Guide to the
Harvard Style of Referencing

Fourth Edition

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1. GENERAL INTRODUCTION

General Introduction by the compliers
This is the fourth edition of the guide compiled by the University Library.

The main changes that have been made to this edition are:-

- Use of *et al* discontinued in full reference list
- Additional examples have been added to certain document types,
- Referencing online resources available only through the University Library have been harmonised.

The sources quoted in this guide have been compiled and shown in red for the purposes of illustration only. Any similarity with published work is coincidental. In-text referencing examples are included for additional help where appropriate.

This guide has been compiled with reference to a number of British Standards. The most recent being BS ISO 690:2010 Information and documentation - *guidelines for bibliographic references and citations to information resources*.

The layout has been informed by (Harvard style) conventions currently being followed in UK Universities.

1.1 What is referencing

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

To show anyone who reads your work that you understand the topic and can demonstrate your own thoughts on this.

To demonstrate that you have read widely and deeply.

To enable the reader to locate where you obtained each quote or idea.

By providing a reference to the original source you are acknowledging that you have read the work and recognise the original author(s) ideas.

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

The rest of this guide will provide detailed information on how to provide references in a variety of different circumstances. The most important thing to remember is to be consistent in the way you record your references.
Academic Honesty
If you understand the reasons for referencing it is evident why you should not pass off work of others as your own. Failing to reference appropriately could result in your assessors thinking you are guilty of plagiarism – the act of using somebody else’s work or ideas as your own. You will find information relating to academic honesty in various student documentation including module guides and student handbooks.

The university has recently introduced Turnitin to assist you in identifying where you have used original material so that you can ensure it is correctly referenced in your submission.
For more information, go to:
http://web.anglia.ac.uk/anet/students/turnitin/

During the course of writing an essay, report or other assignment it is usual to support arguments by referring to, or citing, information produced by other authors. This information could be presented in journal or newspaper articles, government reports, books or specific chapters of books, research dissertations or theses, material over the internet etc. When you cite someone’s work in the text of your essay (an in-text citation), you also need to create a full reference for it at the end of your work. This gives the full details for the information source so that it can be traced by anyone who reads your work.

1.2 The Harvard System
There are many systems for the citation of references: most Faculties at Anglia Ruskin University expect students to use the Harvard system which is a name and date reference system.

This is supported by the University policy relating to academic honesty. Student handbooks for both undergraduate and postgraduate students refer to the University Library Harvard Guide for guidance. Students should however check the relevant guidelines for their subject within the Faculty.

For more information see the University Library website at:
http://libweb.anglia.ac.uk/referencing/referencing.htm

In the Harvard system, the author's surname and year of publication are cited in the text of your work. The full details of the source are included in a reference list at the end of the assignment. This system does not use footnotes or endnotes.

Intext citation

“An effective structure is important” (Redman, 2006, p.22)

Reference list

1.3  **Reference list or Bibliography**

The **reference list** should include details for everything that you cite in your assignment. It should be in alphabetical order by author with all the different types of material in one sequence( See Section 3.1 for further details).

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

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

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

An annotated bibliography includes the full reference to sources with the addition of notes, which summarise and evaluate the source and will be of variable length, depending on the assessment this may be an independent project or part of a larger research project.
2. CITING REFERENCES IN-TEXT

Any in-text reference should include the authorship and the year of the work. Depending on the nature of the sentence/paragraph that is being written, references to sources may be cited in the text as described below. Additional support on how to introduce such references is available from Student Support in their guide.

2.1 Author’s name cited in the text

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

In general, when writing for a professional publication, it is good practice to make reference to other relevant published work. This view has been supported in the work of Cormack (1994).

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

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

2.2 Author’s name not cited directly in the text

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

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

2.3 More than one author cited in the text

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

Smith (1946) and Jones (1948) have both shown …
2.4 More than one author not cited directly in the text

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

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

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

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

2.5 Two or three authors for a work

When there are two or three authors for a work, they should be noted in the text

Directly using an and

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

Or indirectly

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

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

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

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

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

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

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

or indirectly:

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

2.7 Several works by one author in different years

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

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

or indirectly:

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

2.8 Several works by one author in the same year

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

Earlier research by Dunn (1993a) found that… but later research suggested again by Dunn (1993b) that …

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

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

2.9 Chapter authors in edited works

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

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

In the reference at the end of your document, you should include details of both the chapter author and the editor of the whole work

2.10 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, government departments etc. such as Department of the Environment or Royal College of Nursing.

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

1st citation:

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

2nd citation:

More recently the RCN (2012) has issued guidelines for …

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


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

Committee on Nursing (1972)

Select Committee on Stem Cell Research (2002)

Note there are some exceptions to this such as:

BBC Philharmonic Orchestra
BBC News
where the abbreviations or initials form part of the official name.

2.11 No author
If the author cannot be identified use **Anonymous** or **Anon.** and the title of the work and date of publication. The title should be written in italics. Every effort should be made to establish the authorship if you intend to use this work as supporting evidence in an academic submission:

*Marketing strategy (Anon., 1999)*

### 2.12 No date

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

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

or indirectly:

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

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

For further advice see Section 9 **References with missing details**

### 2.13 Page numbers

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

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

or indirectly:

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

Please note page numbers: preceded with p. for a single page and pp. for a range of pages.
2.14 Quoting portions of published text

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

- the author states that “…….”

Or

- the author writes that “…….”

On the topic of professional writing and referencing Cormack and Brown (1994, p.32) have stated…

“When writing for a professional readership, writers invariably make reference to already published works…”

In order for a reader to trace the quoted section it is good practice to give the number of the page where the quotation was found. The quotation should also be emphasized (where it is 50 words or more) by indenting it and enclosing it in quotation marks. This clearly identifies the quotation as the work of someone else, and should end with the author, date and page reference.

“Outside the UK, the BBC World Service has provided services by direct broadcasting and re-transmission contracts by sound radio since the inauguration of the BBC Empire Service in December 1932, and more recently by television and online. Though sharing some of the facilities of the domestic services, particularly for news and current affairs output, the World Service has a separate Managing Director, and its operating costs have historically been funded mainly by direct grants from the UK government. These grants were determined independently of the domestic licence fee. A recent spending review has announced plans for the funding for the world service to be drawn from the domestic licence fee”. (Jones, 1967, p.27)
2.15 Secondary sources (second-hand references)

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

A direct reference:

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

Bellamy (1990) as cited in Sheppard (1994) suggests that …

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

Or indirectly:

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

In the example above Bellamy is the primary or original source and Sheppard is the secondary source. It is important to realise that Sheppard may have taken Bellamy’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.

2.16 Tables and diagrams

When reproducing selected data, or copying an entire table or diagram, a reference must be made to the source. A reference within the text to a table taken from someone else’s work should include the author and page (Smith, 2005, p.33) to enable the reader to identify the data. If the source of the data is not the author’s own, but obtained from another source, it becomes a secondary reference and needs to be cited as such:


If the table is reproduced in its entirety, place the citation below the table. Be particularly careful to note the original source of data, as well as the
authorship of the document you are using. Full details should be included in
the reference list.

In the following example, a table is reproduced from page 267, of a book
written by Robert Brown which is the 4th edition and published by FT Prentice
media: decision makers*.

If you wish to reproduce the table in your own work,

- replicate the whole table
- add a citation below the table acknowledging where the table was
  found

*e.g.*

<table>
<thead>
<tr>
<th>Date</th>
<th>1970</th>
<th>1980</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage</td>
<td>60</td>
<td>70</td>
</tr>
</tbody>
</table>


If you wish to quote from a table in your essay (treat as secondary
referencing):

… historical figures demonstrate that only sixty percent of households
had televisions in Britain by the 1970s (National Statistics Office 1985

Ensure you include details of the book in your reference list:

Harlow: FT Prentice Hall.
2.17 Websites

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

In this example the authorship would be BBC and the date 2009.

Recent research on meningitis (BBC, 2009) has shown …
3. COMPILING THE REFERENCE LIST:

3.1 General guidelines, layout and punctuation

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

Section 9 deals with references where some of the details are unknown.

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

All items should be listed alphabetically by author or authorship, regardless of the format, i.e. whether books, websites or journal articles etc. Where there are several works from one author or source they should be listed together, in date order, with the earliest work listed first.
4 USING BOOKS, JOURNALS AND NEWSPAPERS

Books

4.1 Books with one author

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

The required elements for a book reference are:

Author, Initials., Year. Title of book. Edition. (only include this if not the first edition) Place of publication (this must be a town or city, not a country): Publisher.

Reference

where 1st edition


where 3rd edition


An intext reference for the above examples would read:

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

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

Please note where there is likely to be confusion with UK place names; for USA towns include the State in abbreviated form e.g. Birmingham, Alabama would be… Birmingham, AL.

4.2 Books with multiple authors

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

The required elements for a reference are:

Authors, Initials., Year. Title of book. Edition. (only include this if not the first edition) Place: Publisher.
4.3 Books which are edited

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

The required elements for a reference are:


4.5 Chapters of edited books

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

Chapter author(s) surname(s) and initials. Year of chapter. Title of chapter followed by In: Book editor(s) initials first followed by surnames with ed. or eds. after the last name. Year of book. Title of book. Place of publication: Publisher. Chapter number or first and last page numbers followed by full-stop.

References


An intext reference for the above examples would read:

(Samson, 1970)

(Smith, 1975)

### 4.6 Multiple works by the same author

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

Remember that this must also be consistent with the citations in the text.

For multiple works the required elements for a reference are: Author, Initials., Year followed by letter. *Title of book*. Place: Publisher.


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

An intext reference for the above example would read:

(Soros, 1966a)

(Soros, 1966b)

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

So for example, if you have sources written by George Soros and also by Manuel Soros, you would list them in alphabetic order:

(Soros, G. 1966a)

(Soros, G. 1966b)
Where there are several works by one author, published in different years, these should be arranged in chronological order, with the earliest date first.

4.7 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:

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


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


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

4.8 E-books and pdfs

E-books available through the University Library

For e-books accessed through a password protected database from the University Library.

The required elements for a reference are:

Author, Year. Title of book. [e-book] Place of publication: Publisher. Followed by Available through: Anglia Ruskin University Library website<http://libweb.anglia.ac.uk> [Accessed date].


For an open access e-book freely available over the internet such as through Google books
The required elements for a reference are:


For an e-book from specific e-readers and other devices such as Kindle or Nook.

The required elements for a reference are:


If you include a quotation from an ebook without page numbers, you would usually include a reference to a page number on an ebook use the section heading or chapter heading as a guide to locating your quotation.

### 4.9 Pdf documents

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

The required elements for a reference are:

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


Journal articles and newspapers

4.10 Print Journal articles

For journal articles the required elements for a reference are:

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


4.11 Journal articles available from a database

For journal articles from an electronic source accessed through a password protected database from the University Library the required elements for a reference are:

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

4.12 Magazine or journal articles available on the internet

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

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


An intext reference for the above example would read:

(Kipper, 2008)

4.13 Journal abstract from a database

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

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


Every effort should be made to read the article in full if you intend to use this work as supporting evidence in an academic submission.

4.14 Newspaper articles

For newspaper articles the required elements for a reference are:

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

4.15 Online newspaper articles

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

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

[Accessed 17 March 2005].

[Accessed on 20 April 2009].

An intext reference for the above examples would read:

(Chittenden, Rogers and Smith, 2003)

(Coney, 2009)

It is good practice to keep a paper copy of the first page of any web pages you use.
5. **USING OTHER SOURCE TYPES**

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

### 5.1 Acts of Parliament

The required elements are:

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

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

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

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

For an in-text reference:

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

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

### 5.2 Statutory Instruments

The required elements for a reference are:

Short title (with key words capitalized). Year. the abbreviation 'SI' followed by the year of publication and the SI number. Place of publication: Publisher.


### 5.3 Official publications such as Command Papers

The required elements for a reference are:

Authorship, which may be part of the title. Year. Title, in italics if a separate element, Officially assigned number such as a Command number as it is on the document, within brackets, Place of publication: Publisher.


5.4 Law reports

It is recommended that you follow accepted legal citation, which is not part of the Harvard system. For this the required elements for a reference are:

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

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

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


In the last example you should only quote the two law reports if you have used them.

An intext reference for the above example would read:

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

5.5 Annual reports

The required elements for a reference are:

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


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

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

It is good practice to keep a paper copy of the first page of any web pages you use

### 5.6 Archive material

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


An intext reference for the above example would read:

(Brown, 1915)

### 5.7 British Standards and International Standards

The required elements for a reference are:

Corporate author, Year. *Identifying letters and numbers and full title of BS*. Place of publication: Publisher.


The required elements for an e-version are:

Corporate author, Year. *Identifying letters and numbers and full title of BS*. Place of publication: Publisher [online] Available through Anglia Ruskin University Library <http://libweb.anglia.ac.uk> [Accessed date]

5.8 Patent

The required elements for a reference are:

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

Example:


5.9 Conference report and papers

The required elements for a conference report are:

Authorship/author, editor or organisation, Year. Full title of conference report. Location, Date, Place of publication: Publisher.


The required elements for a conference paper are:

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

5.10 Reports by organisations

The required elements for a reference are:

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


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


5.11 Dissertations and Theses

The required elements for a reference are:

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


5.12 EU documents

Following EU conventions, examples of various EU documents are given below:
The required elements for a reference are:

The name of the Institution where the document originates (e.g. Commission) Form (eg Directive or Decision) Year/Legislation number/ Initials of Institution followed by the date it was passed if known, followed by the title, all in italics.

- EU Regulation 1408/71 REGULATION (EEC) No 1408/71 OF THE COUNCIL of 14 June 1971 on the application of social security schemes to employed persons and their families moving within the Community.

5.13 Course material and Lecture notes

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

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

Course material / lecture notes – print version

The required elements for a reference are:

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


An intext reference for the above example would read:

(Williams, 2008)
Course material – electronic

The required elements for a reference are:

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

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

An intext reference for the above examples would read:

(Williams, 2008)

5.14 Quotations from written plays

When reviewing a number of different plays it is essential to cite the title of the plays. If reviewing one play (for example Twelfth Night) it is not necessary to repeat the title in your citations.

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.

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:

Author, Initials., Year (of the edition). Title of play. Editors, Edition. (only include this if not the first edition) Place of publication: (this must be a town or city, not a country) Publisher.


An intext reference for the above examples would read:

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

5.15 Interviews

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

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

The citation for this interview should refer to the Appendix.

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

In the Appendix you should include details such as:

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

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

The suggested elements for a reference are:

Interviewee name, and initial(s)., Year of Interview. Title of Interview (or Interview on ..name of programme) Interviewed by …name. [type of medium/format] Name of Channel, Date of transmission, time of transmission.


An intext reference for the above example would read:

(Ahern, 1999)

5.16 Press release

These may be print or electronic.

For a print resource:
Corporate author of press release, Year. Title. Press release and date.

Electronic:

Corporate author of press release, Year. *Title*. [press release] date, Available at: web address [Accessed date].


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

5.18 Reference from a Dictionary

When you are quoting a definition from a dictionary (use the publisher as the author) the required elements for a citation are:

(Publisher, Year)

(Chambers, 2010)
For the reference

The suggested elements for a reference are:

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


6. USING ELECTRONIC SOURCES

6.1 Websites

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

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

If the URL appears to be exceedingly long, provide routing details which enable the reader to access the particular page via the site’s homepage. You may be taken to a particular page as a result of a search you performed, or be directed from a link to another place on a website. The resultant URLs may include specific data about your method of accessing that page that is not available to your reader. If this is the case use the homepage (from which the reference can be found).


It is good practice to keep in your files a copy of the first page of any web pages you use.

6.2 Publications available from websites

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

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


Independent Inquiry into Access to Healthcare for People with Learning Disabilities. n.d. Healthcare for all. [online] Available at:

It is good practice to keep in your files a copy of the first page of any web pages you use.

### 6.3 Email correspondence/discussion lists

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

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

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


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

### 6.4 Blogs

The required elements for a reference are:

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

**Blog comments**

The required elements for a reference are:

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


An in text reference for the above examples would read:

(Whitton, 2009)
(DGeezer, 2009)

### 6.5 Mailing list

The required elements for a reference are:

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

7. **Images**

7.1 **DVD, video or film**

The required elements for a reference are:

*Full title of DVD or video.* Year of release. [type of medium] Director. (if relevant) Country of origin: Film studio or maker. (Other relevant details).


For a film the suggested elements should include:


7.2 **Broadcasts**

For a broadcast the suggested elements should include:

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


For a broadcast obtained through Box of Broadcasts


7.3 **Pictures, images and photographs**

The suggested elements for a reference are:
Artist/Photographer’s name (if known), Year of production. Title of image. [type of medium] Collection Details as available (Collection, Document number, Geographical Town/Place: Name of Library/Archive/Repository).


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

For an electronic reference the suggested elements are:

Artist/Photographer’s name, Year of production. Title of image. [type of medium] Available at: include web site address/URL (Uniform Resource Locator) and additional details of access, such as the routing from the homepage of the source. [Accessed date].


7.4 Electronic images

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

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

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

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


[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> [Accessed 13 November 2008].


An intext reference for the above examples would read:

(Child placing gauze, n.d.)
(Nimbus 1, n.d.)
(Pepsi, 2009)
(Van Vechten, 1934)

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

The required elements for a reference are:

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


The required elements for Digimap are:

Map publisher (origin). Year of publication. *Created map title*, Scale. Source [online] Available through Library login (as subscription service) [Accessed date].


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].


7.6 **Podcast and archived tv programme**

The required elements for a podcast reference are:

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


7.7 **YouTube video**

The required elements for a reference are:

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


An intext reference for the above example would read:

The principle research states “The need for sustainable development…” (Defra 2007)
8. UNPUBLISHED WORKS

8.1 Unpublished works

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


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

8.2 Informal or in-house publications

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


8.3 Personal communication

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

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


9. REFERENCES WITH MISSING DETAILS

Where there is no obvious publication date, check the content and references to work out the earliest likely date, for example:

1995? probable year
ca. 1995 approximately 1995
199- decade certain but not year
199? probable decade

Occasionally it may not be possible to identify an author, place or publisher. This applies particularly to what is known as ‘grey literature’, such as some government documents, leaflets and other less official material.

Anon author anonymous or not identifiable
s.l. no place of publication (Latin: sine loco)
s.n. no named publisher (Latin: sine nomine)
n.d. no date

Information such as place and publisher not found on the document, but traced from other sources, should be placed in square brackets.

You should, however be very cautious about using as supporting evidence material where you cannot identify the authorship, date or source
## 10. INDEX

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