Birmingham City University

How to write references

Harvard Referencing Guidelines

Version: 1st September 2014

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Revisions in 1st September 2014 version

Library and Learning Resources would like to thank all the academic staff who have provided valuable feedback on this document and the web pages that were produced for the first time in the 2013-14 academic year. Errors that have been spotted by academic staff have therefore been corrected as these have been identified. Minor changes have been introduced in response to staff feedback in the following areas:

- The inclusion of three sections: Hansard and National Curriculum (Other sources) and Medical images (Visual sources)
- All the sections within Music have received minor amendments to bring them into line with the BMus. Student Handbook 2014-15. Library and Learning Resources would like to record their thanks to Duncan Fielden for his support with this part of the Guidelines.
- The YouTube video section in Audio-visual sources has been improved to make it clearer that you are usually citing the ideas of the person who is speaking in the video or the institution that posted the video.
- The term Vidcasts has been changed to Vodcasts to mean videos which are uploaded to the internet. Vidcast is now the name of an app that allows you to send video to Google’s Chromecast.
- For podcasts or videos uploaded to the internet the same applies: it is the work of the author/creator/composer that you are citing to support your own ideas. The Podcasts and Vodcasts section has therefore been updated.
1. Referencing and avoiding plagiarism

Referencing is an essential part of academic scholarship and ethical values demand that authors identify the sources used in their work. You are referencing in order to:

- Acknowledge an intellectual debt to another author where you have drawn from his or her published work or ideas, either explicitly or implicitly.
- Support specific facts or claims which you make in your text.
- Enable your reader to find sources to which you have referred easily and quickly.

The benefits of referencing to you are that:

- it shows the range of reading that you have done. This gains you marks.
- it can make your own arguments more convincing by supporting them with the ideas of acknowledged experts and data from credible sources.
- it is a basic academic requirement and doing so means you cannot be accused of plagiarism.

Failure to identify sources upon which you draw is considered as plagiarism, defined by the University in Section 2.2 of its Student Disciplinary Policy as:

"the submission of an item of assessment which, all or in part, contains work produced by another person(s) in such a way that it could be assumed to be the student's own work".

Plagiarism is treated as academic misconduct and dealt with in accordance with the its Disciplinary policy and Operating Process (details of this policy and how it operates are given on the iCity page https://icity.bcu.ac.uk/student-services/complaints-and-appeals/disciplinary)

There are two inter-related parts of the referencing process:

i. the citation is essentially a marker you put in your text to show that you are referring to a source. For example, you may have given a direct quotation or summarised the ideas from the source. The marker you use links to the full reference in your reference list.

ii. the reference gives full details about the source you have cited in your text so that you can go from the source to the original from the details given. References are listed in an organized, structured and consistent way, at the end of your assignment, before any appendices. Footnotes and endnotes are not used in the Harvard (Author-date) referencing style.

**Harvard referencing style**

These guidelines have been developed to bring consistency to the practice of citing references within the University so that there is a document to which all students and staff can refer. The Harvard system emphasises the name of the author and the publication year in the text with full bibliographic details in a reference list. Citing references informs your reader where you found your information and is the accepted way of giving credit to the ideas and evidence on which your argument is based. It is standard academic practice and you must do this in all your assignments.

The style that is recommended is very similar to the Harvard-style referencing format used by Microsoft Word 2013. This is shown as Harvard – Anglia 2008 in the Style section of the References tab. It is also based on the publication, *Cite them Right* (Pears and Shields, 2013) and the Anglia Ruskin University’s Harvard referencing web page http://libweb.anglia.ac.uk/referencing/harvard.htm. There are differences between all three and these are shown in Appendix 1 along with the University’s preferred options.
Facts, ideas, dates, events and information that are expected to be known by a student working in that subject area would be considered to be "common knowledge" and therefore would not expect to be referenced.

You will encounter other styles of referencing, especially if you are looking at books and articles relating to law, literature, psychology, media studies and the performing arts. These commonly use a numeric style with a number inserted in the text rather than an author's name and date. There are separate guidelines for these styles of referencing and there are links to these from the Referencing page [https://icity.bcu.ac.uk/library-and-learning-resources/Referencing](https://icity.bcu.ac.uk/library-and-learning-resources/Referencing).

**Confidentiality**

The following statement of confidentiality can be found in the Faculty of Health’s Guidelines, Guide to Academic Procedures: Confidentiality in Learning, Teaching and Assessment:

> If a patient’s/client’s name or that of a member of staff is included in any part of your work including appendices (if they are not available to the general public), you will fail. The work will be deemed a ‘technical fail’ and will receive a mark of 1% only. Success in the resubmitted work will be subject to capping, as for any resubmission.

The full policy is detailed in your student handbook from the Faculty of Health. Confidentiality must be maintained within referencing as well as your written work. Guidance is provided in these referencing guidelines regarding the maintenance of confidentiality of source material.

**Reference management software**

You can use EndNote Web which is available to you on the University network to manage your references. This software is particularly useful if you have lots of references to handle. Training is available through Corporate ICT but you must book a place on the course. Full details on the web page [https://icity.bcu.ac.uk/cict/staff/Skills-Training/Training-Schedule](https://icity.bcu.ac.uk/cict/staff/Skills-Training/Training-Schedule)

Free open source reference management software is also available and our databases will often export references to software such as Zotero, CiteULike and Mendeley.
2. How to include citations and quotations in your text

A direct citation is where the name of the author(s) composer(s) or creator(s) is used within a sentence with the year following in brackets where the name(s) occurs naturally in the text.

If there are two authors, all surnames should be given before the date separated by ‘and’. If there are more than two authors, include the surname of the first, followed by “et al.” You will need to cite all the authors in the references list.

If you are referring to the general theme of the resource, page numbers are unnecessary. Do NOT put the author’s first name or initial.

Do NOT put a website address in the text. Use the author or the title of the web page.

If two or more information resources have the same creator and year, they are distinguished by lower-case letters (a, b, c, etc.), following the year within the brackets.

For example:

Extending the work of Patton (1990) and Miles and Huberman (1994), Onwuegbuzie and Leech (2005b) identified 24 sampling schemes that are available to researchers including qualitative, quantitative, and mixed methods researchers.

An indirect citation is where the name of the creator does not occur naturally in the text. In this case, it is always placed at the end of the sentence before the final full-stop. Indirect citations may contain several sources. These should be separated by semi-colons and listed in alphabetical order.

For example:

Because collective case studies typically necessitate researchers to choose their cases (Stake, 2000) being able to investigate thoroughly and understand the phenomenon of interest depends heavily on appropriate selection of each case (Patton, 1990; Vaughan, 1992; Yin, 2003).

There are several ways to acknowledge your sources: backing up an assertion, quoting, summarising what has been written and critiquing. Further details are given in the publication, Using sources and avoiding plagiarism https://icity.bcu.ac.uk/library-and-learning-resources/centre-for-academic-success/study-guides/Writing/112-Using-sources-and-avoiding-plagiarism

Quoting is where you provide text from an external source word for word. The page number(s) is compulsory with a quote from a textbook but usually optional with other citation types. It is given after the year, separated by a colon. You should use quotes sparingly, e.g. normally only 10% of your citations should be quotes.

Quotations of up to 4 lines should be placed in double quotation marks within your text. These examples show both direct and indirect citations when using quotes:

Andel (1997: 61) stated: “by ignoring the efficient return and refurbishment or disposal of products, many companies miss out a significant return on investment”.

Cave (2005: 646) asserts that, “if nurse teachers do not maintain their clinical ability, they will not be able to support their claim in being able to apply theory to current practice”.
Qualitative research "is an approach for exploring and understanding the meaning individuals or groups ascribe to a social or human problem" (Creswell, 2014: 4).

Longer quotations are usually introduced by a colon and are indented but without the quotation marks. The quotation should be emphasized (where it is 50 words or more) by indenting it and making sure it is right and left justified - select the text on your screen and use the ruler function at the top of the page to do this. For example:

The Fitness for Practice Report (UKCC, 1999) recognised that lecturers and practice staff are required to fulfil a number of roles and functions and they cannot be expected to be experts in them all. Lecturers might specialise in teaching, research or practice and practice staff might specialise in practice management, teaching, assessing or mentoring students….The role of lecturers in the teaching and assessment of practice skills needs to be defined.

(UKCC, 1999: 47–48)

If the quotation is from two pages (i.e. starts on one page and finishes on the next) then the reference is likely to be considered as a long quote and therefore indented without the use of speech marks. For example:

Srivastava (2007) defines Green Supply Chain Management as:

integrating environmental thinking into supply-chain management, including product design, material sourcing and selection, manufacturing processes, delivery of the final product to the consumers as well as end-of-life management of the product after its useful life.

(Srivastava, 2007: 54-55)

Unless the guidelines require the use of a long quotation this method is not recommended for academic writing. Your lecturer/tutor is more interested in what you have to write rather than reading long quotations.

Quotations from plays and poetry

Use italics for the titles of plays, poems and literature when you mention them. Do not enclose them in inverted commas: e.g. Kiss Me Kate; Enigma Variations; Hamlet; Twelfth Night. Character names do not normally go in italics – Pete, Olivia, Hamlet.

Short quotes of no more than forty words (4 printed lines) should be enclosed in quotation marks and set within the main body of the text. For example:

Much speculation has occurred in regards to the scene when Malvolio imagines he might marry Olivia, “there is example for’t; the Lady of the Strachy married the yeoman of the wardrobe” (Shakespeare, Twelfth Night, Act 2 Scene 5 Line no 36-7)

Published plays may contain line numbers, particularly in classic texts such as Shakespeare. If they exist it is good practice to include the line number, but Act and Scene numbers must always be included.
For poetry, verse and lyrics, line breaks are marked with an oblique. For example:

‘Thou, to whom the world unknown / With all its shadowy shapes is shown; / Who see’st appalled the unreal scene / While fancy lifts the veil between’

A quotation of more than four lines is considered a long quote and should be indented left and right. There is no need to use inverted commas. If you quote more than four lines set out the poem exactly as it appears in the original. For example, in E.E. Cummings [In Just-]

\begin{verbatim}
  it's
  spring
  and
  the
  goat-footed
  balloonMan     whistles
  far
  and
  wee
\end{verbatim}

When quoting dialogue from a dramatic work you need to consider whether the speaking character name is part of the quote. If the speaking character name is part of your quote or if you are quoting dialogue from more than one character, use the long quote form and incorporate the usual blank lines between characters’ speeches.

\textit{Maintaining confidentiality of source material}

If internal documents from Trusts, Clinical Commissioning Groups, Local Authorities or Special Health Authorities are being cited, for example, policies, procedures or care plans, it is essential that the name is never divulged as these documents are not available to the general public. For example

\textit{This action was taken in accordance with the NHS Trust's (Name withheld, 2005) disciplinary policy.}

For documents available to the general public, for example patient information leaflets produced by the Trust:

\textit{The information provided by the Trust about this service is written in several languages (Appendices 1-3).}

In your Appendices, these documents would then be labelled as Appendix 1, Appendix 2, and Appendix 3.
Secondary referencing

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

A direct reference in-text:

Ennis (1996 cited in Robinson, 2011) identifies three key critical thinking dispositions:

In this example, Ennis is the work which you wish to refer to, but have not read directly for yourself. Robinson is the secondary source, where you found the summary of Ennis's work. It is important to realise that Robinson may have taken Ennis's ideas forward, and altered their original meaning.

If you need to cite a secondary reference it is recommended that, where possible, you read the original source for yourself rather than rely on someone else's interpretation of a work. **For this reason it is best to avoid using secondary referencing.**

The reference list at the end of your document should only contain works that you have read. Only Robinson (2011) would appear in the references list.

For Conservatoire and School of English students, sometimes it will be necessary to quote from sources dating from the time of the music, the literature or the play you are writing about, for example, from treatises, tutor books, dictionaries. It is unlikely that you will always have access to a facsimile of the original source, but you will either be quoting the source from a modern translation (e.g. Hotteterre, translated by Douglas), or from an author who quotes the source in their own book or article (e.g. Quantz, cited in Donington). In both cases it will be necessary for you to give your reader details in the text of both the original publication and of the modern source that you have actually used.

**Examples:**

Lully may have introduced the flute into the orchestra in 1677 during his performances of his opera *Isis* (Hotteterre, 1707, translated by Douglas, 1984: 24)

Quantz (1752, cited in Donington, 1989: 47) gives his lengthy German account of inequality...
3. Reference List

These are the full details of the writing by author(s) or organizations to which you have referred, or from which you have quoted in your work. They are collected together in a list at the end of the complete text. Arrange the list of references alphabetically by the author’s surname, year and letter (if there is one). For an organisation the first letter of the corporate author is used.

The key points about the reference list are:

- keep it consistent - use the same style, format and punctuation throughout following these guidelines.
- keep it accurate - so that people don't waste time trying to find the article you have referenced.
- take the details from the item itself rather than from someone else's citation.
- ensure that the citations in your text appear in your list of references. It is quite common for students to include a citation but then leave it out of their references list.

Example reference list


**Reference List or bibliography?**

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

Sometimes your tutors ask you to produce a bibliography as well as a reference list. The bibliography is a list of items that you have used for background reading to inform your opinion but which are not cited directly in your text. As with the list of references, these should be listed alphabetically in the same format as your references and should be placed after the reference list at the end of your work.

**A reference list is always required when you cite other people’s work within your assignment.**

The terms reference list and bibliography are sometimes used interchangeably. Make sure that you know what is required from you before you complete your assignment.

An annotated bibliography includes the full reference to sources with the addition of notes which summarise and evaluate each source. Depending on the assessment this may be an independent project or part of a larger research project.

**Appendices**

If you include an appendix, this should come after the reference list. Works cited in the appendices should still be included in your reference list.
4. **General rules for references in the reference list**

The basic principles of referencing, from the international standard BS ISO 690: 2010, are:

1. **Clearly identify the material being cited**: include sufficient information.

2. **How specific do you need to be?** do you need to refer to the entire document or to a specific part of a document? This will depend on the purposes of the citation and the use that you make of the material being cited.

3. **Take the information from the resource being cited.**

4. **Make sure the information in the reference reflects the specific copy or instance of the document that was used.** For online documents that are subject to change, such data include the uniform resource locator (URL) of the particular version that was used and the date on which the document was accessed.

5. **Be consistent**: use a uniform style, format and punctuation scheme for all references in a document, regardless of the particular style guide being used.

   The data should be taken from the resource itself. Audio-visual sources should be viewed to verify the elements of the reference. Data taken from a source other than the item itself should be recorded in brackets.

   The preferred source of data for the reference is the title page or equivalent, such as the title screen, home page, disc label or map face. Any information that does not appear in the cited information resource, but is supplied by the citer, should be enclosed in brackets.

   The preferred sequence from BS ISO 690 is:

   a) name(s) of creator(s), if available;
   b) date
   c) title;
   d) medium designation, if necessary;
   e) edition;
   f) production information (place and publisher);
   g) series title, if applicable;
   h) numeration within the item;
   i) standard identifier(s), if applicable;
   j) availability, access or location information;
   k) additional general information.
Direct citation

When making reference to an author’s work in your text, their name is followed by the year of publication of their work, as in these examples:

Roberts (2010) has estimated that one third of children will be alone in hospital at any given time, but expectation that children will be accompanied and supported by their parents may cause children who are alone to be overlooked.

Geraghty (2005) has usefully outlined the contours of this debate in relation to My Beautiful Laundrette (1986), a television-funded film which had a successful theatrical release and which in many ways epitomises the success of 1980s Film on Four.

Dickson (2000) adopts a theoretical framework in which to study concerns about ethical fashion, beliefs about the fashion industry and support for socially responsible businesses.

Where you are mentioning a particular part of the work and quoting directly word for word, a page reference should be included, for example:


When summarising or paraphrasing a page number is not required.

When there are two authors for a work, they should be cited in the text separated by ‘and’:

Eisenhardt and Graebner (2007) show that case studies are a sound means of developing research theory and that a single case study has merit in the development of theories.

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

Soars (2003; 2009) and Kim et al. (2009) have written extensively about the various ways in which retailers can use sensory stimuli to influence environments and change consumer behaviour. Soars (2009) categorised retail atmospherics according to the four senses of sight, sounds, smell and touch. For Kim et al. (2009), the more sensory “touch points” are involved in experiences of consumption, the more engaging it will be.

With three or more authors use ‘et al’ in the text, for example:

Image interactive technology (IIT) is used by Kim et al. (2007) as the term to describe the use of product viewing functions such as zoom, 3D virtual models and close-up pictures to enhance the consumer’s online shopping experience.

Remember - in your reference list you must include all the authors. Do not use “et al.” in your reference list.

If more than one publication from an author illustrates the same point and the works are published in different years, then the references should be cited in chronological order (i.e. earliest first separated by a semi-colon) for example:
The most prominent normative model is the participatory or discursive model with Jurgen Habermas as its strongest advocate with similar views expressed by Benjamin Barber (1984; 1996) and others.

Indirect citation

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

In the UK Joseph Paxton designed the first publicly funded municipal park: Birkenhead Park on Merseyside. Opened in 1847, it inspired Frederick Law Olmsted to design New York’s Central Park (Schuyler, 1986) and was the first of many urban parks to be created in Britain’s industrial towns and cities. When Birkenhead Park was opened, Manchester had no accessible parks (Conway, 1991); but by the 1920s the city had almost sixty (Lasdun, 1991).

When there are two authors for a work, they should be cited in the text separated by ‘and’:

The public and private sectors in the USA are collaborating to promote BIM’s use (Underwood and Isikdag, 2011). However there is a view that the case for BIM is not totally proven, with the overall effectiveness of BIM utilisation still not completely justified (Jung and Joo, 2010).

Where more than two authors have the same viewpoint, list them at the relevant point in the sentence or at the end of the sentence, putting the author’s name, followed by the date of publication and separated by a semi-colon and within brackets. Where several publications from a number of authors are referred to, then the references should be cited in alphabetical order, for example:

It is also arguable that nurse education, along with much of higher education generally, is dominated by an instrumentalist ideology (Collini, 2011; Goodman, 2012; Morrall and Goodman, 2012; Roggero, 2011). This is the first step, acknowledging our ‘prejudices’.

With three or more authors, use ‘et al’ in the text as for example:

Students’ mastery goals have been linked with experiencing pleasant emotions (e.g., enjoyment of learning, pride, positive affect) and being less likely to experience debilitating emotions (e.g., boredom, anger, negative affect) (Daniels et al., 2008; Kaplan and Maehr, 1999; Linnenbrink, 2005; Pekrun et al., 2006; Roeser et al., 2002; Turner et al., 1998).

Most change models such as the Change Cube, (Mintzberg et al., 1998), the Star Model (Galbraith et al., 2001), and the change kaleidoscope (Balogun and Hope-Hailey, 2002) suggest that multiple factors should be considered when implementing successful change.

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

The playful structure metaphor draws on structured classroom observations of over 100 primary schoolchildren using the Quality Learning Instrument, designed and validated for assessing the quality of children’s learning experience in early years primary classrooms (Walsh et al., 2006; Walsh et al., 2010c)
Over the past decade, a small group of scholars have offered several competing definitions of green criminology, attempting to distinguish it as a unique area of study (Halsey, 2004; 2006; Herbig and Joubert, 2006).

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

The debate highlights the importance of distinguishing between the motivations of overly enthusiastic gaming and overly addictive gaming (Lemmens et al., 2011a) ...This seems to be supported by the findings that lower self-esteem, lower social competence, and higher loneliness are risk factors for pathological gaming (Lemmens et al., 2011b).

If several works published in the same year are referred to on a single occasion, or an author has made the same point in several publications in the same year, they can all be referred to by using lower case letters separated by a semi-colon, for example:

Facebook usage has been measured in several ways including daily time spent on site (Junco 2012a; 2012b; Rosen et al., 2013)...

Works with no author

If the author cannot be identified, use ‘Anonymous’ or ‘Anon’ in the text of your assignment. Every effort should be made to establish the authorship if you intend to use this work as supporting evidence in an academic submission. This would appear in the text of your assignment, for example, as:

Payments for arable land increase its competitiveness against forestry, conversion to which is undesirable according to the county’s environmental objectives (Anonymous, 2012)

Editors

Editors are treated the same as authors except that ed. or eds. is put in brackets after the editor or editors name(s). For example:


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

Gunning (2006) sees special effects as the climax of a long tradition in cinema history.

In the reference list at the end of your document, you will have one entry which should include details of both the chapter author and the editor(s) of the entire work, for example:

**Corporate authors**

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

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

1st citation: Many health care trusts across the UK have embraced the Productive Ward programme, ‘Releasing Time to Care’, developed by the NHS Institute for Innovation and Improvement (NHSi) (2009).

2nd citation: A recent ‘Rapid Impact Assessment’ of the effectiveness of this programme by the NHSi (2011) of nine participating acute health care trusts identified an increase of 46.1% in direct patient care time.

Note that the full name is the preferred format in the references list. Your list should provide the full name, for example:


Note: there are some exceptions to this where the abbreviations or initials form part of the official name, such as the BBC.

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

The UK Committee on Climate Change (UKCCC) has acknowledged that an overall greenhouse gas emission reduction of greater than 80% by 2050 is required in the built environment (UKCCC, 2010).

A series of corporate governance best practice guides starting with the Cadbury Committee (1992) highlight the important role played by non-executive directors.

**Date**

The date of publication should be included after the author’s surname and initials followed by a full stop. If there are a number of different reissues or reprints of the item, give the earliest date of the edition you are referring to, for example:


Artistic works may take years to complete. References to drawings, paintings and sculpture often include a span of dates, for example:

If it is not possible to ascertain the date put the following: n.d. or undated or no date in square brackets, for example:

**Langley (n.d.) advises...**

You may wish to question the reliability of the source or find an alternative which is dated.

The date recorded should reflect the specific instance, edition or version that you have used. For web pages this means you must include the date that you accessed the page and the specific url that you used. If an exact date is not known, an approximate date, followed by a question mark or preceded by “ca.”, should be supplied. If no such approximation is possible, that should be stated, for example:

**Shahn, B. (ca. 1933-34)**

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

Normally the year is sufficient, but for some kinds of items (e.g. online resources, newspapers, press releases, television images), you will need to include the month and day, and sometimes the time.

For audio-visual materials cited from a transmission rather than from the physical item, the date and time of transmission and the transmitting organization should be given,

**Title**

The title should be copied from the item itself if possible and should be in italics. Include the sub-title separated from the title by a colon. Subtitles should be included if they furnish essential information about the content of an information resource otherwise they may be omitted.

You can supply further information in brackets after the title to clarify a title that is ambiguous or fails to indicate clearly the content, for example:

**Violin sonata in A major [Op.47 “Kreutzer”].**

For journal titles, use the title from the front cover or the electronic version. Capitalise the first letter of each word except for the linking words and put in italics.

The original title of a translated information resource, or a translation of the title, may be supplied immediately after the original title, for example:


**Paris: Gallimard.**

The titles of journal articles or chapters in a book with an editor should not be put in italics.

If there is a mistake in the title (and you do not wish the reader to think that you cannot spell) put the word sic (= thus) in square brackets after the word(s) for example:

Medium

If necessary, you should give information about the nature of the information resource and/or the form in which it is made available.

Edition

If there are different editions of the work you should give details of which edition you are using, for example:

6th edn. There is no need to list the first edition.

Place of publication and publisher

You must include the place where the item was published, followed by a colon, space and then the publisher. For larger, well-known places, the place name alone may be given. For smaller places, a qualifier should be added (e.g. county, department, state, province, country) to the place name. It is sensible to include a qualifier to distinguish locations, for example:


In the example above, Cambridge, Mass. is included to distinguish it from Cambridge, England. Abbreviations are used for US states, for example:


Indianapolis, Ind.: Cisco Press.

Use the catalogue to check if in doubt.

If there is more than one city of publication given on the title page, choose the first one listed, for example:


Series

It can be helpful to include further details to identify an item, especially if it is a technical report, Government or European Commission publication, for example:


Numeration: Issue information

The components of an item should be cited in the terms used in that information resource, with the larger order first, for example:

Children Act 1989, Sch 1 para 5.
For journal articles you need to include: volume number followed by issue or part number in round brackets, followed by season or date if this is needed to identify the article. You can leave out the term “volume” and terms for smaller components of a serial publication, for example:


Word 2010 differentiates between journal articles and articles in a periodical, by which it means trade magazines and newspapers where the month or the date of the publication is needed to identify the source.

**Standard identifiers**

ISBN numbers are not included in references, largely as there are different ISBNs for paperback, hardback and international editions and different ISBNs for electronic books. However, there is a trend in academic articles to include the Digital Object Identifier [DOI] as this uniquely identifies the online resource, for example:

Available at: http://dx.doi.org/10.1089/cpb.2007.0056.

If you use a DOI there is no need to include the accessed date as the DOI is the permanent identifier for the source.

**Availability and accessed information**

Try to find an author or a corporate author for a document from a web site. You must include the full URL as it appears in the address bar to enable users to retrieve the source.

Include the date you accessed the web page in square brackets. This is especially important when Government departments change, as in the example below, and web pages disappear, for example:

5. **How to give the full details of a source:**

**Referencing books and reports**

**Referencing a book**

In a book, the referencing details will normally be found on the title page or back of the title page or equivalent. Use the title page, not the book cover, for the reference details. Only include the edition where it is not the first. A book with no edition statement is most commonly a first edition. The details you require are:

- **Authorship**
- **(Year)**
- **Title.**
- **Edition.** *(optional)*
- **Town/city of publication:**
- **Publisher.**

To reference a first edition, for example:


For other editions, for example:


In-text references for two of these examples are:

**For an in-depth treatment of historical development and progression in film see, for example, Cook (2006).**

**There are many reasons why clients are unable to amend harmful health-related behaviours - unrealistic optimism (Ogden, 2012) is one of them.**

**Books with multiple authors**

For books with multiple authors, all the names should be included in the reference list in the order they appear in the document. Use the Edit function to add more than one author in Word. Use an and to link the last two multiple authors.

The required elements for a reference are:

- **Authorship**
- **(Year)**
- **Title.**
- **Edition.** *(optional)*
- **Town/city of publication:**
- **Publisher.**

In the Reference List, these would appear, for example, as:


In-text references for the above examples would read:

“Good design does not emerge by accident, but rather as a result of a managed process” (Bruce and Bessant, 2002: 38)

PSTN systems sample the voice stream at 8 kHz and transmit the digitized voice over the circuit switched network with a bit rate of 64kbps (Davidson et al., 2006).

Janáček spent over 30 years recording the rhythms and melodies in the speech of Czech people (Grout and Palisca, 2001).

e-satisfaction refers to customer satisfaction in the online market-space and is defined as a long-term, developing construct influenced by customers’ e-service expectations and quality perceptions changing over time (Zeithaml et al., 2009).

**Multiple works with the same author**

Where there are several works by one author and published in the same year they should be differentiated by adding a lower case letter after the date. Works in the same year by the same author should be displayed in the order referenced in your assignment with the earliest first.

For a book reference this would appear as:

<table>
<thead>
<tr>
<th>Authorship</th>
<th>(Yeara, Yearb)</th>
<th>Title</th>
<th>Edition (optional)</th>
<th>Town/city of publication</th>
<th>Publisher</th>
</tr>
</thead>
</table>

For example:


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

Like some Abstract Expressionists, Martha Graham adopted the stream-of-consciousness technique used by some of her favourite authors (Polcari, 1988a)...Both Rothko and Graham portrayed human action as a cyclic process that continually tenses and relaxes, falls and recovers or dies and is reborn (Polcari, 1988b).
This also applies if there are several authors with the same surname. As an alternative their initials can be included in the citation. So, for example, if you have sources written by George Soros and also by Manuel Soros, you would list them in alphabetic order, for example:

(Soros, G. 1966a) (Soros, G. 1966b) (Soros, M. 1966)

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


**Corporate authors**

Documents from corporate authors are cited in the same way as books:

<table>
<thead>
<tr>
<th>Authorship</th>
<th>(Year)</th>
<th>Title</th>
<th>Edition.</th>
<th>Town/city of publication:</th>
<th>Publisher</th>
</tr>
</thead>
</table>

For example:


**Books with an editor**

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

The required elements for a reference are:

<table>
<thead>
<tr>
<th>Authorship, ed.</th>
<th>(Year)</th>
<th>Title</th>
<th>Edition.</th>
<th>Town/city of publication:</th>
<th>Publisher</th>
</tr>
</thead>
</table>

For example:


Classic works of literature will be edited and you will need to acknowledge the edition that you are using for quotations. However, in the School of English, the Vancouver (numeric) system of referencing is preferred for literature modules. Where a particular edition is crucial to the argument, the use of notes in the Vancouver system is more suited than the Harvard style. In the Harvard style, although the author remains the same, the contribution of the editor needs to be acknowledged. The
requirement to use the date of publication of the edited work leads to anachronisms in the list of references. For example:


**Books which have been translated**

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

For example:


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


For works in another language, reference these in the same manner as an English language work but provide a translation. The original title or a translation of the title may be supplied immediately after the original title, for example:


Chapters of edited books

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

Authorship (Year) Title
In: Book editor, ed. Title Town/city of publication: Publisher, pp. pages.

For example:


For consistency with the omission of pp. from quotations, BMus. students need not include pp. but must still include page numbers and include the chapter title in single inverted commas, for example:


An in-text reference for these would only provide the writer's name, not the editor's. For example:

Gunning (2006) sees special effects as the climax of a long tradition in cinema history.

Chapters in a multi-volume work

For chapters in a multi-volume work, follow the same guidance as for chapters of edited books but also include the volume number. Use the book chapter format in Word 2010 and add extra details.


For example:


For consistency with the omission of pp. from quotations, BMus. students need not include pp. but must still include page numbers and include the chapter title in single inverted commas, for example:

Reports

Annual reports

The required elements for a reference are:

Authorship (Year) Title. Town/city of publication: Publisher.

For example:


You are more likely to be referring to the online version of an annual report. The required elements for a reference are:

Authorship (Year) Title [pdf] Town/city of publication: Publisher. Available at: URL [Accessed date].

For example:


Government reports

For a pdf version of, for example, a Government publication or similar which is freely available, the required elements for a reference are:

Authorship (Year) Title [pdf] Town/city of publication: Publisher. Available at: URL [Accessed date].

For example:


Please also check the guidance in the Official publications section below.

Technical reports

The required elements for a reference are similar to a book. Publications available through the Construction Information Service by CIRIA, BSRIA, RIBA etc. usually have an author. However, you should add any series details in brackets after the publisher to help identify the item:
For example:


The required elements for an e-version are:

Authorship (Year) Title [pdf] Town/city of publication: Publisher. Available at: URL [Accessed date].

For example:


Market research reports from online databases
Treat these in the same way as a corporate author in a book reference. Where the pdf version is available, cite in the same way as a technical report:


For example:


Where the information is accessed through a password-protected site and is not available in pdf, include the following elements:

Authorship (Year) Title Available through: URL [Accessed date].
For example:


Electronic books

The increasing availability of e-books in identical form to print makes the distinction between print and electronic versions unnecessary. If the online source includes all the elements seen in print versions, reference as a book:

- **Authorship** (Year) **Title.** Edition. (optional) Town/city of publication: Publisher.

If you do wish to make a distinction, use the format:

- **Authorship** (Year) **Title** [e-book] Town/city of publication: Publisher. Available through: URL [Accessed date].

For example:


**E-books with no print equivalent**

There are e-books which are published online with no print equivalent. There can also be a fine line between an online book and a document on a web site. O'Reilly's Open Feedback Publishing System, for example, allows you to comment on the book contents before publication. You will need to include version number or date of update in some cases. The advice for books with no print equivalent is to include the following elements:

- **Authorship** (Year) **Title** [e-book] Town/city of publication: Publisher. Available through: URL [Accessed date].

For example:


E-books downloaded to a specific e-reader, such as Kindle or Nook
For e-books downloaded to a specific e-reader, use the following:

<table>
<thead>
<tr>
<th>Authorship</th>
<th>(Year)</th>
<th>Title</th>
<th>[e-reader edition]</th>
<th>Town/city of publication:</th>
<th>Publisher</th>
</tr>
</thead>
</table>

For example:


If you include a quotation from an e-book, without page numbers, use the section heading or chapter heading as a guide to locating your quotation. For the example above:

"Black families are being systematically demolished" by the U.S. child welfare system (Roberts, 2002, Kindle location 44)
Journal and newspaper articles

Journal articles

You are now more likely to be accessing journal articles online through databases such as Swetswise, Science Direct, Emerald. However, you do not need to include any further information when you reference these. Just make sure that you include sufficient elements of bibliographic information for the article to be located. The required elements you need are:

Authorship (Year) Article Title. Journal Title, Volume(Issue), pp. pages.

Pears and Shields (2013) and the B.Mus. Student Handbook place the title of the journal article in single inverted commas. This is to separate clearly the elements of a reference by using punctuation. The key principle is that you use a consistent system of punctuation and typography throughout.

Examples:


BMus. examples are:


Online journal articles (no print equivalent)

For an article from a web based magazine or journal, which is freely available over the web, the required elements for a reference are:

Authorship (Year) Article Title. Journal Title, Volume(Issue). Available at: URL [Accessed date].

Some highly-cited peer-reviewed academic journals are only available as online journals i.e. there are no print equivalents. The online versions usually show you how to cite the articles. The articles vary in the issue numbers that they have – some have issue numbers, some only have article numbers. Include the Digital Object Identifier (DOI) if supplied as this is a unique number which helps to identify electronic documents. There is no need to include the accessed date if you use the DOI as this is the permanent identifier for the source, for example:


BMus. students should continue to place the article title in single inverted commas, for example:


Forthcoming articles or Articles in Press do not have all bibliographic details available yet, but they can still be cited using the year of online publication and the DOI or url, as follows:


**Cochrane database of systematic reviews**

Systematic reviews are recognised as a standard method of summarising health research. The Cochrane Database of Systematic Reviews has been published since 1993 and is now one of the 10 most highly cited general medicine journals. The format that can be used is similar to that of online journals but include the DOI for the specific review number and the issue number.

There is a How to Cite option on the Cochrane site which can be amended for use in a Harvard format:

Authorship (Year) Article Title. Journal Title, Issue. Available at: DOI.

For example:

Magazine articles

The required elements you need are the same as for an academic journal article:

Authorship (Year) Article Title, Journal Title, Volume(Issue), pp. pages.

However, you may not find a volume number and the issue numbers may well relate to a weekly, monthly or seasonal issue, for example:


Newspapers

Newspaper articles

For newspaper articles you will need to include the day and month to identify the article. The elements you need to reference a newspaper article are:

Authorship (Year) Article Title, Newspaper Title, Day Month, pp. pages.

For example:


Where no author is given, use the title of the newspaper in the text of your assignment, for example:

While providing evidence to a UK parliamentary committee, one tax official said that the tax affairs of some 4000 companies were under investigation by the UK tax authorities. The tax official said that he “was unable to say how many of these were large corporates.” (Financial Times, 2012: 2)

The reference would then be cited as:

Financial Times (2012) Tax officials reveal 4,000 companies under investigation, 28 June, p. 2

Online newspaper articles

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

Authorship (Year) Article Title, Newspaper Title, [online] Day Month, Available at: URL [Accessed date].

If you are referencing a regional newspaper, include the edition to distinguish it from others of the same title.


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

‘immersive’ is used to refer to work which is characterized by ‘an ambition to get away from the traditional, passive process of experiencing theatre’ (Curtis, 2009).

Mulholland (2012) outlines the Government’s proposals....
Electronic Sources

Referencing a website

For websites the required elements for a reference are:

- **Authorship**
- **(Year)**
- **Title**
- **Available at:** URL
- **[Accessed date]**.

For example:


National Perinatal Epidemiology Unit (2013) *Birthplace in England Research Programme (Birthplace)*. Available at: https://www.npeu.ox.ac.uk/birthplace [Accessed 25 July 2013].

If you are using your own computer then it is good practice to save every useful page in your "Favourites" folder. If you 'right click' with your mouse on the link to the website you can find the date when you accessed that page.

**Publications available from websites**

For publications found on the internet the required elements for a reference include the following (although town/city of publication and publisher are not always available):

- **Authorship**
- **(Year)**
- **Title** [pdf]
- **Town/city of publication:**
- **Publisher.**
- **Available at:** URL
- **[Accessed date]**.

Many of these could also be classed as reports, for example:


**Email correspondence/discussion lists**

For personal email correspondence use the advice in the section on Personal Communication.

The examples deal with mail correspondence that is in the public domain by appearing in discussion groups, electronic conferences, presentation sharing sites or bulletin boards. The suggested elements for a reference are:
Examples:


Social networking websites

As social networking websites require registration and acceptance by other members you are advised to use the main web address as in the examples below. You may wish to include any discussion you are referring to in an Appendix to your work so that it can be viewed. You need to include the date of the message so that the item can be found.

```
Authorship (Year) Message Title. Discussion list, Day Month. Available at: URL [Accessed date].
```

For example:


Blogs

As blogs are the opinions of the post author, they may not provide the objective reasoned discussion you are looking for to support your argument. Use them in conjunction with other academic sources. Many postings are created by authors who give aliases or just their first names.

The required elements for a reference are:

```
Authorship (Year) Post Title. Social networking site, Day Month. Available at: URL [Accessed date].
```

For example:


Blog comments

For example:

Audiovisual media

Film

Detailed guidelines on what information to include when referencing film, television, radio, other audio and new media are set out in Audiovisual Citation: the BUFVC (British Universities Film & Video Council) Guidelines for referencing moving image and sound.

Films, videos and broadcasts are the co-operative product of teams of people. No author or creator is therefore included in the reference. In the text of your document films are always in italics. In the references, you may decide to include films as a separate list. Please be guided by the requirements of your assignment. Films are usually cited in the text of your report as in the following examples:

Examples in the text:


The failure of Tron (1982) was at least partially perceived to have been the result of the much heralded CGI effects falling short of expectations. The success of Jurassic Park (1993) was due to the quantum leap such effect work had taken in the intervening years...

The required elements for a reference are:

<table>
<thead>
<tr>
<th>Title</th>
<th>[feature film]</th>
<th>Director</th>
<th>Production company</th>
<th>Country of production</th>
<th>(Year)</th>
<th>Duration</th>
</tr>
</thead>
</table>

For example:


Many films include additional material such as how sound tracks are built up, how the film was made, how special effects were created. Advice is given in Audiovisual Citation: the BUFVC (British Universities Film & Video Council) Guidelines for referencing moving image and sound. For a documentary or extra feature from a DVD of a feature film, examples include:


Radio

Detailed guidelines on what information to include when referencing radio programmes, whether online or from an archive are set out in Audiovisual Citation: the BUFVC (British Universities Film & Video Council) Guidelines for referencing moving image and sound.

For radio programmes, the elements of a reference you should include are:

- **Title**
- **Radio programme**
- **Production credit**
- **Production company**
- **Country**
- **Transmission date**
- **Channel**
- **Duration**

In the text of your document radio programmes are always in italics, for example:

*The Brains Trust* was a popular war-time series. In its first question Sgt Styles, of the Ipswich Home Guard, compared mankind with the paintings of our ancestors two hundred years ago and asked if this improvement [is] likely to be maintained.

In your reference list:


Television

In the text of your document television programmes are always in italics. As collaborations between many people no author is given. In the references, you may decide to include television programmes as a separate list. You may also need to give the title of the episode. Please be guided by the requirements of your assignment. Programmes are usually cited in the text of your report as is shown in the following examples:

A programme that was hugely popular in one age – *Miss World* (BBC, 1951-79) or *The Black and White Minstrels Show* (BBC, 1958-87) may be regarded as tedious or offensive in another.

*Cagney and Lacey* were two women who just happened to be cops and not the reverse which was the case with British engagements with the genre e.g. *Juliet Bravo* (BBC, 1980-5) and later *Prime Suspect* (Granada, 1991)…..

For a television programme detailed guidelines are set out in Audiovisual Citation: the BUFVC (British Universities Film & Video Council) Guidelines for referencing moving image and sound. The elements should include:

- **Episode Title**
- **Series**
- **Television programme**
- **Production credit**
- **Production company**
- **Transmission date**
- **Channel**
- **Duration**

For example:


For a programme that is held in an online archive:

For an extract of a programme accessed online:


Podcasts and vodcasts

Guidelines for referencing new media are set out in Audiovisual Citation: the BUFVC (British Universities Film & Video Council) Guidelines for referencing moving image and sound. However, the Guidance advises you to cite the podcast or the vodcast title. This seems contradictory to the advice to support your arguments by referring to information produced by the author or creator.

For podcasts and vodcasts, therefore, cite the author/composer/creator of the comments/ideas. The required elements for a reference are:

<table>
<thead>
<tr>
<th>Authorship</th>
<th>(Year)</th>
<th>Podcast title</th>
<th>Series title</th>
<th>Production credits</th>
<th>Day Month</th>
<th>Available at URL</th>
<th>[Accessed date]</th>
</tr>
</thead>
</table>

For example:


Vodcasts and videos should be treated in a similar way as in the following examples:

Northumbria University (2013) Vidcast 01: the creative process in architecture'.
http://www.architecturalpedagogy.co.uk/Vidcast01%20You%20Tube%20Clip.html [Accessed 07 June 2013].

Baumgarten, R. (2013) Combatting Mac OSX/iOS Malware with data visualization. DEFCON21. Available at:

YouTube video

You will find academic papers citing videos posted on YouTube. However, there is no indication on YouTube of whether a video has undergone a peer review process. However, assuming that the material you have found has academic credibility, you need to find the name of the contributor or the
name of the person/organization posting the video and the year the video was posted. This will then give the following requirements:

<table>
<thead>
<tr>
<th>Authorship</th>
<th>(Year)</th>
<th>Video title</th>
<th>Where presented (optional)</th>
<th>Available at</th>
<th>YouTube URL</th>
<th>[Accessed date]</th>
</tr>
</thead>
</table>

For example:


**Institute of Medicine (2012) Health literacy: a prescription to end confusion, extended video.** Available at: [http://www.youtube.com/watch?v=iBy3I7YKCQQ](http://www.youtube.com/watch?v=iBy3I7YKCQQ) [Accessed 21 July 2014].


Just check that the uploaded video is the official one. For example, rather than referencing:

**Basic204 (2008) DefCon15 - T112: Johnny Long, No-tech hacking (or) the Ninja skillz of the underground.** Available at: [http://www.youtube.com/watch?v=5CWrzVJYLWw](http://www.youtube.com/watch?v=5CWrzVJYLWw).

you would be better advised to reference the official DefCon proceedings site which has the video so that you can cite Johnny Long whose ideas you are referencing:

Music

Sound recordings

Sound recordings should appear in a separate discography. Details of sound recordings should include the composer/originator of the item recorded on the sound recording, the year of the release, not the year composed or year of the recording, place, publisher, type of medium used (e.g. CD) and the catalogue number. Details should acknowledge the principal performers and the place and date of the performance.

Studies of early recordings will often have additional information, such as the original record company, original catalogue number and matrix numbers (these identify which wax master was used). Sometimes information for all subsequent re-releases will also be given.

Word 2010 includes Sound recording as a type of source.

For example:


A disc may have a collection of several recordings made at completely different times and places and/or with completely different performers. This is especially common with historical recordings/re-releases. Each distinct recording should be listed like chapters in an edited collection. You only need to list those mentioned in your essay/presentation, for example:


The year given in brackets is that of the disc consulted, not the date of recording, and definitely not the year the work was composed.

Catalogue numbers listed in online library catalogues or online shopping sites (e.g. Amazon) are often their internal reference numbers not the catalogue number of the disc assigned by the record company. Always check the disc itself.

Studies of early recordings will often have additional information, such as the original record company, original catalogue number and matrix numbers (these identify which wax master was used). Sometimes information for all subsequent re-releases will also be given.

Programme notes and CD/DVD notes

These are often written by academics who should be identified in the programme. If the author of a note is not identified it is likely to be a more generic note and so less useful. In those cases, you would use the title in place of the author’s name. The date is the year of the concert and the title is the title of the piece unless the programme note has its own title. Concert programmes tend not to have any publication information. Where possible, give the concert name or series title, and otherwise give the venue and place (town or city) and date of the concert. Finally, indicate what the type of material is. In your text these would appear as, for example:

(Berio, 1998: CD notes)

(Lewis, 2006: programme note)

In your reference list these would appear as:


Musical scores

A score should give not only the composer but also the editor, where appropriate. More modern compositions often do not have editors as the composer liaises directly with the publisher. The year is the date of publication of the score.

For example:


**Facsimiles of published music**

You will need to provide the date of the facsimile edition as well as the date of the original.

Examples:


Note that in the above:

Francesco Geminiani = the composer; David Boyden = the [modern] editor; 1751 = original date; 1952 = date of the facsimile; Oxford: Oxford University Press = place of publication and publisher of facsimile respectively.

**Online scores**

Sites such as The International Music Score Library Project (ISMLP) are a useful resource, for providing archives of historical editions and facsimiles that are in the public domain (not subject to copyright restrictions). It is perfectly acceptable to use materials from these sites, but you should include both the information about the edition and also its online location.

For example:


**Live music**

You are more likely to need to refer to reviews of performances in magazines or newspapers rather than to concerts that you actually attended. However, should you need to refer to these the suggested citation order is:

In-text:

Bob Dylan’s voice (2000) was barely audible against the backdrop of an admittedly accomplished backing band, a fact not unnoticed by most of the increasingly disgruntled crowd.

O’Connor (1992) was shunned by American audiences, particularly noticeable at Bob Dylan’s 30th Anniversary concert, when booing broke out.
In your references list:


**Music downloads**

iTunes is not a database: it is a shop with an associated piece of software that allows you to manage what you have bought in the shop. In the same way that you would not include HMV when referring to a CD you bought there, you do not need to mention iTunes as such. You would use the normal discography details which iTunes provides: right click on the track and select "Get info". However, iTunes does not give you the catalogue numbers, so you may need to do more research on the recording company's website. This applies to any recording where you do not physically have the CD just the mp3/aac (or other format) sound file.

The required elements for a full reference for a single track are:


For example:


Spotify doubles as a shop and a database in that, unlike iTunes, you can listen to complete tracks without buying them. If you have only accessed the track through live streaming, then the format will be identical again but with an indicator of which service you streamed it from and a different “type of material” indicator at the end. If you accessed it via a website, give a URL (Available through….); but Spotify has its own interface software.

The required elements for a full reference are:


For example:

Visual sources

Illustrations
You may be required in your assignment to create a separate list of illustrations which includes paintings, drawings, photographs that you have used. You should give a figure number to images of illustrations you have included in your document.

If you refer to illustrations or posters in your text, the titles are always in italics, for example:

Paul Rand’s celebrated poster Eye-Bee-M (1981) breaks down IBM’s conventional logo into a rebus with the identifiable striped M.

Reproducing an artistic work without the permission of the copyright holder is an infringement of copyright. However, you are entitled to reproduce artistic work without permission if it is for the purposes of private research and study.

You will find that any published work will have had to obtain permission of the illustrator, gallery or museum to reproduce the image and these details are given either below the image or in a list of picture credits.

Museum fur Gestaltung Zurich, Poster collection. ©ZHDK.

Illustrations and Posters should have an artist, date, title and location of the illustration. The format will vary according to whether the image is in a museum, personal collection or has been cited in a book, journal or web page.

The required elements for a full reference are:

Artist or designer. (Year) Title. [medium] Dimensions. Location of the source, if available.

For example:


Installations

In the text of your document you will need to refer to the installation in italics, for example:

This is central to Hiller’s work, *Witness*, commissioned by the Artangel Trust, shown first at The Chapel, Golborne Road, West London (2000) and in the same year in *Intelligence* (exhibition curators Virginia Button and Charles Esche) at The Tate, Millbank (2000).

You need to credit the artist, the title of the installation, the venue and the date that it was viewed. Photographs will have been taken of the installation but it is the artist of the work that you need to cite and the venue that was inspired to display the work. The date is not the date the installation was created but the date the work was viewed.

The required elements for a full reference are:

Artist or designer. (Year) *Title*. [installation] Location of the source, date.

For example:


Maps

The required elements for a reference are:

Map maker (Year of issue) *Title of map*, sheet number, scale. Place of publication: Publisher.


For maps created in Digimap, in the text of your report you would write, for example:

Ordinance Survey digital maps (EDINA Digimap Ordinance Survey Service) were used to select 34 woodland patches within agricultural land in central Scotland. All woodland patches were at least 60 years old (EDINA Historic Digimap Service) and more than 1 km from each other.

Fig.1 shows central Scotland showing locations of woodlands (map produced using Carto, EDINA Digimap Ordinance Survey Service)

Your references list would then read:


The suggested elements for Google Earth are: Google Earth version (if applicable). Year data released. Image details - location, co-ordinates, elevation. Data set (if applicable) [online] Available through: URL. [Date accessed].

As a figure above an image in the text of your report the reference would appear as:

**Fig. 3** Satellite image of Dublin city, indicating the relative positions of the observation locations across Dublin City (Google Earth, 2010) Source: Dublin. 53020’22.80”N and 6017’02.11”W. Google Earth, November30 2008

In the reference list:


**Medical images**

Anatomical images can be viewed online through various commercial atlases of interactive images, freely available libraries of images and through projects resulting from the National Library of Medicine's Visible Human Data Set. The images can be cited to support your arguments.

The citation order is: Image creator (where given)/Web page (Year) Image title. Available at: url [Accessed date].

Examples in your references list:


Images can also be found in online databases such as Anatomy.tv. Example references are:


If you are working on placement and need to reference an individual patient's scan, you will need both the patient's and the hospital's permission to use the image. Clearly the information is confidential and the images must be anonymised.

**Paintings/drawings**

You may be required in your assignment to create a separate list of illustrations which includes paintings, drawings, photographs that you have used. You should give a figure number to images of illustrations you have included in your document.

If you refer to illustrations or posters in your text, the titles are always in italics, for example:
William Hogarth’s views on art and design were first published in 1753 as *The Analysis of Beauty: Written with a View to Fixing the Fluctuating Ideas of Taste*, in which he attempts to provide criteria of beauty in an accessible language.

*The Raising of Lazarus* was painted by Sebastiano del Piombo in 1517-19 but the hand of Michelangelo is apparent in every part of the main figure.

Reproducing an artistic work without the permission of the copyright holder is an infringement of copyright. However, you are entitled to reproduce artistic work without permission if it is for the purposes of private research and study.

You will find that any published work will have had to obtain permission of the gallery or museum to reproduce the image and these details are given either below the image or in a list of picture credits, for example:

**Fig. 1** Hogarth, W. (1753) *The Analysis of Beauty*, plate II. Reproduced by permission of the British Library.

**Fig. 2** Del Piombo, S. (1517-19) *The Raising of Lazarus*. Reproduced courtesy of the Trustees, the National Gallery, London.

Illustrations and Posters should have an artist, date, title and location of the illustration. The format will vary according to whether the image is in a museum, personal collection or has been cited in a book, journal or web page.

The required elements for a full reference are:

Artist or designer. (Year) *Title*. [medium] Dimensions. Location of the source.

For example:


Titian (1512-15) *Salome with the head of John the Baptist*. [Oil on canvas] 90 x 72cm. Galleria Doria-Pamphilj, Rome.


Photographs

You may find it helpful to include photographs in a list of credits at the end of your work. Photographs in your text should contain a copyright statement, for example:

Photographs by Herb Ritts ©Herb Ritts Foundation.

All photographs are copyright Paul Popper Ltd.

Images ©individual authors.

If you refer to photographs in in your text, the titles are always in italics, for example:

*Jubilee Street Party* is the earliest photograph in the Bad Weather series which Parr made in Yorkshire…Hung Cong Ut’s *Accidental Napalm Attack* (1972) and Don McCullum’s *Shell-shocked soldiers* (1968) epitomize the Vietnamese and American experiences of that terrible war

The required elements for a full reference are:


In your references these appear as:

**Parr, M. (1977) Jubilee Street Party, Elland, Yorkshire. [Black and white print] 30.5 x 22.9cm. image on 40.6 x 30.5cm. paper (12 x 9in. on 16 x 12in.) ©the artist and Magnum Photos. Photo: courtesy Magnum Photos.**

**Shahn, B. (ca 1933-34) Untitled, New York City. [Gelatin silver print] 5 7/8 x 8 7/8 in. Photo: courtesy Fogg Art Museum, Harvard University, Cambridge, Mass.**

**Boulet, A. (1993) Sniper’s room – Mostar, Bosnia. Copyright: ©Alexandre Boulet. Photo: courtesy War Photo Ltd.**


*Photographs from the internet*

The majority of images found online are protected by copyright and reusing them will be illegal. You may therefore be advised to use images which hold a *Creative Commons licence* that allows reuse as long as the image creator is acknowledged. Many Flickr users have chosen to provide their images under the *Flickr Creative Commons* licence.

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

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

For example:


**CoordiNuna_Kai (2013) Chanel 2013 00210m. [photograph] Available at: https://www.flickr.com/photos/75392359@N05/7317535142/in/set-72157630004971264 [Accessed 5 August 2014].**

[Nimbus 1 returned sharp cloud cover photos, plus night time infra red pictures] (n.d.) [image online] Available at: [http://rammb.cira.colostate.edu/dev/hillger/Nimbus-1_image.jpg](http://rammb.cira.colostate.edu/dev/hillger/Nimbus-1_image.jpg) [Accessed 13 November 2008].

**Sculpture**

For sculpture, the required elements for a reference are:

Artist (Year image created). *Title of work.* [medium] Dimensions where available. Location of sculpture.

For example:


**Ellis, J. (2010) Black Pool, White Water. [Carrara marble and Butler's Grove limestone] 80 x 40 x 30cm. Garda Memorial Garden, Dublin.**

**Donatello (1445-50) Gattemelata [Bronze] Height 3.4m. Piazza del Santo, Padua.**

**Nike of Samothrace (c180 B.C.) [Marble] Height 2.45m. Musee du Louvre, Paris.**
Other sources

Archive material

If you have used material from archives or special collections, the required elements for a reference are:


Conference Proceedings

Papers presented at conferences are a feature of references in computing, telecommunications and networking articles. However, there is considerable variability in the format of conference papers that appear as references in academic articles. Word 2010 includes conference proceedings as a source but this only refers to the entire proceedings rather than a specific paper. Use the Download citation option if you are using IEEE Xplore and remove the url and DOI (Digital Object Identifier) if these are given.

The required elements for a conference report are:

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


The required elements for a conference paper are:

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

For example:


Dissertations and theses

Dissertations and theses are treated in a similar way to printed books but instead of giving information about the publisher you need to give the name of the institution where the dissertation was undertaken and the type of degree for which it was written.

The required elements for a reference are: Author, Initials. (Year of publication) *Title of dissertation.* Level. Official name of University.


**EU Documents**

The primary legislation of the European Community consists of the founding treaties. Secondary legislation consists of regulations, directives, decisions, recommendations and opinions.

Examples in the text:

<table>
<thead>
<tr>
<th>Regulation</th>
<th>[Council] Regulation No 1111/77/EC, Arts. 8 and 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decision</td>
<td>[Commission] Decision 89/58/EC</td>
</tr>
</tbody>
</table>

The full reference will be to the authoritative text in the Official Journal of the European Communities (abbreviation – OJ) where the secondary legislation was first published, together with the title, date and page number:

The reference would appear in your Table of Statutes or your bibliography, for example, as:


European Community documents, such as proposals, require the following elements in a reference:

The name of the Institution where the document originates (e.g. Commission) (Year) *Title in italics.* Place of publication: Publisher. (Series document)

For example:


**Hansard**

Factsheet G17 from the House of Commons Information Office advises that references to Hansard should be given in the following form:
HC Deb 13 November 2001 c345; or cc345-6 (where the debate or answer includes more than one page) or c134W (for written answers) or c101WH (for citing a debate in Westminster Hall) or c1WS (for written statements).

The web version of Hansard also gives volume numbers and these should be used in quotations, such as:

HC Deb 3 February 1977 vol 389 c973; HC Deb 17 December 1996 vol 596 cc18-19; HC Deb 4 July 1996 vol 280 c505W.

If quoting very old Hansards it is usual, although optional, to include the series number:

HC Deb (4th series) 26 August 1907 vol 169 cc179-180.

The old Standing Committee Hansard should be cited as follows:

SC Deb (A) 13 May 1998 c345.

Examples in the text of your assignment are:

This was because, as Cameron stated in the House of Commons, “Central government do not, and cannot, have all the answers” (Hansard, HC Deb 24 May 2005, c661).

The case of Michael Stone was cited in the debate about the reform of mental health legislation as a key driver (Hansard, HL Deb 10 Jan 2007, c299).

It was considered by Lord Irvine, the Lord Chancellor (Hansard, HL Deb 18 November 1997, vol 583 c475) and Home Secretary Jack Straw (Hansard, HC Deb 20 May 1998, vol 312 c981) that Section 8 of the Human Rights Act provides the courts with an effective remedy for any breach of Convention rights.

Interviews

The Anglia Ruskin guidance advises you to include a transcript of your interview in an Appendix in your piece of work. The citation for this interview in the text should then refer to Appendix A as, for example:

In a personal interview (Appendix A) Gavigan explains her reluctance....

Clearly you need to check with the interviewee that they are in agreement with a transcript of the interview being made.

An interview will normally be with a named person on a particular date and conducted by a specific person but you will need to provide a title. It is useful to give the venue.

You may need to quote interviews which are available on a web page. In these cases, you need to ensure you give the date of the interview as well as the web page details.

In your reference list you must provide the following details for interviews you have conducted yourself:
Branson, R. (2014) Interviewed by John Doe (use your name here) at Birmingham City University (the location you interviewed them), 4 July 2014.

You may need to quote interviews from a source such as a radio or television programme or interviews with film directors or actors that feature as part of additional material on DVD.

For example:


Legal material

There are separate rules for the citation of legal materials. Cardiff University’s web site Citing the Law (https://ilrb.cf.ac.uk/citingreferences/oscola/tutorial/) shows how to:

- cite cases and legislation, i.e. the primary sources of law, in the accepted way
- refer to secondary sources such as books, journals and government reports in your work
- cite using OSCOLA, the Oxford Standard for Citation of Legal Authorities

Acts of Parliament and Statutory Instruments

These may be detailed in a separate Table of Statutes. Cite an Act by its short title and date. To refer to a particular element of the Act use s or ss (section or sections) Pt (Part) or Sch. and para. (Schedule and paragraph within a schedule).

Acts of Parliament are divided into sections, subsections, paragraphs and sub-paragraphs. In addition, many Acts contain schedules that may themselves be divided into paragraphs and sub-paragraphs. In an essay, it will normally be sufficient to refer to the section number or schedule number and paragraph:
In-text examples are:

The introduction of the Housing Grants Construction and Regeneration Act 1996 (HGCRA 96) Pt II has transformed the resolution of contract disputes…

The Construction (Design and Management) Regulations 1994 (CDM Regulations) brought new responsibilities to all those involved in the construction process…

Companies Act 1985, s6; states that…

Children Act 1989, s15 and Sch 1 para 5 advises…

Subordinate (delegated) legislation is issued in a series called Statutory Instruments (SIs) which have been published in paper form since 1894. They should be cited by their designated title which includes the year they were passed followed by SI year/number in brackets.

An in-text example is:

The Education (Mandatory Awards) Regulations 1997 (SI 1997/431) instruct…

Law Reports
These are usually listed in a separate Table of Cases.

The standard abbreviated title of the report series is always used. You should follow the practice of the English courts in citing the most authoritative report available (if a case has been reported in the official Law Reports cite this in preference to a report of the same case which appeared in The Times or the Weekly Law Reports)

When citing and referencing Law Reports, case names and all details except the reference should be in italics, for example: Murphy v Brentwood District Council [1991] 1 AC 398.

When a particular passage is being quoted or referred to, the specific page reference must be included, for example: The facts of the case outlined in Jones v Tower Boot Co Ltd [1997] 2 All ER 406 at 411 show that…

When referring to a case for the first time, give its full name (exactly as it appears in the report). However, in subsequent references, a case can be referred to by a shortened name, for example Murphy v Brentwood District Council may be referred to as the Murphy case.

When the judge is being quoted or referred to in a particular passage, the judge’s name should be provided as part of the citation, for example: That was the opinion of Lord Mackay LC in Pepper v Hart [1993] 1 All ER 42 at 47…

Examples in the text of your report:

In the case of Broom v Cassell & Co [1972] AC 1027 the Court of Appeal refused to follow the decision made in Rooks v Barnard [1964] AC 1129 on the circumstances in which exemplary damages could be awarded…

Bolam was applied in Nye Saunders and Partners (a firm) v Alan E. Bristow (1987) BLR 92. There Brown LJ said at 103 “the duty and standard of care to be expected from [the architect] was accepted as being that which applied to any profession requiring special skill, knowledge or experience”.

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Word 2010 has Case as a type of source but it will not display the details in the correct format. In the Table of Cases the format should be:


**Live performances**

Include details of the director and the venue and date that you saw the production. The name of the play is always in italics.

**In-text examples are:**

*There have been other plays about Parliamentary Whips – notably Steve Thompson’s hilarious* Whipping It Up (2006) – *but none that have been so reminiscent of a BBC Four documentary.*

Case studies of post-performance discussions held after performances of Crossbow Production’s staging of Maxwell Anderson’s *Anne of the Thousand Days* in 2006 and Queensland Theatre Company’s production of Edward Albee’s *Who’s Afraid of Virginia Woolf*? in 2007 trialled this new discussion model.

**Examples in the reference list:**


*Anne of the Thousand Days* by Maxwell Anderson (2006) Directed by Christian Heim [Visy Theatre, Brisbane Powerhouse, Australia. 7-17 June].

*Who’s Afraid of Virginia Woolf?* By Edward Albee (2007) Directed by Michael Gow [Cremorne Theatre, Queensland Performing Arts Centre, Australia. 2 October – 3 November].

**National Curriculum**

To reference the current National Curriculum in your work:

**In-text citation:**

According to the English National Curriculum (Department for Education, 2013: 5) "maintained schools in England are legally required to follow the statutory national curriculum which sets out in programmes of study, on the basis of key stages, subject content for those subjects that should be taught to all pupils".

For specific subjects, in this case, English:

In England, since 1988, there has been a statutory role for grammar in the National Curriculum for English, although it has been expressed slightly differently in each of its many versions (DES, 1990; DfE, 1995; DfE, 2014; DfEE, 1999; QCA, 2007).
In your references list, the current version would appear as:


Previous examples for English would be cited as:


If you are referring to the National Curriculum more than once in your work then you can abbreviate the name of the Department in brackets when you first cite it. Subsequent references can then use the abbreviation. For example:

First citation in text:

Department for Education (DfE)(2013)

Subsequent citations in text:

DfE (2013)

Official Publications

*House of Commons/House of Lords Papers*
These papers are produced by a Select Committee or for a Government department. These papers are published on the internet but academic practice is to cite the publications as if they are in a printed form. They can be treated as books with a corporate author in Word 2010.

The required elements for a reference are:
Authorship (Year) Title. Place of publication: Publisher (Officially assigned number such as a Command number, as it is on the document).

Use the Government Department for which the report was commissioned, the Royal Commission or the surname of the Chairman of the inquiry as the corporate author. Include the House of Commons number and the year of the session in round brackets at the end of the reference to help identification.

For example:


Command papers
Use the Government Department for which the report was commissioned, the Royal Commission or the surname of the Chairman of the inquiry as the corporate author. Include the Command Paper number in round brackets at the end of the reference to help identification.

For example:


Departmental Papers
Use the Government Department for which the report was commissioned or the surname of the Chairman of the inquiry as the corporate author.

For example:


Patents

The required elements for a reference are: Inventor name, Initials. (Year) Title. Place. Patent number (status, if an application).

For example:


Plays

Treat in exactly the same way as a book and use the book style in Word 2010

Plays should be cited in exactly the same way as a book.

The required elements of a reference are:

For example:


Classic plays are available in edited editions and the editor's name should be included with your reference.

The required elements for a reference are:

For example:


Press releases and speeches

For speeches please provide the following:

Speaker's surname (Year) Title, Venue, Date. If available electronically also include Available at: web address [Accessed date].

For example:


For press releases, please provide the following:

Corporate author (Year) *Title*. [Press release] Date. Available at: web address [Accessed date].

For example:


Reference from a dictionary

The BMus Student Handbook advises that you should not be citing general dictionaries in your essays (i.e. English language dictionaries or general music dictionaries: this does not include more substantial encyclopaedic works such as Grove or the Oxford Companion, which have longer articles with identifiable authors). It is not uncommon to find in student essays sentences such as "The Chambers Pocket Dictionary defines x as..." or "The Oxford Dictionary of Music defines x as..." and this is not considered to be good style. If a definition is in a dictionary, then you can assume it is common knowledge; and common knowledge does not need citation. You might include a sentence such as "The generally understood meaning of x is..." but quoting from dictionaries is very rarely a good idea.

Where there is no named author or obvious editor, then you would not normally put the dictionary in the bibliography, and any reference to it in your text would be by the title of the work and date of publication. For example, you might describe something as defined by The Chambers Dictionary (1998) or the in-text reference would appear as Kennedy (1980: 327) defines...

The suggested elements for a reference are:


Religious texts

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

Name of religious text, Book. Sura or Chapter: Verse
An in-text reference for the Bible could look like this...

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

Convention dictates that you do not use page numbers with religious texts.

The required elements for a full reference are: Full title (Year) Place of publication: Publisher.

For example:


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

Standards

In the text of your report the standards body and the number are usually all that is required. For example:

One of the standards that support the implementation of ISO/IEC 27001 is the code of practice ISO/IEC 27002.

BS 6079-3:2000 has been modified and adopted for various project situations. Furthermore, the Institute for Risk Management has produced a guide for risk management based on PD ISO/IEC Guide 73: 2002 which has been widely adopted in IT related projects.

The required elements for a reference are:

Corporate author (Year of Publication) Identifying letters and numbers and full title of Standard. Place of publication: Publisher.


The required elements for an e-version are:

Corporate author (Year) Identifying letters and numbers and full title of Standard. Place of publication: Publisher. Available at: web address [Accessed date].

For example:

Unpublished sources

Lecture Notes

As with other materials, it is likely that a lecture will have an author and title and a place where it was delivered. There will also be a year and date in which it was delivered. Additionally the lecture is likely to be part of a course or module. As this material is usually uploaded to Moodle, you are now far more likely to want to reference material from a Moodle site, details of which are below.

The required elements for your notes are: Lecturer, Initial(s) (Year of distribution) Title of Lecture. Module Name, Course name, Institution where delivered, date delivered. As you have taken notes then add that information in square brackets at the end. For example:


Moodle

Materials on Moodle may be treated in the same way as all of the above, whether lecture notes, PowerPoint presentations, contributions to a discussion forum, sound files or anything else. The required elements are:

Lecturer/Author, Initials. (Year) Title of item, *Module Code Module Title* [online], HE Institution. Available at: web address [Accessed date].

For lecture notes, for example:


For the entire Moodle site, for example:


Forum Postings/Discussion Boards

When referring to forum postings or discussion boards, include the full details within your reference list so that the forum post can be identified on the Moodle page. You do not have to paste the whole forum post into your reference list.

In-text example:

Akhtar (2010) advised that “[the model is a] simplification of the perception process and does not take into consideration complexities and dynamics of the process...”

In your references:

**Personal communication**

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

Permission should be sought before these sources are quoted and a copy retained for reference. You may wish to include a copy of personal communications in your appendices or advise the reader how to obtain a copy.

Examples:


**Unpublished works**

You may occasionally have access to a document before it is published and may therefore not be able to provide full details. In your reference list, include the words in press as in the following examples:


In your in-text references, the second of these would appear as:

Current trends in nursing education to produce work-ready graduates include adopting a range of innovative teaching and learning strategies to integrate all the ways of learning nursing knowledge into curricula design (Baldwin et al., in press)

Occasionally you may need to refer to unpublished material that is held in an archive or private collection. Examples of these are:

Strong, R. (1895) *Education in Nursing.* King's College London Archives (KCL/RBNA 2/9).
6. Further information

No guide can hope to instruct you in every conceivable possibility in referencing your sources.

Some materials are frequently problematical. By applying these guidelines and by using your own judgment and common sense (bearing in mind the need to give enough information for interested teachers and readers to locate an item) you should be able to construct a proper reference for any item which you have consulted. Be consistent: use a uniform style, format and punctuation scheme for all references in a document, regardless of the particular style guide being used.

The Harvard Anglia style included in Microsoft Word 2013 and Word 2010 is based on the Harvard System of Referencing Guide at Anglia Ruskin University http://libweb.anglia.ac.uk/referencing/harvard.htm. For help with other sources not mentioned here you are advised to use this web page.

In print, you are advised to consult the publication Cite them right, copies of which are held at sites across the University.

If you would like to speak with a member of staff, please use the booking form http://bcu.iinsight.org to contact a member of Centre for Academic Success staff or contact a member of library staff by visiting one of the libraries or by using the contact details on https://icity.bcu.ac.uk/Library-and-Learning-Resources/About-us

Further information:


## Appendix 1

<table>
<thead>
<tr>
<th>Type</th>
<th>Cite them Right</th>
<th>Anglia Ruskin Harvard Website</th>
<th>Word Harvard - Anglia 2008</th>
<th>BCU CfAS iCity Site</th>
<th>Comment</th>
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<td>Type</td>
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<tr>
<td>E-books and pdfs</td>
<td>BCU and <em>Cite them Right</em> omit [online] as the URL indicates direct access to an online source. Anglia Ruskin uses &quot;&lt;&quot; and &quot;&gt;&quot; around the URL. <em>Cite them Right</em> uses round brackets for the access date adds a colon after &quot;Accessed&quot;.</td>
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<td>Short quote (one page)</td>
<td>Cormack and Brown (1994, p. 32) have stated, &quot;when writing…&quot;</td>
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<td>BCU corrects error in Anglia Ruskin site. <em>Cite them Right</em> has initials after the editor and includes ed. in brackets with no full stop after the chapter title.</td>
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<td>BCU uses a colon to reduce the word count. BCU, <em>Cite them Right</em> and Word are more grammatical by leaving a space after the colon or p.</td>
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<td>Long quote</td>
<td>Use with four lines or more and omits the quotation marks, e.g. According to Jones (1967, p.27): Outside the UK, ...</td>
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<td>Use with 50 or more words and use a separate indented paragraph with quotation marks, e.g. According to Jones (1967, p.27): &quot;Outside the UK, ...&quot;</td>
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<td>Use with approximately 50 or more words and use a separate indented paragraph, e.g. According to Jones (1967: 27): Outside the UK, ...</td>
<td>BCU and <em>Cite them Right</em> do not use quotation marks when introducing the long quotation</td>
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<tr>
<td>Citing more than 2 authors</td>
<td>(Barker, Kirk and Munday, 1988)</td>
<td>(Barker, Kirk and Munday, 1988)</td>
<td>(Barker, et al., 1988)</td>
<td>(Barker et al., 1988).</td>
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<td>Word uses &quot;&amp;&quot; instead of &quot;and&quot;</td>
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<th>Multiple indirect citations</th>
<th>Recent research (Collins, 1998; Brown, 2001; Davies, 2008) shows that</th>
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<td>Word and BCU write multiple citations in alphabetical order. Anglia Ruskin and <em>Cite them Right</em> put them in chronological order.</td>
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<td>Citations with the same authorship and year</td>
<td>In his study of the work of Rubens, Miller (2006a, p. 18) emphasises.....However, in his final analysis, Miller (2006b, pp.143-152) argued that...</td>
<td>In his study of the work of Rubens, Miller (2006a, p. 18) emphasises... However, in his final analysis, Miller (2006b, pp.143-152) argued that... Miller (2006a; b) has written extensively on Rubens's mastery of drama...</td>
<td>Unable to differentiate</td>
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BCU uses a colon to reduce the word count. All sources use lower case letters in alphabetical order after the publication date to differentiate. BCU and Cite them Right put brackets around the date and omit the full stop after the date.