



Anglia Ruskin
University

University Library

**Guide to the
Harvard Style of Referencing**

Fifth Edition

January 2015

1. GENERAL INTRODUCTION	5
1.1 <i>What is referencing</i>	5
1.2 <i>The Harvard System</i>	6
1.3 <i>Reference list or Bibliography</i>	7
1.4 <i>Word Counts</i>	7
2. CITING REFERENCES IN-TEXT	8
2.1 <i>Author's name cited in the text</i>	8
2.2 <i>Author's name not cited directly in the text</i>	8
2.3 <i>More than one author cited in the text</i>	8
2.4 <i>Two or three authors for a work</i>	9
2.5 <i>Four or more authors for a work</i>	9
2.6 <i>More than one author not cited directly in the text</i>	10
2.7 <i>Several works by one author in different years</i>	10
2.8 <i>Several works by one author in the same year</i>	10
2.9 <i>Chapter authors in edited works</i>	11
2.10 <i>Corporate authors</i>	11
2.11 <i>No author</i>	12
2.12 <i>No date</i>	12
2.13 <i>Page numbers</i>	12
2.14 <i>Quoting portions of published text</i>	13
2.15 <i>Secondary sources (second-hand references)</i>	14
2.16 <i>Tables and diagrams</i>	14
2.17 <i>Websites</i>	16
3. COMPILING THE REFERENCE LIST	17
3.1 <i>General guidelines, layout and punctuation</i>	17
4 USING BOOKS, JOURNALS AND NEWSPAPERS	18
<i>Books</i>	18
4.1 <i>Books with one author</i>	18
4.2 <i>Books with multiple authors</i>	19
4.3 <i>Books which are edited</i>	19
4.4 <i>Chapters of edited books</i>	20
4.5 <i>Multiple works by the same author</i>	20
4.6 <i>Books – translations/imprints/reprints</i>	21
4.7 <i>E-books and pdfs</i>	22
4.8 <i>Pdf documents</i>	23
<i>Journal articles and newspapers</i>	24
4.9 <i>Print journal articles</i>	24
4.10 <i>Journal articles available through the University Library website/or database</i>	24
4.11 <i>Magazine or journal articles available on the internet</i>	26
4.12 <i>Journal abstract from a database</i>	26
4.13 <i>Newspaper articles</i>	26
4.14 <i>Online newspaper articles</i>	27
5. USING OTHER SOURCE TYPES	28

5.1	<i>Acts of Parliament</i>	28
5.2	<i>Secondary Legislation</i>	28
5.3	<i>Official publications such as Command Papers</i>	29
5.4	<i>Law reports</i>	30
5.5	<i>Annual reports</i>	30
5.6	<i>Archive material</i>	31
5.7	<i>British Standards and International Standards</i>	31
5.8	<i>Patents</i>	31
5.9	<i>Conference report and papers</i>	32
5.10	<i>Reports by organisations</i>	33
5.11	<i>Dissertations and Theses</i>	33
5.12	<i>European Union (EU) documents</i>	34
5.13	<i>Course material and Lecture notes</i>	34
5.14	<i>Quotations from written plays</i>	35
5.15	<i>Interviews</i>	36
5.16	<i>Press release</i>	37
5.17	<i>Religious texts</i>	37
5.18	<i>Reference from a dictionary</i>	38
5.19	<i>Data sources</i>	38
5.20	<i>Computer Program</i>	39
6.	USING ELECTRONIC SOURCES	40
6.1	<i>Websites</i>	40
6.2	<i>Publications available from websites</i>	41
6.3	<i>Email correspondence/discussion lists</i>	41
6.4	<i>Blogs</i>	42
6.5	<i>Mailing lists</i>	42
6.6	<i>Social Media</i>	43
6.7	<i>Apps</i>	43
7.	IMAGES	44
7.1	<i>DVD, video or film</i>	44
7.2	<i>Broadcasts</i>	44
7.3	<i>Pictures, images and photographs</i>	45
7.4	<i>Electronic images</i>	46
7.5	<i>Maps - Print Maps, Digimap and Google Earth</i>	47
7.6	<i>Podcast and archived tv programme</i>	48
7.7	<i>YouTube video</i>	48
8.	MUSIC SOURCES	49
8.1	<i>Sound Recordings- General</i>	49
8.2	<i>Sleeve notes</i>	49
8.3	<i>Scores</i>	49
8.4	<i>Lyrics</i>	50
8.5	<i>CDs</i>	50
8.6	<i>Vinyl</i>	50
8.7	<i>Downloads</i>	50
8.8	<i>Song on a compilation album</i>	50
8.9	<i>Complete album</i>	51
8.10	<i>Live performance of music</i>	51

9.	UNPUBLISHED WORKS	52
9.1	<i>Unpublished works.....</i>	52
9.2	<i>Informal or in-house publications</i>	52
9.3	<i>Personal communication.....</i>	52
10.	REFERENCES WITH MISSING DETAILS	53
11.	INDEX	54

1. GENERAL INTRODUCTION

This is the fifth edition of the guide compiled by the University Library.

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

- *Additional examples have been added for certain document types*
- *Double quotation marks are recommended to assist students when they run their work through Turnitin*
- *Some guidance has been provided for music resources*

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. We do not recommend the use of latin phrases such as *ibid.*...students wishing to use these should check the relevant guidelines for their subject within the Faculty.

Intext citation

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

Reference list

Redman, P., 2006. *Good essay writing: a social sciences guide*. 3rd ed. London: Open University in assoc. with Sage.

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.

1.4 Word Counts

Details of what is excluded from the word count for submissions can be found in the [Academic Regulations](#), Section 6 Assessment. These can be accessed on the University website under the section for the Academic Office.

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 whole work in your text, it is sufficient to give the name followed by the year of publication of their work:

When writing for a professional publication, it is good practice to make reference to other relevant published work. This view has been supported by Cormack (1994).

However, where you are mentioning a particular part of the work, and making direct or indirect 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".

According to Cormack (1994, pp.32-33), writers should be encouraged to reference published research when addressing professional readership.

For more examples, see page numbers section.

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 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**.

2.5 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 ...

2.6 *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

2.7 *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; 1993b) 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 followed by the details of the entire work

Smith, J., 1975. A source of information. In: W. Jones, ed. 2000. *One hundred and one ways to find information about health*. Oxford: Oxford University Press. Ch.2.

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 ...

Royal College of Nursing, 2006. *Children in the Community*. London: RCN.

Royal College of Nursing, 2007. *Administering intravenous therapy to children in the community setting: Guidance for nursing staff*. London: RCN.

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 ...

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.

If referred to indirectly:

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

It is important to realise that Bassett may have taken Brown'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. In the above example you would only list the work by Bassett.

2.16 Tables and diagrams

When using selected information from a table or diagram, or reproducing an entire table or diagram, a reference must be made to the source.

In the following example, information is from a table found on p267 of the book *Management in the media: decision makers* by Robert Brown published in 2005. The original source of the data used in the table in Brown's book was the National Statistics Office, 1985.

If you quote from this table in the text of 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 cited in Brown, 2005, p. 267).

If you reproduce the table in your essay: replicate the whole table, and add a citation below the table to acknowledge where the table was found

Television ownership in England (Percentage of households) Source : National Statistics Office, 1985

Date	1970	1980
Percentage	60	70

National Statistics Office, 1985 cited in Brown, 2005, p.267

Finally include the full details of the book in your reference list:

Brown, R., 2005. *Management in the media: decision makers*. 4th ed. 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.

The image shows a screenshot of a Microsoft Internet Explorer browser displaying the BBC Health website. The browser's address bar shows the URL: <http://www.bbc.co.uk/health/conditions/meningitis2.shtml>. The page title is "BBC - Health - Conditions - Meningitis".

The main content area features a purple header with the "BBC Health" logo and navigation links for "TV and radio", "A to Z index", and "Talk". Below the header, there is a "Conditions" section with a sub-section for "Meningitis" by Dr Trisha Macnair. A callout box points to the date "24 February 2010" in the top left corner, stating: "This is NOT the article date but today's date – check the bottom of the page".

Below the article title, there is a section titled "In this article" with links for "What is meningitis?", "Symptoms", "Causes and risk factors", "Treatment and", and "Advice and support". A callout box points to the text "This article was last medically reviewed by Dr Orlena Kerek in March 2009" at the bottom of the article, stating: "This is the published or amended date".

At the bottom of the page, there is a disclaimer: "All content within BBC Health is provided for general information only, and should not be treated as a substitute for the medical advice of your own doctor or any other health care professional. The BBC is not responsible or liable for any diagnosis made by a user based on the content of the BBC Health website. The BBC is not liable for the contents of any external internet sites listed, nor does it endorse any commercial product or service mentioned or advised on any of the sites. See our [Links Policy](#) for more information. Always consult your own GP if you're in any way concerned about your health."

At the very bottom, there are links for "About the BBC", "Help", "Terms of Use", and "Privacy & Cookies Policy".

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 10 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, ie. 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

Baron, D.P., 2008. *Business and the organisation*. Chester: Pearson.

where 3rd edition

Redman, P., 2006. *Good essay writing: a social sciences guide*.
3rd ed. London: Open University in assoc. with Sage.

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 ...

**Place of publication can generally be found on the back of the title page in the address of the publishing company. Where there are several locations, choose the UK one in preference to other. 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.

**Additional Advice for documents with very large numbers of authors. Some documents have very large numbers of authors, particularly in certain disciplines. There may be a very large numbers of authors and a wish not to include them all in a reference list. In these cases it is recommended that advice from the Faculty is sought, to establish if it is permitted to cite only a reduced number eg. the first twenty.*

The required elements for a reference are:

Authors, Initials., Year. *Title of book*. Edition. (only include this if not the first edition) Place: Publisher.

Reference

Adams, R.J., Weiss, T.D. and Coatie, J.J., 2010. *The World Health Organisation, its history and impact*. London: Perseus.

Barker, R., Kirk, J. and Munday, R.J., 1988. *Narrative analysis*. 3rd ed. Bloomington: Indiana University Press.

An intext reference for the above examples would read:

Leading organisations concerned with health (Adams, Weiss and Coatie, 2010) have proved that.....

A new theory (Barker, Kirk and Munday, 1988) has challenged traditional thinking ...

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:

Author, Initials. ed., Year. *Title of book*. Edition. Place: Publisher.

Keene, E. ed., 1988. *Natural language*. Cambridge: University of Cambridge Press.

Silverman, D.F. and Propp, K.K. eds., 1990. *The active interview*. Beverly Hills, CA: Sage.

Allouche, J. ed., 2006. *Corporate social responsibility, Volume 1: concepts, accountability and reporting*. Basingstoke: Palgrave Macmillan.

4.4 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

Samson, C., 1970. Problems of information studies in history. In: S. Stone, ed. 1980. *Humanities information research*. Sheffield: CRUS. pp.44-68.

Smith, J., 1975. A source of information. In: W. Jones, ed. 2000. *One hundred and one ways to find information about health*. Oxford: Oxford University Press. Ch.2.

An intext reference for the above examples would read:

(Samson, 1970)

(Smith, 1975)

4.5 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.

Soros, G., 1966a. *The road to serfdom*. Chicago: University of Chicago Press.

Soros, G., 1966b. *Beyond the road to serfdom*. Chicago: University of Chicago Press.

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.

(Soros, G. 1966a)

(Soros, G. 1966b)

(Soros, M. 1966)

So in the above example, if you have sources written by George Soros and also by Manuel Soros. While in the reference list you would list them in alphabetic order.

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

4.6 Books – translations/imprints/reprints

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

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

Canetti, E., 2001. *The voices of Marrakesh: a record of a visit*.
Translated from German by J.A.Underwood. San Francisco: Arion.

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

Kant, I., 1785. *Fundamental principles of the metaphysic of morals*.
Translated by T.K. Abbott., 1988. New York: Prometheus Books.

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.

For works which are reprints of classic original works, the reference should include details of the original date of the work and reprinting details, the suggested elements for such references being:

Author, Initials., Original Year. *Title of book*. (Imprint/reprint and then year).
Place of publication: Publisher.

Keynes, J.M., 1936. *The general theory of employment, interest, and money*. Reprint 1988. London: Palgrave Macmillan.

An intext reference for the above example would read:

(Keynes, 1936)

For classical works which have been abridged or introduced by a noted writer.

Leakey, R.E., 1979. *The illustrated origin of species*. Reprint of *On the Origin of species* by Charles Darwin, 1859. Abridged and introduced by Richard E. Leakey. London: Faber and Faber.

An intext reference for the above example would read:

(Leakey, 1979)

With a recommendation to mention Darwin and the original date in text, but including Leakey as the citation.

4.7 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, Initials., 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].

Fishman, R., 2005. *The rise and fall of suburbia*. [e-book] Chester: Castle Press. Available through: Anglia Ruskin University Library website <<http://libweb.anglia.ac.uk>> [Accessed 12 May 2010].

Carlsen, J. and Charters, S. eds., 2007. *Global wine tourism*. [e-book] Wallingford: CABI Pub. Available through: Anglia Ruskin University Library website <<http://libweb.anglia.ac.uk>> [Accessed 9 June 2008].

For an open access e-book freely available over the internet such as through Google books

The required elements for a reference are:

Author, Initials., Year. *Title of book*. [e-book] Place of publication (if known): Publisher. Followed by **Available at:** e-book source **and** web address or URL for the e-book [Accessed date].

Cookson, J. and Church, S. eds., 2007. *Leisure and the tourist*. [e-book] Wallingford: ABS Publishers. Available at: Google Books <<http://booksgoogle.com>> [Accessed 9 June 2008].

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

The required elements for a reference are:

Author, Initials., Year. *Title of book*. [e-book type] Place of publication (if available): Publisher. Followed by **Available at:** e-book source and web address [Accessed date].

Patterson, M., 2012. *Lost places in dreams*. [Kindle DX version] Transworld Media. Available at: Amazon.co.uk <<http://www.amazon.co.uk>> [Accessed 9 June 2012].

If you include a quotation from an ebook without page numbers, use the section heading or chapter heading as a guide to locating your quotation, if available.

4.8 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 document*. [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].

Bank of England, 2008. *Inflation Report*. [pdf] Bank of England. Available at: <<http://www.bankofengland.co.uk/publications/inflationreport/ir08nov.pdf>> [Accessed 20 April 2009].

Department of Health, 2008. *Health inequalities: progress and next steps*. [pdf] London: Department of Health. Available at: <http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_085307> [Accessed 9 June 2008].

Journal articles and newspapers

For articles from journals which may have a print version or electronic version such as those from Peer Reviewed journals you may choose to treat these as print journals, if so, ensure all the key information is included as listed in 4.9.

4.9 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 number(s).

Boughton, J.M., 2002. The Bretton Woods proposal: a brief look. *Political Science Quarterly*, 42(6), p.564.

Cox, C., Brown, J.T. and Turmpington, W.T., 2002. What health care assistants know about clean hands. *Nursing Today*, Spring Issue, pp.647-85.

Perry, C., Reading, J.L., Williams, T.Y., Andrews, K.S. and Wilson, P.R., 2001. What health care assistants know about clean hands. *Nursing Times*, 25 May, 97(22), pp.63-64.

4.10 Journal articles available through the University Library website/or 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].

Boughton, J.M., 2002. The Bretton Woods proposal: an in depth look. *Political Science Quarterly*, [e-journal] 42(6). Available through: Anglia

Ruskin University Library website <<http://libweb.anglia.ac.uk>>
[Accessed 12 June 2005].

An example of a Cochrane Review

Katchamart, W., Trudeau, J., Phumethum, V. and Bombardier, C., 2010. Methotrexate monotherapy versus methotrexate combination therapy with non-biologic disease modifying anti-rheumatic drugs for rheumatoid arthritis. *Cochrane Database of Systematic Reviews*, [online] 4 (CD008495) Available at: <<http://onlinelibrary.wiley.com/doi/10.1002/14651858.CD008495/abstract>> [Accessed 6 August 2013].

An example of an early view article from the BMJ

Currie, G.P., Small, I. and Douglas, G., 2013. Long acting β 2 agonists in adult asthma. *BMJ* [e-journal] Early view article: Accepted 20 May 2013, Published 6 August 2013, BMJ2013 ;347:f4662. Available at:< <http://www.bmj.com/content/347/bmj.f4662>> [Accessed 8 August 2013]

4.11 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].

Kipper, D., 2008. Japan's new dawn. *Popular Science and Technology*, [online] Available at:
<<http://www.popsci.com/popsci37b144110vgn/html>> [Accessed 22 June 2009].

An intext reference for the above example would read:

(Kipper, 2008)

4.12 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].

Boughton, J.M., 2002. The Bretton Woods proposal: a brief look. *Political Science Quarterly*, [e-journal] 42(6). Abstract only.
Available through: Anglia Ruskin University Library website
<<http://libweb.anglia.ac.uk>> [Accessed 12 June 2005].

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.

4.13 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.

Slapper, G., 2005. Corporate manslaughter: new issues for lawyers. *The Times*, 3 Sep. p.4b.

(In the page reference. p.4b - "4" indicates that the article is on the fourth page of the newspaper, columns of print on a page are labelled left to right alphabetically, so in this example "b" indicates that this is the second column of newsprint across the page from left to right.)

An example of corporate authorship where the newspaper article authorship is not stated.

Times, 2005. Corporate manslaughter: responses from the legal profession (Editorial comments),
The Times, 8 Sep. p.4b.

4.14 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].

Chittenden, M., Rogers, L. and Smith, D., 2003. Focus: 'Targetitis ails NHS. *Times Online*, [online] 1 June. Available at:
<<http://www.timesonline.co.uk/tol/news/uk/scotland/art1138006.ece>>
[Accessed 17 March 2005].

Coney, J., 2009. Is this the start of a new home loan war? HSBC vows to lend £1billion to homebuyers with 10% deposits. *Daily Mail*, [online] (Last updated 9.47 AM on 09th April 2009). Available at:
<<http://www.dailymail.co.uk/news/article-1168461/Is-start-new-home-loan-war-HSBC-vows-lend-1-billion-homebuyers-10-deposits.html>>
[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 Secondary Legislation

The required elements for a reference are:

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

*Public Offers of Securities Regulations 1995. 1995 SI 1995/1537.
London: HMSO.*

Statutory Instrument

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.

*Public Offers of Securities Regulations 1995. 1995 SI 1995/1537.
London: HMSO.*

Code of Practice

For an in-text reference:

When discussing a Code of Practice linked to legislation, refer to the code of practice within the text of your writing and cite the piece of legislation to which is attached

The recent code of practice (Mental Capacity Act 2005) noted that staff should.....

Full reference

Mental Health Act 2005, Code of Practice, 2007. (Issued by Lord Chancellor on 23 April 2007 in accordance with sections 42 and 43 of the Act) London: TSO.

For an in- text reference:

When discussing the code of practice linked to a professional organisation cite the professional organisation.
(MNC 2008)

Full reference

NMC, 2008. The code: Standards of conduct, performance and ethics for nurses and midwives.
London: NMC.

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.

Royal Commission on civil liability and compensation for personal injury, 1978. (Pearson Report) (Cmnd. 7054). London: HMSO.

Select Committee on nationalised industries (1978-9), 1978.
Consumers and the nationalised industries: prelegislative hearings.
(HC 334, 1978-9). London: HMSO.

House of Commons, Home Affairs Committee, 2012. *The Work of the Border Force.* (HC 523, Sixth Report of Session 2012-13) - Report, Together with Formal Minutes. London: TSO (The Stationery Office).

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.

R v White (John Henry) [2005] EWCA Crim 689, 2005 WL 104528.

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

An in-text 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.

Marks & Spencer, 2004. *The way forward, Annual report 2003-2004*. London: Marks & Spencer.

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].

Marks & Spencer, 2004. *Annual report 2003-2004*. [online] Available at: <<http://www-marks-and-spencer.co.uk/corporate/annual2003/>> [Accessed 4 June 2005].

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:

Author, Initials., Year. *Title of document*. [type of medium] Collection, Document number. Geographical Town/Place: Name of Library/Archive/Repository.

Brown, P.S., 1915. *An address to the Farmer*. [manuscript] Holdbury Collection. 600. London: Holdbury Library.

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 standard*. Place of publication: Publisher.

British Standards Institution, 1990. *BS 5555:1990 Recommendations for wiring identification*. Milton Keynes: BSI.

International Standards Office, 1998. *ISO 690 – 2 Information and documentation: Bibliographical references: Electronic documents*. Geneva: ISO.

The required elements for an e-version are:

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

British Standards Institution, 2011. *BS EN 594:2011 Timber structures. Test methods. Racking strength and stiffness of timber frame wall panels*. British Standards Online [online] Available through: Anglia Ruskin University Library website <<http://libweb.anglia.ac.uk>> [Accessed 31 August 2011].

5.8 *Patents*

The required elements for a reference are:

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

Example:

Graham, C.P., Fonti, L. and Martinez, A.M., American Sugar Co., 1972. *Tableting sugar and compositions containing it*. U.S. Pat. 3,642,535.

Leonard, Y., Super Sports Limited, 2008. *Tin can manufacture and method of sealing*. Canada. Pat. 12,789,675.

5.9 Conference report and papers

The required elements for a conference report are:

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

UNDESA (United Nations Department of Economic and Social Affairs), 2005. *6th Global forum on reinventing government: towards participatory and transparent governance*. Seoul, Republic of Korea, 24-27 May 2005. New York: United Nations.

The required elements for a conference paper are:

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

Brown, J., 2005. Evaluating surveys of transparent governance. In: UNDESA (United Nations Department of Economic and Social Affairs), *6th Global forum on reinventing government: towards participatory and transparent governance*. Seoul, Republic of Korea, 24-27 May 2005. New York: United Nations.

5.10 Reports by organisations

The required elements for a reference are:

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

Department of Health, 2001. *National service framework for older people*. London: Department of Health.

Coulter, A. and Collins, A., 2011. *Making shared decision-making a reality: no decision about me, without me*. London: The King's Fund.

The required elements for an e-version are:

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

Department of Health, 2001. *National service framework for older people*. [pdf] London: Department of Health. Available at: <http://www.dh.gov.uk/prod_consum_dh/groups/dh_digitalassets/@dh/@en/documents/digitalasset/dh_4071283.pdf> [Accessed 12 September 2011].

Coulter, A. and Collins, A., 2011. *Making shared decision-making a reality: no decision about me, without me*. [pdf] London: The King's Fund. Available at: <http://www.kingsfund.org.uk/publications/nhs_decisionmaking.html> [Accessed 12 September 2011].

5.11 Dissertations and Theses

The required elements for a reference are:

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

Richmond, J., 2005. *Customer expectations in the world of electronic banking: a case study of the Bank of Britain*. PhD. Anglia Ruskin University.

The required elements for an e-version are:

Author, Initials., Year of publication. Title of dissertation. Level. Official name of University. Available at <url> [Accessed on date].

Fisher, C.W., 2008. *The legacy of leadership - a study of leadership influence within a single organisation*. DEd. University of Sheffield.

Available at: <uk.bl.ethos.489114> [Accessed 30.07.2012].

5.12 European Union (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.

Council Directive 2001/29 /EC of 22 May 2001 on the harmonisation of certain aspects of copyright and related rights in the information society.

Commission Decision 93/42/EEC of 21 December 1992 concerning additional guarantees relating to infectious bovine rhinotracheitis for bovines destined for Denmark.

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.

Council Regulation (EEC) 1612/68[5] of 15 October 1968 on freedom of movement for workers 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, Initials., Year. Title of item, *Module Code Module title*. HE Institution, unpublished.

Williams, B., 2008. Guide to project management, *BD45001S Management*. Anglia Ruskin University, unpublished.

(See appendix X)

An intext reference for the above example would read:

(Williams, 2008)

Course material – electronic

The required elements for a reference are:

Lecturer/Author, Initials., 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.

Shakespeare, W., 1995. *Twelfth Night*. (World's Classics series)
Warren, R. and Wells, T. eds. Oxford: Oxford University Press

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* II,v,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, Initials., Year of Interview. *Title of Interview*. (or *Interview on ..name of programme*) Interviewed by ...name(first name and surname). [type of medium/format] Name of Channel, Date of transmission, time of transmission.

Ahern, B., 1999. *Interview on Morning Ireland*. Interviewed by John Boyd. [radio] RTE Radio 1, 15 February 1999, 08:30.

An intext reference for the above example would read:

(Ahern, 1999)

5.16 Press release

These may be print or electronic.

For a print press release:

Corporate author of press release, Year. *Title*. Press release, date.

RCN, 2009. *RCN praises health care staff as infections continue to fall*. Press release, 18 June 2009.

For an electronic press release:

Corporate author of press release, Year. *Title*. [press release] date.

Available at: web address [Accessed date].

RCN, 2009. *RCN praises health care staff as infections continue to fall*. [press release] 18 June 2009. Available at: <http://www.rcn.org.uk/newsevents/news/article/uk/rcn_praises_health_care_staff_as_infections_continue_to_fall> [Accessed 23 June 2009].

Department of Health, 2011. *Act F.A.S.T. campaign relaunched to save more lives*. [press release] 28 February 2011. Available at: <http://www.dh.gov.uk/en/MediaCentre/Pressreleases/DH_124696> [Accessed 15 April 2012].

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.

The Bible: Contemporary English Version, 2000. London: HarperCollins.

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. *Full title of dictionary*. Place of publication:
Publisher.

Chambers, 2010. *Chambers paperback dictionary thesaurus*. London:
Chambers Harpers Publishers Ltd.

Encycopaedia Britannica, 2012. *Encyclopædia Britannica Online*.
[online] London: Encyclopædia Britannica (UK).
Available through: < encyclopaediabritannica.co.uk/intro > [Accessed
12 June 2011].

5.19 Data sources

Where data is extracted from a data source such as Isurv or FAME, both the source with the year of currency for that data, should be acknowledged in an in-text reference.

Complete details should be included in the reference list.

RICS ISurv, 2013. *More new homes*. [Building surveying > Pathology > Modern methods of construction > Meeting challenges with MMC] ISurv [online] Available through: Anglia Ruskin University Library <<http://libweb.anglia.ac.uk> > [Accessed 21 May 2013].

Where you have gathered and manipulated data from a data source like FAME or OECD and placed this in a table of your own making, we recommend that you give the source and year of currency, for the data, as in the in-text reference and include a note to an appendix. In the appendix you can reproduce the source tables you have used to create your table and include adequate details of how you generated the table you have used in your work.

5.20 Computer Program

For a computer program downloaded from the internet, the required elements of a references are:

Authorship/Organisation, Year. Title of program. (Version). [computer program] Distributor/Publisher. (if available) Available at: <web address/URL> [Accessed date]

Adobe Systems Incorporated, 2013. Adobe Air (3.8 beta). [computer program] Adobe Labs.
Available at: <<http://labs.adobe.com/technologies/flashruntimes/air/>> [Accessed 30 August 2013].

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 address/URL
 * [Accessed date].

NHS Evidence, 2003. *National Library of Guidelines.* [online] Available at: <<http://www.library.nhs.uk/guidelinesFinder>> [Accessed 10 October 2009].



Foundation for Economic Education(FEE), 2014. England's Whetstone named FEE's first "Blinking Lights" award recipient.. [online] Available at: < <http://www.fee.org/publications/detail/englands-whetstone-named-fees-first-blinking-lights-award-recipient> > [Accessed 16 July 2014].

*URL means Uniform Resource Locator - an address identifying the location of a file on the Internet

If a URL is exceedingly long, or the result of a personal search on a website, you can give the website's home page address-with the routing or web path - showing your reader how to get from the home page to the specific page you have referenced

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].

Boots Group Plc., 2003. *Corporate social responsibility*. [online] Boots Group Plc. Available at: <<http://www.Boots-Plc.Com/Information/Info.Asp?Level1id=447&Level 2id=0>> [Accessed 23 July 2005].

Defoe, D., 1999. *The fortunes and the misfortunes of the famous Moll Flanders*. [online] Champaign, Illinois: Project Gutenberg. Available at: <<http://www.gutenberg.org/etext/370>> [Accessed 18 November 2005].

Independent Inquiry into Access to Healthcare for People with Learning Disabilities, n.d. *Healthcare for all*. [online] Available at: <http://www.iahpld.org.uk/Healthcare_easy_final.pdf> [Accessed 10 April 2009].

Scottish Intercollegiate Guidelines, 2001. *Hypertension in the elderly*. (SIGN publication 20) [online] Edinburgh: SIGN (Published 2001) Available at: <<http://www.sign.ac.uk/pdf/sign49.pdf>> [Accessed 17 March 2005].

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, 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].

Jones, P., jones@jones.com, 2005. *Mobile phone developments*. [email] Message to R G. Schmit (r.g.schmit@syy.ac.uk). Sent Monday 7 June 2005: 08:13. Available at:

<http://gog.defer.com/2004_07_01_defer_archive.html> [Accessed 7 July 2005].

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

Whitton, F., 2009. Conservationists are not making themselves heard. *Guardian.co.uk Science blog*, [blog] 18 June. Available at: <<http://www.guardian.co.uk/science/blog/2009/jun/18/conservation-extinction-open-ground>> [Accessed 23 June 2009].

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].

DGeezer, 2009. Conservationists are not making themselves heard. *Guardian.co.uk Science blog*, [blog] 18 June. Available at: <<http://www.guardian.co.uk/science/blog/2009/jun/18/conservation-extinction-open-ground>> [Accessed 23 June 2009].

An in text reference for the above examples would read:

(Whitton, 2009)
(DGeezer, 2009)

6.5 Mailing lists

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].

Murrey, T., 2009. Sharing good practice, *Forum for International Students*. [online] 23 June 2009. Available at: <<http://www.internationalstudentforum.com>> [Accessed 23 June 2009].

6.6 Social Media

The required elements for a reference are:

Author, Initials., Year. *Title of page* [Facebook]. Day/month post written.
Available from:<URL>[Accessed date].

Andrews, A., 2012. *Customer Focus Group* [Facebook]. 11 November .
Available at:< www.facebook.com/andrews> [Accessed 11 November 2010].

Author, Initials., Year. *Full text of tweet* [Twitter]. Day/month tweet written.
Available at: <URL> [Date accessed].

Big Red Corporation. 2013. *New products for cars* [Twitter]. 17 May
Available at:< <https://twitter.com/bigredcorporation/promotions>>
[Accessed 13 November 2010].

6.7 Apps

The required elements for an app are:-

Authorship, Year. Full text of app [mobile app]. Day/month tweet written.
Available at: <URL> [Date accessed].

Flipboard Inc., 2014. On the red couch with Quartz publisher Jay Lauf.
Flipboard: your social news magazine [mobile app] 17 April Available
at: < <http://inside.flipboard.com/2014/06/11/on-the-red-couch-with-cnns-brian-stelter/>> [Accessed 3 July 2014].

[This example uses the link of article which is given by app when click on link details.

Info for this app in case needed Elements if entry required: Flipboard Inc.:
Updated: 30 June 2014: Version 2.3.3: <http://itunes.apple.com>]

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).

Great films from the 80s: a selection of clips from Warner Brothers top films from the 1980s. 2005. [DVD] New York: Warner Brothers.

Health for all children 3: the video. 2004. [video] London: Child Growth Foundation. (Narrated by D.B.M. Hall).

For a film the suggested elements should include:

Title. Year of release. [medium] Director. Country of origin: Film studio.

Macbeth, 1948. [film] Directed by Orson Welles. USA: Republic Pictures.

7.2 Broadcasts

For a broadcast where you would like to refer to a **named episode**, the suggested elements should include:

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

The day of the Doctor, 2014. Doctor Who, 50th anniversary episode series. [TV programme]. BBC, BBC 1, 23 November 2013.

If the **episode is not named**, the suggested elements should include:

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

Little Britain, 2006. Series 3 episode 1. [TV programme] BBC, BBC2, 30 January 2006 20.00.

For a **broadcast series**:

Series Title, Year of broadcast. [type of medium] Broadcasting organisation and Channel, date and time of transmission.

Little Britain, 2006. [TV programme] BBC, BBC2, 30 January 2006 20.00.

For a **broadcast obtained through Box of Broadcasts**:

Little Britain, 2006. [TV programme recording] BBC, BBC2, 30 January 2006 20:00. Available through: Box of Broadcasts database [Accessed 12 August 2011].

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., 1956. *Marilyn Monroe*. [photograph] (Marilyn Monroe's own private collection).

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

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].

Dean, R., 2008. *Tales from Topographic Oceans*. [electronic print] Available at:
<http://rogerdean.com/store/product_info.php?cPath=4&products_id=88> [Accessed 18 June 2008].

Image taken from Bridgemean Education database

Peeters, C., ca. 164?. Still life of fish and lemons. (Bridgeman Education database) [image online]
Available through: Anglia Ruskin University Library
website<<http://libweb.anglia.ac.uk>>
[Accessed 12 June 2013]

When using an image, from a book or journal article, to provide enhancement within an essay or to a powerpoint presentation, an in text reference should be included within the essay text or on the slide, and a full reference included at the end of the piece of work.

In text

(Terrasse 1972 p. 41)

The full reference

Degas, E., 1883. Dancers on Stage. Reproduced in: Terrasse, A. 1972. *Degas*. London: Thames and Hudson.

In Text

(O'Malley 2010 p.55)

The full reference

[Bee image] 2010. Reproduced in: O'Malley, M. 2010. *The Wisdom of Bees*. London: Portfolio.

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*.

[*Child placing gauze over knee wound*] n.d. [image online] Available at: <<http://www.dadpal.com/2009/12/wounds-care-help-and-wound-vac-therapy.html>> [Accessed 01 June 2010].

[*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].

Pepsi, 2009. *Pepsi can designs*. [image online] Available at:
<<http://www.pepsi.co.uk/MaxYourPepsi.aspx>> [Accessed 19 June 2009].

Van Vechten, C., 1934. *Man Ray*. [image online] Available at:
<http://en.wikipedia.org/wiki/File:Man_Ray_1934.jpg> [Accessed 04 October 2009].

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.

Ordnance Survey, 2006. Chester and North Wales. *Landranger series*, Sheet 106, 1:50000. Southampton: Ordnance Survey.

The required elements for Digimap are:

Map publisher (origin), Year of publication. *Created map title*, Scale. Source [online] **Available through:** Anglia Ruskin University Library website <<http://libweb.anglia.ac.uk>> [Accessed date].

Ordnance Survey, 2011. *Anglia Ruskin University: Chelmsford Campus*, 1:1.500. EDINA Digimap [online] Available through: Anglia Ruskin University Library <<http://libweb.anglia.ac.uk>> [Accessed 31 August 2011].

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 [Accessed date].

Google Earth 6.0, 2008. *Hylands House and Estates 51°42'39.17"N, 0°26'11.30"W, elevation 60M*. 3D Buildings data layer.[online] Available through: <<http://www.google.com/earth/index.html>> [Accessed 31 August 2011].

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].

National Gallery, 2008. *Episode Seventeen (March 2008)*, The National Gallery Monthly Podcast. [podcast] March 2008. Available at: <<http://www.nationalgallery.org.uk/podcasts>> [Accessed 23 June 2009].

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].

Mrgeorged, 2009. *Top Gear The Stig revealed Full*. [video online] Available at: <<http://www.youtube.com/watch#!v=eTapK5dRaw4>> [Accessed 23 June 2009].

Defra, 2007. *Sustainable development: the bigger picture*. [video online] Available at: <<http://youtu.be/keZmg56ahdM>> [Accessed 23 June 2012].

An intext reference for the above example would read:

The principle research states “The need for sustainable development...” (Defra, 2007)

8. Music sources

8.1 Sound Recordings- General

The general required elements for a sound recording are:-

Surname name, Initials(s) (of originator/composer), Year. *Title*. [medium]
Name of recording artist. Place of recording: Label.

Tippett, Michael., 1993. *Symphony no.4* . [Sound recording] Performed by the Bournemouth Symphony Orchestra conducted by Richard Hickox. Colchester: Chandos Records.

Im Abendrot from Strauss's Four last songs, 2002. [Sound recording] performed by Kiri te Kanawa and the London Symphony Orchestra, conducted by Andrew Davis. London: Sony Entertainment UK.

Revolver, 1966. [Sound recording] Performed by The Beatles, remastered 2009. Hayes: EMI.

Lennon-McCartney , 1966. *Yellow submarine* [Sound recording] Performed by The Beatles on the album *Revolver*, remastered 2009. Hayes: EMI.

Mercer, Johnny and Bloom, Rube, 1963. *Fools rush in* reissued 2002 [Sound recording] Performed by Rick Nelson on the album *Rick Nelson Greatest hits*. US: Capitol Records, Inc.

Gallagher, N. 1994. *Live forever*. Oasis. Definitely maybe. [CD]. Manchester: Creation Records.

8.2 Sleeve notes

The required elements for a sleeve note are:-

Author, Initials., Year. Title of sleeve notes. In: *Title of recording* [sleeve notes] Place of Distribution(if known): distribution company.

8.3 Scores

The required elements for a score are:-

Composer surname, initials., Year. *Title of score*. Notes. Place of publication: publisher.

Sheet music/Musical score

Family name, INITIAL(S) (of originator/composer). Year of publication. *Title*. [Medium]. Place of publication: Publisher.

8.4 Lyrics

The required elements for lyrics are:-

Lyricist surname, initials., year. *Title of song*. Place of distribution(if known): distribution company.

8.5 CDs

The required elements for a CDs are:-

Artist, year. *Title of recording*. [CD] Place of distribution(if known): distribution company.

8.6 Vinyl

The required elements for a vinyl are:-

Artist, year. *Title of recording*. [Vinyl] Place of distribution(if known): distribution company.

8.7 Downloads

The required elements for a download are:-

Artist, year. *Title of recording*. [Download] Available at: <URL> [Accessed date]

8.8 Song on a compilation album

Individual song as chapter in a book compilation

The required elements for a compilation album are:-

Artist, Year. Title of song. In: Artist, Year if different?, *Title of recording* [format] Place of Distribution(if known): distribution company. Track Number?

8.9 Complete album

Complete Album:

Name of recording artist. Year. *Title of album*. [Medium]. Place of recording: Label.

8.10 Live performance of music

The required elements for a live performance are:-

Family name, Initial(s) (of originator/composer). Year written. *Title*. [Live performance]. Name of performing artist. Date seen, location.

9. UNPUBLISHED WORKS

9.1 *Unpublished works*

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

Pattison, J., (in press) *A new book that I have written*. London: Vanity Press.

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).

9.2 *Informal or in-house publications*

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

Anglia Ruskin University, 2007. *Using the Cochrane Library*. [leaflet] August 2007 ed. Cambridge: Anglia Ruskin University.

9.3 *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.

Hindle, E., 2000. *Introducing Cow & Gate Omneo Comfort: an infant milk for digestive comfort*. [letter] (Personal communication, 2 June 2000).

O'Sullivan, S., 2003. *Discussion on citation and referencing*. [letter] (Personal communication, 5 June 2003).

10. 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: <i>sine loco</i>)
s.n.	no named publisher (Latin: <i>sine nomine</i>)
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.

11. INDEX

Acts of Parliament.....	28
Annual reports	30
Archive material	31
Blogs.....	42
Books – translations/imprints/reprints	21
Books which are edited.....	19
Books with multiple authors	19
Books with one author	18
British Standards	31
Broadcasts.....	44
Chapters of edited books	20
Computer Program	39
Conference reports and papers	32
Course material	34
Data sources.....	38
Dictionary.....	38
Digimap.....	47
Dissertations	33
DVD	44
E-books.....	22
Electronic images	46
Emails	41
European Union (EU) documents	34
Films	44
Google Earth.....	47
Images	45
International Standards.....	31
Interviews.....	36
Journal abstract from a database	26
Journal articles available from a database	24
Law reports	30
Lecture notes	34
Magazine or journal articles available on the internet.....	26
Mailing lists	42
Maps	47
Multiple works by the same author	20
Music Recordings	49
Newspaper articles	26
Official publications.....	29
Patents.....	31
Pdf documents.....	23
Photographs	45
Pictures.....	45
Podcast.....	48
Press release.....	37
Print Journal articles	24
Quotations	35
Religious texts.....	37
Reports by organisations	33
Social Media	43
Statutory Instruments.....	28
Theses	33
Videos	44
Websites.....	40
YouTube	48

Referencing is a key skill students require to demonstrate good academic practice. While we do not provide a proof reading service or correct written work we are able to offer support and guidance in the University Library to develop understanding of referencing.

You can contact us in a number of ways:-

Contact us on +44 (0)1245 686705

Online enquiries through [Chat and e-mail](#).

[Book a Librarian](#) 30 minutes appointments are available to help you with advice on how to use the available guidance, also you can use the [RefWorks](#) bibliographical manager software.

Or call in at the University Library Help Desk

Anglia Ruskin University Library
September 2013