

# **Citation Practice: comprehensive guide to Harvard Referencing**

# Citation Practice

## City Community and Health Sciences

### City University London

## Introduction

Students are expected to present research and evidence-based essays and assignments as part of their course work. Books, journal articles and other sources used in the preparation of such work must be acknowledged. Quotations, statistics, other people's thoughts and ideas need to be used, cited and referred to.

Your assessment guidelines tell you how marks are awarded for referencing. The marks are not just awarded for the quality of the sources you have used, but also for citing and referencing correctly according to the Harvard citation system in use at the School of Health and Community Sciences. By learning to cite references properly you will have gained a skill, which is necessary in all scholarly activity.

## What is a citation, reference and bibliography?

A **citation** is when you refer to the work, theories, arguments and ideas of other authors, in the body of your own writing, giving *brief details only*. Other authors' works are used to show evidence of background reading and to support your content and conclusions.

Each citation needs to be listed, at the end of your writing, with full details, in a **list of references**. The main requirement in citing and referencing is to provide the *full, accurate details* that will enable the reader to be able to trace back to the original information you have used.

A **bibliography** is a list of all the items that you read and found to be useful in forming your ideas, but which were not necessarily referred to in your text.

## Reasons for using citation/referencing and bibliographies:

- *Demonstrate that you have an awareness and understanding of other people's ideas.*
- *Show that you have located relevant works, read and analysed them and formed your own opinions in the subject area.*
- *Acknowledge other people's ideas, opinions, and research to avoid plagiarism.*
- *Provide the full details so the reader can find the original material you used.*
- *Support points and arguments you want to make.*
- *Reflect the range of research you have undertaken, not just the sources quoted.*

## Remember:

- **Keep a detailed note of all your sources as you read/make notes from them, including websites (eg, author, title, URL and date accessed).**
- **Keep a note of the details of the items you use from the library before you return them.**
- **If you photocopy an article make sure you write the full details on the copy you have made.**
- **There is a difference in the way you cite different types of resources.**
- **In work submitted to the School of Community and Health Sciences (SCHS), the reference list and bibliography should be presented in separate lists, but in a common layout.**
- **Your assessment guidelines will tell you what percentage of marks are awarded for correct citation and referencing. Don't lose vital marks through poor/inaccurate citation and referencing.**

## What is plagiarism?

Plagiarism is presenting someone else's ideas and work as your own, ie not citing and referencing properly.

### Remember:

- It is an attempt to pass off someone else's ideas as your own, or to copy sections of text from another's work without attempting to put these ideas into your own words or acknowledge sources by clearly referencing.
- It is a form of theft/cheating and is regarded as a serious offence in educational settings.
- Citations/references must be provided for all information/ideas used.
- You must cite/reference all sources found in electronic formats as well as paper-based information found in books, journals, statistical volumes, government reports, leaflets etc.
- Assignments will be failed if work has been plagiarised. If in doubt ask your personal tutor.
- Full details about plagiarism are given in your student handbook.

## Which citation/referencing system do we use?

The referencing system in use at the School of Community and Health Sciences is based on the Harvard referencing system.

### Remember:

- Students preparing their MSc Dissertation or PhD Thesis should consult their supervisor. The Harvard System is extremely detailed and students at this level will be expected to have an in depth understanding of the referencing system they choose to use.

## How many references or quotations do I need to use?

There are no exact rules on this and it will depend on the assignment you are undertaking. However, you should support all the major arguments and points you make and show that you have an understanding of other authors' works.

## How do I use quotations and citations in my text?

In-text citations can take the form of quotations, paraphrasing or summarising.

### ***Paraphrasing (express others' writing in your own words)***

This is a way of referring to an author's ideas or arguments, without using their actual words. Paraphrasing shows that you truly understand what the author is saying and it allows you to acknowledge their ideas, while maintaining your own style and flow.

It is important not to change the meaning of what the author was saying. You still need to cite the author's work and reference the source at the end of your writing.

eg

Sully and Dallas (2005, p.182) discuss the ending of placements and remind us that we must keep all informed so that placements run smoothly, which develops our knowledge and skills in dealing with relationships.

### ***Summarising***

Summarising is where you pull out the key points from a book, web page etc and state these briefly, in your own words. There is less detail than paraphrasing.

eg

Sully and Dallas (2005, p.182) discuss the best way of dealing with the end of a placement.

## **Quotations (using the author's own words)**

Quotations should be very relevant and used sparingly or they may disrupt the flow of your text.

**Short quotations** (up to two or three sentences) should be included in the body of the text and placed in quotation marks. The quotation is followed by author's surname, date of publication and page number, all in brackets. The citation in brackets is part of the quote, so the full stop comes after the brackets.

eg

Sully and Dallas make a good point about informing patients at the end of a placement period, which reinforces my argument, when they state, "it is highly likely that you will have developed a good relationship with both patients and staff and so leaving unannounced will create varying levels of concern and possible anxiety" (Sully and Dallas, 2005, p.182).

**Longer quotations** should be **indented** on the page, to show it is a quotation. The writer's name, date of publication of the work and page numbers follow the quote in brackets. The full stop is put at the end of a long quotation (before the author date page citation).

eg

Sully and Dallas develop this idea further when they say:

Endings provide a variety of opportunities to develop our knowledge with regard to our relationships, knowledge and our skills. There may be an opportunity to negotiate when the ending may occur or this may be predetermined: either way, those with whom you are working will need to be informed and reminded when this takes place. This is particularly important in clinical placements for a number of reasons. (Sully and Dallas, 2005, p.182)

## **What is secondary referencing?**

Secondary referencing is where you read an author who refers to a previous author's work, where you haven't read the original book. Secondary referencing is best avoided wherever possible; it is better to find and read the original source. If it is not possible, refer as necessary and use "cited by" and the name of the author and date of publication of the text actually used.

eg

Bowlby (1998) suggests that changes in personal tutor or group/module leader may add to student anxieties since the "secure base" from which to explore this learning experience has been disturbed (cited by Sully and Dallas, 2005)

OR

Bowlby (1998) cited by Sully and Dallas (2005).

## **Remember:**

- **In this example only details of the publication by Sully and Dallas will appear in the reference list at the end of the essay.**

## How do I set out citations in my text, reference list and bibliography?

### Books

	Cite in the text	In the reference list
Book with one author	Freeth (2002, p.23) explains that there is a difference between ... <b>or</b> There is a difference between ... (Freeth, 2002, p.23)	Author, Initials. (Year) <i>Title</i> [in italics]. Edition [If later than the first]. Place of Publication: Publisher. <b>eg.</b> Bell, J. (2005) <i>Doing your research project</i> . 4 <sup>th</sup> ed. Maidenhead: Open University Press.
Book with two or three authors	Goddard and Barrett (2007) suggested that ... <b>or</b> ...despite possible objections from the patient (Heneghan and Badenoch, 2006, p.124).	Heneghan, C. and Badenoch, D. (2006) <i>Evidence based medicine toolkit</i> . 2 <sup>nd</sup> ed. Oxford: BMJ Books.
Book with more than three authors	Critical thinking and discussion can be a great challenge for many students (Savage et al, 2006, p29)	Savage, A., Mayer, P., Masoud, S., Rhonda, L. and Davis, J. (2006) <i>Effective academic writing</i> . Oxford: Oxford University Press.
Book with an editor	The formation of professions was examined in Prest (1987).	Prest, W. (ed.) (1987) <i>The professions in early modern England</i> . London: Croom Helm.
Book with no author	The Percy Tomb has been described as "one of the best masterpieces of medieval European art" (Treasures of Britain, 1990 p.84).	<i>Treasures of Britain and Ireland</i> . 2 <sup>nd</sup> ed. (1990) London: Reader's Digest Association Ltd.
Chapter in an edited book	The view proposed by Franklin (2002, p.88) was that ...	Franklin, A.W. (2002) "Management of the problem", in Smith, S.M. (ed.) <i>The maltreatment of children</i> . Lancaster: MTP, pp.83-95.
Electronic books/e-books	In her analysis, Carroll (2007, pp.36-92) writes that ...	Author (Publication year) Title of book. Name of e-book collection [Online] Available at: URL (Accessed: date). <b>eg,</b> Carroll, L. (2007) <i>Acute medicine: a handbook for nurse practitioners</i> . My-iLibrary resource [Online]. Available at: <a href="http://library.city.ac.uk/search">http://library.city.ac.uk/search</a> (Accessed: 18 August 2010).
Multi-volume works	Butcher's (1961) guide talks about ...	Butcher, R. (1961) <i>A new British flora</i> . (2 vols.) London: Leonard Hill.

### Remember:

- For reprints, use the year of the original publication, as a reprint is not a new edition.

## Journal articles

	Cite in the text	In the reference list
Journal article	Often, Evidence-based practice is described as research applied to practice. (Fitzpatrick, 2010, p.20).	Author, Initials. (Year) 'Title of article' <i>Title of Journal</i> , Issue Information eg, vol, issue, part, page numbers. Layout journal information as indicated on the journal itself. <b>eg.</b> Fitzpatrick, J.J. (2010) 'Connecting or disconnecting the dots between research and evidence-based practice', <i>Applied Nursing Research</i> , 23(1), pp.18-22.
Electronic journals/e-journals	This information has recently been updated (Zhang, Pare and Sandford, 2008).	Zhang, J., Pare, P.D. and Sandford, A. (2008) 'Recent advances in asthma genetics', <i>Respiratory Research</i> , 9(4), Pubmed Central [Online]. Available at: <a href="http://respiratory-research.com/content/9/1/4">respiratory-research.com/content/9/1/4</a> (Accessed: 4 July 2008).

### Remember:

- The rules regarding authors are the same as those for books.
- Do not abbreviate Journal titles unless the short title is on the cover e.g. **BMJ**:  
McKinstry, B. (2000) Do patients wish to be involved in decision making in the consultation? A cross sectional survey with video vignettes. *BMJ* 321 7<sup>th</sup> October, pp. 867-871.
- Page numbers – include the first and last including the references or appendix but if there are intervening advertisements or other matter they must be excluded by a comma, e.g. 78-80, 82, 84-5 shows pages 81 and 83 are not part of the paper.
- The full text of the journal article may be held in a variety of places; it could be hosted by a full text service or held only as an e-journal by the publisher. The important thing in terms of referencing is giving the information needed so your reader can find it.

## Websites

	Cite in the text	In the reference list
Web pages with individual authors	Yau (2001) provided information about the Chinese community.	Author, Initial. (Year site was updated). <i>Title of Internet site</i> . Available at: URL. (Accessed: date). <b>eg</b> Tau, T. (2001) <i>Dragon project</i> . Available at: <a href="http://www.geocities.com/dragonprofect2000/">http://www.geocities.com/dragonprofect2000/</a> (Accessed: 14 June 2008).
Reports on web pages	... as discussed in the analysis of mortality (Tower Hamlets Council, 2011).	Tower Hamlets Council (2011) <i>Joint strategic needs assessment: 1.6 Health inequalities</i> . [Online]. Available at: <a href="http://www.towerhamlets.gov.uk/lgsi/701-750/732_jsna.aspx">http://www.towerhamlets.gov.uk/lgsi/701-750/732_jsna.aspx</a> (Accessed: 28 February 2011).
Web pages with no authors	Illustrations of the houses can be found online ( <i>Palladio's Italian villas</i> , 2005)	<i>Palladio's Italian villas</i> (2005) Available at: <a href="http://www.boglewood.com/palladio/">http://www.boglewood.com/palladio/</a> Accessed: 2 June 2008).

## Other publications and items

	Cite in the text	In the reference list
Annual Reports	The company's profits expanded (British Sky Broadcasting Group plc, 2007) ...	British Sky Broadcasting Group plc (2007) <i>Annual report</i> [Online]. Available at: <a href="http://library.corporate-ir.net/library/10/104104016/items/258443/AR07.pdf">http://library.corporate-ir.net/library/10/104104016/items/258443/AR07.pdf</a> .
Audio/Video downloads	<i>Mr Brightside</i> was a major success (The Killers, 2004).	Artist if available if not put title first (year of distribution) <i>Title of recording</i> . <i>Name of download site</i> . [Download]. Available at: URL (Accessed: date). eg The Killers (2004) <i>Mr Brightside</i> . iTunes [Download]. Available at: <a href="http://www.apple.com/uk/itunes/">http://www.apple.com/uk/itunes/</a> (Accessed: 13 November 2007).
Book illustrations, diagrams, tables etc.	... as shown in the comparison of skeletal, cardiac and smooth muscles (Marieb, 2006, p.179)	Author, Initials. (Publication year) <i>Title of book</i> . Place of Publication: Publisher, page reference, illus./fig./table. eg. Marieb, E. (2006) <i>Essentials of human anatomy and physiology</i> . 8 <sup>th</sup> ed. San Francisco: Pearson. p.179, table.
Book reviews	Darden (2007) considered the book ...	Darden, L. (2007) 'New cell research'. Review of <i>Discovering cell mechanisms: the creation of modern cell biology</i> , by William Bechtel. <i>Journal of the History of Biology</i> , 40 (1) pp.185-7.
British Standards	Loft conversions are subject to strict controls (British Standards Institute, 1989) such as ...	British Standards Institute (1989) <i>BS5268-7.4: Structural use of timber: ceiling binders</i> . London: British Standards Institute.
CD/DVD-Rom	The student made extensive use of an authoritative source (World development indicators, 2002) ...	<i>Title</i> . (Publication Year) [CD-ROM] Producer [if known] Available: Publisher/Distributor. eg. <i>World development indicators</i> (2002) [CD-ROM]. The World Bank Group. Available: SilverPlatter.
Conference proceedings	The conference (Institute for Small Business Affairs, 2000) reported that ...	Institute for Small Business Affairs (2000) <i>Small firms: adding the spark: the 23<sup>rd</sup> ISBA national small firms policy and research conference</i> . Robert Gordon University, Aberdeen 15-17 November. Leeds: Institute for Small Business Affairs.
DVD – episode	Close attention was paid to period details, for example, the costumes of the dancers ('Episode 4', 2006).	'Title of episode' (year of distribution) <i>Title of programme/series</i> In <i>Title of compilation</i> [DVD] Place of distribution: Distributor. eg 'Episode 4# (2006) <i>The Mallen streak</i> . In <i>Catherine Cookson complete collection</i> [DVD]. London: ITV.
DVD - film	Special effects can dominate a film, eg. <i>The Matrix reloaded</i> (2003).	<i>Title of film</i> (year of distribution) Directed by [DVD] Place of distribution: Distribution company. eg <i>The Matrix reloaded</i> (2003) Directed by A. & L. Wachowski [DVD]. Los Angeles: Warner Brothers Inc.
EU Publications	The predicted migration of labour (European Commission, 2003) ...	Name of EU Institution (Publication Year) <i>Title</i> . Place of Publication: Publisher. eg. European Commission (2003) <i>Making globalisation work for everyone</i> . Luxembourg: Office for Official Publications of the European Union.

Genealogical sources, ie censuses	Thomas Wilson moved to Willington in the 1850s ('Thomas Wilson', 1861).	'Name of person' (year of census) <i>Census return for ...Street, place, county, Registration sub-district</i> . Public Record Office: piece number, folio number, page number. If certificate was obtained online, add: <i>Name of website</i> (year of last update). Available at: URL (Accessed: date). eg 'Thomas Wilson' (1861) <i>Census return for New Row, Willington, St Oswald sub-district, County Durham</i> . Public Record Office: PRP RG9/3739, folio 74, p.11. <i>Ancestry</i> (2008). Available at: <a href="http://www.ancestry.co.uk">http://www.ancestry.co.uk</a> (Accessed: 3 July 2008).
Government Bills	Haulage companies expressed concern about the provisions of the Transport Bill. (Great Britain. Parliament. House of Commons, 1999)	Great Britain. Parliament. House of ... (year of publication) <i>Title</i> . Place of publication: Publisher. eg Great Britain. Parliament. House of Commons. (1999) <i>Transport Bill</i> . London: The Stationery Office. (Bills 1999-2000 8).
Government Publications: command papers	The latest advice given (Great Britain. Department of Health, 1999) is that ...	Great Britain. Department of Health. <i>Saving lives: our healthier nation</i> . London: The Stationery Office. (Cm.4386).
Government Publications: departmental publications	Prison numbers increased last year (Great Britain. Ministry of Justice, 2007) as did the disparity in medical care (Great Britain. Department of Health, 2008)	Great Britain. Ministry of Justice (2007) <i>Sentencing statistics (annual)</i> London: Ministry of Justice. . Great Britain. Department of Health (2008) <i>Health inequalities: progress and next steps</i> [Online]. Available at: <a href="http://www.dh.gov.uk/en/Publicationsandstatistics/Lettersandcirculars/HealthserviceCirculars/DH_4071269">http://www.dh.gov.uk/en/Publicationsandstatistics/Lettersandcirculars/HealthserviceCirculars/DH_4071269</a> (Accessed: 18 June 2008).
Graphs in a book (give book details)	The effects of the compounds (Day and Gastel, 2006, p.95) are such that ...	Day, R. And Gastel, B. (2006) <i>How to write and publish a scientific paper</i> . Cambridge: Cambridge University Press, p.95, graph.
House of Commons and House of Lords papers	Parliamentary reports for the year included the criminal justice system (Great Britain. Parliament. House of Commons, 1999).	Great Britain. Parliament. House of Commons. (1999) <i>Criminal justice: working together</i> , Session 1999-2000. London: The Stationery Office. (HC 1999-2000 29).
International Publications	A report by the United Nations (2005) states that ...	Name of organisation (Publication Year) <i>Title</i> , Place of Publication: Publisher. eg. United Nations (2005) <i>Yearbook of the United Nations</i> , 2003 vol. 47. New York: United Nations Department of Public Information.
Interviews – internet, newspaper and television	The Democrat appeared confident in the discussion (Obama, 2008).	Name of Person Interviewed (year of interview) 'Title of the interview' Interview with/interviewed by. Interviewer's name. <i>Title of publications or broadcast</i> . Day and month of interview. If published on the internet, add: [Online] Available at: URL (Accessed: date). eg Obama, B. (2008) Interviewed by Terry Moran for <i>ABC News</i> , 19 March. [Online]. Available at: <a href="http://abcnews.go.com/Nightline/vote2008/story/?id=4480133">http://abcnews.go.com/Nightline/vote2008/story/?id=4480133</a> (Accessed: 16 June 2008).



Leaflets	Lloyds TSB Bank plc (no date) provides insurance for its mortgages ...	Author (corporate or individual) (Date, if known) <i>Title</i> [Leaflet obtained ...] Date. eg Lloyds TSB Bank plc (no date) <i>Mortgages</i> . [Leaflet obtained in Newcastle branch] 4 June 2008.
Lectures, seminars, webinars	Points of interest from the lecture (Brown, 2008) included ...	Author/speaker (year) <i>Title of communication</i> [Medium] Day/month. eg Brown, T (2008) <i>Contemporary furniture</i> . [Lecture to BSc Design Year 4]. 21 April.
Minutes of meetings	Jones (2008) suggested work shadowing and mentoring ...	Author (individual or group) (year of meeting) 'Item being referenced' <i>Title and date of meeting</i> . Organisation. Location of meeting. eg Jones, T. (2008) 'Item 3.1: Developing our staff', <i>Minutes of staff development committee meeting 23 June 2008</i> , Western Health Trust, Shrewsbury.
Newspaper articles by an author	House prices fell by 2.1% last month (Old, 2008, p.25).	Author, Initial (year of publication) 'Title of article' Title of newspaper. (edition, if necessary), Day and Month, page number. eg Old, D. (2008) 'House price gloom', <i>Evening Chronicle</i> (Newcastle ed.), 26 June, p.25.
Newspaper articles without an author	The article (The Times, 2008, p.7) reported that ...	Title of Newspaper (year of publication) 'Title of article' Day and month, page number. eg The Times (2008) 'Bank accounts', 14 June, p.7.
Online discussion groups and bulletin boards	Debt was discussed by Peters (2008) ...	Author of message (year of message) 'Subject of the message' <i>Discussion group or bulletin board</i> . Date posted: day/month [Online]. Available e-mail: e-mail address. eg Peters, W.R. (2008) 'International finance questions', <i>British Business School Librarians Group discussion list</i> , 11 August [Online] Available e-mail: lis-business@jiscmail.com.
Pamphlets	Bradley's pamphlet (1994) gave instruction in the use of ...	Bradley, M. (1994) CD-ROMs: how to set up your workstation. London: ASLIB.
Patents	Dear (2007) proposed a solution whereby ...	Dear, A.G. (2007) <i>Plastic bag carrier</i> . UK Intellectual Property Office Patent no. GB2439278 [Online]. Available at: <a href="http://www.ipo.gov.uk/p-find-publication">http://www.ipo.gov.uk/p-find-publication</a> (Accessed: 1 July 2008).
Personal communications, eg in person, by letter, email, phone, text, fax etc.	This was disputed by Walters (2008) when he said ...	Sender/speaker/author (year of communication) Medium of communication, receiver of communication, Day/month of communication. eg Walter, F. (2008) Conversation with John Stephens, 13 August. Walters, F. (2008) Letter to John Stephens, 23 January. Walters, F. (2008) E-mail to John Stephens, 14 August. Walters, F (2008) Telephone conversation with John Stephens, 25 December. Walters, F. (Text message to John Stephens, 14 June). Walters, F. (Fax to John Stephens, 17 December).
Phonecasts	Zuckerberg created Facebook in 2004 ('A conversation with Mark Zuckerberg', 2007).	'Title of phonecast' (year of production) Title of webpage. Available at: URL (Accessed: date). eg #A conversation with Mark Zuckerberg' (2007) Phonecasting. Available at: <a href="http://www.phonecasting.com/channel/viewchannel.aspx?id=1904">http://www.phonecasting.com/channel/viewchannel.aspx?id=1904</a> (Accessed: 1 July 2008).

Photographs from Internet	This explanatory photograph (Kitto, 2008) ...	Photographer (Publication year) <i>Title of Photograph</i> [Online]. Available at URL (Assessed: date). eg. Kitto, J. (2008) Golden sunset [Online]. Available at: <a href="http://www.jameskitto.co.uk/hoto_1827786.html">http://www.jameskitto.co.uk/hoto_1827786.html</a> (Accessed 14 June 2008).
Photographs in online collections, eg Flickr	The deep hues in Kamuro's photo (2008) ...	Photographer (Publication year) <i>Title of photograph. Title of online collection</i> [Online]. Available at: URL (Accessed: date). eg. Kamuro (2008) Calmness. Flickr [Online]. Available at: <a href="http://www.flecker.com/photos/kamuro/443012/in/Pool-ysplix">http://www.flecker.com/photos/kamuro/443012/in/Pool-ysplix</a> (Accessed: 30 June 2008).
Podcasts	Ben (2005) warned students to evaluate their sources.	Author/presenter (Year site was published/updated) 'Title of podcast', Title of Internet site [Podcast]. Day/month of posted message. Available at: URL (Accessed: date). eg Ben (2005) 'Critical thinking and the Internet', BBC schools podcast [Podcast] 23 June. Available at: <a href="http://searach.bbc.co.uk/cgi-bin/search/results.p;?tab=av&amp;q=school%20podcast&amp;recipe=all&amp;scope=all&amp;edition=">http://searach.bbc.co.uk/cgi-bin/search/results.p;?tab=av&amp;q=school%20podcast&amp;recipe=all&amp;scope=all&amp;edition=</a> (Accessed: 25 June 2008).
Posters	The image (Chagall, no date) was so beautiful ...  Smith's poster (2003) ...	Artist (if known, or use title) (year) Title [Poster] Exhibited at. Location and date of exhibition. Dimensions (if relevant and available). eg Chagall, M. (not date) <i>Le violiniste</i> [Poster]. 84cmx48cm/33"x19". eg Smith, K. (2003) Prints, books and things [Poster]. Exhibited at New York, Museum of Modern Art. 5 December 2003-8 March 2004.
Press releases	Google Inc (2008) offered to ...	Author/organisation (year issued) Title of communication [Press release] Day/month. If online add: Available at: URL (Accessed: date). eg Google Inc. (2008) Cartography for the masses [Press release]. 24 June. Available at: <a href="http://google.com/intl/en/press/annnc/mapmaker_20080624.html">http://google.com/intl/en/press/annnc/mapmaker_20080624.html</a> (Accessed: 3 July 2008).
Radio programmes	The latest report (Today, 2010)	<i>Title of programme.</i> (Year of transmission) Name of channel, Date of transmission day/month. eg <i>Today</i> (2010) BBC Radio 4, 19 <sup>th</sup> August.
Radio programmes heard on the Internet	Technology offers the means to improve human ability (Redesigning the human body, 2006) ...	<i>Title of programme</i> (Original year of transmission) Name of channel, day and month of original transmission. Available at: URL (Accessed: date). eg Redesigning the human body (2006) BBC Radio 4, 25 September. Available at: <a href="http://www.bbc.co.uk/radio4/redesigninghumanbody/">http://www.bbc.co.uk/radio4/redesigninghumanbody/</a> (Accessed: 15 June 2008).
Research Reports	The minimum cost of living in Britain is £13,400 (Bradshaw et al., 2008, p32).	Bradshaw, J., Middleton, S., Davis, A., Oldfield, N., Smith, N., Cusworth, L. And Williams, J. (2008) <i>A minimum income standard for Britain: what people think.</i> [Online]. Available at: <a href="http://jrf.org.uk/Bookshop/ebooks/2226-income-poverty-standards.pdf">http://jrf.org.uk/Bookshop/ebooks/2226-income-poverty-standards.pdf</a> (Accessed: 3 July 2008).
RSS feeds	Really simple Syndication is a method of notifying subscribers if a web page has been updated. You should reference the original source, eg new web page or journal article, not the RSS feed.	

Screencasts ie, video screen captures	An online video demonstrated functions ('Putting Flickr on rails', 2008).	'Title of screencast' (year of production) <i>Title of web page</i> [Screencast]. Available at: URL (Accessed: date). eg 'Putting Flickr on rails' (2008) <i>Show, don't tell</i> [Screencast]. Available at: <a href="http://rubyonrails.org/screencasts">http://rubyonrails.org/screencasts</a> (Accessed 27 June 2008).
Television programmes	Vicky Pollard (Little Britain, 2005) exemplifies the temperamental teenager.	<i>Little Britain</i> (2005) BBC2 Television, 23 June.
Television programmes viewed on the Internet	The effects of the accident were portrayed graphically ('Love you', 2008).	'Title of episode' (Transmission year) Title of programme/series, series and episode number, Name of channel, Day/month of transmission [Online] Available at: URL (Accessed: date). eg 'Love you' (2008) <i>Holby City</i> , Series 10, episode 4, BBC1 Television, 9 June [Online]. Available at: <a href="http://www.bbc.co.uk/iplayer/">http://www.bbc.co.uk/iplayer/</a> (Accessed: 15 June 2008).
Theses – on the Internet.	Research by Winkelman (2001) demonstrates that ...	Winkelman, P. (2001) <i>Beyond science: an exploration of values in engineering education adn practice</i> . PhD thesis. University of Calgary, Alberta [Online]. Available at: <a href="http://www.collectionscanada.gc.ca/obj/s4/f2/dsk3/ftp04/nq64892.pdf">http://www.collectionscanada.gc.ca/obj/s4/f2/dsk3/ftp04/nq64892.pdf</a> (Accessed: 14 June 2008).
Theses – unpublished.	Researach by Tregear (2001) has shown that ...	Tregear, A.E.J. (2001) <i>Speciality regional foods in the UK: an investigation from the perspectives of marketing and social history</i> . Unpublished PhD thesis. University of Newcastle upon Tyne.
UK Statutes	The statute (Great Britain. Mental Health Act 1983) brought into effect many changes, such as ...	Great Britain. <i>Short Title of the Act and Year</i> . Name of Sovereign. Chapter number. (year of publication) Place of publication: Publisher. eg Great Britain. <i>Mental Health Act 1983</i> : Elizabeth II. Chapter 20. (1983) London: HMSO.
UK Statutory Instruments	The Primary Care Trusts (Establishment) Amendment Order 2006 was introduced....	<i>Name/title including year</i> (SI number and year). eg <i>Primary Care Trusts (Establishment) Amendment Order 2006</i> (SI 2006/2077).
Vidcasts – video podcasts	The vidcast was most informative (Walker and Carruthers, 2008).	Author, Initials. (Year site was published) 'Title of vidcast' <i>Title of Internet site</i> . Available at: URL (Accessed: date). eg Walker, A. and Carruthers, S. (2008) 'Episode 126: Storage on your network', <i>Lab rats!</i> Available at: <a href="http://labrats.tv/episodes/ep126.html">http://labrats.tv/episodes/ep126.html</a> (Assessed: 19 June 2008).
Virtual Learning Environment (Moodle) Journal articles	Bright (2003, p.262) believed that ...	Author, Initials (Publication Year), 'Title of article' volume, issue, page numbers. <i>Name of academic module</i> . [Online] Available at: URL of Virtual Learning Environment. (Accessed: date). eg, Bright, M. (2003) 'The advance of learning', <i>Journal of Ideas</i> , 46(2), pp. 259-277. E-learning in the classroom [Online]. Available at: <a href="http://duo.dur.ac.uk">http://duo.dur.ac.uk</a> (Accessed: 23 July 2007).
Virtual Learning Environment (Moodle) Messages from course discussion boards	It is advisable to check which referencing style is required (Thomas, 2003).	Thomas, D. (2008) 'Word count and referencing style', Frequently Asked Questions discussion board in Housing Studies [Online]. Available at: <a href="http://duo.dur.ac.uk">http://duo.dur.ac.uk</a> (Accessed: 14 may 2008).

Virtual Learning Environment (Moodle) Tutor Notes	The need for preparation (Hollis, 2008) is paramount ...	Hollis, K. (2880) 'Week 7: dissertation preparation materials'. Research methods for MA History [Online]. Available at: <a href="http://duo.dur.ac.uk">http://duo.dur.ac.uk</a> (Accessed: 2 February 2008).
Web pages with individual authors	Yau (2001) provided information about the Chinese community.	Author, Initial. (Year site was updated). <i>Title of Internet site</i> . Available at: URL. (Accessed: date). eg Tau, T. (2001) <i>Dragon project</i> . Available at: <a href="http://www.geocities.com/dragonproject2000/">http://www.geocities.com/dragonproject2000/</a> (Accessed: 14 June 2008).
Web pages with organisations as authors	The Open Gardens scheme (British Red Cross, 2008) ...	British Red Cross (2008) <i>Open gardens</i> . Available at: <a href="http://redcross.org.uk/index.asp?id=39992">http://redcross.org.uk/index.asp?id=39992</a> (Accessed: 17 June 2008).
Web pages with no authors	Illustrations of the houses can be found online ( <i>Palladio's Italian villas</i> , 2005)	<i>Palladio's Italian villas</i> (2005) Available at: <a href="http://www.boglewood.com/palladio/">http://www.boglewood.com/palladio/</a> Accessed: 2 June 2008).

### Remember:

- If referring to an online version, rather than a print version, then replace place of publication and publisher with [Online]. Available at: URL. (Accessed: date).
- You must have permission of the person who sent the e-mail before using it as a reference source.
- If there is not clear author, the information on the website might be unreliable.
- If there are no dates on the website, the information may be out of date.

### Notes on compiling your reference list and bibliography

#### Remember:

- The details you need are usually found on the front and back of the title page. This is normally the first or second unnumbered page inside the book.
- Note where the punctuation appears; it is very important that this is correct.
- Do not include an edition statement if it is the first edition, however all later editions DO require an edition statement.
- Be very careful not to confuse the date of the edition with any reprint dates. Publishers sometimes reprint titles when they have run out of copies, this could be years after the date that edition was issued. e.g. Rowntree, D. (1981) *Statistics Without Tears*. London: Penguin. This book was reprinted in 1991 and again in 2000 with minor corrections and new further reading, but it is still the 1981 edition.
- The place of publication is the city or town, not country.
- You should not use an ampersand i.e. “&” between names, always write the word “and”.