; if the e-mail is a reply to an earlier message, prefix the title with the letters 'RE:' (note the colon after the letters). After the e-mail title, write 'e-mail to' and then give details of the recipient, which is their surname, initials and e-mail address; the last item is in brackets. All of these steps are illustrated in the example below.

What to include:

- Originator of message, surname and initials
- Originator e-mail address
- Title of message
- Date of message (day, month and year)

- Recipient of message, surname and initials
- Recipient e-mail address

Example:



Points covered in section 2.2 may apply, and the following:

Check with the sender first before you include their e-mail address in the reference list.

You should keep a saved copy of the e-mail personal communication so it can be made available to the reader on request.

2.14 Online image or photograph

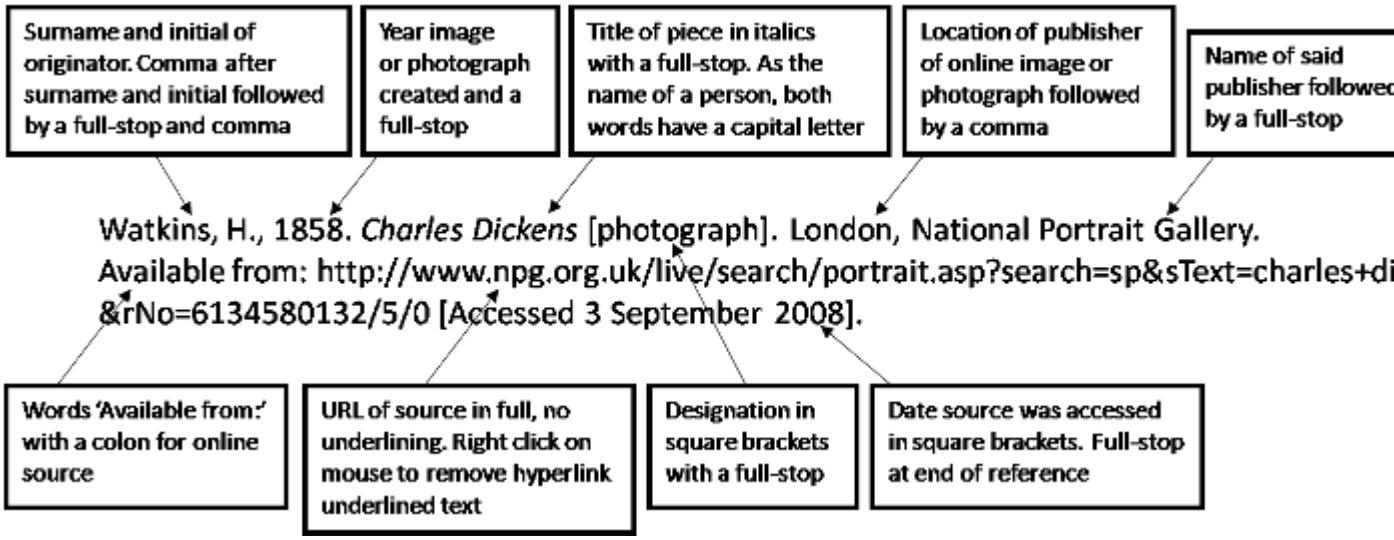
If you copy an image or photograph off the Internet in your essay or dissertation, it should have a full reference to acknowledge the source. To do this, firstly give the surname and initials of the originator, the relevant year, and the title by which the piece is known. Next, indicate in square brackets whether it is an image or photograph, and if possible, provide the place and name of the organisation that posted the source online (in this context this is the publisher). Finally, write the words 'Available from:' and give the URL and the date the source was accessed in square brackets.

What to include:

- Originator's surname and initials
- Year image or photograph produced
- Title of image or photograph

- Designation (image or photograph)
- Place and name of online publisher (if ascertainable)
- Web address/URL
- Accessed date

Example:



Points mentioned in section 2.2 may also apply.

2.15 Map

For a map reference, give the surname and the full first name or first name initials of the person who has drawn the map; usually this will be the work of a cartographer or surveyor. Alternatively, give the name of the mapmaker if the cartographer or surveyor is not identified. The map scale is written as a ratio in the way shown, after the map title.

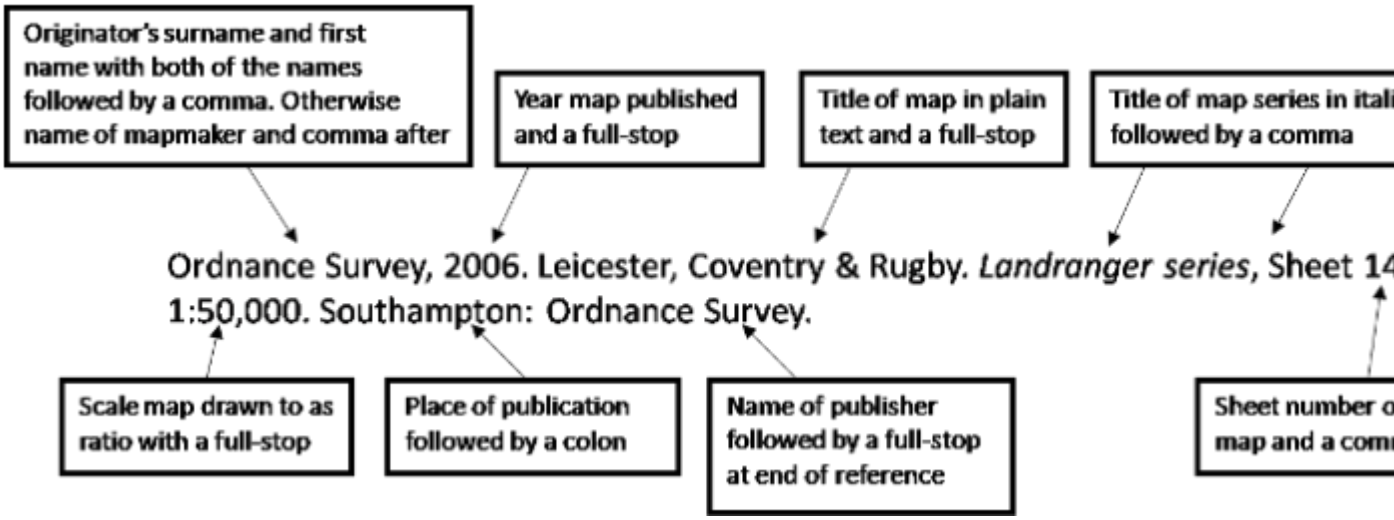
The maps produced by Ordnance Survey have specific information alongside the name of the map to help with identification. They are categorised into series and each map has on it the series title that it belongs to and what is called a sheet number. The following example of a reference for an Ordnance Survey map shows how to incorporate this information.

What to include:

- Originator's surname and initials, or name of mapmaker
- Year of publication
- Title: sub-title
- Map series (if appropriate)
- Map sheet number (if appropriate)

- Scale of map
- Place of publication
- Publisher

Example:



Points mentioned in section 2.2 may also apply.

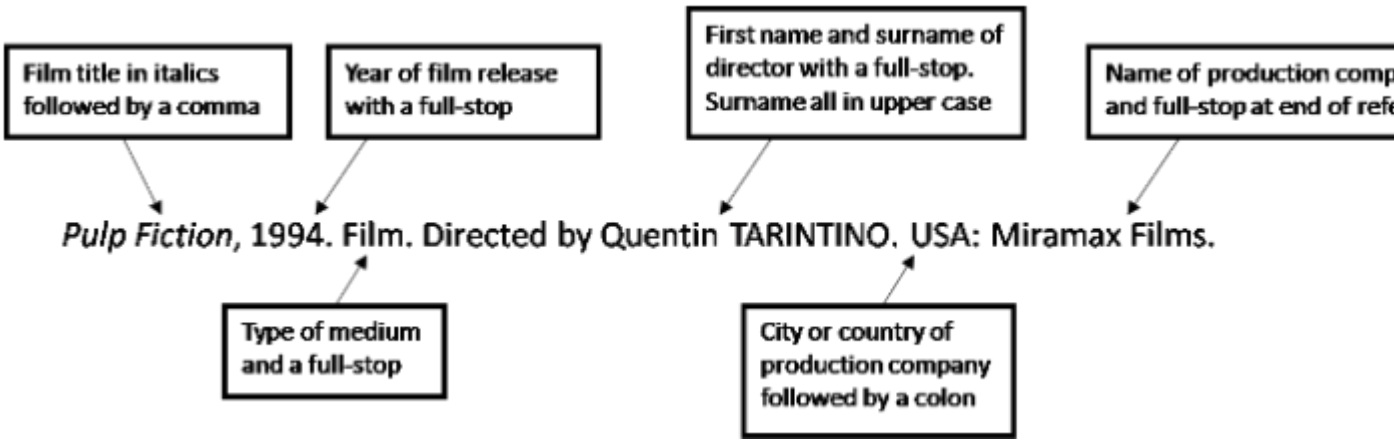
2.16 Film, DVD or video recording

A reference for a film acknowledges the name of the film director but they are not treated as the originator in this case; instead the title of the film is written in italics at the start of the reference. The name of the director appears after the medium designation, both their first name and surname, with the preceding words 'Directed by' to indicate their relationship with the film. Note that in the example, the director's surname is all in upper case which is unique to this particular kind of reference.

Below are the information units that make up a film reference:

- Title of film
- Year of film release
- Type of medium
- Director's first name and surname
- Place of film production
- Name of production company

Example:



Points covered in section 2.2 may apply, and the following:

The type of medium would be recorded as 'film' in the reference, irrespective of whether the film was seen at the cinema or watched on DVD or video.

If the source is a DVD or video recorded for educational or recreational purposes, but not generally intended for wide-release like a film (i.e. more of a specialist recording), then insert ‘DVD’ or ‘video’ as the type of medium. You do not need to include the name of the person who filmed the production; the location and name of the video production company will normally suffice.

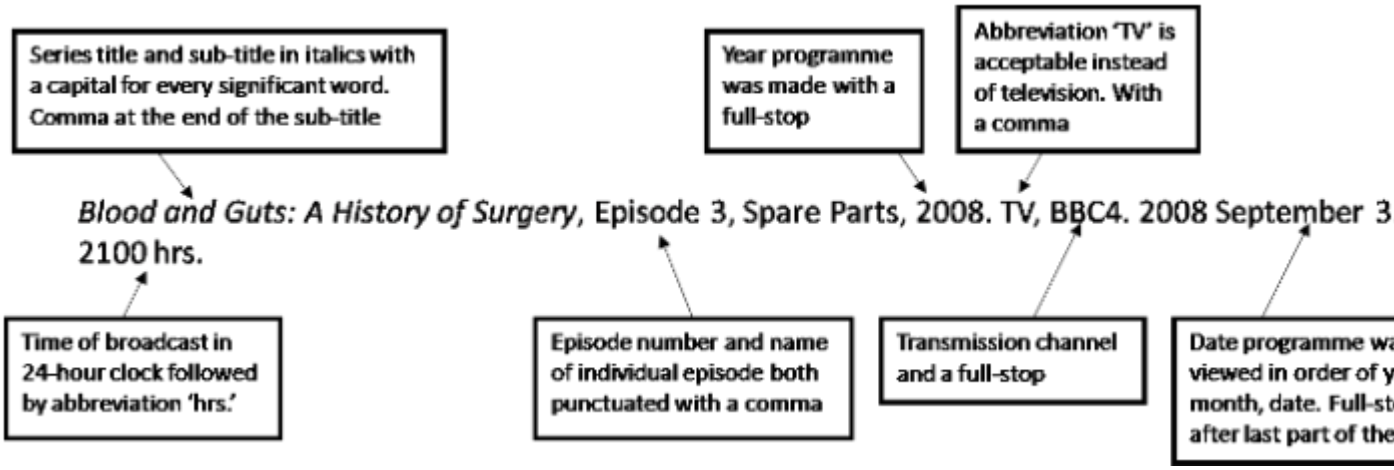
2.17 Television programme

Try to give as much as information as possible about the programme within the reference, including the episode number (if it is part of a series), the title, the television channel, and finally, the time it was broadcast. This amount of detail may seem excessive, but it makes the reader's task easier if they need to trace the programme.

What to include:

- Title of television programme
- Episode number and title (if relevant)
- Year television programme was produced
- Type of medium
- Transmission channel
- Date television programme viewed
- Time of television programme broadcast

Example:



Points mentioned in section 2.2 may also apply.

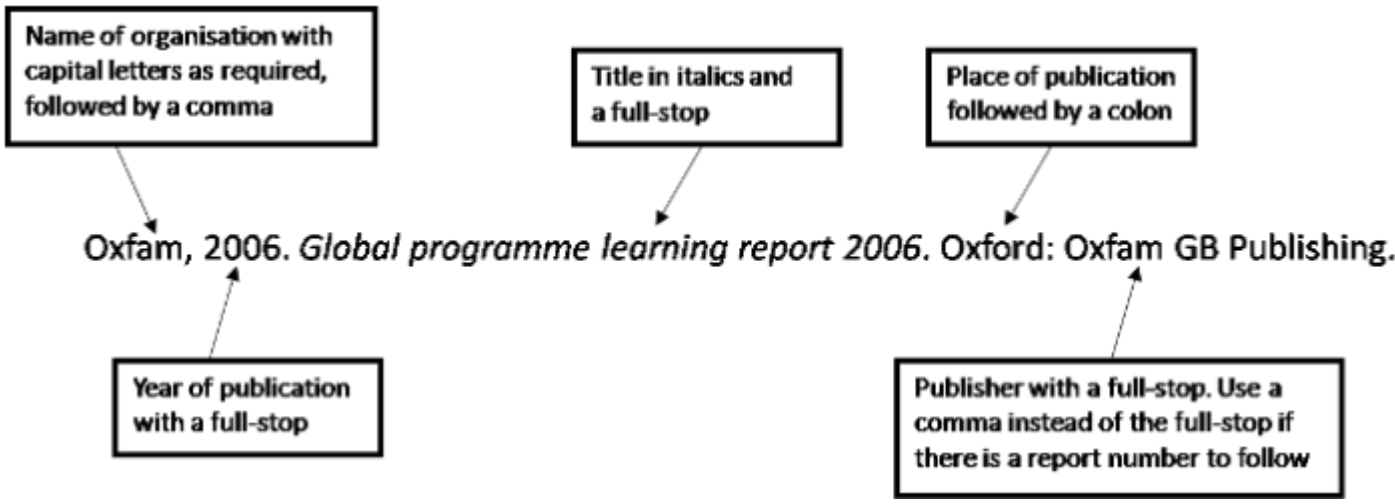
2.18 Official publication or work with a corporate author

By and large, official documents have the same reference structure, whether they are produced by a government department or a major company. The name of the organisation is taken to be the author and is written as it appears on the document cover. Next, is the year of publication and the document title; the latter is in italics as standard for a book. Give the place of publication after the title, and often large organisations will do their own in-house publishing, in which case the organisation name is cited again as the publisher. If the document has any kind of identification number, include this number at the end of the reference string.

What to include:

- Name of organisation
- Year of publication
- Title: sub-title
- Place of publication
- Publisher
- Report number (if provided)

Example:



Points covered in section 2.2 may apply, and the following:

If you are referencing a publication by a large corporate body, try to ascribe the authorship to a smaller unit or department within the organisation, where possible. This will enable the reader to narrow their search for the item.

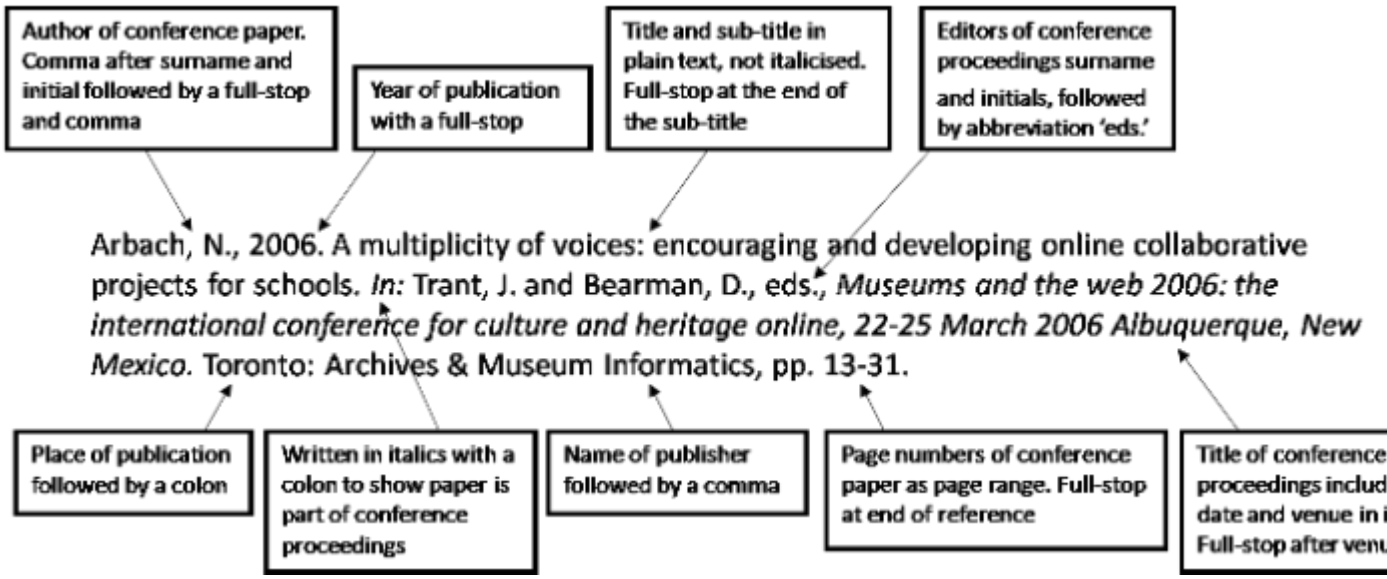
2.19 Conference paper

A reference for a paper presented at a conference should include details of both the paper and the conference. Firstly, write the surname and initials of the person that wrote the paper, or alternatively the name of the organisation if there is no individual author. Give the year the paper was published and the title of the paper in plain text after the year. Indicate that the paper is part of an organised event by writing 'In:' and then if it applies, write the surname and initials of the editor, followed by the abbreviation 'ed.' Next, in an italicised font, give the title of the conference and the specific date and place as to when and where. The last items within the reference are the place of publication and publisher.

What to include:

- Author of conference paper, surname and initials
- Year of publication
- Title: sub-title
- Editor of conference proceedings, surname and initials followed by abbreviation ed. (where relevant)
- Title of conference
- Date and place of conference
- Place of publication
- Publisher
- Page numbers of conference paper

Example:



Points covered in section 2.2 may apply, and the following:

If the conference paper is unpublished, omit the place of publication and publisher at the end of the reference but give the same information up to that point.

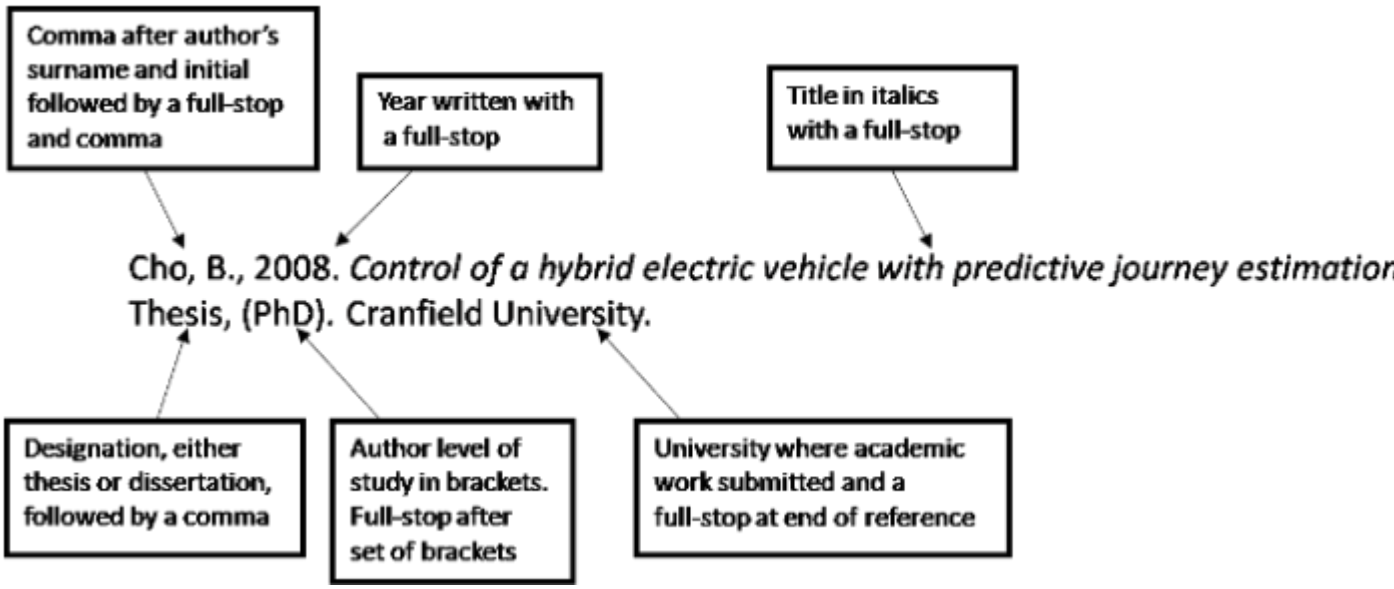
2.20 Thesis or dissertation

Reference as normal with the author, year, title, then specify whether it is a thesis or dissertation. Give the designated level of study in brackets (e.g. PhD, M.Ed), and lastly the name of the university the thesis or dissertation was submitted to.

What to include:

- Author's surname and initials
- Year of authorship
- Title of academic work
- Designation (thesis or dissertation)
- Level of study
- Name of university

Example:



Points mentioned in section 2.2 may also apply.

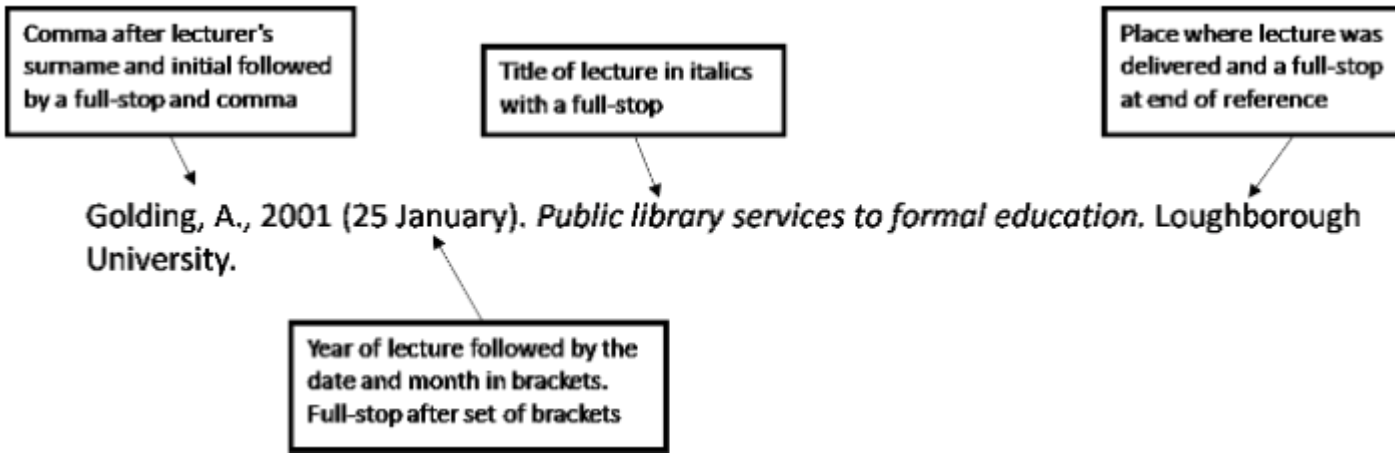
2.21 Lecture

A lecture can be referenced in the end list as a traceable source; the reader has the option of contacting the lecturer if they need to verify the source, using the information below.

What to include:

- Lecturer's surname and initials
- Date of lecture (year, date and month)
- Name of individual lecture or of lecture series
- Place of lecture

Example:



Points mentioned in section 2.2 may also apply.

2.22 Example of a reference list

This reference list is compiled from the different sources that were used as citation examples in the first section.

Aguado, E. and Burt, J.E., 2007. *Understanding weather and climate*. 4th ed. New Jersey: Prentice Hall.

Bara, F., Gentaz, E. and Cole, P., 2007. Haptics in learning to read with children from low socio-economic status families. *British Journal of Developmental Psychology*, 25 (4), pp. 643-663.

Bradley, A.C., 1991. *Shakespearean tragedy*. Harmondsworth: Penguin Books.

DfES, 1995-2006. *Research and statistics gateway*. London: DfES. Available from: http://www.dfes.gov.uk/rsgateway [Accessed 28 October 2008].

Geertz, C., 1973. *The interpretation of cultures: selected essays*. New York: Basic Books.

Gill, J., 2008. Overseas briefing: China. *Times Higher Education*, 26 June, p. 26.

Henderson, M., 2008. Scientists fear technology to beat warming may backfire. Times, 1 September, p. 17.

Hope, V., 2003. *Social pecking order in the Roman world*. London, BBC. Available from: http://www.bbc.co.uk/ history/ancient/romans/social_structure_02.shtml [Accessed 5 August 2008].

Johnson, B., 2008. Domain name shakeup may bring new net goldrush. *Guardian*, 27 June, p. 16.

Laneyrie-Dagen, N., 2005. *How to read paintings 2: the secrets of the artist's studio.* Edinburgh: Chambers Harrap Publishers.

Newton, I., 1998. *Population limitation in birds*. London: Academic Press.

Riley, J., 2006. *Getting into international development*. London: Careers Group, University of London and SOAS Careers Service.

Sternberg, R.J. and Kaufman, J., 2002. Intelligence. *In*: Ramachandran, V.S., ed. *Encyclopedia of the human brain: vol. 2*. San Diego, CA: Academic Press, pp. 587-597.

Stott, R., Young, Y. and Bryan, C., eds. 2001. *Speaking your mind: oral presentation and seminar skills*. Harlow: Pearson Education.

TDA, 2008. *Annual report and accounts 2007-08*. Norwich: TSO. Available from: http://www.tda.gov.uk/upload/resources/pdf/t/tda_annual_report_2008.pdf [Accessed 16 October 2008].

White, P., 2007. *Education and career choice: a new model of decision making*. Houndmills: Palgrave Macmillan.

2.23 Ten tips for good referencing

1. Try to establish a routine of recording bibliographic information and page numbers at the time you are using the source. You may not have the opportunity to recheck the details later after you have written your assignment.
2. Be consistent! This is one of the most important rules of referencing; make sure you apply the same format consistently throughout.
3. To avoid plagiarism, ensure you can tell apart your own notes and ideas that you have thought of, from the notes you have made from other sources. An easy way to do this is to use a coloured highlighter pen.
4. You may find it helpful if you are consulting lots of sources to write reference information on individual index cards and file them alphabetically.
5. To reference less conventional sources which are not covered in this manual, follow the referencing format for the source which most resembles the one you are using, and adapt as necessary. If in doubt, speak to your tutor for guidance.
6. Check that for each in-text citation in your essay or dissertation there is a corresponding entry in the reference list, unless it is taken from an unrecoverable source.
7. Make sure that you allow yourself plenty of time for doing your references and that you proofread the reference list before you submit your assignment; unnecessary mistakes can cost you marks.
8. Look at the tutorials on the University Library website www.le.ac.uk/li/research on how to manage references using the EndNote and RefWorks software.
9. Download the templates to record bibliographic information for references in the following section 2.24.
10. To find out more about the specifics of referencing within your department, try contacting the relevant Information Librarian. Contact details are listed on the Library Learning Support pages www.le.ac.uk/li/learning

2.24 Templates to record reference sources

You may find these templates below a useful way to record information for different sources. Simply fill in the boxes as appropriate.

Books	
Name of author(s)	
Name of editor(s)	
Year of publication	
Title of book	
Chapter title (for collective works)	
Edition (if not first edition)	
Place of publication	
Publisher	
Page numbers (for in-text citations only)	

Journals	
Name of author	
Title of article	
Name of journal	
Volume and/or issue number	
Page numbers of journal article	

Websites	
Name of author or organisation	
Title of website	
Date created	
Internet address/URL	
Date accessed	