



HEART OF
**WORCESTERSHIRE
COLLEGE**



Harvard Referencing

The Full Guide
2nd Edition



Heart of Worcestershire College

Learning Centres



© Heart of Worcestershire College (2014)

This guide has been compiled by the Learning Resources Department/Learning Centres of Heart of Worcestershire College using selected information from the Harvard referencing guides from the University of Glamorgan and the University of Worcester, with kind permission.

For further guidance and help, please contact a member of staff from the Learning Centres (learningcentres@wortechn.ac.uk) or the 'Harvard Referencing' Moodle site.

Contents

1. What is referencing?	4
2. What is the point of referencing?	4
3. Citing in text	5
3.1 Summarising	5
3.2 Paraphrasing	5
3.3 Direct Quotations.....	5
3.4 Other Considerations	7
4. The Reference List.....	8
5. Secondary Referencing	9
6. Multiple Publications	9
7. Where do I find reference details?	10
8. What if the reference details are incomplete?.....	10
9. How to reference books.....	11
9.1 Books with single author.....	11
9.2 Books with two or three authors	11
9.3 Books with more than three authors.....	11
9.4 eBooks.....	12
9.5 Books with editor(s).....	12
9.6 Chapter in an edited book	12
10. How to reference articles in journals, magazines, newspapers or e-resources	13
10.1 Journal or magazine article	13
10.2 Online journal or magazine article (e-resources)	13
10.3 Market reports.....	14
10.4 Newspaper article	14
10.5 Newspaper article (online version) or News website	14
10.6 Conference proceedings (full).....	15
10.7 Conference papers.....	15
10.8 Theses	15
11. How to reference websites	16
11.1 Webpages	16
11.2 Blogs.....	16
11.3 Social networking site pages.....	16

12. How to reference materials used in class or via Moodle.....	17
12.1 Class handouts	17
12.2 Materials from Moodle (VLE).....	17
13. How to reference official publications.....	18
13.1 Government Department publications.....	18
13.2 White and Green Papers.....	18
13.3 Acts of Parliament/Statutes.....	18
13.4 Legal cases.....	19
13.5 British Standards.....	19
14. How to reference other communications.....	20
14.1 Interviews.....	20
14.2 Public lectures and speeches	20
14.3 Personal communications/messages.....	20
15. How to reference images and visual sources	21
15.1 Illustrations, figures, tables and graphs (in books).....	21
15.2 Illustrations, figures, tables and graphs (online)	21
15.3 Photographs - prints/slides.....	21
15.4 Photographs from the Internet and in online collections (e.g. Flickr).....	22
15.5 Paintings/Drawings (including online collections).....	22
15.6 Sculptures (including online collections)	22
16. How to reference audio/visual material.....	23
16.1 TV or radio programme.....	23
16.2 Episode of a TV series	23
16.3 Podcasts (and vodcasts/vidcasts)	23
16.4 Film.....	24
16.5 Video on Youtube	24
16.6 Musical Score	24
16.7 Music Albums/Audio CDs/Cassettes.....	24
16.8 Music Downloads.....	25
16.9 Live Performance – Concert/Gig.....	25
16.10 Live Performance – Play.....	25
16.11 Lines within a play.....	25

1. What is referencing?

Referencing is a method for showing where you have found information that you have used in your assignments. It is a way of presenting and acknowledging the ideas and work of others.

**There are two essential parts to referencing:
citing in text and compiling a reference list.**

Citing in text means you are providing examples or evidence to back up what you are saying or presenting in the main part or body of your assignment. Basic reference information is given next to the in-text citation and this provides a 'signpost' to the reference list that gives full details of that particular publication.

2. What is the point of referencing?

- **To pass your course!** Referencing is an essential academic skill that is often a requirement to pass assessments, particularly at Higher Education level.
- **To avoid plagiarism!** Copying other people's work, whether intentional or unintentional is a serious offence and could result in being thrown off the course.
- **It's good academic practice!** Citing other sources shows you have read and researched widely, which could get you better grades.
- **To spread the knowledge!** The reader (or marker) of your work can trace your sources and follow up points of interest.

Any source of information that does not originate from you, whether paper-based, web-based or audio/visual, must be referenced correctly. There are several referencing methods available; this guide will show you how to reference according to the Harvard style, which is commonly used throughout the UK and international colleges and universities. Occasionally, subtle variations occur in the way that such institutions advise students to present their Harvard referencing. This guide has been compiled by Worcester College of Technology. If you are studying with a partner university or awarding body, please check their particular guidelines for presenting Harvard referencing and whether you are expected to follow these.

Within the Harvard referencing method, different sources or publications must be treated in different ways. This guide will explain how to reference the main sources that you are most likely to use for your assignments.

3. Citing in text

There are several ways to include information or cite references in your work. You can summarise, paraphrase or use a direct quotation. The citation or basic reference details can be part of the sentence or go at the end of the sentence in brackets.

3.1 Summarising

If you are summarising the overall argument, idea or information you only need to include the author's family or surname(s) and year of publication in the basic reference details.

Example:

Mullins (2010) highlights how organisations are becoming more aware of the need for corporate responsibility.

3.2 Paraphrasing

Paraphrasing is when you take something you have read and put it into your own words. You still need to indicate where you have sourced the information from, so you need to include the author's family or surname(s) and year of publication in the basic reference details.

Example:

Learning is a constant course of action that improves existing skills as well as acquiring new knowledge and developing new capabilities for future progression (Armstrong, 2009).

3.3 Direct Quotations

It may be appropriate to quote exactly what someone has written or said as evidence for your assignment, either using part of a sentence or whole sentences. To show which parts of your writing are direct quotations you should use double quotation marks (" ").

In the basic reference details you must include the author's family or surname(s) and year of publication, but also the page number(s) so the quotation can easily be traced (this is not possible for websites or some ebooks read on a Kindle). Use p. to denote a single page and pp. if the quotation goes over two pages.

Care must be taken to decide how relevant the quotation is, they should not be used too often and should be an integral part of the flow of your writing.

Presenting Quotations

Direct quotations can be short or long (as a guide, more than two lines) and their length determines how they should be presented. Short quotations should be included in continuous text. Longer quotations should be indented from the main text as a separate paragraph, with the basic reference details below the quotation, justified to the right. The use of visual material and duplication of images, figures, tables and graphs should be treated as direct quotations.

Examples:

Short quotation:

Bell (2010, p.6) argues that “the methods selected for gathering information depend on the nature of the information required”.

Long quotation:

“There can be difficulties over confidentiality. If in your report you speak about the Director of Resources or the Head of English, you are immediately identifying the individuals concerned. If you identify a pseudonym or a code, it might still be easy for readers in the know to identify the individual or institution concerned.”

(Bell, 2010, p.50)

Visual material:

This can be seen in the diagram by Kolb (1984) (figure 1).

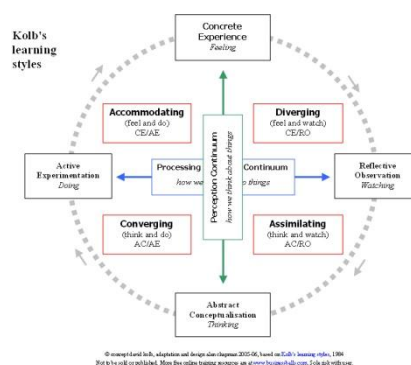


Figure 1: Kolb's (1984) Learning Styles (Source: Business Balls)

3.4 Other Considerations

- Always make it clear what the citation relates to, try and keep the basic reference details within the sentence i.e. put the full stop at the end after any brackets.
- See sections 9.2-9.3 for details on what to do if there is more than one author of a publication. If there are more than three authors then you should just include the first name and the abbreviation et al. ('and others' in Latin) in the citation e.g. Armitage et al. (2007). If you are using a verb following the names, then you still need to take account of the plural form e.g. "Armitage et al. (2007) state..."
- The author can be an individual person but also an organisation, known as a 'corporate author'. This is often the case with websites where the author is the name of the organisation.
- You should check the guidelines regarding word count restrictions for your assignment. Generally the reference details in-text and the reference list do not count towards your word count but words in quotations sometimes do.
- Quotations must be copied exactly, even if words are spelt incorrectly or use a variation of UK English. You can include [sic] after the word or quotation to show that you have transcribed it as it was in the original source and have not made an error e.g. "It had that affect [sic]".
- Sometimes you may want to omit or leave out some text from a quotation, perhaps because it is irrelevant to the point you are trying to make or you have word count restrictions. To show that you have omitted text, insert an 'ellipsis' (three dots ...). It is important to make sure the sentence reads grammatically correct even with the ellipsis e.g. "There can be difficulties over confidentiality... if you identify a pseudonym or a code" (Bell, 2010, p.50).
- Sometimes it is necessary to insert words into your quotations to aid understanding for the reader and to make the sentence flow. In these cases, any additional words should be indicated in square brackets e.g. "He [the manager] said that".

4. The Reference List

Full details of each in-text citation must be included in the list of references at the end of your assignment. This list should be arranged in alphabetical order according to the first author's surname and should not be categorised into source types. Items in the reference list must be set out in a particular way according to what type of source they are in a continuous line of text. Section 9 onwards explains how to set out reference items according to what type of source they are. It is important to give enough detail to enable the reader to appreciate where you have found your information from and follow up as required. If you are unsure what source type it is, follow the basic rules, as if it was a book, and complete as best you can.

Consider presentation and ease of use for cross-referencing. The reference list usually starts on a new page, with a heading 'References', at the end of the assignment but before any appendices. You should leave gaps between items and have a full stop at the end of each item. Be consistent in style throughout e.g. the use of 'and' or '&'.

Sometimes you may be asked to produce a separate bibliography – this is a list of sources you have consulted but not cited in your work. Bibliographies must be set out in the same way as a reference list.

Example:

References

Atrill, P. and McLaney, E. (2011) *Accounting and Finance for Non-Specialists* [ebook]. 7th edition. Harlow: Pearson Education. Available from: <http://lib.myilibrary.com> [Accessed 11th November 2011].

Mullins, L.J. (2010) *Management & Organisational Behaviour*. 9th edition. Harlow: Pearson Education.

Rigby, D. (2011) The Future of Shopping. *Harvard Business Review* [online]. 89(12), pp.65-76.

5. Secondary Referencing

Sometimes you may read a source that refers to the work of somebody else; this is known as a secondary reference. Ideally you should try to find the original source by following the reference details, so that you can read it for yourself and can then include it in your own reference list. If this is not possible you must cite it as a secondary reference but you only include the publication you have actually read in your reference list.

Example:

In-text:

A key motivation theory is the classification of needs by Maslow (1954, cited by Armstrong, 2009, p.324).

In the reference list:

Armstrong, M. (2009) *Armstrong's Handbook of Human Resource Management Practice*. 11th edition. London: Kogan Page.

6. Multiple Publications

It is important to always be clear which reference item you are citing or referring to. Sometimes you may have more than one item or publication that is written by the same author or one with the same surname in the same year. To distinguish between them you should include lower case letters after the year of publication. The letters should be used in alphabetical order as you cite the publication in text and correspond in your list.

Example:

In-text:

Elliott and Quinn (2011a) highlight performance incentives, wider coverage, public acceptance and fairness to opponents as potential problems with conditional fee agreements. The role of tort has declined with advances in insurance and social security (Elliott and Quinn, 2011b).

In the reference list:

Elliott, C. and Quinn, F. (2011a) *The English Legal System*. 12th edition. Harlow: Pearson Education.

Elliott, C. and Quinn, F. (2011b) *Tort Law*. 8th edition. Harlow: Pearson Education.

7. Where do I find reference details?

It is a good idea to make a note of reference details as you go along with your research to save time later and to ensure you have all the necessary information for when you write up your assignment e.g. page numbers for quotations. You can find publication details of books inside the first few pages. The date of publication will be the latest date that accompanies the copyright symbol ©, it needs to be the latest edition rather than imprint. The place of publication should always be the town or city where the publisher is based.

With websites you should look again for the copyright symbol ©, which is often located at the bottom of the homepage, this will tell you the date of publication (if a range of dates are given, choose the most recent). This information may also give you an idea of the author or corporate author's name if it is not clear. If it is difficult to find this information you need to question how credible a source the website is. The URL (Uniform Resource Locator) is the web address, it is best to copy and paste this from the address bar to avoid transcription errors. Some electronic documents have a DOI (Digital Object Identifier) that can be used instead of a URL.

If you do forget to note all details and no longer have access to the original source then use the Internet to help locate missing details, such as the online library catalogue, ebooks and search engines.

8. What if the reference details are incomplete?

Name of author: If the name of the author is not obvious or unknown, as a last resort you can use 'Anon' as a substitute in-text and in the reference list. The same rules apply regarding the list being in alphabetical order and distinguishing between multiple anonymous authors/publications.

Example:

(Anon, 2011)

Date: If you do not know or cannot find out the date of publication, use 'no date' or 'n.d.' as a substitute in-text and in the reference list.

Example:

(Smith, n.d.) or (Smith, no date)

Title: If the title is not obvious or unknown, this is more common with webpages, then create your own that sums up the topic.

Page Numbers: If you are using quotations from websites and some ebooks read on a Kindle, there are no page numbers, so this information cannot be included.

9. How to reference books

9.1 Books with single author

Reference list order:

1. **Author** (Surname, followed by initials)
2. **Year of publication** (in round brackets)
3. **Title** (in italics, followed by a full stop)
4. **Edition** (only include the edition number if not first edition, followed by a full stop)
5. **Place of publication** (followed by a colon)
6. **Name of publisher** (followed by a full stop)

In-text citation example:

Mullins (2010) highlights how organisations are becoming more aware of the need for corporate responsibility.

Reference list example:

Mullins, L.J. (2010) *Management & Organisational Behaviour*. 9th edition. Harlow: Pearson Education.

9.2 Books with two or three authors

Reference list order:

1. **Author** (Surname, followed by initials. Separate each author with a comma and the last two with and or &)
2. **Year of publication** (in round brackets)
3. **Title** (in italics, followed by a full stop)
4. **Edition** (only include the edition number if not first edition, followed by a full stop)
5. **Place of publication** (followed by a colon)
6. **Name of publisher** (followed by a full stop)

In-text citation example:

Slapper and Kelly (2011, p.558) argue “court action is not always the most appropriate means of resolving a dispute”.

Reference list example:

Slapper, G. and Kelly, D. (2011) *The English Legal System*. 12th edition. Abingdon: Routledge.

9.3 Books with more than three authors

Reference list order:

1. **Author** (Surname, followed by initials. Separate each author with a comma and the last two with and or &)
2. **Year of publication** (in round brackets)
3. **Title** (in italics, followed by a full stop)
4. **Edition** (only include the edition number if not first edition, followed by a full stop)
5. **Place of publication** (followed by a colon)
6. **Name of publisher** (followed by a full stop)

In-text citation example:

Armitage et al. (2007) emphasise the need for study skills for effective learning.

Reference list example:

Armitage, A., Bryant, R., Dunnill, R., Flanagan, K., Hayes, D., Hudson, A., Kent, J., Lawes, S. and Renwick, M. (2007) *Teaching and Training in Post-Compulsory Education*. 3rd edition. Maidenhead: Open University Press.

Note the in-text citation abbreviation ‘et al.’ but in the list all authors’ names are listed.

9.4 eBooks

Reference list order:

1. **Author(s)/editor(s)** (Surname, followed by initials. Separate each author with a comma and the last two with and or &)
2. **Year of publication** (in round brackets)
3. **Title** (in italics, followed by **[ebook]** and then a full stop)
4. **Edition** (only include the edition number if not first edition, followed by a full stop)
5. **Place of publication** (followed by a colon)
6. **Name of publisher** (followed by a full stop)
7. **If viewed online include: Available from: URL and [Accessed: Date]** (followed by a full stop)

In-text citation example:

Atrill and McLaney (2011) discuss the payback period approach to appraising investments.

Reference list example:

Atrill, P. and McLaney, E. (2011) *Accounting and Finance for Non-Specialists* [ebook]. 7th edition. Harlow: Pearson Education. Available from: <http://lib.mylibrary.com> [Accessed: 11th November 2011].

9.5 Books with editor(s)

Reference list order:

1. **Editor(s)** (Surname, followed by initials. Separate each editor with a comma and the last two with and, followed by (ed.) or (eds.))
2. **Year of publication** (in round brackets)
3. **Title** (in italics, followed by a full stop)
4. **Edition** (only include the edition number if not first edition, followed by a full stop)
5. **Place of publication** (followed by a colon)
6. **Name of publisher** (followed by a full stop)

In-text citation example:

Literacy can be a vehicle for social change (Crowther, Hamilton and Tett, 2001)

Reference list example:

Crowther, J., Hamilton, M. and Tett, L. (eds.) (2001) *Powerful Literacies*. Leicester: NIACE.

9.6 Chapter in an edited book

Reference list order:

1. **Author(s) of the chapter** (Surname, followed by initials.)
2. **Year of publication** (in round brackets)
3. **Title of chapter** (followed by a full stop)
4. **In: plus editor(s) of book** (Surname, followed by initials. followed by (ed) or (eds))
5. **Title of book** (in italics)
6. **Edition** (only include the edition number if not first edition, followed by a full stop)
7. **Place of publication** (followed by a colon)
8. **Name of publisher** (followed by a comma)
9. **Page numbers of chapter** (followed by a full stop)

In-text citation example:

Askew (2001, pp.113-114) shows that “highly effective teachers ...paid attention to connections between different aspects of mathematics”.

Reference list example:

Askew, M. (2001) Policy, practices and principles in teaching numeracy: what makes a difference? In: Gates, P. (ed.) *Issues in Mathematics Teaching*. Abingdon: Routledge Falmer, pp. 105-120.

10. How to reference articles in journals, magazines, newspapers or e-resources

10.1 Journal or magazine article

Reference list order:

1. **Author(s)** (Surname, followed by initials. Separate each author with a comma and the last two with and or &)
2. **Year of publication** (in round brackets)
3. **Title of article** (followed by a full stop)
4. **Title of journal** (in italics and followed by a comma)
5. **Issue information** i.e. volume number (unbracketed) and issue number/part number/month or season (in round brackets) – where available – followed by a comma)
6. **Page numbers of article** (use p. for single page and pp. for multiple pages, followed by a full stop)

In-text citation example:

“Experts estimate that digital information already influences about 50% of store sales” (Rigby, 2011, pp.66-67).

Reference list example:

Rigby, D. (2011) The Future of Shopping. *Harvard Business Review*, 89(12), pp.65-76.

10.2 Online journal or magazine article (e-resources)

Reference list order:

1. **Author(s)** (Surname, followed by initials. Separate each author with a comma and the last two with and or &)
2. **Year of publication** (in round brackets)
3. **Title of article** (followed by a full stop)
4. **Title of journal** (in italics and followed by **[online]** and a comma)
5. **Issue information** i.e. volume number (unbracketed) and issue number/part number/month or season (in round brackets) – where available – followed by comma)
6. **Page numbers of article** (use p. for single page and pp. for multiple pages)
7. **Available from: online resource/database name e.g. Emerald or EbscoHost or if freely available web address/URL or DOI**
8. **[Accessed: Date]** (followed by a full stop)

In-text citation example:

“Effective management of GEN is increasingly important” (Zhang and Gregory, 2011, p.758).

Reference list example:

Zhang, Y. and Gregory, M. (2011) Managing global network operations along the engineering value chain. *International Journal of Operations & Production Management* [online], 31(7), pp.736-764. Available from: Emerald [Accessed: 11th November 2011].

10.3 Market reports

Reference list order:

1. **Author**
2. **Year of publication** (in round brackets)
3. **Title of market report** (in italics, followed by a full stop)
4. If viewed online include: **[online]**. **Available from: URL and [Accessed: Date]** (followed by a full stop)

In-text citation example:

Supermarkets have increased their share of the market to 25% (Keynote, 2011).

Reference list example:

Keynote (2011) *Clothing Retail Report – UK – March 2011* [online]. Available from: <http://www.keynote.co.uk> [Accessed 4th January 2012].

10.4 Newspaper article

Reference list order:

1. **Author/Reporter** (Surname, followed by initials)
2. **Year of publication** (in round brackets)
3. **Title of article** (followed by a full stop)
4. **Title of newspaper** (in italics and followed by a comma)
5. **Issue information** i.e. date of newspaper issue (followed by a comma)
6. **Page number(s) of article** (use p. for single page and pp. for multiple pages, followed by a full stop)

In-text citation example:

Wheeldon (2012) believes that leaving the EU would take too long.

Reference list example:

Wheeldon, H. (2012) Europe is damaged, but we can't afford to leave. *The Times*, 9th January 2012, p.38.

10.5 Newspaper article (online version) or News website

Reference list order:

1. **Author/Reporter** (Surname, followed by initials)
2. **Year of publication** (in round brackets)
3. **Title of article** (followed by a full stop)
4. **Title of newspaper/news website** (in italics followed by **[online]** and a comma)
5. **Issue information** i.e. date of newspaper issue (followed by a full stop)
6. **Available from: URL or DOI**
7. **[Accessed: Date]** (followed by a full stop)

In-text citation example:

Data for 10-11 year olds show that obesity is rising in children (Briggs, 2011).

Reference list example:

Briggs, H. (2011) Obesity rising slightly in primary school leavers in England. *BBC News* [online], 14th December 2011. Available from: <http://www.bbc.co.uk/news/health-16175387> [Accessed: 22nd December 2011].

10.6 Conference proceedings (full)

Reference list order:

1. **Author/editor**
2. **Year of publication** (in round brackets)
3. **Title of conference: subtitle** (in italics, if viewed online add [online], followed by a full stop)
4. **Location and date of conference**
5. **Place of publication: Publisher** (followed by a full stop)
6. **If viewed online add Available from: URL and [Accessed: Date]** (followed by a full stop)

In-text citation example:

The conference (International Conference on Asian Digital Libraries, 2002) encouraged participation from diverse backgrounds.

Reference list example:

International Conference on Asian Digital Libraries (ICADL) (2002) *Digital libraries: people, knowledge and technology: 5th International Conference on Asian Digital Libraries*. Singapore, 11th-14th December 2002. Singapore: ICADL.

10.7 Conference papers

Reference list order:

1. **Author(s)**
2. **Year of publication** (in round brackets)
3. **Title of paper**
4. **Title of conference: subtitle** (in italics, if viewed online add [online], followed by a full stop)
5. **Location and date of conference**
6. **Place of publication: Publisher**
7. **If viewed online add [online]. Available from: URL and [Accessed: Date]** (followed by a full stop)

In-text citation example:

“Digital libraries are becoming are becoming operational systems and services” (Borgman, 2002, p.1).

Reference list example:

Borgman, C. (2002) Challenges in Building Digital Libraries for the 21st Century. *Digital libraries: people, knowledge and technology: 5th International Conference on Asian Digital Libraries*. Singapore, 11th-14th December 2002. Singapore: ICADL.

10.8 Theses

Reference list order:

1. **Author**
2. **Year of publication/submission** (in round brackets)
3. **Title of thesis** (in italics)
4. **Degree statement** (e.g. MPhil or PhD)
5. **Degree awarding body** (followed by a full stop)

In-text citation example:

This is shown in the research by Prescott (2006).

Reference list example:

Prescott, G. (2006) *The noble game is not totally unknown here: Rugby football in nineteenth-century Cardiff*. Unpublished MPhil thesis. University of Glamorgan.

11. How to reference websites

11.1 Webpages

<p>Reference list order:</p> <ol style="list-style-type: none"> 1. Author (Surname, followed by initials) or Corporate Author (name of organisation) 2. Year of publication/last updated (in round brackets, if no date available write 'no date') 3. Title of webpage (in italics, followed by [online] and a full stop) 4. Available from: URL 5. [Accessed: Date] (followed by a full stop) 	<p>In-text citation example:</p> <p>£6 billion worth of contracts will be awarded by the London 2012 Olympics (Department for Culture, Media and Sport, 2011).</p>
	<p>Reference list example:</p> <p>Department for Culture, Media and Sport (2011) <i>Boosting the economy</i> [online]. Available from: http://www.culture.gov.uk/what_we_do/2012_olympic_games_and_paralympic_games/6467.aspx [Accessed: 11th November 2011].</p>

11.2 Blogs

<p>Reference list order:</p> <ol style="list-style-type: none"> 1. Author of message 2. Year of publication/last updated (in round brackets) 3. Title of message (followed by a full stop) 4. Title of website (in italics and followed by a comma) 5. Issue information i.e. date of posted message, followed by a full stop 6. Available from: URL 7. [Accessed: Date] (followed by a full stop) 	<p>In-text citation example:</p> <p>"Beyonce's pregnancy announcement on MTV's Video Music Awards in August broke the record for the highest TPS spike of all time: nearly 9,000 Tweets per second" (Twitter, 2011).</p>
	<p>Reference list example:</p> <p>Twitter (2011) #YearinReview: Tweets Per Second. <i>TwitterBlog</i>, 6th December 2011. Available from: http://blog.twitter.com/ [Accessed: 9th January 2012].</p>

11.3 Social networking site pages

<p>Reference list order:</p> <ol style="list-style-type: none"> 1. Author 2. Year of publication/last updated (in round brackets) 3. Title of page (followed by a full stop) 4. Title of social networking site (in italics and followed by a comma) 5. Issue information i.e. date of posted message/last updated, followed by a full stop 6. Available from: URL 7. [Accessed: Date] (followed by a full stop) 	<p>In-text citation example:</p> <p>The College (Worcester College of Technology, 2012) uses their Facebook site to communicate with students.</p>
	<p>Reference list example:</p> <p>Worcester College of Technology (2012) The official page of Worcester College of Technology. <i>Facebook</i>, 9th January 2012. Available from: http://www.facebook.com/WorcesterTech [Accessed: 9th January 2012].</p>

12. How to reference materials used in class or via Moodle

You should think very carefully about whether it is appropriate to reference class materials as these are often a foundation to give you an idea of what areas to do further reading on. In most cases your lecturer/teacher would expect you to broaden your knowledge by using other sources rather than relying on class notes. If the material is from another source but a copy has been made on a handout or a link on Moodle, then you should reference the original source.

Public lectures or visiting speakers should be referenced (see section 14.2) but lectures that are part of your teaching should not be referenced.

12.1 Class handouts	
<p>Reference list order:</p> <ol style="list-style-type: none"> 1. Author (Surname, followed by initials or name of organisation) 2. Year of publication (in round brackets) 3. Title of handout or lecture (in italics) 4. [Medium and module code] (e.g. handout) 5. Date of communication (followed by a full stop) 	<p>In-text citation example:</p> <p>It is essential to evaluate the accuracy and credibility of sources of information (Davies, 2011).</p> <hr/> <p>Reference list example:</p> <p>Davies, N. (2011) <i>Investigative Techniques: Using Literature Sources</i> [PowerPoint Handout FSSM 1005]. 1st November 2011.</p>

12.2 Materials from Moodle (VLE)	
<p>Reference list order:</p> <ol style="list-style-type: none"> 1. Author/Creator (Surname, followed by initials or name of organisation) 2. Year of publication (in round brackets) 3. Title of message or printed material (followed by a full stop) 4. Name of VLE and page name (in italics, followed by a comma) 5. Date of posting (if known) followed by [online] 6. Available from: URL 7. [Accessed: Date] (followed by a full stop) 	<p>In-text citation example:</p> <p>It is important to be prepared for presentations (Worcester College of Technology, no date).</p> <hr/> <p>Reference list example:</p> <p>Worcester College of Technology (no date) How to deliver a good presentation. <i>Moodle – Study Skills for Higher Education - Presentations</i> [online]. Available from: http://moodle.wortech.ac.uk/course/view.php?id=27 [Accessed: 11th November 2011].</p>

13. How to reference official publications

13.1 Government Department publications

<p>Reference list order:</p> <ol style="list-style-type: none"> Author/Name of Government Department (include country if appropriate) Year of publication (in round brackets) Title (in italics) Place of publication: Publisher Series (in brackets, if applicable) If viewed online you can replace publisher with: [online], Available from: URL and [Accessed: Date]. (followed by a full stop) 	<p>In-text citation example:</p> <p>The Government's objective on achieving balanced economic growth is outlined in its ambitious programme (Department for Business, Innovation and Skills, 2011).</p>
	<p>Reference list example:</p> <p>Department for Business, Innovation and Skills (BIS) (2011) <i>Guide to BIS 2011-12 – working together for growth</i> [online]. Available from: http://www.bis.gov.uk/assets/biscore/corporate/doc/g/11-p120-guide-to-bis-2011-2012 [Accessed: 1st August 2011].</p>

13.2 White and Green Papers

<p>Reference list order:</p> <ol style="list-style-type: none"> Author/Government Department Year of publication (in brackets) Title (in italics, if viewed online add [online]) Paper number (usually start CM) Place of publication: Publisher (followed by a full stop) If viewed online add Available from: URL and [Accessed: Date] (followed by a full stop) 	<p>In-text citation example:</p> <p>This was in response to <i>Every Child Matters</i> (HM Treasury, 2003).</p>
	<p>Reference list example:</p> <p>HM Treasury (2003) <i>Every Child Matters</i>. CM5860. London: The Stationery Office.</p>

13.3 Acts of Parliament/Statutes

<p>Reference list order:</p> <ol style="list-style-type: none"> Author (technically Parliament but can display as Great Britain if necessary, or can leave blank) Title (in italics) Chapter (if applicable, in round brackets) Place of publication: Publisher (followed by a full stop) 	<p>In-text citation example:</p> <p>The primary purpose of the <i>Equality Act 2010</i> is to consolidate the complicated anti-discrimination law in Great Britain.</p>
	<p>Reference list example:</p> <p><i>The Equality Act 2010</i>. (c.15). London: The Stationery Office.</p>

Please note: For acts prior to 1963, a different system operated based on the date of the Sovereign's accession to the throne (regnal year) and the dates of the parliamentary session e.g. *Road Transport Lighting Act 1957*. (5&6 Eliz. 2, c.51). London, HMSO.

13.4 Legal cases

Reference order:

1. **Name of parties involved in the case** (in italics)
2. **Date** (in square brackets or round brackets if volume used)
3. **Volume number** (if applicable)
4. **Abbreviation of name of report and first page of report** (followed by a full stop)

In-text citation example:

It was upheld in the case of *Abramova v Oxford Institute of Legal Practice* [2011].

Reference list example:

Abramova v Oxford Institute of Legal Practice [2011] EWHC 613 (QB).

13.5 British Standards

Reference list order:

1. **Name of authorising organisation**
2. **Year of publication** (in round brackets)
3. **Number and title of standard** (in italics)
4. **If viewed online include: title of database** (in italics) and **[online]**. **Available from: URL and [Accessed: Date]** (followed by a full stop)

In-text citation example:

Standards assist in the evaluation of libraries (British Standards Institute, 2008)

Reference list example:

British Standards Institute (2008) *BS ISO 11620: Information and documentation. Library performance indicators. British Standards Online* [online]. Available from: <http://bsol.bsigroup.com> [Accessed: 21st July 2010].

14. How to reference other communications

14.1 Interviews

<p>Reference list order:</p> <ol style="list-style-type: none"> Name of person interviewed (surname followed by initials) Year of interview (in brackets) Title of interview (if known) Interviewed by: (followed by interviewer's name) Publication or programme title (if from another source e.g. TV programme, in italics, followed by a comma) Name of channel (if broadcast, followed by a comma) Medium (if applicable, in square brackets e.g. online, TV or print) Date of interview (followed by a full stop) Page numbers (if in print) or Available from: URL and [Accessed: Date] (if online) (followed by a full stop) 	<p>In-text citation example:</p> <p>At the time, Capello (2011) was enthusiastic for the European Championship, Euro 2012.</p>
	<p>Reference list example:</p> <p>Capello, F. (2011) Capello gives youngsters time to bloom. Interviewed by Gabriel Clarke, <i>ITV Sport</i> [online], 18th November 2011. Available from: http://www.itv.com/sport/football/englandinternationals/news/video-capello-confident-in-his-young-guns-for-euro-2012/ [Accessed: 9th January 2012].</p>

14.2 Public lectures and speeches

<p>Reference list order:</p> <ol style="list-style-type: none"> Author/Sender/Speaker (Surname, followed by initials) Year of communication (in round brackets) Title of lecture/speech (in italics, followed by a full stop) [Medium] (e.g. Lecture) Date of lecture/speech (followed by a full stop) 	<p>In-text citation example:</p> <p>Rees (2010) believes that man has the future in his own hands.</p>
	<p>Reference list example:</p> <p>Rees, M. (2010) <i>Lecture 2: surviving the century</i>. [Reith Lectures 2010: Scientific horizons]. 8th June 2010.</p>

14.3 Personal communications/messages

<p>Reference list order:</p> <ol style="list-style-type: none"> Author/Sender/Speaker (Surname, followed by initials) Year of communication (in round brackets) Title of message/subject (if available, in italics, followed by a full stop) Type of communication (e.g. email, letter, conversation, text message), receiver and date (followed by a full stop) 	<p>In-text citation example:</p> <p>The new electronic system will become the backbone of operations (Harris, 2011) and staff must follow the correct procedure (Smith, 2011).</p>
	<p>Reference list example:</p> <p>Harris, R. (2011) Conversation with Sue Jones. 3rd December 2011.</p> <p>Smith, J. (2011) <i>New Guidelines</i>. Email to Sue Jones, 10th December 2011.</p>

15. How to reference images and visual sources

15.1 Illustrations, figures, tables and graphs (in books)

Reference list order: <ol style="list-style-type: none"> Author of book (surname followed by initials) Year of publication (in round brackets) Title of book (in italics, followed by a full stop) Edition (if not first edition) Place of publication: Publisher (followed by a full stop) Page (followed by a comma) Type of image (illus/fig/table/graph, followed by a full stop) 	In-text citation example: Field's diagram is useful in its summary of the links between the main components of the research process (Field, 2009, p.3). <i>If the creator of the image is different to the author, treat as a secondary reference (see Section 5).</i>
	Reference list example: Field, A. (2009) <i>Discovering statistics using SPSS</i> . 3 rd edition. London: SAGE Publications. p.3, fig.

15.2 Illustrations, figures, tables and graphs (online)

Reference list order: <ol style="list-style-type: none"> Author/creator of image (surname followed by initials) Year of publication (original date, in round brackets) Title of image (in italics, followed by a comma) Type of item (illus/fig/table/graph, followed by a full stop) Name of collection/website (if applicable) [online] Available from: URL [Accessed: Date] (followed by a full stop) 	In-text citation example: This can be seen in the diagram by Kolb (1984).
	Reference list example: Kolb, D. (1984) <i>Learning Styles</i> , fig. <i>Business Balls</i> [online]. Available from: http://www.businessballs.com/kolblearningstyles.htm [Accessed: 16th December 2011].

15.3 Photographs - prints/slides

Reference list order: <ol style="list-style-type: none"> Photographer (surname followed by initials) Year (in round brackets) Title of photograph (in italics) [Photograph] Place of publication: Publisher (if available, followed by a full stop) 	In-text citation example: The work illustrates the human connection with the natural world (Magee, 2009).
	Reference list example: Magee, J. (2009) <i>Phishing II</i> [Photograph]. Cardiff: Ffotogallery at Turner House.

15.4 Photographs from the Internet and in online collections (e.g. Flickr)

Reference list order:

1. **Photographer** (surname followed by initials)
2. **Year of publication** (in round brackets)
3. **Title of photograph** (in italics, followed by a full stop)
4. **Title of online collection** (if appropriate, also in italics)
5. **[online]**
6. **Available from: URL**
7. **[Accessed: Date]** (followed by a full stop)

In-text citation example:

The power in Algo's photo (2005) is in its simplicity.

Reference list example:

Algo (2005) *Holding on. Flickr* [online]. Available from: <http://www.flickr.com/photos/algo/41942696/in/set-72057594138446566/> [Accessed: 21st July 2010].

15.5 Paintings/Drawings (including online collections)

Reference list order:

1. **Artist** (surname followed by initials)
2. **Date** (in round brackets)
3. **Title of the work** (in italics)
4. **[Medium]**
5. **Name of collection** (in italics)
6. **If from online collection include: [online]. Available from: URL and [Accessed: Date]** (followed by a full stop)

In-text citation example:

The painting *Flower Beds in Holland* (Van Gogh, 1883) shows an array of colours.

Reference list example:

Van Gogh, V. (1883) *Flower Beds in Holland* [Oil]. *The USA National Gallery of Art Collection* [online]. Available from: http://www.nga.gov/cgi-bin/tinfo_f?object=61371 [Accessed: 9th January 2012].

15.6 Sculptures (including online collections)

Reference list order:

1. **Sculptor** (surname followed by initials)
2. **Year** (in round brackets)
3. **Title** (in italics)
4. **[Sculpture]**
5. **Name of collection** (in italics)
6. **If from online collection include: [online]. Available from: URL and [Accessed: Date]** (followed by a full stop)

In-text citation example:

The marble statue *Prince Albert* (Wolff, 1849) was a Christmas present to Queen Victoria.

Reference list example:

Wolff, E. (1849) *Prince Albert* [Sculpture]. *The Royal Collection* [online]. Available from: <http://www.royalcollection.org.uk/eGallery/object.asp?category=BASCULPTURE&pagesize=60&object=2070&row=57> [Accessed 9th January 2012].

16. How to reference audio/visual material

16.1 TV or radio programme

<p>Reference list order:</p> <ol style="list-style-type: none"> 1. Title of programme (in italics) 2. Year of publication/transmission (in round brackets) 3. Name of channel (followed by a comma) 4. Date of transmission (followed by a full stop) 5. If from online source include: [online]. Available from: URL and [Accessed: Date] (followed by a full stop) 	<p>In-text citation example:</p> <p>A trick of the light can both wake you up and keep you asleep (<i>10 things you need to know about sleep</i>, 2009).</p>
	<p>Reference list example:</p> <p><i>10 things you need to know about sleep</i> (2009) BBC One Television, 12th May 2009.</p>

16.2 Episode of a TV series

<p>Reference list order:</p> <ol style="list-style-type: none"> 1. Title of episode (in inverted commas) 2. Year of publication/transmission (in round brackets) 3. Title of programme (in italics) 4. Series and episode numbers (separated with a comma and followed by a full stop) 5. Name of channel (followed by a comma) 6. Date of transmission (followed by a full stop) 7. If from online source include: [online]. Available from: URL and [Accessed: Date] (followed by a full stop) 	<p>In-text citation example:</p> <p>The character of Ross is developed in this episode ('The one with the sonogram at the end', 2004).</p>
	<p>Reference list example:</p> <p>'The one with the sonogram at the end' (2004) <i>Friends</i>, series 1, episode 2. Channel 4 Television, 29th September 2004.</p>

16.3 Podcasts (and vodcasts/vidcasts)

<p>Reference order:</p> <ol style="list-style-type: none"> 1. Author/Presenter (surname followed by initials) 2. Year that the site was published/last updated (in round brackets) 3. Title of podcast (followed by a full stop) 4. Title of Internet site (in italics) 5. [Podcast] (or vodcast or vidcast) 6. Date of posted message (if available) 7. Available at: URL 8. [Accessed: Date] (followed by a full stop) 	<p>In-text citation example:</p> <p>A new biography celebrates the life of Charles Dickens in the year of what would have been his 200th birthday (Armistead, 2011).</p>
	<p>Reference list example:</p> <p>Armistead, C. (2011) Dickens turns 200. <i>Guardian books podcasts</i> [podcast]. 23rd September 2011. Available at: http://www.guardian.co.uk/books/audio/2011/sep/23/dickens-200-guardian-books-podcast [Accessed: 11th November 2011].</p>

16.4 Film

Reference list order:

1. **Title of film** (in italics)
2. **Year of distribution** (in round brackets)
3. **Directed by** (include name)
4. **[Film]** (or appropriate medium: DVD, Blu-ray, VHS)
5. **Place of distribution: Distribution company** (followed by a full stop)

In-text citation example:

Slumdog millionaire (2009) is an example of how film can surpass the impact of the written word.

Reference list example:

Slumdog millionaire (2009) Directed by Danny Boyle [Film]. Beverly Hills: Foxsearchlight Pictures.

16.5 Video on Youtube

Reference list order:

1. **Name of person posting video**
2. **Year video posted** (in round brackets)
3. **Title of film or programme** (in italics, followed by [online] and a full stop)
4. **Available from: URL**
5. **[Accessed: Date]** (followed by a full stop)

In-text citation example:

The video shows the Fountains Salon (HairdressingTraining, 2009).

Reference list example:

HairdressingTraining (2009) *Longhair Blowdry Part 1* [online]. Available from: <http://www.youtube.com/watch?v=zNDvmTTITfM>. [Accessed: 17th December 2011].

16.6 Musical Score

Reference list order:

1. **Composer**
2. **Year of publication** (in round brackets)
3. **Title of score** (in italics)
4. **Notes**
5. **Place of publication: Publisher** (followed by a full stop)

In-text citation example:

The composer's soundtrack to the movie '*The Piano*' proved popular (Nyman, 2003).

Reference list example:

Nyman, M. (2003) *Pieces from The Piano*. Pocket Manual and Sheet Music. London: Music Sales Ltd.

16.7 Music Albums/Audio CDs/Cassettes

Reference list order:

1. **Artist**
2. **Year of distribution** (in round brackets)
3. **Title of recording** (in italics)
4. **[CD]** (or other appropriate medium e.g. audio cassette, record)
5. **Place of distribution: Distribution company** (followed by a full stop)

In-text citation example:

(What's the Story) Morning Glory? (Oasis, 1995) made Oasis a worldwide rock phenomenon.

Reference list example:

Oasis (1995) *(What's the Story) Morning Glory?* [CD]. London, Creation Records.

16.8 Music Downloads

Reference list order:

1. **Artist**
2. **Year of distribution** (in round brackets)
3. **Title of recording** (in italics)
4. **Name of download site** (in italics)
5. **[Download]**
6. **Available from: URL**
7. **[Accessed: Date]** (followed by a full stop)

In-text citation example:

Lyricaly *Mr Brightside* (The Killers, 2004) is about jealousy and paranoia.

Reference list example:

The Killers (2004) *Mr Brightside*. *iTunes* [Download]. Available from: <http://www.apple.com/uk/itunes> [Accessed: 27th April 2011].

16.9 Live Performance – Concert/Gig

Reference list order:

1. **Name of performer/band**
2. **Year of performance** (in round brackets)
3. **[Location, date seen]** (followed by a full stop)

In-text citation example:

It was the last live performance by *Queen* (1986) with the classic line-up including Freddie Mercury.

Reference list example:

Queen (1986) [Knebworth, 9th August 1986].

16.10 Live Performance – Play

Reference list order:

1. **Title** (in italics)
2. **by Author/Playwright**
3. **Year of performance** (in round brackets)
4. **Directed by**
5. **[Location, date seen]** (followed by a full stop)

In-text citation example:

The performers were singing in very close proximity to the audience (*The Duchess of Malfi*, 2010).

Reference list example:

The Duchess of Malfi by John Webster (2010) Directed by Felix Barrett [Royal Albert Docks, London, 15th July 2010].

16.11 Lines within a play

Reference list order:

1. **Author of play** (surname followed by initials)
2. **Year of publication** (in round brackets)
3. **Title** (in italics, followed by a full stop)
4. **Edition information** (if not first edition and applicable e.g. Edited by...)
5. **Place of publication: Publisher** (followed by a full stop)
6. **Act. Scene: line** (followed by a full stop)

In-text citation example:

Hamlet replied: "I prithee do not mock me fellow student" (Shakespeare, 1980, 1.2.177).

Reference list example:

Shakespeare, W. (1980) *Hamlet*. Edited by Spencer, T.J.B. London: Penguin. 1.2:177.

