



MMU Harvard Referencing

3rd edition

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DISCLAIMER

This Harvard referencing handbook is designed to be used specifically by undergraduate students studying at Manchester Metropolitan University. However, all students are advised to check with their programme team as to which style of referencing is required as a few departments do not use the Harvard system.

Postgraduate students and those who are submitting material for publication should adhere strictly to guidelines or specifications provided by their supervisor or publishers of the relevant journal.

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WHY SHOULD I REFERENCE?

The purpose of referencing is to enable others to find the information that you have used in your assignment.

You **MUST** cite and reference all the sources of information that you have used in the main text of your assignment. It is important to acknowledge the work of others if you have referred to it in your assignments; if you do not, you will be accused of PLAGIARISM.

PLAGIARISM

Plagiarism is a failure to acknowledge another person's work or idea and claiming this idea as your own. This is deemed as cheating/academic misconduct and is treated as a **SERIOUS OFFENCE**. See the '[Assessment Regulations for Taught Programmes](#)' in the programme regulations section of your student handbook.

You can find more information on avoiding plagiarism in the **Skills Online** module in your Moodle Student Support Area.

WHAT ARE CITATIONS, REFERENCES AND A BIBLIOGRAPHY?

CITATIONS

Acknowledging other people's work/ideas **within** your assignment or in the main body of your text is called '**citing**'. You will often come across citations when you are reading books or journals.

REFERENCES

This is a **list of sources** that you have cited in the main text of your assignment. You must include this list at the **end of your assignment**.

BIBLIOGRAPHY

This is a list of sources that you have read but **have not cited in the main text** of your assignment. This list should also be placed at the end of your assignment, after the reference section; **HOWEVER**, you only need to produce a bibliography alongside a reference list if you have been asked to do so.

REFERENCING LIST FORMAT

ALL sources that have been mentioned in the main text need to be listed, **alphabetically**, in the referencing section using the correct format as detailed in this guide.

If you have two or more authors with the **same surname** you must list them in alphabetical order according to the author's initial/s:

EXAMPLES

Mullins, L. J. (2007) *Management and organisational behaviour*. 8th ed., Harlow: Financial Times Prentice Hall.

Mullins, R. (2007) 'iPhone: why one little gadget matters so much.' *Network World*, 24(50) p. 33.

If you have a single author, where the surname is the same but the publication year is different the sources should be listed in chronological order with the earliest publication first:

EXAMPLES

Cottrell, S. (2005) *Critical thinking skills: developing effective analysis and argument*. Basingstoke: Palgrave Macmillan.

Cottrell, S. (2008) *The study skills handbook*. 3rd ed., Basingstoke: Palgrave Macmillan.

If you have two or more sources where the author's surname is the same, but one publication is written by a single author and the other is written by more than one author, the single authored publication will be listed first. This will be the case regardless of the author's first name:

EXAMPLES

Jameson, R. (1994) 'Making the connection.' *Housing*, 30(1) pp. 45-46.

Jameson, K. and Kidd, P. (1974) *Pre-school play*. London: Studio Vista.

In the above example Jameson, R. comes before Jameson, K. This is because a joint publication is always placed after the single author of the same name.

CITATIONS: GENERAL RULES

The only information you will usually need when citing within the text is the **author's surname** and the **year of publication**. However, please bear in mind:

- If there is no author but there is an **organisation's name** you use this instead.
- If there is **no date** state the words: no date instead of the year.

For more complex citations, examples are provided with each specific source throughout the guide:

ONE AUTHOR:

Author's surname or organisation's name and the year of publication.

EXAMPLES

It is clearly stated by Cottrell (2005) that...

...as this research shows (Association of Illustrators, 2011)

According to the Business Enterprise and Regulatory Reform (no date)....

TWO AUTHORS:

Both authors' surnames or two organisations' names and the year of publication.

EXAMPLE

Lightbown and Spada (1993) believe that...

THREE OR MORE AUTHORS:

Surname of the **first** author *only* followed by et al. and the year of publication.

EXAMPLE

It has been found by Burrows et al. (2009)...

AN AUTHOR WHO HAS PUBLISHED MORE THAN ONE PIECE OF WORK IN THE SAME YEAR:

To distinguish between different sources by the same author published in the same year, use a, b, c etc. after the year in both the citation and the reference. The letter you assign to the publication should be in order of its appearance in the main text of your work. Therefore, the first publication you cite should be assigned the letter 'a', the next citation will be 'b' etc., regardless of the month in which it was published.

EXAMPLE

(Cottrell, 2012a) {i.e. for the first instance of a citation by a Cottrell published in 2012}

(Cottrell, 2012b) {i.e. for the second instance of a citation by a Cottrell published in 2012}

When critically evaluating others' work, it's important to use 'tact and a constructive approach...' (Cottrell, 2005:97).

DIRECT QUOTES FROM ONLINE SOURCES

As many online sources have no page number, when quoting directly you need to state that the information has been found online in the following way:

EXAMPLE

According to the Business Enterprise and Regulatory Reform (no date:online) pay-as-you go ensured that '...mobile phones are one of the most inclusive technologies'.

USING DIRECT QUOTES

- When using quotes the wording that you have used in your assignment needs to be **EXACTLY** the same as the text from the source.
- *Single quotation marks* must be used at the beginning and end of the quote so the reader knows where the quote begins and ends.
- Quotes should not be altered into italics, underlined or emboldened unless you want to *highlight/emphasise* a specific word in the quote. If you do this cite the quote as: (Egan, 2002:186 emphasis added) to show you have altered it.
- If you do not use the whole sentence, make sure you use *ellipses(...)* to indicate which part of the sentence is missing; these may be at the start of the quote, the end of the quote, or in the middle if you have shortened the wording.
- If you come across a **mistake** in a quote and do not want this mistake to be attributed to you, you can add the term [sic] next to the error.

DIRECT QUOTES: GENERAL RULES

When citing a direct quote you need to include the page number or the word 'online', if you have used an online source, in the citation.

For more complex quotes, examples are provided for each specific source throughout the guide:

DIRECT QUOTES WITH PAGE NUMBERS

When citing a direct quote from a source you need to use the surname/s of the author/s and the year followed by the page number, in the following format:

EXAMPLE

- If you want to insert words into a quote you can add **square brackets** [] around the additional text but remember the sentence must make grammatical sense. It is important to use square brackets and not round brackets around the extra text because this indicates that this is your addition and not the author's.

LENGTH OF QUOTES

LONG QUOTES

Quotes longer than 20 words should be indented and placed in a separate paragraph.

You DO NOT need to place quotation marks around the quote if it is classified as a long quote.

Instead of:

For an individual to manage their workload effectively, a plan can be devised to tackle daily, weekly and monthly commitments. Whitehead and Mason (2003:27) have argued 'the fundamental rules of balancing commitments and responsibilities are to anticipate problems, communicate with others, plan thoroughly, implement proactively, evaluate effectively and amend accordingly. Make a list of the main problems that you think will arise in the course of your study and prioritise them with the most serious on top'. Each aspect that has been mentioned will be addressed...

Write:

For an individual to manage their workload effectively, a plan can be devised to tackle daily, weekly and monthly commitments. Whitehead and Mason (2003:27) have argued:

the fundamental rules of balancing commitments and responsibilities are to

anticipate problems, communicate with others, plan thoroughly, implement proactively, evaluate effectively and amend accordingly. Make a list of the main problems that you think will arise in the course of your study and prioritise them with the most serious on top.

Each aspect that has been mentioned will be addressed...

SHORT QUOTES

Quotes 20 words in length or shorter can be embedded into the text. You **MUST** put quotation marks around the text that you are inserting into your assignment. Remember, the sentence needs to make grammatical sense.

Instead of:

For an individual to manage their workload effectively, a plan can be devised to tackle daily, weekly and monthly commitments. Within this framework, individuals can identify issues that:

...arise in the course of your study and prioritise them with the most serious on top (Whitehead and Mason, 2003:27).

By setting time aside and identifying possible events that may occur...

Write:

For an individual to manage their workload effectively, a plan can be devised to tackle daily, weekly and monthly commitments. Within this framework, individuals can identify issues that '...arise in the course of your study and prioritise them with the most serious on

top' (Whitehead and Mason, 2003:27). By setting time aside and identifying possible events that may occur...

The quote used in the above example does not start at the beginning of the original sentence. Thus, the ellipses '...' have been used to illustrate that the quote is only part of the original sentence.

CITING AND REFERENCING SPECIFIC SOURCES: KEY SOURCES

BOOKS/EBOOKS

IMPORTANT: Electronic books found online (not via ebook readers) will be referenced in the same manner as a print copy of a book. This is because an electronic book is just a scanned copy of the original print book. This means the information in both versions of the book is exactly the same.

GENERAL RULES

YEAR OF PUBLICATION AND REPRINTS

The year of publication, for a book, refers to the year the book was first published and **not** the **reprint date**. If you are presented with a list of years, you need to select the year the book was **first published**.

EXAMPLE

If presented with the following information:

First published 1992, reprinted 1992, 1994, 1996, 1997, 1998 (twice), 1999, 2000, 2002

You would choose 1992 as the year of publication. The reason why you would not

choose any of the other years, such as 2002, is because the information in the books that have been reprinted is the same as the information found in the book when it was first published.

REPRINTS OF OLD TEXT WITH NEW PUBLISHERS

If a book has been reprinted by a new publisher (and not the original publisher) then the date when it was reprinted with the new publisher needs to be recorded along with the original publication date. This is so that someone searching for the edition you have used can find it, but you are also being clear about the original date of the information .

EXAMPLE

Rogers, C. R. (1961, reprinted 2004) *On becoming a person: a therapist's view of psychotherapy*. London: Constable.

CITING BOOKS

When citing books by paraphrasing or using direct quotes the information will be presented as shown on pages 7-8.

REFERENCING BOOKS

Key Points

- If you have used *et al.* in your citation you need to list **all** authors in your reference list.
- You may find that the **place of publication** lists a number of locations, in which case you need to select the first location because this would be the place the book was published.
- If there is no **edition** listed leave this out. If the book is listed as **1st edition** also leave this out.
- When referencing an **edited book**, you should put the **editor's** surname/s instead of

the author's. You indicate this by using (ed.) or (eds.) immediately after the surname/s and initial/s, as shown in the Hargie example below.

Taking the above into account, when referencing a published book, you should provide the following information in the format displayed below:

Author's or editor's surname/s, Initial/s. (ed/s.)
(Year of publication) *Title of book (in italics)*.
Edition if applicable., Place of publication:
Publisher.

EXAMPLES

Association of Illustrators. (2011) *Images 35: best of British illustration 2011*. London: Association of Illustrators.

Burrows, A., Parsons, A., Price, G. and Pilling G. (2009) *Chemistry³: introducing inorganic, organic and physical chemistry*. Oxford: Oxford University Press.

Lightbown, P. and Spada, N. (1993) *How languages are learned*. Oxford: Oxford University Press.

Cottrell, S. (2011) *Critical thinking skills: developing effective analysis and argument*. 2nd ed., Basingstoke: Palgrave Macmillan.

Hargie, O. (ed.) (2006) *The handbook of communication skills*. 3rd ed., London: Routledge.

CHAPTER IN AN EDITED BOOK

IMPORTANT: The following rules DO NOT apply if you are referencing information in a chapter from a book entirely written by the same author/s. These rules only apply when the book

is edited and the chapters are written by different authors.

CITING A CHAPTER FROM AN EDITED BOOK

When citing chapters from an edited book by paraphrasing or using direct quotes the information will be presented as shown on pages 7-8. **NB:** please see below for information on which author to cite.

Please bear in mind that you only need to cite the **author of the chapter** whose idea you have used within your assignment. For instance, if you have read a chapter by David Dickson in a book edited by Owen Hargie you use Dickson's name in the citation.

The book entitled 'The handbook of communication skills' is edited by Owen Hargie. The book was published in 2006 and there are a number of different chapters that are authored by other people. You do not need to mention, in the main body of your assignment, that the chapter was found in Hargie's book because this is not relevant for the citation. However, this information will be provided in the reference list so that anyone can locate the correct source.

ONE OR TWO AUTHORS

Surname/s of chapter author and year of publication

EXAMPLE

Dickson (2006) asserts that to try to define or conceptualise 'reflecting' as an interactive skill is very complex.

THREE OR MORE AUTHORS:

Surname of the first author **only** followed by et al. and the year of publication.

EXAMPLE

Randall et al. (2006) state that non-verbal behaviour causes people to...

DIRECT QUOTES

When citing a direct quote from a book chapter you also need the page number which is written after the year in the following format:

EXAMPLE

Dickson (2006:167) believes reflection can be beset by problems such as ‘... conceptual confusion, terminological inconsistency, and definitional imprecision...’

REFERENCING A CHAPTER FROM AN EDITED BOOK

When referencing the work of an author who has written a chapter in an edited book, you should provide the following information in the format displayed below:

Surname of the author/s who wrote the chapter, Initial/s. (Year of publication) ‘Title of the chapter.’ *In (in italics) Surname of the editor/s, Initial/s. (ed/s.) Title of book (in italics).* Edition if applicable., Place of publication: Publisher, first and last page numbers of the chapter.

EXAMPLES

Dickson, D. (2006) ‘Reflecting.’ *In Hargie, O. (ed.) The handbook of communication skills.* 3rd ed., London: Routledge, pp. 165-194.

Randall, A. G., Druckman, D., Rozelle, R. M. and Baxter, J. C. (2006) ‘Non-verbal behaviour as communication: approaches, issues and research.’ *In Hargie, O. (ed.) The handbook of communication skills.* 3rd ed., London: Routledge, pp. 73-120.

JOURNAL ARTICLES

IMPORTANT: An electronic journal article is referenced in the same way as a print copy of the article. This is because the information in the print copy, is exactly the same as in the electronic copy.

DO NOT reference an electronic journal article as an internet source or online source.

CITING JOURNAL ARTICLES

When citing journal articles by paraphrasing or using direct quotes the information will be presented as shown on pages 7-8.

REFERENCING JOURNAL ARTICLES

Key Points:

- If you have used *et al.* in your citation you need to list **all** authors in your reference list, as shown in the first example below.
- If there is **no volume/issue number** available, use the month or season in which the journal was published. You should place the month or season after the missing volume or issue number as shown in the examples below.
- Ensure you use pp. and state the page numbers of the **first and last pages of the article**. If you only state the first page number this will give the impression that the journal article is only one page long.

- If there is no author's name provided on an article use the publication title in place of this, as shown in the second example below.

Taking the above into account, when referencing a journal article, you should provide the following information in the format displayed below:

Author's surname/s, Initial/s. (Year of publication) 'Title of journal article.' *Title of journal (in italics)*, Volume number(Issue number) first and last page numbers of whole journal article.

EXAMPLES

Mar, R., DeYoung, C., Higgins, D. and Peterson, J. (2006) 'Self-liking and self-competence separate self-evaluation from self-deception: associations with personality, ability, and achievement.' *Journal of Personality*, 74(4) pp. 1047-1078.

Accountancy. (2009) 'Innocent wants VAT relief on smoothies.' *Accountancy*, 143(1389) p. 14.

ISSUE NUMBER MISSING

Kitwood, T. (1988) 'The technical, the personal, and the framing of dementia.' *Social Behaviour: An International Journal of Applied Social Psychology*, 3, June, pp. 83-91.

VOLUME NUMBER MISSING

Income Data Services. (2008) 'Establishing an employer brand.' *IDS HR Studies*, (872) June, pp. 2-8.

WEBPAGES (INCLUDING BLOGS AND SOCIAL MEDIA SITES)

CITING WEBPAGES (INCLUDING BLOGS AND SOCIAL MEDIA SITES)

When citing websites by paraphrasing or using direct quotes the information will be presented as shown on pages 7-8.

Please note that if the webpage has no date you use the wording 'no date', where you would usually write the year, to indicate this.

REFERENCING WEBPAGES (INCLUDING BLOGS AND SOCIAL MEDIA SITES)

Key Points:

- If there is no author given use the organisation's name instead. If you have stated the name of the organisation in place of the author, you do not need to state it again in the reference.
- If there is no publication date state the words: no date in place of the year.
- This format is used for all webpages including pages from blogs and social media sites.
- The date (Day and Month) is required for blogs and social media posts, as shown in second and third example below.

Taking the above into account, when referencing a webpage, you should provide the following information in the format displayed below:

WEBPAGE WITH AUTHOR

Author's surname/s, Initial/s. (Year of publication) *Title of page (in italics)*. Date (Day and Month) the information was posted (if applicable/available). Name of organisation.

[Online] [Date accessed] URL

EXAMPLES

Kerr, N. (2005) *Happy slapping*. Kidscape.
[Online] [Accessed on 10th November 2011]
<http://www.kidscape.org.uk/press/pressdetail.asp?PressID=7>

Lewis, D. (2013) *5 live investigates: business property tax avoidance costs taxpayers millions*. 13th September. The BBC Radio 5 live blog. [Online] [Accessed on 16th September 2013]
<http://www.bbc.co.uk/blogs/5live/posts/5-live-investigates-business-tax-avoidance-costs-taxpayers-millions>

WEBPAGE WITH NO AUTHOR

Name of organisation. (Year of publication)
Title of page (in italics). Date (Day and Month)
the information was posted (if applicable/available). [Online] [Date accessed]
URL

EXAMPLES

BBC News England @BBCEngland. (2013)
Library book returned 59 years late. 4th
September. BBC News. [Online] [Accessed on
6th September 2013]
<https://twitter.com/BBCEngland>

BBC. (2009) *Teenage obesity link to future MS*.
[Online] [Accessed on 13th January 2010]
<http://news.bbc.co.uk/1/hi/health/8342585.stm>

SECONDARY SOURCES

IMPORTANT: Secondary sources are authors who have been cited in the book/journal etc.

that you have read but whose original work you have not read.

CITING SECONDARY SOURCES

When citing within the text you need to include the surname of the author whose idea you are using **and** the surname of the author of the book/journal from which you found the information.

Surname of author/s you are citing and the year of the source it was originally published, the surname of the author/s of the source in which you have found the information and the year of the publication in which you have found it.

EXAMPLE

Extract taken from the book by Whitehead and Mason (2003:186):

A better way of appreciating the skills of reflective practice is to use Burns and Bulman's (2000) framework. This involves a five-element scheme for reflection in which the first is self-awareness. Self-awareness is important for many walks of life and it is vital in nursing.

If you wanted to mention Burns and Bulman's framework based on the information you have read in Whitehead and Mason's book you would cite the authors as follows:

Burns and Bulman (2000, cited in Whitehead and Mason, 2003) have developed a 5 step framework for reflection. The first stage of this framework focuses on self-awareness.

In the above example you have shown that you are using Burns and Bulman's (2000) framework on reflection in your assignment.

However, because you did not find this information from the original paper by Burns and Bulman that was published in 2000, you have made it clear that the information was found in Whitehead and Mason's book which was published in 2003.

DIRECT QUOTES FROM A SECONDARY AUTHOR

When quoting information in your assignment you might want to use the same direct quote that the author of the book/journal etc. used. For example:

The following information was taken from Mander (2009) on page 118. The information was presented as a direct quote from an original source:

'Weeping alone is painful. Grief is most powerfully eased when it can be shared' (Carmichael, 1991:107).

If you want to use this quote in your assignment you will **not** use the page number that is presented next to Carmichael's name i.e. 107. Instead you will need to present the page number of the source that you found the information from i.e. 118.

EXAMPLE

Dealing with the loss of a loved one can be difficult, especially when an individual is grieving alone. Sharing this grief can help alleviate the distress according to Carmichael (1991, cited in Mander, 2009:118) who argued that 'weeping alone is painful. Grief is most powerfully eased when it can be shared'.

PARAPHRASING A QUOTE FROM A SECONDARY SOURCE

You may wish to quote the work of a secondary author whose work has been paraphrased. For example:

The following information was taken from Mander (2009) on page 118. The information was not a direct quote, but was instead presented in Mander's own words:

In their Turkish-based survey to identify factors associated with crying, Kukullu and Keser (2006) demonstrated that crying is culturally-influenced, even culturally-determined.

EXAMPLE

Mourning the loss of a loved one has been found to be '...culturally-influenced, even culturally-determined' according to Kukullu and Keser (2006, cited in Mander, 2009:118).

REFERENCING SECONDARY SOURCES

Key points:

- When referencing a secondary source, you only need to mention the author/s of the source (be it a book, journal, online article etc.) of where the information was found **and not the author whose idea you cited.**

In your reference list, you only need to reference the original source you used.

If you used Burns and Bulman's idea in your assignment, but did not find this information from the original source and instead found the information in Whitehead and Mason's book, you need to reference Whitehead and Mason's book.

EXAMPLE

Author's surname/s, Initial/s. (Year of publication) *Title of book (in italics)*. Edition if applicable., Place of publication: Publisher.

Whitehead, E. and Mason, T. (2003) *Study skills for nurses*. London: SAGE Publications Ltd.

If Whitehead and Mason's publication was a journal then you would reference the information as a journal.

EXAMPLE

Author's surname/s, Initial/s. (Year of publication) 'Title of journal article.' *Title of journal (in italics)*, Volume number (Issue number) Page numbers of whole journal article.

Whitehead, E. and Mason, T. (2003) 'Study skills for nurses.' *Social Science and Medicine*, 58(2) pp. 369-378.

an edition you must state this, as shown in the first example below.

- If there is no author then use the publication title in place of this.

Taking the above into account, when referencing a print copy of a newspaper, you should provide the following information in the format displayed below:

Author's surname/s, Initial/s. (Year of publication) 'Title of article.' *Name of newspaper (in italics)*. Name of supplement if applicable. Date of publication. Edition if applicable, Page number of article.

EXAMPLES

Moore, S. (2007) 'Careers are calling.' *Manchester Evening News*. MEN job search supplement. 18th January. City edition, p. 3.

Travis, A. and Topham, G. (2012) 'Airlines raise pressure to relax border controls.' *The Guardian*. 24th April. p. 8.

NEWSPAPERS

CITING NEWSPAPER ARTICLES

When citing newspaper articles by paraphrasing or using direct quotes the information will be presented as shown on pages 7-8.

REFERENCING PRINT COPIES OF NEWSPAPER ARTICLES

Key points:

- If you have used information from the **supplement section** you must state that you have done so, as shown in the first example below.
- Some newspapers produce different editions throughout the day (e.g. First edition, Second edition, Evening edition etc.). If your copy has

REFERENCING ONLINE NEWSPAPER ARTICLES

When referencing a newspaper article that you have found online, you need to put the information in the following format:

Author's surname/s, Initial/s. (Year of publication) 'Title of article.' *Name of newspaper (in italics)*. [Online] Date of publication. [Date accessed] URL

EXAMPLE

Arthur, C. (2012) 'YouTube loses music clip copyright battle in court.' *The Guardian*. [Online] 24th April. [Accessed on 24th April

2012]

<http://www.guardian.co.uk/technology/2012/apr/20/youtube-music-clip-copyright-court>

Coates, S. and Bremner, C. (2013) 'Merkel phone hacking row could stop EU free-trade talks with US.' *The Times* [Online] 25th October. [Accessed 13th November 2013]

http://www.lexisnexis.com/uk/legal/results/ehdocview.do?docLinkInd=true&ersKey=23_T18627636166&format=GNBFULL&startDocNo=0&resultsUrlKey=0_T18627643701&backKey=20_T18627643702&csi=10939&docNo=2&scrollToPosition=0

DISSERTATIONS/THESES

CITING DISSERTATIONS/THESES

When citing dissertations by paraphrasing or using direct quotes the information will be presented as shown on pages 7-8.

REFERENCING DISSERTATIONS/THESES

Key points:

- **Degree statement** refers to whether the dissertation/thesis was for the award of B.A., B.Sc., M.A., M.Sc., Ph.D. etc.

Taking the above into account, when referencing a dissertation, you should provide the following information in the format displayed below:

Author's surname/s, initial/s. (Year of submission) *Title of thesis (in italics)*. Degree statement. Name of the awarding institution.

EXAMPLE

Gillen, J. K. (1998) *An investigation into young children's telephone discourse*. Ph.D. Manchester Metropolitan University.

FURTHER SOURCES

ACTS OF PARLIAMENT

CITING ACTS OF PARLIAMENT

When citing Acts of Parliament in the main text of an assignment you must write in full, the short title of the Act and the year.

IMPORTANT: Unlike the other citation formats the year of publication does not need to be placed in brackets as this forms part of the title of the Act (with exception of direct quotes, see below).

EXAMPLES

According to the 1996 Housing Act, there are...

The Charities Act 1960 clearly stated that...

DIRECT QUOTES

When citing a direct quote from an Act of Parliament, write the full short title of the Act and the year, followed by the page number written in brackets.

EXAMPLE

The 1996 Housing Act (1996:13) states that tenants have the right to purchase their property as long as 'the dwelling was provided with public money and has remained in the social rented sector'.

NB Please note that when quoting directly you need to add the year a second time.

REFERENCING ACTS OF PARLIAMENT

When referencing an Act of Parliament, you should provide the following information in the format displayed below:

IMPORTANT: Unlike for other reference types the year of publication does not need to be placed in brackets as this forms part of the title of the Act (with exception of direct quotes, see below).

Short title of the Act and Year. (chapter number of the Act, abbreviated to 'c.')

Place of publication: Publisher.

EXAMPLE

Housing Act 1996. (c.52) London: HMSO.

ACTS INTRODUCED PRIOR TO 1963

If you are using an Act that was introduced prior to 1963, you will need to include some additional information alongside the chapter number.

Short title of the Act and Year. (Year of reign of the monarch at the time the Act was introduced the monarch's name which can be abbreviated, chapter number of the Act) Place of publication: Publisher.

EXAMPLES

Statistics of Trade Act 1947. (10&11 Geo. 6, c.39) London: HMSO.

Charities Act 1960. (8&9 Eliz. 2, c.58) London: HMSO.

ANNUAL REPORTS

CITING ANNUAL REPORTS

When citing annual reports by paraphrasing or using direct quotes the information will be presented as shown on pages 7-8.

Please note that to cite an annual report you will generally have to use the organisation's name as an author name is usually not present.

REFERENCING PRINT COPY ANNUAL REPORTS

When referencing annual reports, you should provide the following information in the format displayed below:

Name of company. (Year of publication) *Title of annual report*. Place of publication: Publisher.

EXAMPLE

eBay. (2011) *Annual Report 2011*. San Jose: eBay Inc.

REFERENCING ONLINE ANNUAL REPORTS

When referencing an annual report that you have found online, you should provide the following information in the format displayed below:

Name of company. (Year of publication) *Title of annual report (in italics)*. [Online] [Date accessed] URL

EXAMPLE

British Geological Survey. (2010) *Annual report 2010-2011*. [Online] [Accessed on 24th April 2012] <http://www.bgs.ac.uk/downloads/>

REFERENCING APPS

When referencing an app, you should provide the following information in the format displayed below:

Originator/s. (Year) (Use year accessed if release date is not available). *Title of app*. Version number (if known). [App] [Date accessed]

EXAMPLE

Skyscape. (2010) *Skyscape medical resources*. Version 1.9.11. [App] [Accessed on 18th January 2011]

APPS

An app refers to an application that is accessed on a mobile device, such as a tablet or smart phone. There are academic sources produced as apps so you may need to cite and reference one in your academic work.

CITING APPS

When citing information from apps by paraphrasing, the information will be presented as shown on pages 7-8.

When using a direct quote from an app, you should use the following format:

DIRECT QUOTES

The originator of the app, the year the app was released and the word app.

EXAMPLE

'healthcare in England...' (Skyscape, 2010:app)

APP CONTENT

CITING APP CONTENT

When citing information from app content by paraphrasing, the information will be presented as shown on pages 7-8.

When citing a direct quote from an app, you should use the following format:

DIRECT QUOTES

The originator of the app, the year the app was released and the word app.

EXAMPLE

Product, price, promotion...' (Morgan, 2012:app)

REFERENCING APP CONTENT

When referencing content from an app, you should provide the following information in the format displayed below:

Owner/creator. (Year) (Use year accessed if release date is not available). 'Title of app content.' Publisher or Producer (if ascertainable). *Title of app*. Version number. [App] [Date accessed]

EXAMPLE

Morgan, J. (2012) 'Business marketing lecture.' Duke University. *iTunes-U*. Version 1.9.11. [App] [Accessed on 25th January 2012]

- The use of round and square brackets:
 - Square brackets are used when the date is essential to locate the case, because there are multiple volumes each year.
 - If the date is not essential to locate the case, because there is only one volume per year, the year should be entered in round brackets, as shown in the second example below:

Party Names (separated by a 'v' and in italics) [Year the case was heard] Volume number (if available) Law Report abbreviation Start page.

EXAMPLE

Alternative Power Solution Ltd v Central Electricity Board. [2014] 4 All ER 882.

Mountgarrett (Rt Hon Viscount) v Claro Water Board. (1963) 15 P & CR 53.

CASE LAW

Law students should follow the OSCOLA style of referencing. Instruction and examples below are for non-law students only. If you are studying law as part of another programme (e.g. Combined Honours) check with your tutor which referencing style you should use.

CITING CASE LAW

When citing case law, you should provide the following information in the format displayed below:

Party Names (separated by a 'v'), Year the case was heard.

EXAMPLE

(*Alternative Power Solution Ltd v Central Electricity Board*, 2014)

REFERENCING CASE LAW

When referencing case law, you should provide the following information in the format displayed below:

Key points:

COMPANY DATA/REPORTS FROM COMPANY FINANCIAL DATABASES

CITING DATA/REPORTS FROM COMPANY FINANCIAL DATABASES

When citing data or information from a company report found on a company financial database, the information will be presented as shown on pages 7-8.

Please note that to cite data/reports located on company and financial databases, you will have to use the organisation's name, as an author name is not present.

REFERENCING DATA/REPORTS FROM COMPANY FINANCIAL DATABASES

When referencing data/reports located on company and financial databases, you should

provide the following information in the format displayed below:

Name of organisation (owner of database).
(Year of report) Title of company report. *Title of databases (in italics)*. [Online] [Date accessed] URL

EXAMPLE

Bureau van Dijk. (2015) Arcadia Group Limited company report. *FAME*. [Online] [Accessed on 15th July 2015] https://fame-bvdinfo-com.ezproxy.mmu.ac.uk/version-201572/Search.QuickSearch.serv?_CID=1&cont_ext=1NQ68UOWXT7ZWPY

CONFERENCE PROCEEDINGS AND CONFERENCE PAPERS (PUBLISHED AND UNPUBLISHED)

CITING CONFERENCE PAPERS (PUBLISHED OR UNPUBLISHED)

When citing conference papers by paraphrasing or using direct quotes the information will be presented as shown on pages 7-8.

Please note that when using information from conference papers, you need to cite the author (for published material) or presenter (for unpublished material) of the paper and **not** the organisation who held the conference or the editor of the conference proceedings (for published conference proceedings).

REFERENCING CONFERENCE PROCEEDINGS

Important: the whole conference proceedings would usually only appear in a bibliography rather than as a cited source, as you would normally cite from a conference paper.

When referencing conference proceedings, you should provide the following information in the format displayed below:

Name of organisation. (Year of publication)
Title of conference (including number of annual conference if given) (in italics). Volume number if applicable. Location of conference (venue, city), date of conference. Editor's (or Chair's) Surname/s, Initial/s. (ed/s.) (if given). Place of publication: Publisher.

EXAMPLE

Academy of International Business. (2001) *Proceedings of the 28th annual conference of the Academy of International Business (UK chapter) International business in the 21st century: change and continuity - strategies, institutions, regulations and operations*. Vol. 1. Manchester Metropolitan University Business School, Manchester, 6th-7th April 2001. McDonald, F. and Tuselman, H. (eds.) Manchester: Manchester Metropolitan University Business School.

REFERENCING PUBLISHED CONFERENCE PAPERS

When referencing a paper from conference proceedings, you should provide the following information in the format displayed below:

Author's surname/s, Initial/s. (Year of publication) 'Title of conference paper.' *In (in italics)* Name of organisation. *Title of conference (including number of annual conference if given) (in italics)*. Volume number if applicable. Location of conference (venue, city), date of conference. Editor's (or Chair's) Surname/s, Initial/s. (ed/s.) (if given) Place of publication: Publisher, first and last page numbers of paper.

EXAMPLE

Kuznetsov, A. and Kuznetsova, O. (2001) 'The progress of market culture in Russia and managerial response.' *In Academy of International Business. Proceedings of the 28th annual conference of the Academy of International Business (UK chapter) International business in the 21st century: change and continuity - strategies, institutions, regulations and operations.* Vol. 1. Manchester Metropolitan University Business School, Manchester, 6th–7th April 2001. McDonald, F. and Tusekman, H. (eds.) Manchester: Manchester Metropolitan University Business School, pp. 471-488.

REFERENCING UNPUBLISHED CONFERENCE PAPERS

To reference an unpublished conference paper, you should provide the following information in the format displayed below:

Author's surname/s, initial/s. (Year of conference) 'Title of paper.' Paper presented at: *Title of conference (in italics)*. Location of conference (venue, city), date of conference. [NB: no page numbers are needed]

EXAMPLE

Meagher, K. (2007) 'The importance of public affairs in the business training sector.' Paper presented at: *The Regional Public Affairs Conference: giving the North a voice in Westminster: adding value through public affairs.* Manchester Metropolitan University Business School, Manchester, 20th March.

EBOOK READERS

IMPORTANT: Downloadable books read on an ebook reader *only* should be cited and referenced as below. When citing and referencing ebooks located and accessed via the Library website, they should be referenced in the same manner as a print copy of a book, as outlined on page 10 of this guide.

CITING EBOOK READERS

When citing information from ebook readers by paraphrasing the information will be presented as shown on pages 7-8.

DIRECT QUOTES

When citing a direct quote from an ebook *that contains page numbers* the information should be presented as shown on pages 7-8. If the ebook *does not provide page numbers*, you will need to cite the information using the location number indicated instead, as shown in the first example below. If no location is indicated, then use the chapter number, as shown in the second example below.

EXAMPLES

Research indicates (Burrows, 2009:loc 23) ...

In his work, Bowyer (2003:chapter 3) suggests...

REFERENCING EBOOK READERS

Taking the above into account, when referencing a downloadable book accessed on an ebook reader, you should provide the following information in the format displayed below:

Author's surname/s, Initial/s. (Year of publication) *Title of book (in italics)*. Edition if applicable., [name of ebook reader] Place of publication: Publisher.

EXAMPLES

Burrows, A., Parsons, A., Price, G. and Pilling, G. (2009) *Chemistry³: introducing inorganic, organic and physical chemistry*. [Kindle Fire] Oxford: Oxford University Press.

EU DOCUMENTS/LEGISLATION

EU legislation is also known as regulations, directives, or decisions.

CITING EU DOCUMENTS/LEGISLATION

When citing EU legislation by paraphrasing or using direct quotes, you should provide the **Type, number and date** of the piece of legislation in the format displayed below.

NB: The order that the legislation number and date appear in the citation should follow the order they appear on the legislation document (and subsequently the reference), as shown in the examples below:

Name, number and year of the piece of legislation.

EXAMPLES

(Council Regulation, 1907/2006)

(Council Directive, 2014/94)

DIRECT QUOTES

To quote directly you will need to add the page number at the end of the citation, as shown in the examples below.

EXAMPLES

(Council Regulation, 1907/2006:45)

(Council Directive, 2014/94:15)

REFERENCING EU DOCUMENTS/LEGISLATION

When referencing EU legislation, you should provide the following information in the format displayed below:

Legislation type Legislation number (including year) and title. Publication details, including *journal title volume* (in italics), date and page numbers.

EXAMPLES

Council Regulation (EC) No 1907/2006 of 18 December 2006 concerning the Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH) establishing a European Chemicals Agency. *Official Journal L 396*, 30/12/2006 pp. 1 – 849.

Council Directive 2014/94/EU of 22 October 2014 on the deployment of alternative fuels

infrastructure. *Official Journal L 307*, 28/10/2014 pp. 1 – 20.

FILMS/DVDS/VIDEOS

CITING FILMS/DVDS/VIDEO

When citing information taken from films/DVDs/videos you will need to use the **title** and **year**, with the exception of **some** extra features on DVDs/videos – see the sections on ‘Citing extra features on DVDs/videos: film commentary’ (page 20) and ‘Citing extra features on DVDs/videos: interviews with film director/s’ (page 21) for information on these exceptions.

If the title of the film/DVD/video is long, you need to use the full title the first time you refer to it in your assignment. However, the title can be abbreviated from then on, as in the first example below.

EXAMPLES

To Kill a Burglar: the Tony Martin story (TM story, 2006) addressed the issue of...

The Matrix Reloaded (2003) highlights...

DIRECT QUOTES

To quote directly you need the time at which the words were spoken in the film/DVD/video.

EXAMPLE

...states The Terminator, ‘I’ll be back’ (The Terminator, 1984:36mins 22).

- You should only reference a film using the following format if you have watched it at a ‘screening’, for example at a cinema, lecture theatre or gallery. In this instance, you should state the type of media as [Film] and indicate the place of production and production company, if ascertainable.
- The order in which the surname and initial/s of the director/s is presented, is **opposite** to the order in which the names of author/s of books/journal articles/internet sources etc. are presented. Here the director’s initial/s are presented before the surname.

Taking the above into account, when referencing a film, you should provide the following information in the format displayed below:

Title of the Film (in italics). (Year of production) Director’s initial/s. surname/s. [Film] Place of production: Production Company.

EXAMPLE

The Wind that Shakes the Barley. (2006) Directed by K. Loach. [Film] UK: UK Film Council.

REFERENCING DVDS/VIDEOS

Key points:

- If you have viewed a **film** on a DVD or video you should reference it as shown below, and state the place of distribution and distribution company.
- The order in which the surname and initial/s of the director/s is presented, is **opposite** to the order in which the names of author/s of books/journal articles/online sources etc. are presented. Here the director’s initial/s are presented before the surname

REFERENCING FILMS

Key points:

Taking the above into account, when referencing a DVD or video, you should provide the following information in the format displayed below:

Title of the DVD/video (in italics). (Year of production) Director's initial/s. surname. Material type, either [DVD] or [Video] Place of distribution: Distribution company.

EXAMPLES

The Matrix Reloaded. (2003) Directed by A. and L. Wachowski. [DVD] Los Angeles: Warner Brothers Inc.

Domestic Violence Prevention Video for Schools. (2003) Directed by T. Debonnaire. [Video] London: Westminster Domestic Violence Forum.

CITING EXTRA FEATURES ON DVDS/VIDEOS: FILM COMMENTARIES

When citing from a film commentary that you have viewed on a DVD/video, you will need to use the surname/s of the commentator/s and the year of the commentary as follows:

(NB: Also see p. 9 for instruction on citing three or more authors).

The surname/s of the commentator/s and the year of the commentary.

EXAMPLE

Making the film *The Player* is described as ... (Altman and Tonkin, 2001)

DIRECT QUOTES

To quote directly you need to include the time at which the words were spoken in the film or

DVD/video.

EXAMPLE

'When making the film *The Player*...' (Altman and Tonkin, 2001:1min 56)

REFERENCING EXTRA FEATURES ON DVDS/VIDEOS: FILM COMMENTARIES

When referencing a film commentary that you have viewed on a DVD/video you should provide the following information in the format displayed below:

Commentator's Surname/s, Initial/s. (Year) 'Film commentary.' *Title of the DVD/video (in italics).* Director's initial/s. surname/s. Material type, either [DVD] or [Video] Place of distribution: Distribution Company.

EXAMPLE

Altman, R. and Tonkin, M. (2001) 'Film commentary.' *The Player.* Directed by R. Altman. [DVD] USA: Pathé.

CITING EXTRA FEATURES ON DVDS/VIDEOS: INTERVIEWS WITH FILM DIRECTOR/S

When citing information from an interview with a film director that you have viewed on a DVD/video, you will need to use the surname/s of the interviewee/s and the year of the interview as follows:

(NB: Also see p. 9 for instruction on citing three or more authors).

The surname/s of the interviewee/s and the year of the interview.

EXAMPLE

In an interview about *The Matrix Reloaded*, the director expressed... (Wachowski, 2003)

DIRECT QUOTES

To quote directly you need to include the time at which the words were spoken in the DVD/video.

EXAMPLE

'When making the film *The Matrix Reloaded*...' (Wachowski, 2003:3mins 22)

REFERENCING EXTRA FEATURES ON DVDS/VIDEOS: INTERVIEWS WITH FILM DIRECTOR/S

When referencing an interview with a film director that you have viewed on a DVD/video, you should provide the following information in the format displayed below:

Interviewee's Surname/s, Initial/s. (Year) 'Title of interview.' Interviewed by interviewer's initial/s. surname. *Title of the DVD/video (in italics)*. Director's initial/s. surname/s. Material type, either [DVD] or [Video] Place of distribution: Distribution Company.

EXAMPLE

Wachowski, A. (2003) 'Interview with A. Wachowski.' Interviewed by L. Jones. *The Matrix Reloaded*. Directed by A. and L. Wachowski. [DVD] Los Angeles: Warner Brothers Inc.

CITING EXTRA FEATURES ON DVDS/VIDEOS: DOCUMENTARY

When citing from documentaries found on DVDs/videos you should present the information as shown in the section on: Citing films/DVDs/videos on page 19.

REFERENCING EXTRA FEATURES ON DVDS/VIDEOS: DOCUMENTARY

When referencing a documentary that was viewed as an extra feature on a DVD/video, you should provide the following information in the format displayed below:

'Title of documentary.' (Year) Produced by producer's initial/s. surname/s. *Title of DVD/video (in italics)*. Director's initial/s. surname/s. Material type, either [DVD] or [Video] Place of distribution: Distribution Company.

EXAMPLE

'Hitchcock: the early years.' (2001) Produced by D. Lemon. *The 39 Steps*. Directed by A. Hitchcock. [DVD] UK: Carlton Visual.

CITING FILMS ACCESSED ONLINE

When citing films accessed online, the information should be presented as shown in the section on: Citing Films/DVDs/Videos on page 19.

REFERENCING FILMS ACCESSED ONLINE

When referencing a film accessed online, you should provide the following information in the format displayed below:

Title of the Film (in italics). (Year of production)

Director's initial/s. surname/s. [Online]
Available through (name of online provider).
[Date accessed]

EXAMPLE

Slumdog Millionaire. (2008) Directed by D. Boyle. and L. Tandan. [Online] Available through Netflix. [Accessed on 3rd October 2013]

Author's surname/s, initial/s. (Year of publication) 'Title of journal article.' (English translation of journal article.) *Title of journal (in italics)*, Volume number(Issue number) first and last page numbers of whole journal article.

EXAMPLE

Kamp, K. (2010) 'Entre el trabajo y el juego: perspectivas sobre la infancia en el suroeste norteamericano.' (Work and play: perspectives on children in the American Southwest.) *Complutum*, 21(2) pp. 103-120.

FOREIGN LANGUAGE SOURCES

CITING FOREIGN LANGUAGE SOURCES

When citing foreign language articles or books by paraphrasing or using direct quotes, the information will be presented as shown pages 7-8.

REFERENCING FOREIGN LANGUAGE SOURCES

Key points:

- The **translated English title** (of the book or journal article) should be added in brackets following the original language title.

When referencing foreign language sources, you should provide the following information in the format displayed below:

Author's surname/s, initial/s. (Year of publication) *Title of item (in italics)*. (English translation of title.) Place of publication: Publisher.

EXAMPLE

Sand, G. (1932) *Histoire de ma vie*. (History of my life.) Paris: Calmann-Levy.

GENERAL REPORTS

CITING GENERAL REPORTS

When citing general reports by paraphrasing or using direct quotes the information will be presented as shown on pages 7-8.

REFERENCING PRINT COPY GENERAL REPORTS

Key points:

- If there is no report code or number on the report, leave this field blank as in the first example below.

When referencing a report that is **not a market research or annual report**, you should provide the following information in the format displayed below:

Author's surname/s, Initial/s. or Name of organisation. (Year of publication) *Title of report (in italics)*. Place of publication: Publisher. (Report code and number)

EXAMPLES

Lowden, K., Hall, S., Elliot, D. and Lewin, J. (2011) *Employers' perceptions of the employability skills of new graduates*. London: Edge Foundation.

ECOTEC. (2003) *Guidance on mapping social enterprise: final report to the DTI Social Enterprise Unit*. London: ECOTEC Research and Consulting Ltd. (C2453)

REFERENCING ONLINE GENERAL REPORTS

If you want to reference a report that is **not a market research or annual report** that you have found on the internet, you should provide the following information in the format displayed below:

Author's surname/s, Initial/s. or Name of organisation. (Year of publication) *Title of report (in italics)*. [Online] [Date accessed] URL

EXAMPLE

RIBA. (2011) *Good design – it all adds up*. [Online][Accessed on 24th April 2012] <http://www.architecture.com/Files/RIBAHoldings/PolicyAndInternationalRelations/Policy/Gooddesignitalladdsup.pdf>

GOVERNMENT COMMAND PAPERS

Command papers include: White Papers, which present a statement of the government's policy and Green Papers, which are discussion papers or reports that are presented to the Royal commission or departmental committees.

It is also useful to know that sometimes the word 'command', on command papers and in some

reference lists may be abbreviated to 'cmd', 'cmd' or 'cm'.

CITING COMMAND PAPERS

When citing a command paper you can use the name of the government department/organisation for which the publication was produced or the chairperson's name, if there is one. The chairperson's name is normally used if the report is commonly known by their name but you still need to include the name of the government department/organisation, as shown in the examples below.

EXAMPLES

USING THE DEPARTMENT'S NAME

The name of the department must be written in full when you first refer to it in your assignment. However, the name of the department can then be abbreviated from then on, if you do not want to repeat the department's full name throughout the assignment, as shown in the following examples:

The Department of Education and Science (DES, 1985) claims that...

...as stated by the DES (1985) in their paper.

USING THE CHAIR'S NAME

The Swann Report (Department of Education and Science, DES, 1985) has found that...

...as highlighted by the Swann Report (DES, 1985)

DIRECT QUOTES

When citing a direct quote from a command paper, you need to provide the chairperson's name and/or the name of the department, the year followed by the page number:

EXAMPLE

The Swann Report (DES, 1985:399) highlights that terminology was already shifting and '...some educationists now talk of home and/or community or national languages rather than mother tongues'.

Department of Education and Science. (1985) *Education for all: report of the committee of inquiry into the education of children from ethnic minority groups*. Cmnd. 9453, London: HMSO. (Swann Report)

Department of Trade and Industry. (2005) *Our energy future: creating a low carbon economy*. Cmnd. 5761, London: TSO.

GUEST PRESENTATIONS

CITING GUEST PRESENTATIONS

When citing guest presentations by paraphrasing or using direct quotes the information will be presented as shown on pages 7-8.

Please note that it is the presenter's surname/s you will use.

To quote directly, you will need to use the presenter's surname/s, the year and the word presentation, in the format shown in the example below:

DIRECT QUOTES

And Jones (2012:presentation) prophetically stated that '...the two departments would merge by April this year'.

REFERENCING GUEST PRESENTATIONS

When referencing information from a guest seminar/lecture/presentation, you should provide the following information in the format displayed below:

REFERENCING COMMAND PAPERS

Key points:

- Most government publications will have an **official reference number**. If the paper you have read does not have a number leave this field blank.
- Usually, government White and Green papers are published by either Her Majesty's Stationery Office (HMSO) or by The Stationery Office (TSO). The abbreviated versions of the publisher's name can be used in the reference list.

Taking the above into account, when referencing a command paper, you should provide the following information in the format displayed below:

Government department/organisation for which the publication was produced. (Year of publication) *Title (in italics)*. The word or an abbreviation of the word 'Command'. Official reference number if there is one, place of publication: Publisher (Name of chairperson if there is one and the word Report)

EXAMPLES

Author's surname/s, Initial/s. (Year of presentation) *Title of lecture*. Name of institution where the presentation has taken place, city of presentation, date of presentation.

EXAMPLE

Jones, R. (2012) *The future of IT and Library Services*. Presentation at Wessex University, Wessex, 10th January.

JOURNALS: SPECIAL ISSUE

Key Points

- When citing and referencing a whole journal issue, use the editor/s name in place of the author/s name.
- You would normally only cite and reference a whole journal when it is a special issue with a common theme throughout all articles within that issue, and you are referring to a common theme in your work.
- If you are citing from individual articles within a special issue, you should cite and reference each individual article in the format provided for journal articles shown on page. 12.
- An ordinary issue would not usually have a title, so again you should cite and reference the individual articles in the format provided for journal articles shown on page. 12.

ILLUSTRATIONS: E.G. IMAGES, PICTURES, DIAGRAMS, TABLES.

CITING ILLUSTRATIONS

You will usually have to give the illustration a title; this can be your own words or quoted from the original text. As these types of illustrations are exact reproductions (i.e. treated as a direct quote) you will always need a page number (or the word online for sources found online).

Figure #: title of illustration (Author, year: page number or online)

EXAMPLE

Figure 1: Data showing water usage in the North West 2010-2013 (Defra, 2014: online)

REFERENCING ILLUSTRATIONS

The format of the reference will depend on the type of source you have used. Please refer to the relevant section depending on whether you have used a book, webpage, journal article etc. For a Work of Art reproduced in a book, see the entry for 'Reproduction in a book' under the Works of Art section.

CITING JOURNALS: SPECIAL ISSUE

When citing from a special issue of a journal the information will be presented as shown on pages 7-8, using the editor's name/s in place of the author/s name, as shown in the referencing example below.

REFERENCING JOURNALS: SPECIAL ISSUE

When referencing a journal, you should provide the following information in the format displayed below:

Editor's surname, initial/s. (ed.) (Year of publication) 'Title of issue.' [Special issue] *Title of Journal (in italics)*, volume number(issue number).

EXAMPLE

Gimson, A. (ed.) (2012) 'Nurturing creativity & innovation.' [Special issue] *Development and Learning in Organizations: an International Journal*, 26(6).

LEAFLETS/POSTERS

IMPORTANT: Please check with your programme team to clarify the suitability of using these sources in your work, as they may not be an acceptable form of reference for some programmes.

CITING LEAFLETS/POSTERS

When citing leaflets or posters the information will be presented as shown on pages 7-8.

If there is no creator's name on the item use the organisation's name that produced it.

REFERENCING LEAFLETS/POSTERS

If there is no publisher information provided, state the location the source was viewed (to replace the place of publication) and the date it was viewed (to replace the publisher), as shown in the second example below.

Taking the above into account, when referencing leaflets or posters, you should provide the following information in the format displayed below:

Author's surname/s, Initial/s. or Name of organisation. (Year of publication) *Title or description (in italics)*. [Type of source e.g. leaflet or poster] Place of publication if available *or* location the medium was viewed: Publisher if available *or* date the information was viewed.

EXAMPLES

Counselling Service. (no date) *Need to talk?* [Leaflet] Manchester: Manchester Metropolitan University.

The National Student Survey. (no date) *Be heard*. [Poster] Reception area, Gaskell campus: Date viewed 29th January 2013.

If an author or organisation's name is not present you should provide the following information in the format displayed below:

Description of the source (in italics). (Year of publication) [Type of source e.g. leaflet, poster] Place of publication if available *or* location the medium was viewed: Publisher if available *or* date the information was viewed.

EXAMPLE

The Foyer-UNIAID accommodation bursaries. (2009) [Poster] Student services notice board, Didsbury campus: Date viewed 9th February 2009.

LECTURE NOTES

IMPORTANT: Citing and referencing information from lecture notes is not recommended by certain courses. Please check with your programme team to clarify whether this is acceptable practice before you use this source.

CITING LECTURE NOTES

When citing lecture notes by paraphrasing or using direct quotes the information will be presented as shown on pages 7-8.

REFERENCING LECTURE NOTES

Key points:

- If the lecture notes do not have a title then write 'no title' where the title should be.
- If there is no place of publication and publishing information it is safe to assume these will be the university you attend.
- If you do not have the lecture number or module name you can leave this information out of the reference.

Taking the above into account, when referencing lecture notes, you should provide the following information in the format displayed below:

Author's surname/s, Initial/s. (Year of production) *Title of the lecture notes (in italics)*.
Place of publication: Publisher. Number of pages in handout, distribution date, the lecture number, module name.

EXAMPLES

Patel, H., Shields, E. and Inala, P. (2011) *Using Harvard referencing to reference online sources*. Manchester: Manchester Metropolitan University. 2-page handout, distributed on 15th March 2011.

Robinson, J. (2004) *No title*. Wolverhampton: University of Wolverhampton. 3-page handout, distributed on 13th March 2005 in lecture 3 for module 'Teaching gymnastics'.

MARKET RESEARCH REPORTS

CITING MARKET RESEARCH REPORTS

When citing market research reports by paraphrasing or using direct quotes the

information will be presented as shown on pages 7-8.

Please note that to cite a market report you will generally have to use the organisation's name as an author name is usually not present.

REFERENCING PRINT COPY MARKET RESEARCH REPORTS

When referencing market research reports, you should provide the following information in the format displayed below:

Name of research company or organisation.
(Year of publication) *Title of report (in italics)*.
Date of report (month and year- if available).
Edition if applicable., Place of publication:
Publisher.

EXAMPLE

Mintel. (2012) *Coffee shops: UK*. February 2012. London: Mintel Group.

REFERENCING ONLINE MARKET RESEARCH REPORTS

Key points:

- If the URL for the webpage where the report was found requires you to login with a username and password, you need to use the homepage of the market report database in your reference, as in the example below. This will be the first page you view after you have logged into the database.

Taking the above into account, when referencing a market research report that you have accessed from an online database (such as Mintel), you should provide the following information in the format displayed below:

Name of research company or organisation.
(Year of publication) *Title of report (in italics)*.
Date of report (month and year – if available).
[Online] [Date accessed] URL

EXAMPLE

Mintel. (2012) *Coffee shops: UK*. February 2012. [Online] [Accessed on 14th April 2012] <http://academic.mintel.com>

image or description of image (in italics). Name of organisation (if not already stated). [Online image] [Date accessed] URL

EXAMPLES

Allison, C. (2007) *Tornado picture*. Oklahoma weather stock: photo and video stock by Charles Allison. [Online image] [Accessed on 16th February 2009] <http://www.oklahomalightning.com/TornadoPics/TornadoPics.htm>

Oxford Illustrated Science Encyclopaedia. (no date) *Volcano*. [Online image] [Accessed on 16th February 2009] <http://www.oup.co.uk/oxed/children/oise/pictures/earth/volcano/>

ONLINE IMAGES OR PHOTOS

CITING ONLINE IMAGES OR PHOTOS

When citing images the information will be presented as shown on pages 7-8. Instead of author's surname/s you will use the creator's surname/s or the organisation's name.

REFERENCING ONLINE IMAGES OR PHOTOS

Key points:

- Occasionally, a year of publication may not be provided. If this is the case, you must state there is: no date.
- If no title is available, instead provide a brief description of the image/photo. If there are a number of images/photos on the page where you accessed the information and they all show the same image, you do not need to distinguish between them. However you must make sure you do provide a description.

Taking the above into account, when referencing an online image or photo, you should provide the following information in the format displayed below:

Author's surname/s, Initial/s. OR name of organisation. (Year of publication) *Title of*

ONLINE PDF DOCUMENTS

IMPORTANT: This referencing format should NOT be used to reference journal articles that have been found on electronic databases. Electronic journal articles should be referenced in the same way as paper copies; see section on 'journal articles' on p. 10.

CITING ONLINE PDF DOCUMENTS

When citing PDF documents by paraphrasing or using direct quotes the information will be presented as shown on pages 7-8.

REFERENCING ONLINE PDF DOCUMENTS

Key points:

- If the document **does not** state both a place of publication and the name of a publisher, you will need to say these **details are unavailable** by writing: Publisher details not available.

- If only one of the publication details is missing you can use the following:
 - if the place of publication is not provided use: Unknown place of publication.
 - if the publisher information is not provided use: Unknown publisher.

Taking the above into account, when referencing a PDF document, you should provide the following information in the format displayed below:

Author's surname/s, Initial/s. or Name of organisation. (Year of publication) *Title (in italics)*. Edition if applicable., Place of publication if available: Publisher if ascertainable. [Online] [Date accessed] URL

EXAMPLE

Department for Children, Schools and Families. (2008) *Working together: listening to the voices of children and young people*. Unknown place of publication: Department for Children, Schools and Families. [Online] [Accessed on 9th February 2009]
<https://www.education.gov.uk/publications/e/OrderingDownload/DCSF-00410-2008.pdf>

ONLINE VIDEOS

CITING ONLINE VIDEOS

When citing videos that have been found online such as YouTube videos, you will need to cite the information as follows:

The creator/owner of the video and the year.

EXAMPLE

This video (MMU Degree Skills, 2010) briefly

illustrates how to avoid.....

DIRECT QUOTES

To quote directly you need the time at which the words were spoken within the video

EXAMPLE

Using the North West Film Archive would be 'a fascinating way to get to know a new city better' (MMU Library, 2010:1min 56).

REFERENCING ONLINE VIDEOS

When referencing an online video, for example a YouTube video, you should provide the following information in the format displayed below:

Owner/creator. (Year) *Title. (in italics)* [Online video] [Date accessed] URL

EXAMPLE

MMU Degree Skills. (2010) *How to Avoid Plagiarism*. [Online video] [Accessed on 10th June 2010]
<http://www.youtube.com/user/MMUDegreeSkills>

PERSONAL COMMUNICATION

CITING PERSONAL COMMUNICATION

When citing personal communication by paraphrasing or using direct quotes the information will be presented as shown on pages 7-8.

REFERENCING PERSONAL COMMUNICATION

When referencing personal communication, you should provide the following information in the format displayed below:

Sender's surname/s, Initial/s. (Year communication was sent) *Subject of communication (in italics)*. Type of communication and name of recipient. Date communication was sent (day month).

EXAMPLE

Inala, P. (2009) *Make poverty history*. Email to Tony Blair. 2nd July.

PLAY

CITING A PLAY

When citing from a play by paraphrasing, you should include the surname of the playwright, and the year the play was written, as in the first example below. However, for plays written centuries ago, where it is impossible to source the original text, (such as the works of Shakespeare) you should also include the publication year of the source you have read, and indicate that it is a reprint as in the second example below:

The Playwright's surname and the year the play was written (using 'c.', the abbreviation of circa, if the exact date is not ascertainable) followed by the reprint date, if applicable.

EXAMPLES

...is interesting in how it compares to the themes of *Mojo* (Butterworth, 1995).

The themes of *Twelfth Night* (Shakespeare, c1601, reprinted 1995)...

DIRECT QUOTES

When using direct quotes from plays, see the section on citing direct quotes on p. 9

However to quote directly from an old play, such as Shakespeare, you need the playwright's surname, title of play, act number, scene number, line numbers, as shown in the example below.

EXAMPLE

Much speculation has occurred when Malvolio imagines he might marry Olivia, 'there is example for't; the Lady of the Strachy married the yeoman of the wardrobe' (Shakespeare, *Twelfth Night*, act 2, scene 5, line nos 36-7).

REFERENCING A PLAY

When referencing a play, you should provide the following information in the format displayed below:

Author, Initial/s. (Year of the edition) *Title of play* (in italics). Editor's surname/s, initial/s. (ed/s.) Edition if applicable., Place of publication: Publisher.

EXAMPLE

Shakespeare, W. (1995) *Twelfth Night*. Warren, R. and Wells, T. (eds.) Oxford: Oxford University Press.

RELIGIOUS TEXTS

CITING RELIGIOUS TEXTS

To cite a religious text you would do so as follows, **whether or not it is a direct quote or paraphrased**:

Name of religious text, Book, text marker e.g. chapter and verse.

EXAMPLE

...is a Bible quote often stated (John, 3:16).

...is a tenet of the faith (The Koran, The Cow, 2:238)

A powerful affirmation is found in the Torah (Devarim, 4:35)...

REFERENCING RELIGIOUS TEXTS

When referencing religious texts, you should provide the following information in the format displayed below:

Full title of text, including sub-title (in italics).
(Year of publication) Place of publication:
Publisher.

EXAMPLES

The Bible: authorized King James version.
(2008) Oxford: Oxford Paperbacks.

The Torah: the Five Books of Moses: pocket edition. (2000) Philadelphia: Jewish Publication Society.

SONGS

CITING SONGS

When citing from a song, by paraphrasing or using a direct quotes, the information should be presented as shown below:

The artist, and the year the song was released.

EXAMPLE

In the song Imagine (Lennon, 1971) ...

REFERENCING SONGS FROM A SINGLE (A OR B SIDES)

When referencing a song from a single, you should provide the following information in the format displayed below:

Artist's surname/s, Initial/s. (Year of release)
'Title of song.' *Title of single (in italics).*
[format, medium] Location of record label:
Record label.

EXAMPLE

Lennon, J. (1971) 'Working class hero.' *Imagine.*
[single, vinyl record] UK: Apple.

REFERENCING SONGS FROM AN ALBUM

When referencing a song from an album, you should provide the following information in the format displayed below:

Artist's surname/s, Initial/s. (Year of release)
'Title of song.' *Title of album (in italics).*
[format, medium] Location of record label:
Record label.

EXAMPLE

Lennon, J. (1971) 'Imagine.' *Imagine*. [album, vinyl record] UK: Apple.

REFERENCING AN ALBUM

When referencing an album, you should provide the following information in the format displayed below:

Artist's surname/s, Initial/s. (Year of release)
Title of album (in italics). [format, medium]
Location of record label: Record label.

EXAMPLE

Lennon, J. (1971) *Imagine*. [album, CD] UK: Apple.

SOURCES WITH NO AUTHOR

IMPORTANT: There may be rare instances where no author's name is present and the information was not produced by an organisation. You may come across this in both printed and internet sources. In these instances, you should follow the instructions below.

CITING SOURCES WITH NO AUTHOR

When citing a piece of work that states 'Anonymous' or 'Anon' on the title page, the information should be presented as follows:

State Anonymous or Anon and the year of publication.

EXAMPLE:

There was great speculation about the author of Primary Colors (Anonymous, 1996).

DIRECT QUOTES

When citing a direct quote from a source with no author you would present the quote in the correct format for that type of source (i.e. for a book, journal, webpage etc.)

When citing sources where no author's name or organisation's name is present and Anon or Anonymous are not stated on the publication either, the information should be presented as follows:

State that the Author is unknown and provide the year of publication.

FICTIONAL EXAMPLE:

It is not always possible to locate an author's name on the source (Author unknown, 2008)

DIRECT QUOTES

When citing a direct quote from a source with an unknown author you would present the citation in the correct format for the type of source (i.e. for a book, journal, webpage etc.)

REFERENCING SOURCES WITH NO AUTHOR

When referencing a source with no author, you should replace the author/organisation's name with 'Anon', 'Anonymous' or 'Author unknown'. The examples below show the information that should be provided and how it should be displayed for a book and a journal article.

BOOK EXAMPLE:

Anonymous. (1996) *Primary colors*. New York: Vintage.

JOURNAL EXAMPLE (FICTONAL):

Author unknown. (2008) 'Writing anonymously to protect sources.' *Unknown publication*, 24(3) pp. 34-54.

STANDARDS

CITING STANDARDS

When citing standards by paraphrasing or using direct quotes the information will be presented as shown on pages 7-8.

Please note that to cite information from Standards, you will have to use the authorising organisation's name, as an author name is not present.

REFERENCING STANDARDS (PRINT)

When referencing a Standard, you should provide the following information in the format displayed below:

Name of authorising organisation. (Year of Publication) *Identifying letters and numbers and full title of Standard (in italics)*. Place of publication: Publisher.

EXAMPLE

British Standards Institution. (2008) *BS 9999:2008 Code of practice for fire safety in the design, management and use of buildings*. Milton Keynes: BSI.

REFERENCING STANDARDS (ONLINE)

Name of authorising organisation. (Year of Publication) *Identifying letters and numbers and full title of Standard (in italics)*. Place of publication: Publisher. [Online] [Date accessed] URL

EXAMPLE

British Standards Institution. (2008) *BS 9999:2008 Code of practice for fire safety in the design, management and use of buildings*. London: BSI. [Online] [Accessed on August 11th 2015] <https://bsol-bsigroup-com.ezproxy.mmu.ac.uk/>

STATUTORY INSTRUMENTS

CITING STATUTORY INSTRUMENTS

When citing Statutory Instruments in the main text of an assignment you must write in full, the short title of the SI including the year.

IMPORTANT: Unlike for other citation formats the year of publication does not need to be placed in brackets as this forms part of the title of the Statutory Instrument (with exception of direct quotes, see below).

Short title of the SI including the Year

EXAMPLE

According to the 2014 Food Information Regulations, there are....

DIRECT QUOTES

When citing a direct quote from a Statutory Instrument, write the full short title of the SI

including the year, followed by the year and page number written in brackets.

EXAMPLE

The 2014 Food Information Regulations (2014:28) amends aspects of The Food Labelling Regulations 1996 by clarifying the description alcohol-free. Labelling must now indicate, 'its maximum alcoholic strength and the symbol % vol.' or, 'in an appropriate case, an indication that it contains no alcohol'.

REFERENCING STATUTORY INSTRUMENTS

When referencing a Statutory Instrument, you should provide the following information in the format displayed below:

IMPORTANT: Unlike for other reference types the year of publication does not need to be placed in brackets as this forms part of the title of the Act (with exception of direct quotes, see below).

Short title of the SI and Year. (SI number) Place of publication: Publisher.

EXAMPLE

The Food Information Regulations 2014. (SI 1855) Norwich: TSO.

TELEVISION AND RADIO BROADCASTS

CITING TELEVISION AND RADIO BROADCASTS

When citing a television or radio broadcast you should use the following format:

You must state the title and year when citing information taken from a broadcast. This can be either the title of the episode or the title of the programme, whichever is listed first in the reference.

If the title of the broadcast is long, you need to use the full title the first time you refer to it in your assignment. However, the title can be abbreviated from then on, as in the first example below.

EXAMPLES

Hillsborough – how they buried the truth (Hillsborough, 2013) addressed the issue of...

Britain on Film (2013) examines...

DIRECT QUOTES

To quote directly you need to include the time at which the words were spoken in the television or radio broadcast.

EXAMPLE

'the glamorous world of fashion..' (Britain on Film, 2013:8mins 22)

REFERENCING TELEVISION AND RADIO BROADCASTS

When referencing a television or radio broadcast, you should provide the following information in the format displayed below:

'Title of episode.' (if applicable) *Title of series/programme.* (Year) Medium, either [Television] or [Radio] Television or radio channel, time and date of broadcast.

For a film that has been broadcast on

television, the Director of the film must also be included in the reference: (as in the third example below)

Title of film. (Year of production) Director. [Television] Television channel, time and date of broadcast.

EXAMPLES

'Hillsborough – how they buried the truth.' *Panorama.* (2013) [Television] BBC1, 21.00 20th May 2013.

'Mark Kermode reviews The Great Gatsby.' *Kermode and Mayo's Film Review.* (2013) [Radio] UK: BBC R5live, 14:00 17th May 2013.

Slumdog Millionaire. (2008) Directed by D. Boyle. and L. Tandan. [Television] Channel 4, 21:25 4th December 2010.

Broadcasts. [Accessed 1st September 2013]

WORKS OF ART

CITING WORKS OF ART

To cite a work of art in your assignment you may include the title of the work and as well as the artist's name and date of creation *if* these are important to the point you are making. Include the abbreviation c. if this is how the date is given in an exhibition catalogue or other source. This stands for "circa" and is used when the exact date of creation is not known by art historians.

The artist's surname/s and the year of production.

EXAMPLE

Tanguy is thought to have been inspired as an artist by Portrait of Apollinaire as a Premonition (de Chirico, c.1914).

REFERENCING TELEVISION AND RADIO BROADCASTS ACCESSED ONLINE

When referencing a television or radio broadcast accessed online, you should provide the following information in the format displayed below:

For television or radio broadcasts accessed online, state the medium as [Online] and also state the online provider and the date it was accessed:

'Title of episode.' (if applicable) *Title of series/programme.* (Year of production) [Online] Television or radio channel, time and date of broadcast. Available through (online provider). [Date accessed]

EXAMPLE

Britain on Film. (2013) [Online] BBC Four, 20.00 6th August 2013. Available through Box of

REFERENCING WORKS OF ART

When referencing works of art, you should provide the following information in the format displayed below:

Artist's surname/s, initial/s. (Year of production) *Title (in italics).* Medium, size, location of exhibition.

EXAMPLE

de Chirico, G. (c.1914) *Portrait of Apollinaire as a Premonition.* Oil on canvas, 81.5 x 65cm, National Museum of Modern Art, Pompidou Centre, Paris.

ORIGINAL WORK OF ART SHOWING IN A TEMPORARY EXHIBITION

CITING A WORK OF ART SHOWING IN A TEMPORARY EXHIBITION

When citing works of art, the information should be presented as shown below:

The artist's surname/s and the year of production.

EXAMPLE

On entering the gallery the viewer is confronted with this piece (Parker, 2007).

REFERENCING A WORK OF ART SHOWING IN A TEMPORARY EXHIBITION

When referencing original works of art that are showing in a temporary exhibition, you should provide the following information in the format displayed below:

Artist's surname/s, initial/s. (Year of production) *Title (in italics)*. Medium, Size (if given), at: Location of exhibition. Dates of exhibition.

EXAMPLE

Parker, C. (2007) *Bullet Drawing*. Lead from a bullet drawn into wire, at: Whitechapel Laboratory, Whitechapel Art Gallery. 13th February–30th March 2008.

WORK OF ART REPRODUCED IN A BOOK

CITING A WORK OF ART REPRODUCED IN A BOOK

When citing a reproduction in a book, the information should be presented as shown below:

The artist, the year the work was produced, the author and date of the book and the page it was reproduced on.

EXAMPLE

Klee (1929) in Partsch (2000:47) can be seen to have used...

REFERENCING A WORK OF ART REPRODUCED IN A BOOK

When referencing a reproduction in a book, you should provide the following information in the format displayed below:

Artist's surname/s, initial/s. (Year of production) 'Title of work.' Medium, Size (if given). In: Author/Editor. (Year of publication) *Title of book (in italics)*. Edition if applicable., Page number. Place of publication: Publisher.

EXAMPLE

Klee, P. (1929) 'Old Man Calculating.' Etching on copper, 29.9x23.7cm. In: Partsch, S. (2000) *Klee*. p. 47. Koln: Taschen.