



Harvard Referencing Guide

Produced by Library and Learning Services
8th Edition, 2023

Table of Contents

Introduction	6
What is referencing?.....	6
When do you need to reference?	6
When is a reference not needed?	6
Citing.....	7
Referring to sources within your work (citing)	7
Citing a short quotation.....	7
Citing a long quotation	7
Aiming to paraphrase rather than quote	8
Making changes to quotations.....	8
Omitting part of a quotation	8
Inserting your own or different words into a quotation.	8
Pointing out an error.....	9
Adding your own emphasis.....	9
Citing more than one source.....	9
Citing a source with more than one author.....	9
Citing sources by same author in same year.....	10
Citing sources by different authors with the same surname in the same year.....	10
Citing a corporate author.....	10
How do I cite a source with missing publication details?.....	10
Citing a source without a given author	11
Citing a source without a given date	11
Updated versions.....	11
Abbreviating organisation names.....	11
Citing a source used within another source: secondary referencing.....	12
Citing confidential material	12
Compiling your reference list.....	13
References list or bibliography?	13
Elements of a reference	13
Publication information in the frontmatter of a book.....	14
Title page	14
Reverse title page.....	14
How do I reference if publication details are missing?.....	15
Referencing a source without a given author	15

Referencing a source without a given date.....	15
Referencing a source used within a source: secondary referencing.....	15
Referencing a source with more than one author	16
Referencing sources by the same author in the same year.....	16
Referencing confidential material.....	16
What is a DOI?.....	17
Appendices-Use of Appendices in UON Harvard.....	17
Referencing a source not listed in this guide.....	18
Example essay extract with citations and references list	18
Example reference formats for different source types.....	18
A.....	19
Act of Parliament.....	19
App (Mobile).....	20
Archive material	20
Artwork (in a gallery, museum, repository, collection or in a locality, body art or graffiti).....	20
Artwork (online).....	21
Art installation/exhibition	21
B.....	22
Blog	22
Book.....	22
Book (e-book).....	22
Book (translation)	23
Book volume	24
Book chapter (in an edited book).....	24
Book chapter (in an edited book with no names on chapters)	25
Book illustrations, diagrams, logos or tables.....	25
British Standards.....	26
C.....	26
Case Law	26
Cochrane Review.....	26
Command Paper	27
Computer game	27
Computer program	28
Computer software code	28

Referencing within Code [For Computing Students]	28
Header [For Computing students]	28
Disclaimer/Copyright [For Computing students]	29
Class Library/SDK Referencing [For Computing students]	29
Method Referencing [For Computing students]	29
Referencing within Methods/Classes [For Computing students]	29
Conference paper	30
Conference poster	30
Conversation (in person)	31
Creative Commons licensed Image	31
D	31
Dance performance	31
Dance (online)	32
Dataset	32
E	32
e-book (online)	32
e-book (via e-book reader)	33
e-book chapter in an edited e-book	34
Email	34
EU publication (treaties, directives and regulations and decisions)	35
F	35
Facebook	35
Figures	36
Film (DVD, broadcast or digital download)	36
Film (DVD: commentaries and special features)	36
Film (streamed)	37
G	37
Government document	37
H	38
Hansard	38
House of Commons and House of Lords Papers	38
I	39
Image (online)	39
Image (Creative Commons licensed)	39
Informal or in-house publication	39

International standards.....	40
Interview	40
Instagram.....	41
J	41
Journal article (print and e-journal).....	41
Journal article (forthcoming).....	42
Journal article (no issue number; article number given).....	42
L	43
Leaflet.....	43
Leaflet (with no date)	43
Lecturer's/ tutor's notes.....	44
Legislation.....	44
Letter	44
M.....	44
Magazine article	44
Magazine article (online)	45
Market report	45
Map (Digimap)	46
Map (Google Earth).....	46
Map (printed)	46
Map (online).....	47
Museum artefact.....	47
Museum artefact (online).....	48
Music (live performance/concert)	48
Band concert:.....	49
Classical:.....	49
Music (lyrics).....	49
Music (musical score/sheet music)	49
Music (recorded track).....	50
Music streaming.....	51
N	51
Newspaper article.....	51
Newspaper article (online).....	51
NICE Guidelines	52
O	52

Ofsted report	52
Online discussion list or discussion forum	52
Organisational documents/policies.....	53
Organisational documents/policies (anonymised).....	53
P	54
Patent	54
PDFs	54
Play.....	54
Podcast.....	55
Poem, short story or play in an anthology.....	55
Poem in a collection	55
R.....	56
Radio broadcast	56
Religious text.....	56
S	57
Self-citation.....	57
Skype	57
Sound recording (based on recorded lectures)	58
Statutory Instrument.....	58
T	58
Telephone call.....	58
Television advertisement	59
Television programme (broadcast).....	59
Television programme (streamed content, e.g. Netflix, BBC iPlayer)	59
Theatre performance (live)	60
Theatre programme (print).....	60
Thesis or dissertation.....	61
Translated material	61
Twitter	62
V	62
Video (online e.g. YouTube, TED).....	62
Video (subscribed content e.g. Anatomy TV, SAGE video).....	63
W.....	63
Webinar	63
Website or webpage.....	63

Wiki.....	64
Bibliography.....	65

Introduction

This guide has been designed to provide examples and guidance on how to use UON Harvard referencing in a consistent and accurate manner.

Library and Learning Services have also produced a two-page quick start to referencing, 'The Harvard Referencing – Quick Guide'. It is important to check with your tutor to see if they have any specific referencing requirements.

What is referencing?

Referencing is a way of acknowledging other peoples' ideas and work. You do this through a **citation** (in the text of your work) and a **reference** at the end of your work. References to other people's ideas and work are an important part of academic writing as they:

- provide support for arguments and claims that you make
- show evidence of the breadth and depth of your reading

Remember to reference every source that you use:

- to avoid plagiarism (i.e. to take other peoples' thoughts, ideas or writings and use them as your own)
- to allow the reader of your work to refer to the original source to check and verify the ideas presented
- to avoid losing marks!

When do you need to reference?

You need to reference when:

- you quote another person (or group of people) or copy images
- you write about an idea which another person (or group of people) has created.

For example:

There has been a tendency amongst health workers to diagnose women experiencing domestic violence with a mental illness, rather than identifying the distress as a result of violence (Harne and Radford, 2008, p.44).

When is a reference not needed?

You do **not** need to reference when:

- when you are writing about your own ideas (unless you have included them in a previous assignment)
- when the information you are writing about is common knowledge, for example:

Northampton is the county town of Northamptonshire.

To decide whether a piece of information is common knowledge, ask yourself whether your reader could be familiar with the information without needing to do any research and whether the information is widely available. If the answer to both of these is 'yes', the information is probably common knowledge; but it's better to err on the side of caution and include a reference if you are in any doubt.

Citing

Referring to sources within your work (citing)

The citation within the text of your work is a brief acknowledgement to a source you have used for any of the reasons listed above. If you are using a direct quotation or are referring to a specific idea or assertion by an author, you need to let your reader know where you found the information by giving the author/creator's surname, the year and the page number, e.g. (Surname, Year, Page).

Example 1: Research has shown a direct link between body image and self-esteem (Jones, 2019, p.4).

Example 2: Jones (2019, p.4) found a direct link between body image and self-esteem.

The page number is important, as one of the prime functions of referencing is to enable your reader to quickly locate the information you have used and to verify the conclusions you have drawn. By using the page number, your reader can do this without having to read the entire work. If you are not referring to a specific idea or assertion, but are referring to a work by an author in its entirety or to a more general argument you only need to include the author/creator's surname and the year, e.g. (Surname, Year).

If you have named the author in the flow of your text, you only need to provide the year and page number (if applicable), e.g. (Year, Page).

Citing a short quotation

The approach can be "messy, necessitating further work to clarify and complete the outcomes" (Kennedy and Terry, 2019, p.14), but it is possible that mess is a productive part of the creative process.

Remember: it is best to paraphrase the sources you have used in your work, putting the author's words into your own and crediting them with the idea through the citation. This demonstrates more understanding of the content. Aim to keep quotations to a minimum.

Citing a long quotation

Note: There is no need to use quotation marks. Instead start a new line and indent the quotation.

Example: The methodology required for a thorough literature search requires an understanding of a number of different sources:

... it is important to be familiar with the tertiary sources (bibliographies of bibliographies), which will help you to identify the secondary sources (such as bibliographies, indexes and abstracts), which will then lead you to primary sources for your review (Pickard, 2013, p.27).

You do not need to include the page number from the quotation in your reference list. If you are taking a quotation from a website you may not be able to find a page number, so you will need to include an indication of where the quote can be found. Give a line or screen number instead, e.g. use [45 lines] or [approx. 5 screens].

Aiming to paraphrase rather than quote

It is best to paraphrase the sources you have used in your work, putting the author's words into your own and crediting them with the idea through the citation. This demonstrates more understanding of the content. Try and keep quotations to a minimum.

Making changes to quotations

Making small changes to quotations can help you integrate them into your own writing. Omitting part of a quotation or adding your own letters, words or phrases can create a smooth transition between your ideas and those of the authors you are quoting. However, make sure you do not change the original meaning.

Omitting part of a quotation

Indicate this by using three dots (an ellipsis):

Example: Bell (2014, p.105) states that the main purpose of a literature review is to "provide the reader with a picture ... of the state of knowledge and of major questions on the subject".

You do not need to begin or end a direct quotation with ellipsis points. The reader already assumes that the quote has been excerpted from a larger work.

Inserting your own or different words into a quotation.

Indicate this with brackets []:

Example:

Original quotation:

"In this field, social workers are working very closely with families ..." (Oliver, 2008, p.17).

Quotation with an insertion:

"In this field [crime prevention], social workers are working very closely with families ..." (Oliver, 2008, p.17).

Pointing out an error

Do not correct typographical or grammatical errors (such as a spelling mistake or incorrect date); instead add [sic] after the original:

Gardner (2008, p.35) pointed out that “the government maid [sic] the wrong decision”.

Adding your own emphasis

If you want to emphasise something in a quotation that is particularly relevant to your essay, put the emphasised words in italics, and state that the emphasis is your own.

Example: Bell (2014, p. 239) explains that in qualitative data analysis “it is not the words themselves that matter, but their *meaning*” (emphasis added).

If the original has italics, state that the italics are in the original.

Example: Bell (2014, p. 82) acknowledges that “all disciplines have a core of quality journals that include nationally or even internationally *refereed* articles” (italics in original).

Citing more than one source

If you are citing more than one source, you can separate them with a semi colon.

Example: There are many factors relating to individuals’ perceived body image. Jones (2010, p.4) has suggested that body image is related to self-esteem, whereas others believe a more complex relationship exists (Philips, 1995; Norton, 2005).

In your reference list at the end of your work, make sure you reference these separately.

Citing a source with more than one author

Some sources will have several authors. If there are two authors, write (Surname A and Surname B, Year). In your text, your citation could look like this:

Example: A number of practitioners have tackled the issue of teaching information skills in the university setting (Webb and Powis, 2004).

If there are more than two authors, you can use *et al.* which means ‘and others’ in Latin, e.g. (Surname *et al.*, Year). For three or more authors, don’t list all of them, just the first one named: ...There has been some debate amongst medical practitioners on the issue (Williamson *et al.*, 2008) ...

However, in your reference list you must make sure you give credit to all the authors (don’t use *et al.*). Instead, write all the authors in the order that they appear on your source as shown below:

Williamson, G. R., Jenkinson, T. and Proctor-Childs, T. (2008) *Nursing in contemporary healthcare practice*. Exeter: Learning Matters

Remember: *et al.* should be in italics with a full stop, as it is an abbreviation. We only use the comma after *et al.* in certain circumstances. When using the authors' names in a sentence, we do not include the comma unless the grammar of the sentence needs it:

Chi *et al.* (2022) suggest...

Chi *et al.*, (2022) although cautious, identified a link...

When citing the names and year in brackets, always use the comma: (Chi *et al.*, 2022).

Citing sources by same author in same year

If you are referring to two sources by the same author, produced in the same year, you can distinguish between them by adding letters to the end of the year for both your citation and reference.

Example: Research into the importance of chocolate on individuals' moods has highlighted a difference between the cocoa levels of chocolate (Hoskin, 2011a, p.41). This has indicated that the higher the cocoa levels, the greater impact the chocolate has on mood (Hoskin, 2011b, p.12). However, further research is investigating how much of this is related to the sugars within the chocolate (Hoskin and Siddall, 2012, p.21).

Citing sources by different authors with the same surname in the same year

If you are citing two authors with the same surname, who have published in the same year, you can include their initials to differentiate between them.

Example: It is important that students develop academic skills as soon as possible during their HE course (Williams, N., 2013, p.12), otherwise students are likely to fall behind as they progress through their course (Williams, E., 2013, p.30). Therefore, academic skills should be embedded in first year courses at University.

Citing a corporate author

You may come across a source which has a corporate author, where an organisation rather than an individual is responsible for the work. For instance, a government organisation would be cited in the same way as an author, with the organisation name as the author.

Example: (Department of Health, 2013).

Remember: some sources are the result of collaboration between many contributors, none of whom can claim authorship, e.g. dictionaries, encyclopaedias or films. In this case you can use the title in place of the author name, for example: *Gone with the Wind*.

How do I cite a source with missing publication details?

Occasionally you will come across documents that lack basic publication details. In these cases, it is necessary to indicate to your reader that these are not available. A series of abbreviations can be used and are generally accepted for this purpose:

No date: use [n.d.]

No place (sine loco): use [s.l.]

No publisher: use [s.n.]

Not known: use [n.k.]

For web pages it is often necessary to look beyond the page you are referencing to the 'Home Page' for the whole site or at a link such as 'About Us' from that home page.

Dates are often given at the bottom of web pages.

Citing a source without a given author

First you should check if the publication has a Corporate Author and if so use this. If there is no corporate author and the author cannot be identified, use Anon. and date of publication.

Example: in text citation

(Anon., 2009)

Citing a source without a given date

If there is no date for a source, use the author name and [n.d.].

Example: in text citation

(McCullough, [n.d.])

Updated versions

Many publications, such as government publications, are updated over time. For example, the *Statutory framework for the early years foundation stage* was originally published in 2014, and most recently updated in 2018. You should use the date when the publication was last updated in your citation and reference.

Note: If you are writing specifically about a change between the original and updated versions, you can show this in your citation by using the original year, "updated in" and the year it was updated.

Example: (Nursing and Midwifery Council, 2010 updated in 2020).

Abbreviating organisation names

The first time you write the name of an organisation, it must be written in full, with the abbreviation afterwards in brackets.

Example: Nursing and Midwifery Council (NMC)

Thereafter, you can use the abbreviation without writing the full name first, this includes citations.

Example: The professional code of ethics for midwives clearly states... (NMC, 2018).

If you have *not* already introduced the abbreviation in the main body of your work, or cited the organisation, then the citation for the first mention of the organisation would be formatted as follows:

Example: The professional code of ethics for midwives clearly states... (Nursing and Midwifery Council (NMC), 2018).

The reference in the reference list needs to match your citations.

Example: NMC (2018) The Code. *NMC* [online]. Available from: <https://www.nmc.org.uk/> [Accessed 5 March 2019].

Citing a source used within another source: secondary referencing

A secondary reference is when you refer to someone cited within another source, i.e. you have not read the original work. Ideally, you should always try and read the original source so that you can review the work first-hand. If you are not able to locate the original source, it is acceptable to reference it as a secondary reference, following the format below.

Example: in text citation: (Bancroft and Silverman, 2002, cited in Harne and Radford, 2008, p.63)

Note: in your references list, you only include details of the sources you have read and directly consulted.

For referencing a secondary source, see 'Referencing a source used within another source: secondary referencing'.

Citing confidential material

You may need to refer to confidential material: for example, if you have access to an organisation's intranet whilst on placement and need to cite some of their documents. To protect the identity of the organisation, it is important you anonymise the information. If in doubt about whether to include material, seek guidance from the relevant module leader.

Format: anonymised in text citation

Hand hygiene is the most important factor for preventing infection and its transmission to others (Placement location, 2017).

A whole school approach to behaviour management was evident in one primary school (Placement location, 2018).

Format: anonymised reference

Placement location (Year) *Anonymised title of document* [Type of report, unless this is obvious from the title]. Placement provider.

Example: anonymised in text citation

Hand hygiene is the most important factor for preventing infection and its transmission to others (Placement location, 2017).

A whole school approach to behaviour management was evident in one primary school (Placement location, 2018).

Example: anonymised reference

Placement location (2017) *Hand hygiene policy*. Placement provider.

Placement location (2018) *Pupil behaviour*. [School policy document.] Placement provider.

Compiling your reference list

References list or bibliography?

What is the difference between a references list and a bibliography?

References list: a list of all the sources that you have cited within your work, presented alphabetically.

Bibliography: a list of everything that you have cited and everything that you have consulted to help improve your understanding of the topic.

Sometimes people use the terms references list and bibliography interchangeably, although strictly speaking they are not the same thing. **You should check with your tutor to see if they would prefer to have a references list or a full bibliography.**

Make sure that if you have cited something, there is a complete reference to match at the end of your work. References must be listed in alphabetical order by the author's surname or the name of the creator/company.

Remember: It is good practice to record the reference information required before you start reading and making notes on your source. It means you can easily refer to the material you need, without having to search for it again.

Elements of a reference

There are different types of information which you can use in your reference depending on the source.

Author(s)	This is who wrote or created the source. It could be an individual, group of people or an organisation.
Year of publication	The year the source was published. This may be the edition year, or the copyright © date on a website may give you an indication.
Title of article/chapter	When you are referring to a section of a bigger piece of work, you may need to give the title of the section that you're looking at, for example a book chapter.
Publication title	The name of the source, for example book title or journal name.
Place of publication	If the source is published, the location may be listed on the source, for example the office address of the book publisher. This should be a town or city, not a country. Use the first place listed.

Publisher	Normally a company who has produced the information and made it publicly available.
Edition or volume information	This is to indicate if it is a part of a series or if a source replaces an earlier copy. A second edition of a book is an update to the first. For example, it may include more or different information to the earlier version. A journal will produce several issues a year, so you need to include the volume and issue number to demonstrate where in the series this source comes from.
Page span	If you are referring to something within a larger piece of work, for example a book chapter, you should include the first and last page of that section.
URL or web address	If you have accessed something from the internet, you will need to include the full web address for that information. You can copy and paste this from your browser bar into your reference list.

Remember: note down the complete reference details for any source that you use, whether it is a book, journal article, website or a source that you have photocopied.

Publication information in the frontmatter of a book

Within the first few pages (often blank) of a printed book there are two pages that contain the information you need to cite and reference correctly.

Title page

The title page usually appears on a right hand page. It will usually have:

- The title of the book, along with any subtitles
- The author(s)
- Publisher name (and sometimes place of publication)
- Edition number
- Year of publication.

It can also acknowledge non-author contributions, such as an illustrator, photographer or another major contributor.

Reverse title page

The reverse title page, also called the copyright page, has additional information you will need to cite and reference a printed book. It usually appears on a left hand page, opposite or on the reverse of the title page. It usually includes;

- Full name and address of the publisher
- Who the work is copyrighted to, or it can just say that the work is copyrighted and the year
- British Library Record/ ISBN (International Standard Book Number- a unique number given to every book)

- First publication year (and any additional years of reprint)
- List the non-authors who contributed
- Location of printer
- Sometimes used to give thanks/ dedicate the work
- Environmental information about the publisher- printers' commitment to the environment.

How do I reference if publication details are missing?

Occasionally you will come across documents that lack basic publication details. In these cases, it is necessary to indicate to your reader that these are not available. A series of abbreviations can be used and are generally accepted for this purpose:

No date: use [n.d.]

No place (sine loco): use [s.l.]

No publisher: use [s.n.]

Not known: use [n.k.]

For web pages it is often necessary to look beyond the page you are referencing to the 'Home Page' for the whole site or at a link such as 'About Us' from that home page. Dates are often given at the bottom of web pages.

Referencing a source without a given author

First you should check if the publication has a Corporate Author and if so use this. If there is no corporate author and the author cannot be identified, use Anon. and date of publication.

Example: Anon. (1807) *The happy villagers*. Dublin: J. Shea.

Referencing a source without a given date

If there is no date for a source, use the author name and [n.d.].

Example: McCullough, A. [n.d.] *Sustainable design within economic restrictions*. London: Bryn Press.

Referencing a source used within a source: secondary referencing

A secondary reference is when you refer to someone cited within another source, i.e. you have not read the original work. Ideally, you should always try and read the original source so that you can review the work first-hand. If you are not able to locate the original source, it is acceptable to reference it as a secondary reference, following the format below.

So, if you cited:

(Bancroft and Silverman, 2002, cited in Harne and Radford, 2008, p.63), you would reference the work you read directly.

Example: Harne, L. and Radford, J. (2008) Tackling domestic violence: theories, policies and practice. Maidenhead: Open University Press.

Note: in your references list, you only include details of the sources you have read and directly consulted.

For citing a secondary reference, see 'Citing a source within a source: secondary referencing'.

Referencing a source with more than one author

Some sources will have several authors. In a citation, you would use *et al.* when there are more than 2 authors (see 'Citing a source with more than one author'). However, in your reference list you must make sure you give credit to all the authors (don't use *et al.*). Instead, write the names of all authors in the order that they appear on your source.

Example: Williamson, G. R., Jenkinson, T. and Proctor-Childs, T. (2008) *Nursing in contemporary healthcare practice*. Exeter: Learning Matters.

Referencing sources by the same author in the same year

If you are referring to two sources by the same author, produced in the same year, you can distinguish between them by adding letters to the end of the year for both your citation and reference.

Example: Hoskin, B. (2011a) Cocoa growing: implications for sustained development. *Journal of Sustainable Growth*. **39**(5) pp.44-51.

Hoskin, B. (2011b) Global warming effects on cocoa crops. *Journal of Sustainable Growth*. **4**(5) pp.94-101.

Referencing confidential material

You may need to reference confidential material, for example, if you have access to an organisation's intranet whilst on placement and need to cite some of their documents. To protect the identity of the organisation, it is important you anonymise the information. If in doubt about whether to include material, seek guidance from the relevant module leader.

Format: anonymised in text citation

Hand hygiene is the most important factor for preventing infection and its transmission to others (Placement location, 2017).

A whole school approach to behaviour management was evident in one primary school (Placement location, 2018).

Format: anonymised reference

Placement location (Year) *Anonymised title of document* [Type of report, unless this is obvious from the title]. Placement provider.

Example: anonymised in text citation

Hand hygiene is the most important factor for preventing infection and its transmission to others (Placement location, 2017).

A whole school approach to behaviour management was evident in one primary school (Placement location, 2018).

Example: anonymised reference

Placement location (2017) *Hand hygiene policy*. Placement provider.

Placement location (2018) *Pupil behaviour*. [School policy document.] Placement provider.

What is a DOI?

DOI is an abbreviation for Digital Object Identifier. It is a unique code assigned to a specific document and can help you locate or identify it. It is attached to the document, wherever it is located. If you want to find a document using a DOI, use the URL beginning: <http://doi.org/> and follow it with the DOI.

Appendices-Use of Appendices in UON Harvard

Appendix is the word for the singular, and appendices is plural. This is supplementary work you have conducted to complete your assessment. It offers the reader more context to the information you have outlined in your assessment. If the reader would like clarification regarding this extra information, it is available for them, but does not make up part of the main body of the assessment. All appendices come after your reference list.

For example, your contents page could look like this...

Introduction.....	2
Methods	4
Results.....	7
Discussion.....	9
Conclusions.....	12
References.....	13
Appendix 1 Raw data.....	17
Appendix 2 Interview transcriptions.....	18

Within your assessment, you can refer to each appendix by outlining the content; this can be either using numbers or letters. For example:

The raw data (appendix 1) shows the information gathered from the participants in the research project.

Always start each appendix on a new page. In addition to the appendix number or letter, a title needs to be written on the appendix page to make it easier for the reader to digest the information.

Referencing a source not listed in this guide

If possible, try to find something similar in the A-Z index and use your judgement in applying the same formatting rules. Remember you can contact the Academic Librarian and Learning Development teams for further help with specific referencing queries.

Email contacts:

Academic Librarians: librarians@northampton.ac.uk

Learning Development: learningdevelopment@northampton.ac.uk

Example essay extract with citations and references list

Below is an example essay, complete with citations and references.

Please remember this is a fictional essay purely designed to demonstrate how and when to reference.

Embedding experiences and voices in research can “challenge [the] studied ignorance” around race (Arday and Mirza, 2018, p.v) and the academy’s role as gatekeeper of what is considered “relevant knowledge” (Lillis, 2003). Academic conventions around skills such as writing can be excluding, forming “constructions of difference [...] that deepen misrecognitions and inequalities” (Burke, 2018, p.366). Lillis (2003) and Arday *et al.* (2021) both use narrative to listen to the ways in which black students’ experiences are ignored and the marginalising effect of a refusal to validate multiple ways of knowing.

References:

Arday, J., Belluigi, D. Z. and Thomas, D. (2021) Attempting to break the chain: reimagining inclusive pedagogy and decolonising the curriculum within the academy. *Educational Philosophy and Theory*. **53**(3), pp.298-313.

Arday, J. and Mirza, H. S. (eds.) (2018) *Dismantling race in higher education: racism, whiteness and decolonising the academy*. London: Palgrave Macmillan.

Burke, P. J. (2018) Trans/forming pedagogical spaces: race, belonging and recognition in higher education. In: Arday, J. and Mirza, H. S. (eds.) *Dismantling race in higher education: racism, whiteness and decolonising the academy*. London: Palgrave Macmillan, pp.365-382.

Lillis, T. (2003) Student writing as ‘academic literacies’: drawing on Bakhtin to move from critique to design. *Language and Education*. **17**(5), pp.192-207.

Example reference formats for different source types

Points to note:

- In all the examples that follow, for simplicity we have demonstrated each example as if citing an author's work in its entirety, rather than a specific idea. Depending on what you are citing or what you have already included within your written text you may need to also include a page number or just include the year, e.g.: (Eagleton, 1983, p.110) or (1983, p.110) or ...Eagleton (1983) writes that... Please refer to the section on citing for detailed guidance.
- Always take your tutors' preferences on referencing
- Examples given are for illustrative purposes only and may not relate to actual works
- You will see a variety of formats for accessed dates in this guide. There is no definitive format for dates, but it is important you are consistent with the format you use.

A

Act of Parliament

Acts of Parliaments should be treated the same whether found in print or online. The year of an Act of Parliament is considered part of the title, so is used without brackets and without a comma.

Format: in text citation

It is illegal to facilitate the travel of a person for the purpose of exploitation (Title of Act Year).

Title of Act Year states that local authorities have a general duty in relation to children in need.

Format: reference

Title of Act Year Place of publication: Publisher.

Example: in text citation

It is illegal to facilitate the travel of a person for the purpose of exploitation (Modern Slavery Act 2015).

The Children Act 1989 states that local authorities have a general duty in relation to children in need.

Example: reference

Modern Slavery Act 2015 London: TSO.

Children Act 1989 London: HMSO.

Note: Prior to 1996, The Stationery Office (TSO) was known as Her Majesty's Stationery Office (HMSO).

App (Mobile)

Format: in text citation

Blackboard mobile learn can improve student experience (Developer, Year).

Format: reference

Developer (Year) *Title of app* (version number). [Mobile app]. Available from: URL [Date accessed].

Example: in text citation

Blackboard mobile learn can improve student experience (Blackboard Inc., 2018).

Example: reference

Blackboard Inc. (2018) *Blackboard mobile learn* (Version 3.1.4). [mobile app]. Available from: <https://www.blackboard.com/teaching-learning/learning-management/mobile-learning-solutions> [Accessed 28 November 2018].

Archive material

Format: in text citation

A collection of photographs and press cuttings document Hythe Senior Girls School evacuation to Pembrokeshire during the Second World War (Surname, Year).

Format: reference

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

Example: in text citation

A collection of photographs and press cuttings document Hythe Senior Girls School evacuation to Pembrokeshire during the Second World War (Wheeler, 1943).

Example: reference

Wheeler, K. (1943) *Second World War album recording the evacuation of a Kent School to Pembrokeshire*. [Private papers] Second World War, Document 10662. London: Imperial War Museum.

Artwork (in a gallery, museum, repository, collection or in a locality, body art or graffiti)

Format: in text citation

Created in the months after Marilyn Monroe's death, *Marilyn Diptych* (Artist surname, Year) deals with the themes of death and cult of celebrity...

Format: reference

Artist surname, initials. (Year) *Title of artwork or image* [Medium]. Town/Place: Name of Library/Archive/Repository/Collection/Locality.

Example: in text citation

Created in the months after Marilyn Monroe's death, *Marilyn Diptych* (Warhol, 1962) ...

Example: reference

Warhol, A. (1962) *Marilyn Diptych* [Acrylic on canvas]. London: Tate.

Artwork (online)

Note: The suggested reference is the same as with online images, but if the image is a known artwork it is useful to also note the medium, as in the example below.

Format: in text citation

Created in the months after Marilyn Monroe's death, *Marilyn Diptych* (Artist surname, Year) deals with the themes of death and cult of celebrity...

Format: reference

Artist surname, initials. (Year) Title of artwork or image [Medium] *Source* [online]. Available from: website [Accessed date].

Example: in text citation

Created in the months after Marilyn Monroe's death, *Marilyn Diptych* (Warhol, 1962) ...

Example: reference

Warhol, A. (1962) *Marilyn Diptych* [Acrylic on canvas]. *Tate* [online]. Available from: <http://www.tate.org.uk/art/artworks/warhol-marilyn-diptych-t03093> [Accessed 29 August 2019].

Art installation/exhibition

Note: If referencing an exhibition use the surname of the curator. If referencing a specific installation or artwork within an exhibition use the surname of the artist.

Format: in text citation

Exhibitions throughout the 1990s hit the tabloids and raised the profile of British artists through the inclusion of controversial images (Artist/curator surname, Year) and...

Format: reference

Artist/ curator surname, initials. (Year) *Title of exhibition or installation* [Exhibition/Installation]. Location, Date seen.

Example: in text citation

Exhibitions throughout the 1990s hit the tabloids and raised the profile of British artists through the inclusion of controversial images (Rosenthal and Saatchi, 1997) and...

Example: reference

Rosenthal N. and C. Saatchi (1997) *Sensation* [Exhibition]. Royal Academy of Art, London, 18 September.

B

Blog

Format: in text citation

A number of considerations must be taken into account when making something accessible to all (Author, Year).

Format: reference

Author surname, Initial. (2010) Article title. *Blog name* [online]. Available from: URL [Accessed date].

Example: in text citation

A number of considerations must be taken into account when making something accessible to all (Powell, 2010).

Example: reference

Powell, P. (2010) Adapting to accessibility. *Boagworks and Boagworld* [online]. Available from: <http://boagworld.com/accessibility/adaptive-accessibility/> [Accessed 10th December 2019].

Book

Format: in text citation

Letters are used to add further characterisation to the story (Surname, Year, Page).

Format: reference

Author/editor surname, initials. (Year) *Title*. Edition. Place of publication: Publisher.

Example: in text citation

Letters are used to add further characterisation to the story (Dickens, 2014, p.259).

Example: Reference

Dickens, C. (2014) *Great expectations*. London: CD Press.

Note: You do not include the edition information if it is the first edition.

Example: in text citation

For continuing professional development nurses must attend regular accredited training (Orem, 2009, p.23).

Example: Reference

Orem, D. E. (2009) *Nursing: concepts of practice*. 4th ed. St. Louis: Mosby-Year Book.

Book (e-book)

Note: if a book is only available as an e-book, follow this format:

Format: in text citation

The dissolution of the Soviet Union made suddenly obsolete the Communist meta-narrative (Surname, Year, Page).

Format: reference (with DOI)

Author/editor surname, initials. (Year) *Title* [online]. Place of publication: Publisher. Available from: DOI [Accessed date].

Format: reference (with URL)

Author/editor surname, initials. (Year) *Title* [online]. Place of publication: Publisher. Available from: URL [Accessed date].

Example: in text citation

The dissolution of the Soviet Union made suddenly obsolete the Communist meta-narrative (Wijermars, 2018, p.14).

Example: reference (with DOI)

Wijermars, M. (2018) *Memory politics in contemporary Russia: television, cinema and the state* [online]. London: Routledge. Available from: <https://doi.org/10.4324/9781351007207> [Accessed 20th May 2020].

Example: reference (with URL)

Wijermars, M. (2018) *Memory politics in contemporary Russia: television, cinema and the state* [online]. London: Routledge. Available from: <https://www.taylorfrancis.com/books/9781351007207> [Accessed 20th May 2020].

Book (translation)

If the book you want to use in your assignment has been translated you need to include the translator details in your final reference, however you do not need to include this in the in-text citation.

Format: in text citation

Montaigne's philosophical essays have been reinterpreted by several different academics (Surname, Year).

Format: reference

Author/editor surname, initials. (Year) *Title*. Edition. Translated by Surname, initial. Place of publication: Publisher.

Example: in text citation

Montaigne's philosophical essays have been reinterpreted by several different academics (Starobinski, 1986).

Example: reference

Starobinski, J. (1986) *Montaigne in motion*. Translated by Goldhammer, A. Chicago: University of Chicago Press.

Book volume

Format: in text citation

For continuing professional development nurses must attend regular accredited training (Surname, Year, Page).

Format: reference

Author/editor surname, initials. (Year) *Title*. Edition. Volume. Place of publication: Publisher.

Example: in text citation

For continuing professional development nurses must attend regular accredited training (Bowling, 2009, p.4).

Example: reference

Bowling, A. (2009) *Research methods in health: investigating health and health services*. Volume 2. Maidenhead: Open University Press.

Book chapter (in an edited book)

Format: in text citation

For continuing professional development nurses must attend regular accredited training (Surname, Year, Page).

Format: reference

Chapter author surname, initials. (Year) Title of chapter. In: Editor's surname, initials. (ed.) *Title of book*. Edition. Place of publication: Publisher, first and last page numbers.

Example: in text citation

For continuing professional development nurses must attend regular accredited training (Woolrich, 2009, p.90).

Example: reference

Woolrich, C. (2009) Principles of professional practice. In: Hinchliff, S., Norman, S. and Schober, J. (eds.) *Nursing practice and health care: a foundation text*. 5th ed. London: Hodder Arnold, pp.89-113.

Note: that 'in' is used to link the chapter to the book and the use of page numbers. The year of publication is only given once.

Note: If citing and referencing the whole edited book, use the editor(s)' name(s) in the citation..

Example: reference

Hinchliff, S., Norman, S. and Schober, J. (eds.) (2009) *Nursing practice and health care: a foundation text*. 5th ed. London: Hodder Arnold.

Book chapter (in an edited book with no names on chapters)

If you are using an edited book which does not have author names linked to the chapters, then you can credit the editor of the book in your citation and reference. If you are using more than one chapter from this same text, you will need to differentiate your citations by using a and b after the year to clarify which chapters you are referring to, for example (Cox and Roper, 2005a, p.13).

Format: in text citation

When dealing with patients with respiratory difficulties it is essential that health professionals are aware of the non-verbal signals the patient is using to communicate with them (Surname, Year, Page).

Format: reference

Editor surname, initials. (ed.) (Year) Title of chapter. In: *Title of book*. Edition. Place of publication: Publisher, first and last page numbers.

Example: in text citation

When dealing with patients with respiratory difficulties it is essential that health professionals are aware of the non-verbal signals the patient is using to communicate with them (Cox and Roper, 2005, p.24).

Example: reference

Cox, N. and Roper, R. A. (eds.) (2005) Cardiovascular system. In: *Clinical skills*. Oxford: Oxford University Press, pp.21-73.

Book illustrations, diagrams, logos or tables

Format: in text citation

Escher's 1953 lithograph *Relativity* (Surname, Year, Page) demonstrates how perspective and shading can be used to create a series of optical illusions ...

Format: reference

Author surname, initials. (Year) *Title of book*. Place of publication: Publisher, page number(s), illus./logo/fig./table

Example: in text citation

Escher's 1953 lithograph *Relativity* (Locher, 2006, p.117) demonstrates how perspective and shading can be used to create a series of optical illusions...

Example: reference

Locher, J. L. (2006) *The magic of M. C. Escher*. London: Thames & Hudson, p.117. illus.

Note: Substitute illus. for illustration, logo for logos, fig. for figures and table for tables, as required. The principle for book illustrations etc. can be applied to other resource types e.g. journal articles.

British Standards

Format: in text citation

The originator's name and the year of publication of the document cited are given after each reference in the text (British Standards Institute, Year).

Format: reference

British Standards Institute (Year) *Title*. BS number. Place: Publisher.

Example: in text citation

The originator's name and the year of publication of the document cited are given after each reference in the text (British Standards Institute, 2009).

Example: reference

British Standards Institute (2009) *Recommendations for citing and referencing published material*. BS5605. London: BSI.

C

Case Law

Format: in text citation

In the case of Party names (Year) ...

Format: reference

Party names (Year) Source Page number.

Note: the source is in the abbreviated form

Example: in text citation

In the case of Royal Bank of Scotland Plc v Donnelly (Year) ...

Example: reference

Royal Bank of Scotland Plc v Donnelly (2019) CSIH 56.

Cochrane Review

Format: in text citation

Interventions targeted at women to encourage the uptake of cervical screening were conducted (Surname, Year).

Format: reference

Author surname, initials. Title of review. *Cochrane Database of Systematic Reviews*. Year, Issue number, Article number. DOI: number.

Example: in text citation

Interventions targeted at women to encourage the uptake of cervical screening were conducted (Jepson *et al.*, 2002).

Example: reference

Jepson R., Forbes C. and Martin-Hirsch P. Interventions targeted at women to encourage the uptake of cervical screening. *Cochrane Database of Systematic Reviews*. 2002, Issue 3, Article Number CD002834. DOI: 10.1002/12651858.

Command Paper

These are a type of government publication, which includes White and Green Papers. also known as Command Papers.

Format: in text citation

It was argued that teachers needed to have increased powers if discipline in schools was to be improved (Department name, Year, Page).

Format: reference

Department Name (Year) *Title of paper*. Cm. Number. Place: Publisher.

Example: in text citation

It was argued that teachers needed to have increased powers if discipline in schools was to be improved (Department for Education, 2010, p.2).

Example: reference

Department for Education (2010) *The importance of teaching*. Cm. 7980 London: TSO. This format applies to the other types of Command Papers, such as treaties and draft bills.

Computer game

Format: in text citation

The game is renowned for its advanced graphics and open world play (Company/Developer, Year).

Format: reference

Company/Developer (Release year) *Title of game* (Version if applicable). [Computer game]. Publisher. Available from: [Accessed date].

Example: in text citations

The game is renowned for its advanced graphics and open world play (Rockstar Games, 2018).

One of the most popular online games FIFA 16 (EA, 2015) ...

Example: reference

Rockstar Games (2018) *Red Dead Redemption 2*. [Computer game]. Rockstar Games. If accessed **online**, use DOI or Available from: URL [Accessed: date].

Example: reference

Rockstar Games (2018) *Red Dead Redemption 2*. [Computer game]. Rockstar Games. Available from: http://www.rockstargames.com/en-gb/red_dead_redemption [Accessed: 28 March 2018].

Computer program

Format: in text citation

Adobe Air offers developers a wide range of features such as... (Author/Developer, Year).

Format: reference

Author/Developer (Year) *Title of program* (Version if applicable). [Computer program]. Available from: [Accessed date].

Example: in text citation

Adobe Air offers developers a wide range of features such as ... (Adobe, 2019).

Example: reference

Adobe (2019) *Adobe Air* (Version 32.0). [Computer program]. Available from: <https://get.adobe.com/air/> [Accessed 19 February 2019].

Computer software code

Format: in text citation

GraphicsDrawer source code is an example of ... (Author, Year).

Format: reference

Author/Developer (Year) *Title of program* (Version if applicable). [source code]. Available from: URL [Accessed date].

Example: in text citation

GraphicsDrawer source code is an example of ... (Smith, 2019).

Example: reference

Smith, J. (2019) *GraphicsDrawer* (Version 2.0). [source code]. Available from: <http://www.graphicsdrawer.com> [Accessed 13th January 2020].

Referencing within Code [For Computing Students]

The structure of a typical class/source file should contain:

- Header
- Disclaimer/copyright
- References
- Code

Header [For Computing students]

A typical header would normally include a few important headings as follows:

```
/**
```

```
Program: Java Graphics Screen Application
```

```
Filename: GraphicsJFrame.java
```

```
@author: © Gary Hill
```

```
Course: BSc Computing
```

```
Module: Graphics Programming
```

Tutor: Gary Hill
@version: 1.1
Notes 1.1 Added centreWindow method
Date: 28/10/11
*/

Disclaimer/Copyright [For Computing students]

A typical disclaimer/copyright section may be considered good practice that confirms that the student is claiming that the code is the work of the student unless otherwise stated. One suggestion is as follows:

```
/*  
File: GraphicsJFrame.java  
Disclaimer: The following source code is the sole work of the author unless otherwise  
stated.  
Copyright (C) Gary Hill. All Rights Reserved.  
*/
```

Class Library/SDK Referencing [For Computing students]

There would need to be a reference to the standard SDK used for the source file, but any used beyond those expected would clearly need to be identified:

```
//<-*****jfreechart (2012) [2] - START  
import org.jfree.chart.ChartFactory;  
import org.jfree.data.time.TimeSeriesCollection;  
import org.jfree.data.xy.XYDataset;  
import org.jfree.ui.RefineryUtilities;  
//>-***** jfreechart (2012) [2] - END
```

Method Referencing [For Computing students]

As methods are self-contained, it is suggested that the reference is given at the start of the method block as follows:

```
//<-***** Hill (2012) [1] - START  
public void centreWindow()  
{//Center the window  
Dimension screenSize = Toolkit.getDefaultToolkit().getScreenSize();  
Dimension frameSize = getSize();  
.....  
}  
//>-*****Hill(2012) [1] - END
```

Referencing within Methods/Classes [For Computing students]

Methods are self-contained, but for referencing of code within a block of code it is suggested that the reference is given at the start and end of the code section for clarity as follows:

```
//<-***** Hill(2012) [1] - START  
Transform3D temp = new Transform3D();  
viewObjectFromGroup.getTransform(temp);
```

```

Transform3D tempDelta = new Transform3D();
tempDelta.setTranslation(new Vector3f(0.0f, 0.0f, -1.0f));
temp.mul(tempDelta);
System.out.println(temp);
float matrix[] = new float[16]; //declare array of 16 floats for matrix
temp.get(matrix);
if (matrix[11] <= 1.0) //object front face z = 1
{
System.out.println("Don't multiply Transform3D at: "+matrix[11]);
}
else //setTransform
{
viewObjectFromGroup.setTransform(temp);
}
//>-*****Hill(2012) [1] - END

```

Conference paper

Conference papers are often published in book form or as a special issue of a journal. It is necessary to include the name, place and year of the conference.

Format: in text citation

Alignment of expectations and assessments is a key underlying principle of systemic and standards-based reform (Surname, Year).

Format: reference

Author surname, initials. (Year) Title of conference paper. In: *Conference Proceedings Title*, including location and date. Place of publication: Publisher.

Example: in text citation

Alignment of expectations and assessments is a key underlying principle of systemic and standards-based reform (Webb, 2004).

Lecturer capture can be used to support learning and can help students to understand the subject matter (Gouia-Zarrad and Gunn, 2018).

Example: reference

Webb, N. L. (2004) Mathematics education reform in California. In: *Science and mathematics education in the United States: eight innovations: proceedings of a conference*, Paris, 2000. Paris: OECD.

Gouia-Zarrad, R. and Gunn, C.L. (2018) Students' perceptions of lecture capture in university math classes for engineers. In: *Advances in Science and Engineering Technology International Conferences (ASET)*, Abu Dhabi, 2018. Abu Dhabi: IEEE.

Conference poster

Format: in text citation

...which identified usage of online resources (Author, Year).

Format: Reference

Author surname, initials. (Year) Title. Poster presented to: Event name. Location, date.

Example: in text citation

...which identified usage of online resources (King, 2019).

Example: Reference

King, S. (2019) Usage of online resources within a learning development context. Poster presented to: 16th Association for Learning Development in Higher Education (ALDinHE) Conference. University of Exeter, 15-17 April 2019.

Conversation (in person)

Format: in text citation

The boot and shoe trade in Northampton employed many women during the 1930s and beyond (Surname, Year).

Format: Reference

Surname, initials. (Year) *Title of conversation*. [conversation]. With: Surname, initials. Day Month. Time.

Example: in text citation

The boot and shoe trade in Northampton employed many women during the 1930s and beyond (Mawley, 2012).

Example: Reference

Mawley, E. (2012) *Women's experiences of the Boot and Shoe trade in Northampton*. [conversation]. With: Pugh, T. 13th March. 14:30.

Creative Commons licensed Image

For example, please go to Image (Creative Commons licensed image).

D

Dance performance

Format: in text citation

The awe and wonder of those watching a ballet for the first time was evident (Originator/Choreographer, Year).

Format: reference

Originator/Choreographer, initials. (Year of performance) *Title*. Performance company/performer. Performance venue, location. [Date of performance].

Example: in text citation

The awe and wonder of those watching a ballet for the first time was evident (Ryzhenko & Smirnov-Golovanov, 2019).

Example: reference

Ryzhenko, N. & Smirnov-Golovanov, V. (2012) *Swan Lake*. Moscow City Ballet. Royal & Derngate Theatre, Northampton. [17th February 2019].

Dance (online)

Format: in text citation

The piece is still performed today (Originator/Choreographer, Year).

Format: reference

Originator/Choreographer, initials. (Year of creation) *Title*. Performance company/performer. Performance venue, location. [Date of performance]. [Online]. Available from: URL [Accessed date].

Example: in text citation

The piece is still performed today (Alston, 1987).

Example: reference

Alston, R. (1987) *Strong language*. London Contemporary Dance School. Robin Howard Theatre, The Place, London. [April 2017]. [Online]. Available from: <https://www.youtube.com/watch?v=kNZqZcCAfIE> [Accessed: 8/7/19].

Dataset

Format: in text citation

Data from one study (Author, Year) ...

Format: reference

Author, initial. (Year) Title of dataset. *Source* [online]. Available from: URL [Accessed date].

Example: in text citation

Data from one study (Department for Business, Energy and Industrial Strategy, 2020) ...

Example: reference

Department for Business, Energy and Industrial Strategy (2020) Weekly road fuel prices. *Gov.uk* [online]. Available from: <https://www.gov.uk/government/statistical-data-sets/oil-and-petroleum-products-weekly-statistics> [Accessed 14/1/20].

E

e-book (online)

If you are looking at an e-book in PDF or other file format, where you know there is an equivalent copy of the book in print, you can reference the book as a print version (see instead: Book). You may find this easier. However, if you can only see an electronic version of the book, reference using the example below, including either the DOI (or if no DOI, use the full URL).

Format: in text citation

The dissolution of the Soviet Union made suddenly obsolete the Communist meta-narrative (Surname, Year, Page).

Format: reference (with DOI)

Author/editor surname, initials. (Year) *Title* [online]. Place of publication: Publisher. Available from: DOI [Accessed date].

Format: reference (with URL)

Author/editor surname, initials. (Year) *Title* [online]. Place of publication: Publisher. Available from: URL [Accessed date].

Example: in text citation

The dissolution of the Soviet Union made suddenly obsolete the Communist meta-narrative (Wijermars, 2018, p.14).

Example: reference (with DOI)

Wijermars, M. (2018) *Memory politics in contemporary Russia: television, cinema and the state* [online]. London: Routledge. Available from: <https://doi.org/10.4324/9781351007207> [Accessed 20th May 2020].

Example: reference (with URL)

Wijermars, M. (2018) *Memory politics in contemporary Russia: television, cinema and the state* [online]. London: Routledge. Available from: <https://www.taylorfrancis.com/books/9781351007207> [Accessed 20th May 2020].

e-book (via e-book reader)

Kindle books or books on e-Readers may lack page numbers. If you are going to quote from them, you can refer to the chapter rather than the page number, if it is not available.

Note: You do not include the edition information if it is the first edition.

Format: in text citation

It is clear that there are numerous ways to eat chocolate bars (Surname, Year, Page/Chapter).

Format: reference

Author/editor surname, initials. (Year) *Title* [online], edition, platform. Place of publication: Publisher [if available]. Available from: website. [Accessed date].

Example: in text citation

It is clear that there are numerous ways to eat chocolate bars (Elphinstone, 2018).

Example: in text quotation

“Always find a space where you can sit in peace and quiet before you enjoy your chocolate bar” (Elphinstone, 2018, chapter 1).

Example: reference

Elphinstone, H. (2018) *How to enjoy a chocolate bar in peace* [online]. Kindle. London: Chocoholics Anonymous. Available from: Amazon.co.uk [Accessed 14th May 2018].

e-book chapter in an edited e-book**Format: in text citation**

...exploring the rights of this group of people (Surname, Year, Page).

Format: reference

Chapter author surname, initials. (Year) Title of chapter. In: Editor’s surname, initials. (ed.) *Title of book*. Edition. [online]. Publisher, first and last page numbers. Available from: website [Accessed date].

Example: in text citation

...exploring the rights of this group of people (Palmisano, 2015, p.13).

Example: reference

Palmisano, G. (2015) The protection of people with Autism in the Framework of the Council of Europe and the European Union. In: Della Fina, and V. Cera, R. (eds.) *Protecting the rights of people with autism in the fields of Education and employment* [online]. Bucher: Springer, pp. 11-23. Available from: <https://link.springer.com/book/10.1007%2F978-3-319-13791-9> [Accessed 25/01/20].

Note: that ‘in’ is used to link the chapter to the book and the use of page numbers. The year of publication is only given once.

Email

Please remember it is important to ask permission of the people involved before you use the email in your work.

Format: in text citation

The author undertook extensive research regarding the use of our virtual learning environment via our University app (Surname, Year).

Format: reference

Sender surname, initials., Email address. (Year) *Title of email* [email]. Message to: Recipient’s name. Recipient’s email address. Day sent. Time sent.

Example: in text citation

The author undertook extensive research regarding the use of our virtual learning environment via our University app (Chapman, 2018).

Example: reference

Chapman, J. S., jamie.chapman@northampton.ac.uk. (2018) *Using Nile via the iNorthampton app* [email]. Message to: Howe, R., rob.howe@northampton.ac.uk. 1st April. 09:03.

EU publication (treaties, directives and regulations and decisions)**Format: in text citation**

Legislation type and number (Year) ...

Format: reference

Legislation type and number (Year) Title. *Source/Official Journal Issue* [Online]. Available from: URL [Accessed date].

Example: in text citation

The protection of personal data is covered in Regulation (EU) 2016/679 (2016), which is widely known as the General Data Protection Regulation.

Example: reference

Regulation (EU) 2016/679 (2016) on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation). *Official Journal L 119/1* [Online]. Available from: <https://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:32016R0679&from=EN> [Accessed 29 May 2020].

F**Facebook**

These are online sources and so should be referenced as such. Do consider if this is an appropriate source to be using in an academic context.

Format: in text citation

The University of Northampton Life series documents stories from UON students (Surname/Organisation name, Year).

Format: reference

Surname, Initials. (Year) Title of page. *Facebook* [online]. Day/month post written. Available from: URL for specific Facebook post [Accessed date].

Example: in text citation

The University of Northampton Life series documents stories from UoN students (University of Northampton, 2019).

Example: reference

University of Northampton (2019) University of Northampton. *Facebook* [online]. 4

February. Available from: <https://en-gb.facebook.com/UniversityofNorthampton/> [Accessed 27 February 2019].

Figures

When you use images and tables in your assignments, number them in order, regardless of what type of figure they are. If the figure is from another source, cite your source.

Format: in text citation

Figure number: figure type and brief descriptive caption (Name, year, page number).

Format: reference

Figure number: figure type and brief descriptive caption.

Example: in text citation

Figure 3: table showing numbers and locations of participants (Flynn, 2023, p.49).

Example: reference

Figure 5: diagram of process undertaken.

Film (DVD, broadcast or digital download)

Format: in text citation

Horror film franchises rely on not only critic reviews but audience popularity (Title, Year).

Format: reference

Title (Year) Directed by. [Format]. Place of production: Production company.

Example: in text citation

Horror film franchises rely on not only critic reviews but audience popularity (It, 2017).

Example: reference

It (2017) Directed by Andy Muschietti. [DVD]. [s.l.]: Warner Home Video.

Film (DVD: commentaries and special features)

Commentaries and special features can vary depending on the DVD region you are watching so it is important to include that information in your reference.

Format: in text citation

Producers offer a look behind the scenes that actors and directors often see differently (Title, Year).

Format: reference

Title of feature (Year) *Title* [Format]. Place of production: Production company. Region.

Example: in text citation

Producers offer a look behind the scenes that actors and directors often see differently (Convention panel with producers, 2011).

Example: reference

Convention panel with producers (2011) *The Walking Dead, Season 1* [DVD]. [s.l.]: Entertainment One UK Limited. Region 2.

Film (streamed)**Format: in text citation**

...based on classic works of fiction (Title, Year).

Format: reference

Title (distribution date) Directed by. Available at: Streaming service [accessed date].

Example: in text citation

...based on classic works of fiction (*The Great Gatsby*, 2013).

Example: reference

The Great Gatsby (2013) Directed by Baz Luhrmann. Available at: Netflix [Accessed 15 October 2019].

G**Government document**

Government documents found online should be referenced as a website or webpage. Available data may vary for these, but where possible include the following:

Format: in text citation

It was suggested that inequalities in infant mortality seemed to be narrowing in the late 1970s (Government Department, Year, Page).

Format: reference

Government Department/Institute Subdivision of department/institute (if known) (Year) *Title of document*. (Name of chairperson if it is a committee.) Place of publication: Publisher.

Example 1: in text citation

It was suggested that inequalities in infant mortality seemed to be narrowing in the late 1970s (Department of Health and Social Services, 2000, p.15).

Example 1: reference

Department of Health and Social Services (2000) *Inequalities in health: report of a research working group*. (Chairman: Sir Douglas Black.) London: DHSS.

Example 2: in text citation (online)

There are seven areas of learning and development that must inform educational programmes in early years settings (Department for Education, 2017).

Example 2: reference (online)

Department for Education (2017) Statutory framework for the early years foundation

stage. *GOV.UK* [online]. Available from: <https://www.gov.uk/government/publications/early-years-foundation-stage-framework-2> [Accessed 6 January 2021].

Example 3: in text (online)

Teachers must establish high expectations for all students, tailoring challenging tasks for those excelling beyond norms (Department for Education, 2013).

Example 3: reference (online)

Department for Education (2013) The national curriculum in England: key stages 1 and 2 framework document. *Department for Education* [online]. Available from: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/425601/PRIMARY_national_curriculum.pdf [Accessed 26 July 2023].

H

Hansard

Format: in text citation

The then Secretary of State for Education and Science, Mr Kenneth Baker, expressed his views quite clearly... (Name of House Abbreviated (i.e. HC or HL) Deb., Day Month Year of debate).

Format: reference

Name of House abbreviated (i.e. HC or HL) Deb. (for Debates) (Date of debate) vol. number, col. number [online]. Available from: URL [Accessed date].

Example: in text citation

The then Secretary of State for Education and Science, Mr Kenneth Baker, expressed his views quite clearly... (HC Deb., 1 December 1987).

Example: reference

HC Deb. (1 December 1987) vol. 123, col. 773 [online]. Available from: URL [Accessed 1 April 2019].

House of Commons and House of Lords Papers

These include standard notes and briefing papers (see also **Command Papers** for White and Green Papers).

Format: in text citation

Policy and funding arrangements for students with disabilities in post-16 education are outlined (Author, Year, Page).

Format: reference

Author, initial. (Date) *Title*. SN Number. Place of publication: Publisher.

Example: in text citation

Policy and funding arrangements for students with disabilities in post-16 education are outlined (Hubble, 2012, p.3).

Example: reference

Hubble, S. (2012) *Support for students with learning difficulties and disabilities in post-16 education in England*. SN/SP/6341. London: House of Commons Library.

Note: In the case of briefing papers, use Briefing Paper number instead of SN Number after the title, e.g. Briefing Paper 6899.

|

Image (online)**Format: in text citation**

The above image highlights the role of religious orders in fighting racism across the world (Surname, Year).

Format: reference

Author surname, initial. (Year) Image name. *Source* [online]. Available from: URL [Accessed date].

Example: in text citation

The above image highlights the role of fashion in highlighting injustice across the world (Rowielalofficial, 2016).

Example: reference

Rowielalofficial (2016) Rowie Lal Women Aloud SS18 Protest Fashion Street style Denim Jacket. *Instagram* [Online]. Available from: <https://www.instagram.com/p/BnxNzkTBUzx/?hl=en&tagged=protestfashion> [Accessed 1 November 2018].

Image (Creative Commons licensed)

Creative Commons images are shared for use by their creators, using one of a range of specific copyright licences enabling others to build on, change or use the image. Please see the website for information: <https://creativecommons.org/>

Creative Commons licences require attribution to the creator and a link to the Creative Commons licence.

Example: reference

Lee, R. (2007) *Education* [online]. Available from: <https://flic.kr/p/4ckJBL> [Accessed 22 February 2019]. Licensed under [CC BY-NC-ND 2.0](https://creativecommons.org/licenses/by-nc-nd/2.0/)

Informal or in-house publication**Format: in text citation**

An evaluation of the training summarised (Author, Year)

Example: reference

Author/Organisation (Year) *Title of document* [format]. Place of publication: Organisation.

Example: in text citation

An evaluation of the training summarised (University of Northampton Library, 2020)

Example: reference

University of Northampton Library (2020) *Library Bulletin 16, September* [print bulletin]. Northampton: University of Northampton.

International standards

Format: in text citation

Organisations involved in the food chain need to comply with the International Standard for Food Safety Management (International Organization for Standardization, 2018).

Format: reference

International Organization for Standardization (Year) *Title*. ISO number. Place: Publisher.

Example: in text citation

Organisations involved in the food chain need to comply with the International Standard for Food Safety Management (International Organization for Standardization, 2018).

Example: reference

International Organization for Standardization (2018) *Food safety management systems*. ISO22000. Geneva: ISO.

Interview

Format: in text citation

During the Second World War, women contributed to the war effort in various ways, including working for the Fire Service (Surname, Year).

Format: Reference

Interviewee surname, initials. (Year) *Title of interview*. Interviewed by: Surname, initials. [type of medium]. Day Month. Time.

Example: in text citation

During the Second World War, women contributed to the war effort in various ways including working for the Fire Service (Barber, 2012).

Example: Reference

Barber, E. (2012) *My contribution to the war effort*. Interviewed by: Johnson, B. [radio]. 10th August. 10.30.

Instagram

Format: in text citation

Despite the challenges facing them, the Gila River Indian Community demonstrated the impact of resilience (Surname, Year).

Format: reference

Author, initial. (Year of post) *Instagram* [online]. Day/month of post. Available from: URL [Accessed date].

Example: in text citation

Despite the challenges facing them, the Gila River Indian Community demonstrated the impact of resilience (Obama, 2019).

Example: reference

Obama, M. (2019) *Instagram* [online]. 13 February. Available from: <https://www.instagram.com/p/Btzw89qh1YI/> [Accessed 10 April 2019].

J

Journal article (print and e-journal)

In most cases you can reference a journal article in its print format, even if you read it online. The exception to this is if the article is *only* available in an e-journal, in which case you would reference it as such. More information on this is at the end of this section.

Journal article: print

Format: in text citation

Effective patient-clinician communication has been shown to be vital for older patients and their nurse practitioners (Surname, Year, Page).

Format: reference

Author surname, initials. (Year) Title of article. *Journal Title*. **Volume number**(issue, part number or month), pp.first and last page numbers.

Example: in text citation

Effective patient-clinician communication has been shown to be especially vital for older patients and their nurse practitioners (Gilbert and Hayes, 2009, p.285).

Example: reference

Gilbert, D. A. and Hayes, E. (2009) Communication and outcomes of visits between older patients and nurse practitioners. *Nursing Research*. **58**(4), pp.283-293.

If there are no page numbers but there is an article number, put this information in the place of page numbers.

Journal article: e-journal only

If the article is *only* available as a webpage and not as a PDF as well, it may be from an e-journal. You might be able to confirm this by looking at information about the journal.

If it is only available in this format, cite and reference it as below, choosing to use either the URL or the DOI:

Format: in text citation

Marketing communications can be done through a variety of media (Surname, Year, page).

Format: reference using a URL

Author surname, initials. (Year) Title of article. *Journal Title* [online]. **Volume number**(issue, part number or month), pp.first and last page or line numbers. Available from: URL [Accessed Date].

Format: reference using a doi (digital object identifier)

Author surname, initials. (Year) Title of article. *Journal Title* [online]. **Volume number**(issue, part number or month), pp.first and last page or line numbers. Available from: DOI [Accessed Date].

Journal article (forthcoming)

If the date of publication is unknown, omit the date.

Format: in text citation

Effective patient-clinician communication has been shown to be vital for older patients and their nurse practitioners (Surname, Year [Forthcoming – if no year]).

Format: reference

Author surname, initials. (Year) [Forthcoming]. Title of article. *Journal Title* [online]. **Volume number**(issue, part number or month), pp.first and last page or line numbers. Available from doi: [Accessed Date].

Example: in text citation

Effective patient-clinician communication has been shown to be especially vital for older patients and their nurse practitioners (Gilbert and Hayes, 2020).

Or

Effective patient-clinician communication has been shown to be especially vital for older patients and their nurse practitioners (Gilbert and Hayes, Forthcoming).

Example: reference

Gilbert, D. A. and Hayes, E. (2020) [Forthcoming]. Communication and outcomes of visits between older patients and nurse practitioners. *Nursing Research*. 58(4), pp.283-293.

Gilbert, D. A. and Hayes, E. [Forthcoming]. Communication and outcomes of visits between older patients and nurse practitioners. *Nursing Research*. 58(4), pp.283-293. Available from doi:10.1097/NNR.0b013e3181ac1413 [Accessed 10/12/19].

Journal article (no issue number; article number given)

Some online journals give an article number but no issue number or page numbers (beyond that of the pages of the PDF).

Format: in text citation

This is explored further... (Surname, Year, p.).

Format: reference

Author surname, initials. (Year) Title of article. *Journal Title*. **Volume number**(article number), pp.first and last page or line numbers.

Example: in text citation

This is explored further... (Jones, 2018, pp.1-11).

Example: reference

Jones, A. (2018) Journal articles. *Journal of Learning*. **12**(article 1281), pp.1-11.

L

Leaflet

Format: in text citation

Guidance is provided to support families (Author, Year)

Format: reference

Author (Year) *Title of leaflet* [Format and location retrieved], Date retrieved.

Example: in text citation

The effects of smoking are clear (Public Health England, 2018).

Example: reference

Public Health England (2018) *Every cigarette starves an unborn baby of oxygen*. [Leaflet] [s.l.], Gateway number: S4L184, 14 February 2020.

Leaflet (with no date)

Format: in text citation

Author [n.d.] offers insurance products ...

Format: reference

Author [n.d.] *Title of leaflet* [Format and location retrieved], Date retrieved.

Example: in text citation

HSBC [n.d.] offers insurance products ...

Example: reference

HSBC [n.d.] *A guide to insurance products* [Leaflet obtained in Coventry branch], 11 December 2019.

Lecturer's/ tutor's notes

It is not generally seen as good practice to cite from your tutor's notes or slides and you should follow up on any citations/references given by the tutor instead. However, if it is necessary to cite your tutor's notes or slides, follow the examples below.

Format: in text citation

The human impact upon woodlands has been investigated widely in the last 10 years (Surname, Year).

Format: Reference

Lecturer surname, initials. (Year) *Title of lecture*. Module. Module code. Place. Day Month.

Example: in text citation

The human impact upon woodlands has been investigated widely in the last 10 years (Littlemore, 2013).

Example: Reference

Littlemore, J. (2013) *Ecological impacts of human disturbance in ecosystems*. Land resource management. LEM4455. University of Northampton. 11th March.

Legislation

Please see Act of Parliament.

Letter

Format: in text citation

Farming in Sussex during the 1950s was dominated by the landed gentry (Surname, Year).

Format: reference

Author surname, initials. (Year) Title of letter. [letter]. Day Month.

Example: in text citation

Farming in Sussex during the 1950s was dominated by the landed gentry (Williams, 2018).

Example: reference

Williams, B. (2018) My experiences of farming in Sussex during the 1950s. [letter]. 12th July.

M

Magazine article

Format: in text citation

'False memories' can impact on witnesses' recollection of a crime (Surname, Year)

Format: reference

Author surname, initials. (Year) Title of article. *Magazine Title*. Issue information, pp.first and last page numbers.

Example: in text citation

'False memories' can impact on witnesses' recollection of a crime (Hutson, 2019).

Example: reference

Hutson, M. (2019) How memory became weaponized. *Psychology Today*. March 2019, p.3.

Magazine article (online)

If there is a print equivalent, see instead: Magazine article.

Format: in text citation

'False memories' can impact on witnesses' recollection of a crime (Surname, Year).

Format: reference

Author surname, initials. (Year) Title of article. *Magazine Title*. Issue information, pp.first and last page numbers. Available from: URL [Accessed Date].

Example: in text citation

'False memories' can impact on witnesses' recollection of a crime (Hutson, 2019).

Example: reference

Hutson, M. (2019) How memory became weaponized. *Psychology Today*. March 2019, p.3. Available from: <https://www.psychologytoday.com/gb/magazine/archive/2019/03> [Accessed 10 April 2019].

Market report**Format: in text citation**

The clothing retail market in the UK was worth around £38bn in 2017 (Provider, Year, Page).

Format: reference

Provider (Year) *Title*. Place of publication: Publisher

Example: in text citation

The clothing retail market in the UK was worth around £38bn in 2017 (MarketLine, 2018, p.9).

Example: reference

MarketLine (2018) *Apparel retailing in the United Kingdom*. London: MarketLine.

If an analyst name has been provided in the report (such as with Mintel reports), use this person as the author.

Map (Digimap)

Format: in text citation

A brook can be seen running alongside the northern perimeter of the Abbey grounds (Map Publisher, Year) ...

Format: reference

Map publisher (Year) *Title of map section*, Sheet number or tile, scale. DOI or Available from: URL [Accessed: date].

Example: in text citation

A brook can be seen running alongside the northern perimeter of the Abbey grounds (Ordnance Survey, 2018) ...

Example: reference

Ordnance Survey (2013) *Delapre Abbey*. 1:2500. Edina Digimap [online]. Available from University of Northampton Library [Accessed: 30 August 2013].

Map (Google Earth)

Format: in text citation

A brook can be seen running alongside the northern perimeter of the Abbey grounds (Google Earth, Year) ...

Format: reference

Google Earth version (if applicable) (Year data released) *Image details, location, coordinates, elevation*. Format/Data set (if applicable) [online]. Available from: URL [Accessed date].

Example: in text citation

A brook can be seen running alongside the northern perimeter of the Abbey grounds (Google Earth, 2019) ...

Example: reference

Google Earth 9.2.78.1 (2019) *Delapre Abbey*, Northampton, 52°13'34"N 0°52'59"W, elevation 64m [online]. Available from: <https://earth.google.com/web/> [Accessed 19 February 2019].

Map (printed)

Format: in text citation

In this area a spring and earthworks are also shown (Map publisher, Year) ...

Format: reference

Map publisher (Year) *Map title*. Sheet Number, Scale. Series. Place of publication: publisher.

Example: in text citation

In this area a spring and earthworks are also shown (Ordnance Survey, 1995) ...

Example: reference

Ordnance Survey (1995) *Kettering, Corby and the surrounding area*. Sheet 141, 1:50 000. Landranger series. Southampton: Ordnance Survey.

Map (online)

Format: in text citation

The University of Northampton Waterside campus is opposite the Northampton Marina (Map publisher, Year).

Format: reference

Map publisher (Year of publication) *Map title*, location, co-ordinates or grid reference, sheet number or tile (if available), scale (if available). [online]. Available from: URL [Accessed date].

Example: in text citation

The University of Northampton Waterside campus is opposite the Northampton Marina (Ordnance Survey, 2019).

Example: reference

Ordnance Survey (2019) *University of Northampton*, Northampton, SP 75947 59862 [online]. Available from: <https://osmaps.ordnancesurvey.co.uk/52.23173,-0.88946,17> [Accessed 1st August 2019].

Museum artefact

Format: in text citation

The *Panathenaic amphora* (Artist, Year) held at the British Museum in London is an example of ...

Note: If no creator, use (*Title*, Year)

Format: reference

Artist/Creator surname, Initials. (Year) *Title*. [Material type]. At: Place: holding institution, department/location (if applicable). Identifier (if applicable). Seen date.

Example: in text citation

The *Panathenaic amphora* (Kittos, ca. 365-360 BC) held at the British Museum in London is an example of ...

Format reference if artist/creator unknown:

Title. (Year) [Material type]. At: Place: holding institution, department/location (if applicable). Identifier (if applicable). Seen date.

Example: reference

Kittos. ca. 365-360 BC. *Panathenaic amphora*. [Pottery]. At: London: British Museum, Greek & Roman Antiquities. 1866,0415.248. Seen 10th April 2019.

Note: For items with no known originator/creator, start your reference with the title or description of the object.

Example reference if artist/creator unknown:

Garment. (ca. 1850-70) [Linen.] At: London: British Museum: Africa, Oceania & the Americas. Af2004.04.1. Seen 15th May 2001.

Museum artefact (online)

Format: in text citation

Certain objects were woven in such a way as to demonstrate the owner's wealth (Creator, Year).

Note: If no creator use (*Title*, Year)

Format: reference

Artist/Creator. *Title*. (Year) [Material type.] At: Place: holding institution, department (if applicable). Identifier (if applicable). Available from: URL. [Accessed date].

Note: If no creator list alphabetically using the title.

Example: in text citation

Certain objects were woven in such a way as to demonstrate the owner's wealth (Title, Year).

Example: reference

Garment. (19thC(late)-20thC(early)) [Silk.] At: British Museum: Africa, Oceania & the Americas. Af2004,04.1. Available from: https://www.britishmuseum.org/research/collection_online/collection_object_details.aspx?assetId=136439001&objectId=1666739&partId=1 [Accessed 10 April 2019].

Music (live performance/concert)

Format: in text citation

Glastonbury performances offer the opportunity to mix new material alongside old favourites (Artist, Year).

Format: reference

Artist (Year of performance) *Title of work/song*. [Live performance/concert] Performance venue, location. Date of performance.

Example: in text citation

Glastonbury performances offer the opportunity to mix new material alongside old favourites (Arctic Monkeys, 2005).

Example: reference

Arctic Monkeys (2005) *I bet you look good on the dancefloor*. [Live performance] Pyramid stage, Glastonbury Festival. 28th June 2013.

Band concert:**Example: in text citation**

The Kings of Leon (2008) wowed the crowd at Glastonbury ...

Example: reference:

Kings of Leon (2008) [Live performance]. Glastonbury Festival. 27th June.

Classical:**Format: in text citation**

A highly regarded premiere (Composer, Year) ...

Format: reference

Composer (Year of performance) *Title of work*. Performed by/conducted by. Location. [Date of performance].

Example: in text citation

A highly regarded premiere (Taverner, 2008) ...

Example: reference

Taverner, J. (2008) *The Anthem*. Conducted by M. Damev. Durham Cathedral: [20 October 2019].

Music (lyrics)**Format: in text citation**

(Lyricist/Songwriter, Year).

Format: reference

Lyricist/Songwriter, Initial. (Year) Title of track/song [lyrics] *Source* [online]. Available from: URL [Accessed date].

Example: in text citation

This song features on Marling's album *Semper Femina* (2017) ...

Example: reference

Marling, L. (2017) Don't pass me by [lyrics] *Lyrics.com* [online]. Available from: <https://www.lyrics.com/lyric/33740208/Laura+Marling> [Accessed 11 January 2018].

Music (musical score/sheet music)**Print:****Format: in text citation**

Newer arrangements of Mozart's concertos are popular (Surname, Year).

Format: reference

Composer surname, initials. (Year of publication) *Title of work*. Editor(s) followed by ed. or other arrangers (note name is not surname first). Place of publication: Publisher.

Example: in text citation

Newer arrangements of Mozart's concertos are popular (Mozart, 2009).

Example: reference

Mozart, W. A. (2009) *Flute concertos: Concerto no. 2 in D, K. 314 and Andante in C, K. 315*. T. Wye (ed). R. Scott (arr.) Borough Green: Novello.

Online:**Format: in text**

(Surname of artist/composer, year)

Format: reference

Artist/Composer, Initial. (Year) *Title of work* [score] *Source [online]*. Available from: URL [Accessed date].

Format: in text citation

Newer arrangements of Mozart's concertos are popular (Surname, Year).

Example: reference

Mozart, W. A. (1778) *Flute concerto in G* [score] *Musopen.org* [online]. Available from: <https://musopen.org/music/39127-flute-concerto-in-g-major-k-313285c/> [Accessed 20 February 2019].

Music (recorded track)

It is important to include the artists/originator of the track alongside the title.

Format: in text citation

Electro-acoustic music has developed in order to incorporate (Surname, Year).

Format: reference

Artist surname, Initial. (Year of release) Title of track [format]. In: *Title*. Series Title and Number. Place of publication: Publisher.

Example: in text citation

Electro-acoustic music has developed in order to incorporate interactivity (Stolet, 2002).

Example: reference

Stolet, J. (2002) Tokyo Lick [CD]. In: *Music from SEAMUS 15*. EAM-2006. Los Angeles: SEAMUS.

Music streaming

Format: in text citation

... in their song (Artist's name / surname, Year)

Format: reference

Artist name (individual, band, orchestra etc.) (Year) Title of song/track title, *Title of album (if required)* Available from: Name of streaming service [Accessed date].

Example: in text citation

... in their song (Stormzy, 2020)

Example: reference

Stormzy (2020) *Still Disappointed*. Available from: Spotify [Accessed 14 January 2020].

N

Newspaper article

For most newspaper articles you can cite the author and year in the text of your work. However, if it is a news article and does not attribute an author, the newspaper name is used in the text and instead of the author in the reference list.

Format: in text citation

Newspapers have been quite negative in their coverage of Maxwell (Surname, Year).

Format: reference

Journalist surname, initials. (Year) Title of news item. *Name of newspaper*. Day Month, p. or pp. [first and last page numbers].

Example: in text citation

Newspapers have been quite negative in their coverage of Maxwell (Peters, 2009).

Example: reference

Peters, R. (2009) Picking up Maxwell's bills. *Independent*. 4 June, p.28.

Newspaper article (online)

Format: in text citation

Universities are witnessing a change in students' drinking habits (Surname, Year).

Format: reference

Journalist surname, initials. (Year) Title of news item. *Name of newspaper*. Day Month [online]. Available from: URL [Accessed date].

Example: in text citation

Universities are witnessing a change in students' drinking habits (Bearne, 2019).

Example: reference

Bearne, S. (2019) 'I'm not spending money on that': the rise of the teetotal student. *The*

Guardian. 19 February [online]. Available from: <https://www.theguardian.com/uk> [Accessed 22 February 2019].

NICE Guidelines

Example: in text citation

Individuals with a history of smoking have a higher risk of developing COPD (NICE, 2019).

Example: reference

NICE (2019) Chronic obstructive pulmonary disease in over 16s: diagnosis and management; NICE Guideline [NG 115]. *NICE* [online]. Available from: <https://www.nice.org.uk/guidance/ng115/chapter/Recommendations#diagnosing-copd> [Accessed 13/01/23].

Note: If the document has been updated, use the updated date.

O

Ofsted report

When referencing an official report, for example one undertaken by Ofsted, you should not identify a school or setting, either by name or by quoting the Inspection Report Number. You will also need to anonymise the title of the inspection report if this includes the name of a person.

Format: in text citation

A school inspection report highlighted issues... (Ofsted, Year)

Format: reference

Ofsted (Year) [School X] *Title of report*. London: Ofsted.

Example: in text citation

A school inspection report highlighted issues... (Ofsted, 2018)

Example: reference

Ofsted (2018) [School X] *School inspection report*. London: Ofsted.

Online discussion list or discussion forum

Format: in text citation

The author discusses the value of using diagnostic tests to inform the planning and design of information literacy interventions for first year undergraduate students (Surname, Year).

Format: reference

Surname, initials (Year) Title of message/post. Date added. *Discussion list/forum title* [online]. Available from: URL [Accessed date].

Example: in text citation

The author discusses the value of using diagnostic tests to inform the planning and design of information literacy interventions for first year undergraduate students (Stubblings, 2016).

Example: reference

Stubblings, R. (2016) Diagnostic tests. 3 August. *Lis-infoliteracy* [online]. Available from: <http://www.jiscmail.ac.uk> [Accessed 19 February 2019].

Organisational documents/policies

Example 1: in text citation

Hand hygiene is the most important factor for preventing infection and its transmission to others (NHS England and NHS Improvements, 2019).

Example 2: in text citation

A whole school approach to behaviour management was evident in one primary school (St. Michael's School, 2018).

Example 1: reference

NHS England and NHS Improvements (2019) Standard infection control precautions: national hand hygiene and personal protective equipment policy. *NHS England* [online]. Available from: https://improvement.nhs.uk/documents/4957/National_policy_on_hand_hygiene_and_PPE_2.pdf [Accessed 10 December 2019].

Example 2: reference

St. Michael's School (2018) Promoting British Values at St. Michael's Catholic School. St. Michael's School [online]. Available from: <https://www.stmichaels.bucks.sch.uk/our-school/our-catholic-ethos/british-values/> [Accessed 10 December 2019].

Organisational documents/policies (anonymised)

Note: Whilst you would normally name an organisation, remember to **anonymise** documents from your placement organisation/institution if you have been told to keep it confidential. *If a document or policy is related to a trust or is password protected, anonymise it. If it is open access, there is no need to anonymise.*

Format: anonymised in text citation

Hand hygiene is the most important factor for preventing infection and its transmission to others (Host organisation, 2017).

A whole school approach to behaviour management was evident in one primary school (Host institution, 2018).

Format: anonymised reference

Host organisation (Year) *Title of policy/report*. [Type of report, unless this is obvious from the title]. Publisher (originating organisation/institution).

Example: anonymised in text citation

Hand hygiene is the most important factor for preventing infection and its transmission to others (Host organisation, 2017).

A whole school approach to behaviour management was evident in one primary school (Host institution, 2018).

Example: anonymised reference

Host organisation (2017) *Hand hygiene policy*. Host organisation.

Host institution (2018) *Pupil behaviour*. [School policy document.] Host institution.

P

Patent

Format: in text citation

There have been developments in the ways that cleaning heads have been designed (Inventor surname, Year).

Format: reference

Inventor surname, initials. (Year) *Title*. Authorising organisation. Patent number [online]. Available at: URL [Accessed date].

Example: in text citation

There have been developments in the ways that cleaning heads have been designed (Allard, Dyson & Spaven, 2006).

Example: reference

Allard, R.J.W., Dyson, J. and Spaven, J.W. (2006) *A Cleaning Head*. UK Patent Office. Patent no. GB2402047B [online]. Available at: <https://worldwide.espacenet.com/patent/search/family/009958926/publication/GB2402047B?q=ia%20%3D%20%22allard%22%20AND%20ti%20%3D%20%22a%20cleaning%20head%22> [Accessed 10 December 2019].

PDFs

A PDF is a format rather than a type of source. You should reference PDFs according to source type (e.g. a book chapter, a government report or a leaflet). If this is not possible, you can reference them as an online source.

Play

Format: in text citation

Characters interact in two contrasting time periods but in the same space (Author, Year, Act.scene: line).

Format: Reference

Author surname, initials. (Year) *Title*. Edition. Place of publication: Publisher.

Example: in text citation

Characters interact in two contrasting time periods but in the same space (Stoppard, 1993, 2.7).

Example: Reference

Stoppard, T. (1993) *Arcadia*. London: Faber & Faber.

Note: You do not include the edition information if it is the first edition.

The in-text example does not include a line number because it is referring to the whole scene.

The date refers to the date of publication rather than the date the play was written.

Podcast

Format: in text citation

...which explores Bronte's work (Author/presenter, Year).

Format: reference

Author/presenter surname, initials. (Year) *Title*. [Podcast]. Day/month posted. Available at: URL [Accessed date].

Example: in text citation

...which explores Bronte's work (Bragg, 2017).

Example: reference

Bragg, M. (2017) *In our time: Wuthering Heights*. [Podcast]. 28th September. Available at: <https://www.bbc.co.uk/programmes/b095ptt5> [Accessed 1 August 2019].

Poem, short story or play in an anthology

Format: in text citation

"Sweet, I blame you not, for mine the fault was..." (Author, year, page)

Format: reference

Author's surname, initials. (Year) Title of poem. In: Editor's/compiler's Surname, initials (ed.) *Title of book*. Place of publication: Publisher, page.

Example: in text citation

"Sweet, I blame you not, for mine the fault was..." (Wilde, 2000, p.410).

Example: reference

Wilde, O. (2000) Flower of Love. In: Brown, A. (ed.) *An Anthology of Great English Literature*. London: New Ideas, p.410.

Poem in a collection

Format: in text citation

"Sweet, I blame you not, for mine the fault was..." (Surname, year, page)

Format: reference

Author`s surname, initials. (Year) Title of poem. In: *Title of collection*, ed. by Editor`s Initials and Surname. Place of publication: Publisher, page.

Example: in text citation

“Sweet, I blame you not, for mine the fault was...” (Wilde, 2020, p.410).

Example: reference

Wilde, O. (2020) Flower of Love. In: *The Collected Poems of Oscar Wilde*, ed. by A. Milton. London: New Ideas, p.410.

R

Radio broadcast

Format: in text citation

The impact of the Australian bush fires (Title, Date).

Format: reference

Title (Year) Transmission channel, data and time of original transmission. Available at: URL [Accessed date].

Example: in text citation

The impact of the Australian bush fires (Today, 2020)

Example: reference

Today(2020) BBC Radio 4, 14 January 2020, 07.30. Available at: <https://www.bbc.co.uk/sounds/play/m000d703> [Accessed 14 January 2020].

Religious text

When quoting from a sacred text e.g. the Bible, the Quran or the Torah you include the book followed by chapter/Surah and verse, rather than a page number. For other sacred texts you need to include a precise location, using the numbering system appropriate to the specific text.

Format: in text citation

The names of the twelve apostles... (Book, Chapter: Verse).

Format: reference:

Full title (Year) Version (if appropriate). Translated by (if appropriate). Place of publication: Publisher.

Example: in text citation

The names of the twelve apostles... (Matthew, 10: 2).

‘Nothing is hidden from Allah, whether on Earth or in Heaven’ (Qur’an, 14: 38).

'Noah was a righteous man; he was blameless in his age' (Genesis, 6:9).

Example: reference

The Bible (2000) Contemporary English Version. London: HarperCollins.

Qur'an (2013) Translated by Abdullah Yusuf Ali. Ware, Hertfordshire: Wordsworth Editions Limited.

The Torah: the five books of Moses (1999) Philadelphia: The Jewish Publication Society.

S

Self-citation

Format: in text citation

The essay examined the importance of information literacy skills for undergraduate students (Surname, Year).

Format: reference

Student surname, Initials. (Year of submission) *Title of essay/assignment*. [Unpublished essay/assignment]. Module title. Module code. Institution.

Example: in text citation

The essay examined the importance of information literacy skills for undergraduate students (Siddall, 2018).

Example: reference

Siddall, G. (2018) *The importance of information literacy within Higher Education*. [Unpublished essay]. Information literacy. INF2244. University of Northampton.

Skype

Please remember it is important to ask permission of the people involved before you use their personal correspondence in your work.

Format: in text citation

The differences between attending a grammar school and a secondary modern school have been described at length in recent years (Surname, Year).

Format: reference

Caller surname, initials. (Year) Skype conversation with First name Surname. Day Month.

Example: in text citation

The differences between attending a grammar school and a secondary modern school have been described at length in recent years (Smith, 2013).

Example: reference

Smith, J. (2019) Skype conversation with Lucy Ladd. 10th February.

Sound recording (based on recorded lectures)

See also Music (recorded track)

Format: in text citation

The Victorian street had a very different audio signature (Surname/Recordist, Year).

Format: reference

Author/speaker or recordist (Year) Title [medium]. Available from: URL [Accessed date].

Note: Please note this is the date of publication (not the date of recording).

Example: in text citation

The Victorian street had a very different audio signature (Bergonzi, 1994).

Example: reference

Bergonzi, B. (1994) Victorian street [sound recording]. Available from: <https://sounds.bl.uk/Environment/Sound-effects/027M-1CD0126081X2-0100V0> [Accessed 14 January 2020].

Statutory Instrument

Format: in text citation

Title of SI and Year...are concerned with the safety of children.

Format: reference

Title of SI and Year (SI number) Place of publication: Publisher.

Example: in text citation

The Child Safeguarding Practice Review and Relevant Agency (England) Regulations 2018 are concerned with the safety of children.

Example: reference

The Child Safeguarding Practice Review and Relevant Agency (England) Regulations 2018 (SI 2018/789) London: TSO.

T

Telephone call

Please remember it is important to ask permission of the people involved before you use their personal correspondence in your work.

Format: in text citation

The differences between attending a grammar school and a secondary modern school have been described at length in recent years (Surname, Year).

Format: reference

Caller surname, initials. (Year) Telephone conversation with First Name Surname. Day Month.

Example: in text citation

The differences between attending a grammar school and a secondary modern school have been described at length in recent years (Smith, 2019).

Example: reference

Smith, J. (2019) Telephone conversation with Lucy Ladd. 10th February.

Television advertisement**Format: in text citation**

In the lead up to Christmas, major UK retailers unveil their Christmas television advertising campaigns (Company/Product, Year) ...

Format: reference

Company/Product (Year) *Title of advert/brief description of advert* [Television advertisement]. Television channel, transmission date.

Example: in text citation

In the lead up to Christmas, major UK retailers unveil their Christmas television advertising campaigns (John Lewis & Partners, 2018) ...

Example: reference

John Lewis & Partners (2018) *The boy and the piano. The John Lewis & Partners Christmas Advert 2018*. [Television advert]. ITV, 8 December 2018.

Television programme (broadcast)**Format: in text citation**

Many sci-fi series tackle societal problems (Title, Date).

Format: reference

Series Title (Year) Episode title, series number, episode number (if applicable) [Format omit if live]. Place of production: Television channel, transmission date and time.

Example: in text citation

Many sci-fi series tackle societal problems (Dr Who, 2005).

Example: reference

Dr Who (2005) The empty child, series 1, episode 9 [DVD]. Cardiff: BBC1, 21st May, 18.30.

Television programme (streamed content, e.g. Netflix, BBC iPlayer)**Format: in text citation**

... the range of animals which eat krill (*Title*, Date).

Format: reference

Title (Year) Episode title, series number, episode number (if applicable). Source. [online]. Available from: URL. [Accessed date].

Example: in text citation

... the range of animals which eat krill (*Seven Worlds, One Planet*, 2019).

Example with URL: reference

Seven Worlds, One Planet (2019) Series 1, episode 1. BBC iPlayer [online]. Available from: <https://www.bbc.co.uk/iplayer/episode/m0009tt8/seven-worlds-one-planet-series-1-episode-1> [Accessed 31/10/19].

Note: If no URL is available for the service, use the following format:

Format: reference (no URL)

Title (Year) Episode title, series and number (if applicable). Source [online]. Available from: Name of Streaming Service. [Accessed date].

Example with no URL: reference

Seven Worlds, One Planet (2019) Series 1, episode 1. [online]. Available from: BBC iPlayer [Accessed 31 October 2019].

Theatre performance (live)

Format: in text citation

The importance of local theatre companies to the success and variance of cultural events in a town cannot be underestimated (Surname, Year).

Format: reference

Author surname, initials. (Year of performance) *Title*. Directed by. Adapted by. Performance company/performer. Performance venue, location. [Date of performance].

Example: in text citation

The importance of local theatre companies to the success and variance of cultural events in a town cannot be underestimated (Braithwaite, 2013).

Example: reference

Braithwaite, E. R. (2013) *To Sir, with love*. Directed by Mark Babych. Adapted by Ayub Khan Din. Northampton and Touring Consortium Theatre Company. Royal Theatre, Northampton. [6 September 2013].

Theatre programme (print)

Format: in text citation

The director's concept was built over a period of 3 years (Surname of author of programme if known, Year, page).

Format: reference

Author of programme surname, initials. (Year) *Title of event*. Performance venue, location, date of performance [Event programme].

Example: in text citation

The director's concept was built over a period of 3 years (Kirkwood, 2019, p.5).

Example: reference

Kirkwood, C. (2019) *Opt Out*. Royal Theatre, Northampton, 9th March 2019 [Event programme].

Note: if author of programme is not known, use company or director's name instead.

Thesis or dissertation

Format: in text citation

The impact of digital media upon women's self-esteem is clearly outlined in several research studies (Surname, Year).

Format: reference

Author surname, initials. (Year) *Title*. Level. Name of awarding institution. Note: if accessed online include URL or DOI and [accessed date].

Example: in text citation

The impact of digital media upon women's self-esteem is clearly outlined in several research studies (Coulson, 2019).

Example: reference

Coulson, S. E. (2019) *The socio-cultural influences impacting upon young women*. Ph.D. University of Northampton.

Translated material

If the book you want to use in your assignment has been translated you need to include the translator details in your final reference and the original language, however you do not need to include this in the in-text citation.

Format: in text citation

Montaigne's philosophical essays have been reinterpreted by a number of different academics (Surname, Year).

Format: reference

Author/editor surname, initials. (Year) *Title*. Edition. Translated from the [original language] by Surname, initial. Place of publication: Publisher.

Example: in text citation

Montaigne's philosophical essays have been reinterpreted by a number of different academics (Starobinski, 1986).

Example: reference

Starobinski, J. (1986) *Montaigne in Motion*. Translated from the French by Goldhammer, A. Chicago: University of Chicago Press.

Twitter

If the tweet is particularly lengthy, include the first few words, followed by ellipses.

Format: in text citation

The use of Virtual Reality resources in a Nursing Simulation Suite provides context driven experience to students (Author, 2019).

Format: reference

Twitter handle (Year of post) Text of tweet. *Source* [online]. Day/month of post. Time posted. Available from: URL [Accessed date].

Example: in text citation

The use of Virtual Reality resources in a Nursing Simulation Suite provides context driven experience to students (@UniNhantsNews, 2019).

Example: reference

@UniNhantsNews (2019) Second-year Advertising & Digital Marketing students... *Twitter* [online]. 6 April. 09.30. Available from: <https://twitter.com/UniNhantsNews/status/1114475764978679813> [Accessed 10 April 2019].

V

Video (online e.g. YouTube, TED)

Format: in text citation

The Harvard referencing system follows the surname and year format in the text of an assignment (Username/Author, Year).

Format: reference

Username or Author Surname, Author Initial. (Year) Title of video. *Source* [online]. Available from: URL [Accessed date].

Example: in text citation

The Harvard referencing system follows the surname and year format in the text of an assignment (UoWLTTU, 2008).

Example: reference

UoWLTTU (2008) Harvard Referencing with Mike Webb (Part One). *YouTube* [online]. Available from: http://www.youtube.com/watch?v=E7Laol_ALeU [Accessed 23 March 2013].

Note: When citing You Tube, always use the username as the author.

Video (subscribed content e.g. Anatomy TV, SAGE video)

Format: in text citation

Students respond positively to rewards based learning, such as sticker charts (Author, Year).

Format: reference

Author Surname, Author Initial. (Year) Title of video. *Source* [online]. Available from: URL/DOI [Accessed date].

Example: in text citation

Students respond positively to rewards based learning, such as sticker charts (Sigafoos and Evans, 2016).

Example: reference

Sigafoos, L. & Evans, J. (2016) Communicating effectively with students. *Sage Video* [online]. Available from: <http://dx.doi-org.ezproxy.northampton.ac.uk/10.4135/9781544306414> [Accessed 23 May 2020].

Note: for Anatomy TV use Primal Pictures as the author.

W

Webinar

Format: in text citation

Advice was given on identifying which journal was most appropriate to approach (Author/Speaker, Year).

Format: reference

Author/Speaker, Initial. (Year) Title of communication. *Source* [webinar]. Available from: URL/DOI [Accessed date].

Example: in text citation

Advice was given on identifying which journal was most appropriate to approach (Bristow, 2020).

Example: reference

Bristow, H. (2020) Journals and publishing. *ACW*[webinar]. Available from: <http://acw.co.uk/webinars/2020/bristow> [Accessed 23 May 2020].

Website or webpage

Format: in text citation

Marketing communications can be done through a variety of mediums (Surname, Year).

Format: reference

Author (Year) Title. *Source* [online]. Available from: website [Accessed date].

Example 1: in text citation with a named author

From assessing the economic data, some pundits think UK unemployment will fall faster than predicted by the Bank of England (Flanders, 2013), while others....

Example 1: reference with a named author

Flanders, S. (2013) UK unemployment not following Mr Carney's script? *BBC* [online]. Available from: <http://www.bbc.co.uk/news/business-24055846> [Accessed 7 October 2013].

Example 2: in text citation with a corporate author

Progress has been made in helping the general public to recognize the signs and raise awareness of the many support networks in the UK (Stroke Association, 2012).

Example 2: reference with a corporate author

Stroke Association (2012) Our campaigns: what we achieve together. *Stroke Association* [online]. Available from: <https://www.stroke.org.uk/what-we-do/ourcampaigns/what-we-achieve-together> [Accessed 24 August 2016].

Example 3: in text citation

The professional code for nurses clearly states... (NMC, 2018).

Example 3: reference

NMC (2018) The Code. *NMC* [online]. Available from: <https://www.nmc.org.uk/standards/code/> [Accessed 28/09/23].

Note: If you are citing a source being quoted on a website, first check whether you are citing the quoted section or the website section. If the quoted section, cite as follows:

Example: in text citation

Brown (2016) stated... (quoted by Royal College of Obstetricians and Gynaecologists, 2016).

Reference the website as above.

Wiki

To refer to wikis we have given an example from Wikipedia below. However, you should not refer to Wikipedia in your assignments as it does not contain any original research. Instead, follow the references to get through to more information on your chosen topic.

Format: in text citation

There are a number of different parenthetical referencing styles, including Harvard (Title, Year).

Format: reference

Title. (Year) *Wikipedia* [online]. Available from: website [Accessed date].

Example: in text citation

There are a number of different parenthetical referencing styles, including Harvard (Parenthetical referencing, 2018).

Example: reference

Parenthetical referencing. (2018) *Wikipedia* [online]. Available from: https://en.wikipedia.org/wiki/Parenthetical_referencing [Accessed 23 March 2018].

Bibliography

Freechart (2012) Problem Solving & Programming. JFreechart [online]. Available from: <http://www.jfree.org/jfreechart/> [Accessed 19/01/12].

Hill, G. J. (2012) Problem Solving & Programming. [online]. Available from: <http://194.81.104.27/~gary/csy102/> [Accessed 19/01/12].

Pears, R. and Shields, G. (2016) *Cite them right: the essential referencing guide*. 10th ed. London: Palgrave.

Pears, R. and Shields, G. (2019) *Cite them right: the essential referencing guide*. 11th ed. London: Palgrave.