Harvard Citing & Referencing Guide

2013/14 4th Edition

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Information & Learning Services

University
of Worcester

About this Guide

The Harvard style outlined in this *University of Worcester Harvard Referencing Guide* is the approved format agreed by the Learning, Teaching & Student Experience Committee at the University, and is reviewed by the Committee annually. Many variations of Harvard exist across different academic institutions, therefore one was selected and approved, in order to provide a consistent method of Harvard referencing for students, as well as a point of reference for academic staff marking student work, across any departments using the Harvard style.

ILS is responsible for providing printed guidance for Harvard referencing. For any new sources which are not in the guide, we often refer to Pears & Shields (2013) in order to offer a suggestion in keeping with the University's Harvard format. These examples may be added to future editions of the guide. Academic Liaison Librarians are able to support students using the University of Worcester Harvard style.

For more support:
- Library and subject-specific support: http://libguides.worc.ac.uk
- Email: askalibrarian@worc.ac.uk
- Study Skills from Student Services: http://www.worcester.ac.uk/studyskills/630.htm
- Reference: Pears, R. & Shields, G. (2013) *Cite them right: the essential referencing guide*. 9th edition. Basingstoke, Palgrave Macmillan.

Contents

Citing

In your assignment, when you have used an idea or a quote from a book, journal article or other source you must acknowledge this in your text. We refer to this as 'citing'.

What does citing look like?

In your text, a citation will usually follow the format *author-year of publication*. This normally applies whatever the type of source you are citing – book, journal article, website or newspaper. An 'author' is the person, organisation or department who created, wrote or produced the work. If you use a direct quote, you will additionally include a page number, where available. You are strongly advised to look at the way authors cite sources in their chapters and articles when reading for your studies, as this will help you to understand how citing can enhance your academic writing.

The table below reflects the most common mistakes made by students when citing sources in their work. More examples for paraphrasing, quoting and secondary referencing follow. Please take some time to look through them, as they provide answers to questions asked by students at some point during their course.

Incorrect and correct examples	Why?
✘ Haylock, D. (2006) ✔ Haylock (2006)	Do not include initials in your citation, these should be included in the full reference at the end of your work.
✘ Haylock and Thangata (2007) define differentiation as "ways in which teachers take into account in their planning and teaching the differences between the pupils in the class". ✔ Haylock and Thangata (2007: p.57) define differentiation as "ways in which teachers take into account in their planning and teaching the differences between the pupils in the class".	Direct quotes should be cited in the text with a page number (if available) for the page where the quote appeared. If you are paraphrasing (writing someone else's ideas into your own words, so not directly quoting), you should include a citation (author-date) but do not need to include a page number.
✘ http://www.autism.org.uk (2010) ✔ National Autistic Society (2010)	A website address is <u>not</u> an author. An author is a named person or organisation.
✘ DfE (2011) ✔ Department for Education (DfE) (2011)	The first time you use an acronym, it is good practice to provide the full name as well.
✘ The use of rods, blocks and coins can be beneficial in teaching place value to children**.** (Haylock 2006) ✔ The use of rods, blocks and coins can be beneficial in teaching place value to children (Haylock 2006)**.**	If the citation is at the end of your sentence, then both the author and date go inside the brackets, and the full stop comes <u>after</u> the citation, not before.
✔ Smith (2009) (one author) ✔ Shelton and Brownhill (2010) (two authors) ✘ Littleford, Halstead and Mulraine (2004) (three authors) ✔ Littleford et al. (2004)	For three or more authors, include the surname of the first author in your citation, then write et al. ('and others'). Remember to list *all* authors in your reference list at the end of your work.

Paraphrasing & Summarising

What is it? Writing another author's idea or findings in your own words. You may paraphrase a quote or short paragraph from a source, making it more meaningful within the context of your work. You may also summarise the content of a longer passage of text, such as an article or a report, or write about a seminal piece of work, policy or theory in your subject area.

Why do it? You are demonstrating that you have understood what you have read, and the relevance of those ideas to your essay, assignment or research. Paraphrasing and summarising enables you to include supporting or contrasting evidence in your work in a more creative and coherent way. Therefore paraphrasing is an important element of academic writing.

Examples of paraphrasing and summarising	Description
Pears and Shields (2010) offer tips to help students avoid plagiarism, including good time management, the use of quotation marks for direct quotes, and making full notes of all reference details for every source.	Here, the citation introduces the sentence. Only the year is in brackets.
It is important to choose a research topic which you are likely to be interested in for a long period of time, and think through all the potential difficulties of researching that topic before you commit to it (Bell 2010).	In this example, the citation is placed at the end of the sentence, before the full stop. Both author and year appear inside the brackets.
The literature on academic skills offers a variety of tips on reading effectively, including: underlining to focus your attention on the text, questioning what is being read, summarising chunks of reading, and categorising different sources to give purpose to what you are reading (Northedge 2005; Creme and Lea 2008; Grix and Watkins 2010).	Occasionally, your wider reading may reveal several authors who share the same perspectives. You can show this in your writing by listing the sources as shown, and separating them with a semi-colon.

Direct quote

What is it? Using an actual quote from a source to compare with or to illustrate your perspectives, discussions, ideas or arguments. Remember to use double quotation marks.

Why do it? Quoting can be used to show the breadth of your reading. Sometimes the author's own words say it best. However, quotes can break the flow of your writing if you use them too often, particularly long quotes. Shorter quotes should sit within the sentence you are writing, "like this quote" (Smith 2013: p4). If you must use long quotes (more than two lines as a guide), they should be placed in a new paragraph and indented using the 'tab' key:

> "This is an example of a long quote, which has been placed in a new paragraph and indented. The last sentence introduced this quote using a colon (:) and you can place the author-date citation at the end, using a right-alignment. On the next page you will see more examples of direct quotes and some important tips for citing them correctly."
>
> Smith (2013: p.4)

Examples of quoting	Description
Collecting and reading through assignment feedback is a valuable and important part of learning. However Race (2007: p.32) suggests that regular self-assessment is also crucial, so that a student can "identify in good time those elements that will be the most valuable and important areas to which to devote additional time and effort".	The citation includes a page number to show where the quote can be found in that source. The quote itself is a part of the sentence structure, which is often much more effective than simply 'dropping in' the quote without any context around it.
" 'Formative feedback' … can help you develop your approach, and fine-tune your efforts towards getting that good degree" (Race 2007: p.87).	In this example, the citation is placed at the end of the sentence, before the full stop. Author, year and page number appear inside the brackets. If appropriate, you can use ellipsis (three dots **…**) to indicate that you have omitted part of a quote, as shown here.
Example 1: C4EO (2010: *Research*, para. 3) states: "The policy commitment to eradicate child poverty by 2020 through systemic reform is therefore of primary importance for improving young children's life chances". *Example 2:* The Open University (2013: online) argue for balance and logic in academic writing: "Don't select only those facts or pieces of evidence that support your argument and ignore competing material". *Example 3:* Sir Ken Robinson, noted for his work on creativity in education, acknowledges a "struggle" between "forms of education which focus on the whole child" and the "tendencies of Governments to want to control and test education as a public utility" (lwf 2012: online).	**Sources with no page number** If you quote from a webpage, you are unlikely to have a page number which you can use in your citation. Other versions of Harvard suggest either using the paragraph number and/or the section heading (example 1), or simply stating 'online' (example 2). You should choose a method and use it consistently. Example 3 is from an online video, where Robinson delivers the quotes as part of a conference speech, which was uploaded to You Tube by 'lwf' - the 'author' - in 2012. If your **e-reader or Kindle** does not provide page numbers, then an alternative is to use the chapter and paragraph number: Matthews (2010: chapter 2, para. 4) explains… In your full reference at the end of your work, you must put the full web address of the page or video, where the quote can be read or heard.

Two separate publications with the same author(s) and same year

If you cite a new source, which has the same author and was written in the same year as an earlier citation in the same essay, you must use a lower case letter after the date to differentiate between the two.

In text citation example	In the reference list
Good relationships with parents are crucial in tackling a child's poor behaviour. Dukes and Smith (2009a: p.28) explain how these might be nurtured: "Mutual respect, a valuing of diversity and effective communication are essential to forming good relationships with parents."	Dukes, C. & Smith, M. (2009a) *Building better behaviour in the early years*. London, SAGE.
Dukes and Smith (2009b) suggest several methods of communicating with parents, such as regular meetings, diaries, observations and records.	Dukes, C. & Smith, M. (2009b) *Recognising and planning for special needs in the early years*. London, SAGE.

Citing from chapters written by authors in an edited book

Some books may contain chapters written by different authors. These are called edited books. Normally the person named on the front cover is the editor (ed. or eds. for more than one), and the contents page will have different authors listed under each chapter title. When citing something from an edited book, the author(s) who wrote the chapter should be cited, not the editor(s) of the book.

In text citation example	In the reference list
Buckler and Hobbs (2009) advise students that the learning process can be very different at university.	Buckler, L. & Hobbs, S. (2009) University life: the student perspective. In: Doughty, R. & Shaw, D. (eds.) *Film: the essential study guide*. Abingdon, Routledge, pp. 15-24.

Secondary referencing

What is it? When you are reading an article, book or other source, you may find that the author (A) cites the work of another person (B). If you want to cite B's work as well, but you are not able to locate B's original source for yourself, then you will have to cite it second-hand, through A. This is known as secondary referencing.

Your citation will often be written in a way which reflects 'B as cited by A', or 'A cites B', as shown in the examples below. However, before going ahead with secondary referencing, you should first use A's citation and reference list to try to find B's work for yourself. *Summon* can be a useful tool for locating sources when you have the reference details to hand.

Why do it? You'll need to do it when you cannot locate the original source. You are advised to read the original source if you can, so that you can see the context for yourself without the perspective of a second person. However, sometimes this is not possible, particularly in cases where you are discussing well-established theories and ideas which were published many years ago; the original sources will be very hard to acquire. In your reference list, you only include the source you have read (A), not the original source (B).

In text citation example	In the reference list
Vygotsky (1931) cited by Langford (2005: p.48) discusses pattern recognition by infants: "objects are divided into objects to recognise, to grasp, etc., that is they are distinguished according to different sensory patterns".	Langford, P.E. (2005) *Vygotsky's developmental and educational psychology*. Hove, Psychology Press.
Wray (2010) cites Morgan and Saxton's (1991) belief that engagement, experience and participation is central to learning.	Wray, D. (2010) Looking at Learning. In: Arthur, J. & Cremin, T. (eds.) *Learning to teach in the primary school*. 2nd edition. London, Routledge, pp.41-52. [This is a reference for a chapter in an edited book.]
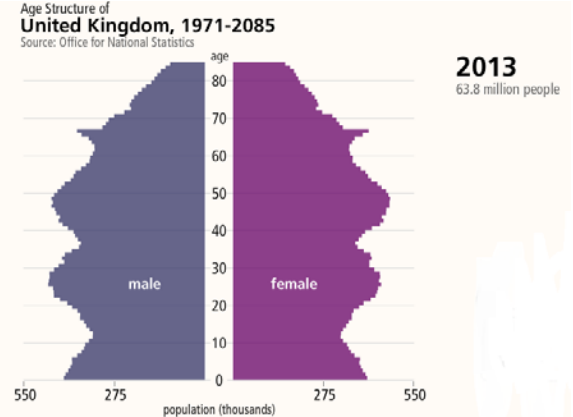
Word counts and using an Appendix

If you are unsure about what is included in an assignment's word count, or are uncertain about when to use an Appendix to include additional information or data in your work, please seek advice from your tutors, as each Institute may have their own policies and guidance on word counts and the use of appendices. An Appendix is often used to present your own research data, or to include extracts of sources and information which needs to be kept anonymous e.g. school and NHS policies (especially if not freely available online), children's work, and information gathered while on placement.

Including visual materials in your work

Duplication of charts, diagrams, pictures and images should be treated as direct quotes, in that the author(s) should be acknowledged and page numbers shown both in your text where the diagram is discussed or introduced, and in the caption you write for it. You are also advised to ask your tutors in your Institute about whether there is a policy or guidance on reproducing a table of figures/illustrations in your work, alongside the reference list.

Let's say you're discussing UK populations and want to include the chart below. This chart would need to be given its own **caption** to show where the chart is from, and be referenced properly in your **reference list,** and **cited in your text**.

In text citation example	In the reference list
Figure 1 (Office of National Statistics 2013) indicates that the population of the UK stands at 63.8 million….. Age Structure of **United Kingdom, 1971-2085** Source: Office for National Statistics **2013** 63.8 million people male female population (thousands) **Figure 1: Age structure of United Kingdom for 2013** (Source: Office for National Statistics 2013)	Office for National Statistics (2013) *Age structure of United Kingdom for 2013.* [Online] Available from: http://www.neighbourhood.statistics.gov.uk/HTMLDocs/dvc1/UKPyramid.html [Accessed 17 June 2013].

Using undated sources in your work

Finding a date of publication, particularly for some online sources, can sometimes be a challenge. For example, you may have found a webpage with no indication of when the content was published or last updated, or a PDF document with no date information on it. It is very important that you make every effort to find a date of publication rather than put (no date) in your reference. This is because the currency (how up to date the source is) is often an essential criterion for deciding whether a source is valid, reliable and credible enough to cite in your academic work. Other evaluation criteria include authority (who wrote it), purpose (who was it written for and why) and relevance (is the content and source relevant to your research). It is your responsibility to evaluate information before including it in your academic work.

To find the date of a webpage, try looking at the page information in your browser for a 'created' or 'modified' date. This is usually found by right-clicking on the webpage and selecting the appropriate option, but it isn't always available. For PDF documents, you can look at the document properties or locate the webpage where the PDF can be downloaded from, as this often contains reference information such as author and date.

The Reference List

This is your list of all the sources which have been cited in the assignment. For every citation in your essay, there must be a corresponding reference in the list at the end. An example list is at the bottom of this page.

✓ Sources are not separated by source type or put into a bulleted list. All sources are listed inclusively, in A-Z order by author/editor. Sources are typed in one continuous line, so no need to use the 'tab' or 'enter' keys. Do not break up website URLs.

✓ Each source must be laid out in a particular format that must be followed. Most sources (with the exception of Parliamentary and legal documents, and some media sources) will follow a basic format, which can then be adapted depending on whether the source is online, in print, or is a chapter or article within an edited publication (see below). If you are unsure how to reference a source, then you should look for the basic elements of author, date and title, and work from there. Ask yourself: *What does my reader need to know in order to locate the same source I read?*

Book	Author (Year) *Title*. Place of publication, Publisher.
Webpage	Author (Year) *Title*. [Online] Available from: URL [Accessed date].
Chapter in an edited book	Author (Year) Title of chapter. In: Editors (eds.) *Title of publication*. Place, Publisher, start page – end page.
Article in an issue of a journal	Author (Year) Title of article. *Title of Journal*. Volume number (issue number), start page – end page.

✓ Apart from the first word, all other words in book and article titles begin with lower case letters, except for proper nouns such as cities, countries and names. (Note this does not apply to journal titles.)

✓ A **bibliography** follows the same layout as a reference list, but is used to list all the sources you consulted for your work, but did not cite. You should check with tutors whether an additional bibliography is acceptable, as many tutors will only want you to include a reference list.

Reference List

C4EO (2010) *Narrowing the gap in outcomes for young children through effective practice in the early years: research.* [Online] Available from: http://www.c4eo.org.uk/themes/earlyyears/ntg/default.aspx?themeid=1 [Accessed 25 June 2013].

Creme, P. & Lea, M.R. (2008) *Writing at university: a guide for students*. 3rd edition. [e-book] Maidenhead, Open University Press. Available from: My iLibrary [Accessed 12 April 2011].

Grix, J. & Watkins, G. (2010) *Information skills: finding and using the right resources.* Basingstoke, Palgrave Macmillan.

lwf (2012) *Sir Ken Robinson – leading a learning revolution*. [Online] Available from: http://www.youtube.com/watch?v=-XTCSTW24Ss [Accessed 18 June 2013].

Open University (2013) *Writing in your own words*. [Online] Available from: http://www2.open.ac.uk/students/skillsforstudy/writing-in-your-own-words.php [Accessed 18 June 2013].

Pears, R. & Shields, G. (2013) *Cite them right: the essential referencing guide*. 9th edition. Basingstoke, Palgrave Macmillan.

Reynard, A. (Tuesday 11 March 2008) There are lessons only parents can teach. *The Daily Telegraph*. [Online] p.20. Available from: Lexis Library. [Accessed 5 April 2012].

Vardi, I. (2012) Developing students' referencing skills: a matter of plagiarism, punishment and morality or of learning to write critically? *Higher Education Research & Development*. [Online] 31 (6), 921-930. Available from: Taylor & Francis Online [Accessed 18 June 2013].

Top tips for good referencing

✓ **Notetaking:** When making notes about your reading, always write down the basic source details: author, date, title, page number (especially for quotes), and where needed, website address and/or journal title/volume/issue. This saves time later and helps you to avoid accidental plagiarism.

✓ **Colours:** Consider using different colours for your notes. For example, you might use black for your own ideas, green for quotes and blue for paraphrasing and summarising.

✓ **Time management:** Try to create your reference list as you are writing your assignment. Leaving it until the last minute makes the task more difficult and time-consuming.

✓ **Consistency** is the central principle for referencing. Punctuation and layout as shown in this guide should be followed, and there should be consistency in both areas throughout your citations and reference list.

✓ **Proof-reading:** Check that for every citation in your writing, there is a matching reference in your reference list. Author(s) and date must match, or your reader won't be able to link the citation to its reference. Read your work aloud: does it make sense? Any spelling mistakes? Missing punctuation? Do your quotes, paraphrases and citations flow within your writing?

✓ **Finding quotes or sources:** Phrase searching in Google (using "double quotation marks") can help you to find quotes when you've forgotten where they came from. The library catalogue can provide book reference details, and you can see your loan history through your online library account too.

✓ **Unusual sources not in this guide:** The University of Worcester's referencing guidance cannot give examples for every type of source that's out there. Sometimes you need to be creative. Consider using a comprehensive guide to referencing to help you devise the best solution, such as Pears and Shields (2013) *Cite Them Right* (9th edition). The book has been used to inform some of the guidance in this Harvard guide.

✓ **Useful reading:** Neville, C. (2010) *The complete guide to referencing and avoiding plagiarism*. 2nd edition. Maidenhead, Open University Press. (Also available as an e-book.)

✓ **Need help?** Academic Liaison Librarians and your tutors can advise on referencing. Email: askalibrarian@worc.ac.uk

Quick Guide to common sources

For more in-text citation examples, see the previous pages on quoting, paraphrasing, summarising and secondary referencing. The example given for each source below is merely indicative of what is possible, not prescriptive for that source, to show you what an in-text citation might look like.

Source Type	In-text citation example	Full Reference
Book	Yin (2011: p.6) explains that a qualitative methodology can enable researchers "to conduct in-depth studies about a broad array of topics…in plain and everyday terms".	Yin, R.K. (2011) *Qualitative research from start to finish.* New York, Guilford Press.
Chapter in an edited book	Aerobiology has been defined by Cecchi (2013: p.2) as "the branch of biology that studies organic particles, such as bacteria, fungal spores, pollen grains and viruses, which are passively transported by the air".	Cecchi, L. (2013) Introduction. In: Sofiev, M. & Bergmann, K-C. (eds.) *Allergenic pollen: a review of the production, release, distribution and health impacts.* Dordrecht, Springer, pp.1-8.
E-Book	Boyd and McKendry (2012) emphasise the importance of students becoming independent learners, able to manage their time and be responsible for their own learning.	Boyd, V. & McKendry, S. (2012) *Getting ready for your nursing degree.* [e-book] Harlow, Pearson Education. Available from: Dawson Era [Accessed 19 June 2013].
Journal article accessed online	Barry (2006) suggests that an understanding of citing and referencing, alongside an awareness of types of plagiarism and how to avoid them, can help students to become more confident critical thinkers and writers.	Barry, E. (2006) Can paraphrasing practice help students define plagiarism? *College Student Journal.* [Online] 40 (2), 377-384. Available from: Academic Search Complete [Accessed 19 June 2013].
Newspaper article accessed online	Short courses in study skills and academic writing may be valuable for preparing young people for university-level study, and can help to raise aspiration and stimulate new learning (Roberts and Pritchard 2004).	Roberts, L. & Pritchard, L. (Friday 9 January 2004) Skills give students a spring in their step. *The Times Educational Supplement.* [Online] Available from: Lexis Library [Accessed 19 June 2013].
Webpage	There are a range of instruction words which can be used in assignment titles, including *discuss, evaluate* and *summarise.* The Writing Development Centre (2009) at Newcastle University provides a list of common instruction words and their meanings, which demonstrates how students are often expected to do more than just describe something.	Writing Development Centre (2009) *Understanding instruction words.* [Online] Available from: http://www.ncl.ac.uk/students/wdc/learning/essays/understanding/instruction.htm [Accessed 19 June 2013].
Note that there are many online sources which may have the same layout as a 'webpage' reference type: Author (Year) *Title.* [Online] Available from: URL [Accessed date]		
Act of Parliament	The *Equality Act 2010* lists a number of protected characteristics, including age and disability.	*Equality Act 2010.* (c.15) London, The Stationery Office.
Acts of Parliament are an exception to the rule that citations and references always start with an author. See the section on Acts of Parliament for more information.		

How to reference print and online sources with examples

Source	Notes on layout and citations	Layout examples
Books	**Author(s)**: normally surname and initial(s). List all authors (do not use *et al.* in the reference list). **Year of publication**: in brackets **Title**: in *italics* **Series title and number**: if part of a series **Edition**: if not the first edition **Place of publication**: if there is more than one place listed, use the first one **Publisher**	Newell, R. & Burnard, P. (2011) *Research for evidence-based practice in healthcare*. 2nd edition. Oxford, Wiley-Blackwell. Rittinghouse, J.W. & Ransome, J.F. (2010) *Cloud computing: implementation, management, and security*. Boca Raton, Florida, CRC Press.
Books accessed online (e-books)	**Author(s)** **Year of publication**: in brackets **Title**: in *italics* **Series title and number**: if part of a series **Edition**: if not the first edition **[e-book]**: or [e-book reader] for devices such as Kindle **Place of publication** **Publisher** **Available from**: database name or, if freely available, webpage address of e-book. Not needed for books on e-readers. **[Date of access]**: not needed for books on e-readers	Strongman, K.T. (2006) *Applying psychology to everyday life: a beginner's guide*. [e-book] Chichester, John Wiley & Sons. Available from: MyiLibrary [Accessed 12 April 2011]. Miller, N. (2007) *The piano lessons book*. [e-book] USA, CreateSpace. Available from: http://books.google.co.uk/books?id=t1cJrAFOqc8C [Accessed 19 June 2013]. Matthews, D.J. (2010) *What cats can teach us.* [e-book reader] London, Penguin.
Chapters in edited books	**Author(s) of the chapter** **Year of publication**: in brackets **Title of chapter** **In**: **Editor(s) of book** **(ed.)** or **(eds.)** to represent editor or editors **Title of book**: in *italics* **Series title and number**: if part of a series **Edition**: if not the first edition [e-book]: if referencing an e-book **Place of publication** **Publisher** **Page(s) where the chapter starts and ends**: Use 'p.' before a single page number and 'pp.' where there are multiple pages Add '**Available from**' & **[Date of access]** if referencing an e-book	Eliot, S. (2010) History of the book. In: Da Sousa Correa, D. & Owens, W.R. (eds.) *The handbook to literary research*. 2nd edition. Abingdon, Routledge, pp. 49-68. Parker, C. (2004) The role of the state in sport. In: Beech, J. & Chadwick, S. (eds.) *The business of sport management*. Harlow, Pearson Education, pp. 43-66. Hayes, D. (2010) Professionalism and trainee teachers. In: Arthur, J. and Cremin, T. (eds.) *Learning to teach in the primary school.* 2nd edition. [e-book] Abingdon, Routledge, pp.18-28. Available from: MyiLibrary [Accessed 12 April 2011].

Source	Notes on layout and citations	Layout examples
Books that have been translated	**Author/Editor**: if it is an editor always put (ed.) or (eds.) after the name(s) **Year of publication**: in brackets **Title**: in *italics* **Trans**: followed by the name of the person(s) who translated the book **Series title and number**: if part of a series **Edition**: if not the first edition **Place of publication**: if there is more than one place listed, use the first one **Publisher**	Höffe, O. (2007) *Democracy in an age of globalisation.* Trans. Haubrich, D. & Ludwig, M. Studies in Global Justice, volume 3. Dordrecht, Springer.
Books written in a foreign language	**Author/Editor**: if it is an editor always put (ed.) or (eds.) after the name(s) **Year of publication**: in brackets **Title**: in *italics* **[Title in original language]**: in *italics* **Series title and number**: if part of a series **Edition**: if not the first edition **Place of publication** **Publisher**	Milani, F. (2001) *The Phantom of the Opera.* [*Le Fantome De L'Opera*]. Paris, LeRoux.
Dictionaries and reference materials	**Title:** in *italics.* It is common for dictionaries and other reference materials to be cited using the title rather than an author or editor. If there is an obvious author, refer to *Books* above. **Year of publication:** in brackets **Edition**: if not the first edition **Place of publication** **Publisher**	*Collins English Dictionary* (2011) 11th edition. Glasgow, HarperCollins Publishers.
Independent Studies, Dissertations and Theses	Can be used for PhD theses, and dissertations, project reports, discourses and essays (MSc, MA, BSc and BA). **Author** **Year of publication**: in brackets **Title**: in *italics* **Type of thesis**: e.g. PhD thesis **Academic institution**	Webber, A. (2007) *The concept of the female body in a selection of writing by Margaret Atwood and Carol Ann Duffy.* BA (Hons). University of Worcester.

Source	Notes on layout and citations	Layout examples
Journal articles (hard copy/ print)	**Author(s)** **Year of publication**: in brackets **Title of article** **Title of journal**: in *italics* **Volume number** **Issue (or part) number**: in brackets, if issue number is available **Page number(s) of the article**: do not use 'p.' or 'pp.' before page numbers	Cassaday, H.J., Bloomfield, R.E. & Hayward, N. (2002) Relaxed conditions can provide memory cues in both undergraduates and primary school children. *British Journal of Educational Psychology*, 72 (4), 531-547.
Journal articles accessed online (e-journal articles)	**Author(s)** **Year of publication**: in brackets **Title of article** **Title of journal**: in *italics* **[Online]** **Volume number** **Issue (or part) number**: in brackets, if issue number is available **Page numbers of the article**: do not use 'p.' or 'pp.' before page numbers **Available from**: database name or, if freely available, webpage address of journal or article **[Date of access]**	Englebrecht, F. & Wendt, T. (2008) Detecting sugar: an everyday problem when facing diabetes. *Science in School*. [Online] 9, 22-27. Available from: http://www.scienceinschool.org/repository/docs/issue9_diabetes.pdf [Accessed 12 November 2010]. Gillenwater, P.J. & Kaelin, M. (2008) Take your new team to the top. *Journal of Accountancy*. [Online] 205 (3), 58-60. Available from: Business Source Premier [Accessed 11 November 2010].
Newspaper articles (hard copy/ print)	**Reporter**: if there is no reporter use the name of the newspaper as a corporate author. **Full date and year of publication**: in brackets (in-text citations should display year only unless the full date is required to distinguish it from a separate news item from the same author in the same year). **Title of article** **Title of newspaper**: in *italics* **Page number(s) of the article**: use 'p.' before a single page number and 'pp.' where there are multiple pages	Kidderminster Shuttle (Thursday 22 July 2010) Second school uses 'lolli-cam'. *Kidderminster Shuttle*, p.5. Termlett, G. (Thursday 12 May 2011) Spanish city struck by deadly earthquake. *The Guardian*, p.19.

Source	Notes on layout and citations	Layout examples
Newspaper articles and news items accessed online	**Reporter**: if there is no reporter use the name of the newspaper as a corporate author. **Full date and year of publication**: in brackets (see in-text citation note above) **Title of article** **Title of Newspaper/news website**: in *italics* **[Online]** **Page number(s) of article**: if available. Use 'p.' before a single page number and 'pp.' when there are multiple pages. **Available from**: newspaper database name (e.g. Lexis Library) or webpage address of news item **[Date of access]**	Baker, M. (Saturday 19 June 2010) Schools 'in a curriculum vacuum'. *BBC News.* [Online] Available from: http://www.bbc.co.uk/news/10355207 [Accessed 27 July 2010]. Barker, I. (Friday 25 June 2010) Two-thirds of TAs engaged in 'active teaching'. *The Times Educational Supplement.* [Online] Available from: http://www.tes.co.uk/article.aspx?storycode=6048531 [Accessed 28 July 2010]. Reynard, A. (Tuesday 11 March 2008) There are lessons only parents can teach. *The Daily Telegraph.* [Online] p.20. Available from: Lexis Library. [Accessed 5 April 2012].
Conference proceedings (online)	**Author(s)/Presenter(s)** **Year**: in brackets **Title of paper**: in *italics* **[Online]** **Conference title** **Location of conference** **Day(s) and month of conference** **Available from**: webpage address **[Date of access]**	Whetton, C. & Sainsbury, M. (2007) *E-assessment for improving learning.* [Online] 33rd International Association for Educational Assessment Conference. Baku, Azerbaijan, 16-21 September. Available from: http://www.iaea.info/documents/paper_1162d1bbf7.pdf [Accessed 21 June 2013].
Conference proceedings (in print)	**Author(s)/Presenter(s)** **Year**: in brackets **Title of conference paper** **In**: **Editor(s)**: followed by (ed.) or (eds.) **Title of publication**: in *italics* **Place of publication** **Publisher** **Page number(s) of paper**: use 'p.' before a single page number and 'pp.' when there are multiple pages.	Dombey, H. (2002) Making the case: why we need to teach children the regularities of our spelling system. In: Cook, M. (ed.) *Perspectives on the Teaching and Learning of Phonics: Papers from two conferences held by the United Kingdom Reading Association in 1999 and 2000.* Royston, UKRA, pp. 14-28.

Source	Notes on layout and citations	Layout examples
Webpages	**Author (s)**: if there is no named author, then the organisation name can be used as corporate author. If neither exist, then use the title of the webpage **Year if available**: in brackets. **Title**: in *italics* **[Online]** **Available from**: webpage address **[Date of access]**	Medwell, J., Wray, D., Poulson, L. & Fox, R. (1998) *Effective teachers of literacy*. [Online] Available from: http://www.leeds.ac.uk/educol/documents /000000829.htm [Accessed 5 October 2010]. National Autistic Society (2011) *What is Asperger Syndrome*? [Online] Available from: www.autism.org.uk/asperger [Accessed 3 May 2011].
Reports	Note that 'report' can simply refer to a published document, often written on behalf of, or produced by, an organisation. The starred items (*) may not be available in every report, particularly online documents. **Author**: use the name of the organisation or project team as corporate author, if there is no named author **Year of publication**: in brackets **Title**: in *italics* **[Online]**: if online *** Organisation**: if different to the author *** Report number**: if available *** Place of publication**: if available *** Publisher**: if available **Available from**: webpage address, if accessed online **[Date of access]**: if accessed online Examples on the right: (1) online report with organisation and report number; (2) online report with none of the starred items, so is a 'webpage' reference format; (3) is a published report in hard copy, with organisation name, report number, place and publisher.	(1) Morgan, Dr. R. (2011) *Younger children's views*. [Online] Ofsted. Report number: 100094. Available from: http://www.ofsted.gov.uk/Ofsted-home/ Publications-and-research/Browse-all-by/Care/Children-s-rights / Younger-children-s-views/ [Accessed 3 May 2011]. (2) Rose, Sir J. (2009) *Independent review of the primary curriculum: final report*. [Online] Available from: https://www.education.gov.uk/publications/standard/ publicationdetail/page1/DCSF-00499-2009 [Accessed 27 May 2011]. (3) National Skills Task Force (2000) *Tackling the adult skills gap: upskilling adults and the role of workplace learning. Third Report of the National Skills Task Force*. Department for Education and Employment. Report number: SKT26. London, DfEE.

Source	Notes on layout and citations	Layout examples
Online video	**Author**: name or alias of person or organisation who posted or produced the video **Year**: when the video was created, or posted online **Title of video:** in *italics* **[Online]** **Available from**: webpage address **[Date of access]** *Note: this layout is similar to a simple 'webpage' format. See also advice about citing from videos and other audiovisual sources in the 'Direct Quote' section.*	cfccnc (2009) *A quick guide to plagiarism.* [Online] Available from: http://www.youtube.com/watch?v=VnTPv9PtOoo [Accessed 24 September 2010].
Television programme	**Title of programme**: in *italics* **Year of transmission**: in brackets **Name of channel** **Date of transmission**: day and month.	*Atlantis.* (2011) BBC One, 8 May.
Episode in a television series	**Title of episode**: in single quotation marks **Year of transmission**: in brackets **Title of programme**: in *italics* **Series and episode number** **Name of channel** **Date of transmission**: day and month.	'Woodland animals'. (2011) *The Animal's Guide to Britain.* Series 1, episode 3. BBC Two, 5 May.
Television programme viewed online	Follow the format for television programme, or episode in a television series, as above. Then add: **[Online]** **Available from**: webpage address **[Date of access]**	'Woodland animals'. (2011) *The Animal's Guide to Britain.* Series 1, episode 3. BBC Two, 5 May. [Online] Available from: www.bbc.co.uk/iplayer [Accessed 9 May 2011].
DVD, Blu-ray, VHS	**Title of film/programme**: in *italics* **Year**: in brackets **Directed by**: followed by director's name (if available) **[DVD]**: replace with [Blu-Ray] or [VHS] if viewed in any of these formats. **Place of production** **Production company**	*Harry Potter and the Chamber of Secrets.* (2002) Directed by: Chris Columbus. [DVD] USA, Warner Brothers. *Accommodating different learning styles.* (2004) [DVD] Bristol, Classroom Video.

Source	Notes on layout and citations	Layout examples
Music: downloads	**Artist**: if no artist, use the title **Year of distribution**: in brackets **Title of recording**: in *italics* **Name of download site**: in *italics* **[Download]** **Available from**: webpage address **[Date of access]**	The Killers (2004) *Mr Brightside. iTunes.* [Download] Available from: http://www.apple.com/uk/itunes/ [Accessed 27 April 2011].
Music: CD or cassette	**Artist** **Year of distribution**: in brackets **Title of recording**: in *italics* **[CD]** or **[Audio cassette]** **Place of distribution** **Distribution company**	Oasis (1995) *(What's the story) Morning glory*. [CD] London, Creation Records.
Podcasts	**Author/Presenter**: where there is no author, use the title of the podcast instead. **Year of publication**: in brackets **Title of podcast**: in single quotation marks **Title of internet site**: in *italics* **[Podcast]** **Day and month of posted message** **Available from**: webpage address **[Date of access]**	Winkleman, C. (2011) 'Radio 2 Arts Show with Claudia Winkleman 22 Apr 11'. *The Arts Show with Claudia Winkleman*. [Podcast] 26 April. Available from: http://www.bbc.co.uk/podcasts/series/r2weekndr [Accessed 3 May 2011].
Market Reports	**Author** **Year**: in brackets **Title of market report**: in *italics* **[Online]** **Available from**: database name or webpage address **[Date of access]**	Mintel (2011) *Car Buying – UK – March 2011*. [Online] Available from: Mintel [Accessed 7 April 2011].
Maps	**Author** **Year of publication**: in brackets **Title**: in *italics* **Scale** **Series title and number**: if part of a series **Place of publication**: if there is more than one place listed, use the first one **Publisher**	Geographical Survey of Great Britain (1972) *Brighton*. 1:50.000. London, AA Publishing.

Source	Notes on layout and citations	Layout examples
Acts of Parliament	UK Legislation and Statutory Instruments are available online at http://www.legislation.gov.uk **Author**: Acts of Parliament have a Corporate Author, which is Parliament itself. Author should be displayed as Great Britain if it needs to be distinguished from Acts produced by other Governments, however it is common practice to leave this information out of the reference. **Title**: in *italics*. This is the 'short title' of the Act, which includes the year, with key words capitalised. **Chapter**: if required, in brackets **Place of publication** **Publisher**	*Disability Discrimination Act 2005*. (c.13). London, The Stationery Office. For Acts prior to 1963, a different system operated based on the date of the Sovereign's accession to the throne (called the regnal year) and the dates of the Parliamentary session. Examples: *Road Transport Lighting Act 1957*. (5&6 Eliz. 2, c.51). London, HMSO. *Education Act 1944*. (7&8 Geo. 6, c. 31). London, HMSO.
Hansard and Parliamentary publications	Based on the University of Oxford's OSCOLA guidance (pp.39-40). Hansard reports and many Parliamentary publications are available online at http://www.parliament.uk/business/publications/ HL Deb day month year, volume, column HC Deb day month year, volume, column • HL is House of Lords; • HC is House of Commons; • Deb stands for Debates; • Use 'col' for one column number, and 'cols' for more than one.	**Reference List examples:** HL Deb 21 July 2005, vol 673, col WA261 HC Deb 3 February 1977, vol 389, cols 973–76 HC Deb 11 June 2013, vol 564, col 161 **In-text citation example:** Michael Gove MP, speaking in the House of Commons, stated that GCSE examination reform was required to "restore public confidence" in the system (HC Deb 11 June 2013, vol 564, col 161).
For more detail about citing and referencing case law, legislation and Parliamentary sources, see: University of Oxford (2012) *OSCOLA*. [e-book] 4th edition. Oxford, Hart Publishers. Available from: http://www.law.ox.ac.uk/publications/oscola.php [Accessed 19 June 2013].		
White and Green papers	**Government department** **Year of publication:** in brackets **Title:** in *italics* **[Online]:** if accessed online **Paper number:** there is often a CM number towards the front of the document. **Place of publication** **Publisher** If online, add **Available from: URL** and **[Date of access]**	**Government consultation papers to inform the debate on new policy and laws.** Department of Health (2004) *Choosing Health: making healthier choices easier*. CM6374. London, TSO (The Stationery Office). Department for Education (2010) *The importance of teaching: the schools White Paper 2010*. [Online] CM7980. London, The Stationery Office. Available from: https://www.education.gov.uk/publications//eOrderingDownload/CM-7980.pdf [Accessed 27 May 2011].

Images, charts and figures

You are advised to be aware of any copyright restrictions on images you wish to use. Check the Terms and Conditions of the source where the image is held, as you may be required to obtain the permission of the original creator before you can use it. Consider using sources which provide images under Creative Commons licences (for example, *Flickr Creative Commons* or sites suggested at http://wiki.creativecommons.org/Image). Your librarian can suggest more sources for online images.

When including or adapting an image in your work, you should give it a descriptive caption which includes a citation, for example:

> Fig. 1 adapted from Haylock 2006: p.72
> Fig. 2 *Family Tree* (BBC Learning 2010)

Source	Notes on layout and citations	Layout examples

Images appearing within a printed source	**Author**: if no author, use organisation as corporate author
	Year of publication: in brackets
	Title of publication: in *italics*
	Edition: if not the first edition
	Place of publication
	Publisher
	Page where image appears: 'p.' or 'pp.'
	Type of image:
	  Graphs and charts = **graph.**
	  Photos = **[Photograph]**
	  Illustrations = **illus.**
	  Figures = **fig.**
	  Tables = **table.**
		Haylock, D. (2006) *Mathematics explained for primary teachers*. 3rd edition. London, SAGE, p.195, graph.
		
		Haylock, D. (2006) *Mathematics explained for primary teachers*. 3rd edition. London, SAGE, p.72, fig.

Images appearing online: website or database	**Author**: or photographer, creator **Year** the image or photo was taken/posted online **Title of image or photo**: in *italics* **Title of online collection**: in *italics*, if image is part of a collection **[Online]** **Available from**: website address **[Date of access]**	D. Sharon Pruitt (2009) *Free School Child Choosing Aqua Blue Colored Pencil. Flickr*. [Online] Available from: http://www.flickr.com/photos/pinksherbet/3387327059/ [Accessed 30 July 2010]. Larkin, J. (2010) *Earth Hour 2010 Recognised Around The World. Getty Images.* [Online] Available from: http://edina.ac.uk/purl/eig2/getty_stills.98087633.jpg [Accessed 9 May 2011].

Materials from Lectures and VLEs and your unpublished work

Important: You are advised to check with your tutor if you intend to use any materials from your lectures, as they may prefer you to read more widely and not reference their notes and presentations. They may be able to share the reference details for information or materials they have provided, so that you can read the original source for yourself.

Digitised book chapters and articles: If the material on the VLE is a book chapter, article or other published document, you must reference the original source, not the VLE or the tutor as 'author'. ILS often provides digitised chapters of books on behalf of tutors, so check the coversheet carefully for reference information, or ask your tutor if you are unsure.

Source	Notes on layout and citations	Layout examples
VLE materials	**Author/creator** **Year**: in brackets **Subject of message or title of material** **Description and location**: in *italics.* For example: module code, VLE name and nature of material (discussion, presentation, handout) **Day/Month of posting** **[Online]** **Available from**: website address **[Date of access]**	Smith, D. (2009) ICT in schools. *PITE1001 Blackboard discussion topic*, 1 October. [Online] Available from: http://worcester.blackboard.com [Accessed 2 October 2009].
Your unpublished work	If you wish to reference work you have submitted previously for an assignment, you can reference it as follows: **Author**: student surname and initial **Year**: in brackets **Title of assignment or publication**: in *italics* **Unpublished manuscript** **Institution name**	Bloggs, J. (2013) *Reflective journal*. Unpublished manuscript, University of Worcester. *In-text citation example*: During a recent placement, I reflected upon a particular instance where….. (Bloggs 2013).

Interviews, online presentations and personal communications

Source	Notes on layout and citations	Layout examples
Interviews	**Name of person interviewed** **Year of interview**: in brackets **Title of interview**: if available, in single quotation marks **Interviewed by**: followed by **interviewer's name**, and **the publication or programme title in *italics*** **Name of channel**: if a television broadcast **Day/Month of interview** **Page number(s) where the interview appears**: if in print. Use 'p.' or 'pp.' **[Online]**: if on the Internet **Available from**: website address **[Date of access]**	Clegg, N. (2011) Interviewed by Andrew Marr for *The Andrew Marr Show*, BBC One, 8 May. Cole, L. (2011) 'Lily Cole: We can buy less and pay more'. Interviewed by Decca Aitkenhead for *G2 (The Guardian)*, 21 March. [Online] Available from: http://www.guardian.co.uk/lifeandstyle/2011/mar/21/lily-cole-supermodel-fashion-ethical [Accessed 9 May 2011].
Online presentations	**Author(s)/Presenter(s)** **Year**: in brackets **Title of presentation**: in *italics* **[Online]** **Title of event where presentation given**: if available/applicable **Location of event**: if available/applicable **Day(s) and month of presentation or event**: if available/applicable **Available from**: website address **[Date of access]**	Secker, J. & Coonan, E. (2013) *Rethinking information literacy: collaboration, co-ordination, consolidation*. [Online] Librarians as Teachers, University of Warwick, UK. 13 June. Available from: http://www.slideshare.net/LibrarianGoddess/librarians-as-teachers [Accessed 21 June 2013].
Personal communication	You should ensure that you have the author or speaker's consent to print and reference the personal communication. If you are unsure, consider using an Appendix to present the anonymised communications, and check with your tutor. **Author/sender/speaker** **Year**: in brackets **Type of communication**: (e.g. e-mail, letter, conversation, telephone, text message, fax) **Receiver of communication** **Day/month of communication**	Smith, J. (2011) Email to Tom Jones, 12 May. Jones, T. (2011) Conversation with Jane Smith, 12 May.

Social media and blogs (weblogs)

Source	Notes on layout and citations	Layout examples
Blogs (Weblogs)	**Author** **Year**: in brackets **Title of the posting**: if applicable **Title of the site**: in *italics* **Weblog** **[Online]** **Day/month of posting** **Available from:** web address **[Date of access]**	TES Primary (2013) How to introduce children to character, settings and plot. *TES Primary*. Weblog. [Online] 24 June. Available from: http://community.tes.co.uk/tes_primary/b/weblog/archive/2013/06/24/how-to-introduce-to-introduce-children-to-character-settings-and-plot.aspx [Accessed 25 June 2013].
Social networking sites	**Sites include Twitter, Facebook etc.** **Author** **Year**: in brackets **Title of page/post**: in *italics* **[Title of website or network]**: e.g. [Twitter] , [Facebook] **Day/month of posting** **Available from:** web address (in Twitter, you can get the address for the Tweet by going to the author's profile, clicking the tweet and then clicking the 'details' link.) **[Date of access]**	The Independent (2013) *Wimbledon 2013: Laura Robson lifts the British gloom by joining Andy Murray in round two http://ind.pn/14VvEBv pic.twitter.com/0kZZWU5oeN*. [Twitter] 25 June. Available from: https://twitter.com/Independent/status/349568209063645184 [Accessed 25 June 2013].

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