

University of Huddersfield

Referencing using the Harvard System

This guide shows you how to reference various resources both in the body of your work and how to write your reference list.

Referencing using the Harvard System

When you have included information from published sources in your work, you must acknowledge this information fully and accurately by:

- Identifying your sources, in a brief format, in the body of your written work (referred to as an **in-text citation**)
- Providing a detailed list of your sources in an alphabetical list at the end of your work (known as a **reference list**).

There are a number of officially accepted formats that can be used to reference your work. The University preferred referencing style is **Harvard**. However, some departments may prefer another style, and it is wise to check with your academic tutors whether your subject area uses another preferred system.

Why reference?

- To show that you have done some research and have found relevant information.
- To support any claims you have made through reference to an authoritative author on the subject.
- To enable readers of your work to trace the sources used and draw their own conclusions from the original works which you have cited.
- To avoid being accused of **plagiarism**. This is using someone else's work as your own without acknowledging it. If you do not acknowledge your source(s) you are guilty of academic misconduct. For more details, please refer to the Student Handbook of Regulations, Assessment Regulation 3 found on the University of Huddersfield website at <http://www2.hud.ac.uk/regs>.

When do you need to reference?

You should acknowledge your source with a reference whenever you include:

- Mention of a theory, fact, argument or viewpoint attributable to a specific person.
- Statistics, examples and case studies.
- Illustrations or musical examples from another source.
- Direct quotations from another source.
- Paraphrases of any of the above.

Quotation and paraphrase – what's the difference?

A **Quotation** is the direct transcription in your work of words from the original text. **Short quotations** which appear naturally within your work should be made obvious by enclosing them in quotation marks followed by the citation, longer quotes should be indented. Page numbers must be included.

e.g.

It is argued that “references are items you have read and specifically referred to (or cited) in your assignment” (Neville, 2007, p.24).

Longer quotations (more than one line in length) should be introduced by a colon : and indented, typed with single spacing but without quotation marks, and with the citation at the end.

e.g.

Silvestri emphasises the resistance towards community policing:

The resistance towards community policing is also borne out in the British case. It has been widely noted that community policing initiatives have had to contend with subversion and opposition by the lower ranks in particular. (Silvestri, 2003, p.37)

To **Paraphrase** is to rewrite the original text while still using the ideas of the original writer. Quotation marks are not used, but there should still be a citation to show that the ideas are not original, and where appropriate, including a page reference.

Remember

- Note the details of the material you use at the time you are using it. It may be difficult to remember the details or find the item later on.
- Be precise in recording page numbers for quotations or if you are paraphrasing from a specific passage.
- Also remember 'p.' for single page or 'pp.' for several pages.

Quotations should be used sparingly as it is best to put the text into your own words to illustrate your understanding of the main concepts

More than one reference to support your argument?

If you are using more than one reference to support your discussion, list them in **chronological** order, citing the earliest item first e.g.

Smith (2007), Brown (2008) and Jones (2009)

What if there is no author or date?

If there is no obvious author for the source use 'Anon'. Sources with no date add 'n.d.'

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

A **reference list** only refers to sources cited within the body of your work. A **bibliography** is a list of all sources you have consulted, regardless of whether you have cited them or not.

Also, some lecturers may ask you to produce an annotated bibliography or reference list. This simply means that after each source listed, you write a couple of sentences that appraise the usefulness of the source in relation to the topic you are discussing.

What if I want to refer to a text I haven't read?

See the section on page 6 regarding secondary referencing

IN-TEXT EXAMPLE	REFERENCE LIST EXAMPLE
BOOKS <ul style="list-style-type: none"> Reference to author in text, just give year of publication in brackets after their name No reference to author in text, include author/date in brackets Page numbers must be included for direct quotations 	BOOKS <ul style="list-style-type: none"> Author(s) in format Surname, Initial/s Year of publication (in round brackets) Title (<i>italics</i>) Edition (if not the first) Place of publication: Publisher
Books – one author	
According to Jarvis (2010), when adults return to education.....	Jarvis, P. (2010) <i>Adult education and lifelong learning: theory and practice</i> . 4 th ed. London: Routledge.
Book – two authors	
It is recommended when searching database that truncation symbols are used (Knight and Ruddock, 2008).	Knight, A. and Ruddock, L. (2008) <i>Advanced research methods in the built environment</i> . Oxford: Wiley-Blackwell.
Book – three or more authors	
In their analysis, Collier et al. (2009) recommend that...	Collier, B.J., Bide, M.J., and Tortora, P.G. (2009) <i>Understanding textiles</i> . 7th ed. London: Pearson Prentice-Hall.
Edited Book	
The media can be harsh in their judgements against the police (Leishman and Mason, 2003).	Leishman, F. and Mason, P. eds. (2003) <i>Policing and the media</i> . Portland: Willan Publishing.

IN-TEXT EXAMPLE	REFERENCE LIST EXAMPLE
<p>Chapter from an edited Book</p> <ul style="list-style-type: none"> Reference to author of chapter in text, just give year of publication in brackets after their name No reference to author of chapter in text, include author/date in brackets Page numbers must be included for direct quotations 	<p>Chapter from an edited book</p> <ul style="list-style-type: none"> Author of chapter in format Surname, Initial/s Year of publication (in round brackets) Title of chapter [not in italics] In: Editor/s of the book chapter in format Surname, Initial/s Eds. (in round brackets). Title of the book (<i>italics</i>) Edition [if not the first] Place of publication: Publisher Page numbers of chapter
Dunderstadt (2009) makes the point that...	Dunderstadt, J. (2009) 'Possible futures for the research library in the 21 st century'. In: Barnet, D. and Heath, F. (eds.) <i>The research library in the 21st century</i> . Abingdon: Routledge, pp. 4-12.
<p>Electronic Book</p> <ul style="list-style-type: none"> Reference to author in text, just give year of publication in brackets after their name No reference to author in text, include author/date in brackets Page numbers must be included for direct quotations 	<p>Use same format as book above but add:</p> <ul style="list-style-type: none"> [online] Available at [Accessed date]
It could be argued that the witness plays one of the most crucial roles in a court of law (Wall, 2009).	Wall, W. (2009) <i>Forensic science in court: the role of the expert witness</i> . Oxford: Wiley-Blackwell. Available at: http://www.dawsonera.com [Accessed 20 January 2011].
<p>Kindle Book</p>	
Many Kindle books now have page numbers that correspond to those of the printed item. If there are no page numbers, you can use the chapter headings to indicate the location of a quoted section. In text	<p>Your reference should follow this format:</p> <ul style="list-style-type: none"> Author Year of publication (in round brackets) Title of book (<i>italics</i>) [Kindle or e-reader version]

IN-TEXT EXAMPLE	REFERENCE LIST EXAMPLE
citations follow the same format as a printed book.	<ul style="list-style-type: none"> • Date accessed • Where the book was downloaded from.
...is one important design skill to master (Sherwin, 2012, section 5: Lick it good).	Sherwin, D (2012) <i>Creative workshop: 80 challenges to sharpen your design skills</i> . Kindle edition. Accessed 20 May 2012. www.amazon.co.uk .
A book written in another language	
Semprun (2004) discusses...	Semprun, J. (2004) <i>Veinte años y un día</i> . Barcelona: Difusión.
A Translated Book	
<ul style="list-style-type: none"> • Reference to author in text, just give year of publication in brackets after their name • No reference to author in text, include author/date in brackets • Page numbers must be included for direct quotations 	<ul style="list-style-type: none"> • Author • Year of publication (in round brackets) • Title (in italics) • Translated by • The translator's name (note that the translator's name is written initial then surname) • Place of publication: publisher
Beauvoir (1953) asserts that ...	Beauvoir, Simon De. (1953) <i>The second sex</i> . Translated by H.M. Parshley. London: Vintage.
Referencing items you have not read (Secondary referencing).	
Cite both the original piece of work and the secondary source in the body of your work.	In your reference list, cite only the book you have read.
Anderson and Gross (2004), cited in Polit and Beck (2008, p.142) illustrate how...	Polit, D.F. and Beck, C.T. (2008) <i>Nursing Research: Generating and Assessing Evidence for Nursing Practice</i> . London: Lippincott, Williams and Wilkins.
Reference book In many cases for reference books such as dictionaries there is no obvious author or	
Reference book <ul style="list-style-type: none"> • Author or editor if known • Year of publication (in round brackets) 	

IN-TEXT EXAMPLE	REFERENCE LIST EXAMPLE
<p>editor, and is usually therefore cited by its title.</p> <ul style="list-style-type: none"> • No reference to author in text, include author/date in brackets • Page numbers must be included for direct quotations <p>If no obvious author,</p> <ul style="list-style-type: none"> • If you refer to the work in the text, just give year of publication in brackets • No reference to the work in the text, include the title of the book plus year in brackets. 	<ul style="list-style-type: none"> • Title (<i>italics</i>) • Place of publication: publisher <p>If accessed online:</p> <ul style="list-style-type: none"> • [online] • Available at • [Accessed date] <p>If there is no obvious author, use the format</p> <ul style="list-style-type: none"> • Title • Year of publication (in round brackets) • Place of publication: publisher
<p>According to the definition (Oxford Paperback Thesaurus, 2008, p.21).....</p>	<p>Oxford Paperback Thesaurus (2008) Oxford: Oxford University Press.</p>
JOURNALS	
<p>Printed Journal articles</p> <ul style="list-style-type: none"> • Reference to author in text, just give year of publication in brackets after their name • No reference to author in text, include author/date in brackets • Page numbers must be included for direct quotations 	<p>Printed journal articles</p> <ul style="list-style-type: none"> • Author(s) in format: Surname, Initial/s • Year of publication (in round brackets) • Article title (in single inverted commas) • Journal title (<i>italics</i>) • Volume • Issue or part number (in round brackets) • Page number/s (abbreviated to p./pp.)
<p>Fashion is an important part of image (Twigg, 2010).</p>	<p>Twigg, J. (2010) 'How does Vogue Negotiate Age?: Fashion, the Body, and the Older Woman'. <i>Fashion Theory: the Journal of Dress, Body and Culture</i>. 14 (4), pp.471-490.</p>
<p>Electronic journal articles</p> <ul style="list-style-type: none"> • Reference to author in text, just give year of publication in brackets after their name. • No reference to author in text, include author/date in brackets • Page numbers must be included for direct quotations 	<p>Electronic journal articles</p> <ul style="list-style-type: none"> • Author(s) in format: Surname, Initial/s • Year of publication (in round brackets) • Article title (in single inverted commas) • Journal title (<i>italics</i>)

IN-TEXT EXAMPLE	REFERENCE LIST EXAMPLE
	<ul style="list-style-type: none"> • Volume • Issue or part number (in round brackets) • Page number/s (abbreviated to p./pp.) • [online] • Available at: database provider (if unsure put Summon http://library.hud.ac.uk/summon) OR if accessed freely on the web Available at: • URL • Date accessed (in square brackets)
Journal article – electronic from a database	
McMahon (2010) states that sex discrimination is still rife in the workplace (2010).	McMahon, N. (2010) 'Sex discrimination in the workplace'. <i>Caterer and Hotelkeeper</i> . 200 (4647), p.52 [online] Available at: Business Source Premier http://web.ebscohost.com/ [Accessed 21 January 2010].
Journal article freely available from the web	
It has been acknowledged (Barnard, et al, 2010) that...	Barnard, S., Powell, A., Bagihole, B., and Dainty, A., (2010) 'Researching UJ women professionals in SET: A critical review of current approaches.' <i>International Journal of Gender, Science and Technology</i> . [online] Available at: http://genderandset.open.ac.uk/index.php/ Genderandset/article/viewFile/65/175 [Accessed 19 January 2011].
NEWSPAPERS <ul style="list-style-type: none"> • Reference to author in text, just give year of publication in brackets after their name • No reference to author in text, include author/date in brackets 	
NEWSPAPERS <ul style="list-style-type: none"> • Author(s) in format: Surname, Initial/s • Year of publication (in round brackets) • Article title (in single inverted commas) • Name of Newspaper (<i>italics</i>) • Page number/s (abbreviated to p./pp.) 	

IN-TEXT EXAMPLE	REFERENCE LIST EXAMPLE
<ul style="list-style-type: none"> • If no author use Anon. • Page numbers must be included for direct quotations 	If accessed online, add: <ul style="list-style-type: none"> • [online] • Available at: • [Accessed date]
<p>For newspaper articles accessed via a university subscription database such as ProQuest NewsStand, reference as you would for an e-journal.</p>	
<p>Newspaper - paper copy</p>	
<p>The future will see many changes in funding for H.E. (Vasagar, 2011)</p>	<p>Vasagar, J. (2011) 'Students get less tuition as cash dwindles'. <i>The Observer</i>. 13 February, p.23.</p>
<p>Online newspaper article (freely available on the web)</p>	
<p>A top scientist asserts that GM crops could feed the world (Linden, 2011).</p>	<p>Linden, M. (2011) 'GM crops could feed the world says top scientist'. <i>The Independent</i>. January 24, p.13 [online] Available at: http://www.independent.co.uk/news/science/gm-crops-could-feed.the-world-says-top-scientist-2192790.html [Accessed 24th January 2011]</p>
<p>THESIS OR DISSERTATION</p> <ul style="list-style-type: none"> • Reference to author in text, just give year of publication in brackets after their name • No reference to author in text, include author/date in brackets • Page numbers must be included for direct quotations 	<p>THESIS OR DISSERTATION</p> <ul style="list-style-type: none"> • Author(s) in format: Surname, Initial/s • Year of publication (in round brackets) • Title (<i>italics</i>) • Type of document (e.g. PhD thesis, Degree dissertation) • Place of publication (if not clear from institution name) • Awarding institution If viewed on-line, e.g. through University repository, add the following to the reference: <ul style="list-style-type: none"> • Available at: URL • Date accessed (in square brackets)
<p>Thesis or dissertation – paper copy</p>	
<p>Peck (2000) summarises this by saying...</p>	<p>Peck, M. (2000) <i>Methodology for analysis and improvement of planning within the engineer to order sector</i>. Unpublished PhD Thesis. University of Huddersfield.</p>

IN-TEXT EXAMPLE	REFERENCE LIST EXAMPLE
Thesis or dissertation – electronic	
It has been argued (Crines, 2010)...	Crines, A. (2010) <i>Michael Foot, the role of ideology and the Labour leadership elections of 1976 and 1980</i> . Doctoral thesis, University of Huddersfield. Available at: http://eprints.hud.ac.uk/9646/1/acrinesfinalthesis.pdf [Accessed 3 March 2011].
WEBSITES <ul style="list-style-type: none"> • Reference to author in text, just give year of publication in brackets after their name • No reference to author in text, include author/date in brackets • If the website is published by an organisation, use the organisation as the author . 	WEBSITES <ul style="list-style-type: none"> • Author(s) in format: Surname, Initial/s • Year (in round brackets, if no obvious date then write n.d.) • Title of website (<i>italics</i>) • Available at: URL • Date accessed (in square brackets)
Website with author	
Atherton (2005) makes the point that...	Atherton, J.S. (2005) <i>Learning and Teaching: cognitive theories of learning</i> [online] Available at: http://www.learningandteaching.info/learning/cognitive.htm [Accessed 1 March 2011].
Website with organisation as author	
Libraries need to respond to the needs of their users and understand new ways of finding information (JISC, 2008).	JISC (2008) <i>Google Generation is a myth</i> [online] Available at: www.jisc.ac.uk/news/stories/2008/01/googlegen.aspx [Accessed 23 February 2010].
CONFERENCE PROCEEDINGS <ul style="list-style-type: none"> • Reference to author in text (the author is the name of the organising body), just give year of publication in brackets after their title. • No reference to author in text, include author/date in brackets • Page numbers must be included for direct quotations 	CONFERENCE PROCEEDINGS <ul style="list-style-type: none"> • Name of organising body • Year of publication (in round brackets) • Title of conference (<i>italics</i>) • Number (if appropriate) • Date and location of the conference (if appropriate) • Place of publication: publisher

IN-TEXT EXAMPLE	REFERENCE LIST EXAMPLE
At the ASME Conference (2007)...	ASME Conference Proceedings (2007) <i>Printed Conference Proceedings of the ASME 2nd energy nanotechnology international conference (ENIC2007)</i> September 5-7, 2007. Santa Clara, California. California: American Society of Mechanical Engineers.
INDIVIDUAL CONFERENCE PAPER <ul style="list-style-type: none"> • Reference to author in text, just give year of publication in brackets after their name • No reference to author in text, include author/date in brackets • Page numbers must be included for direct quotations 	INDIVIDUAL CONFERENCE PAPER <ul style="list-style-type: none"> • Author's name • Date • Title of paper (in single quotation marks), followed by "In:" OR "Paper presented to...." • Title of the conference (in italics) • [online] • The relevant page numbers OR if it is available online, give the URL [Accessed date]
The digital immigrant (Bayne and Ross, 2007) is identified by...	Bayne, S. and Ross, J. (2007) 'The 'digital native' and 'digital immigrant': a dangerous opposition'. Paper presented to the <i>Annual Conference of the Society for Research into Higher Education (SRHE)</i> [online] http://www.malts.ed.ac.uk/staff/sian/natives_final.pdf [Accessed 24 June 2009]
Brochure or leaflet <ul style="list-style-type: none"> • The author is the name of the organising body • Reference to author in text, just give year of publication in brackets after their name • No reference to author in text, include author/date in brackets • Page numbers must be included for direct quotations 	Brochure or leaflet <ul style="list-style-type: none"> • Organisation • Year of publication (in round brackets, if no date use n.d.) • Title (<i>italics</i>) • The medium in square brackets e.g. [Brochure] • Place of publication: publisher
It is crucial to examine patient information when compiling NHS evidence (University of Huddersfield, 2010).	University of Huddersfield (2010) <i>NHS Evidence: patient information</i> . [Leaflet] University of Huddersfield, Library

IN-TEXT EXAMPLE	REFERENCE LIST EXAMPLE
<p>British or International Standard</p> <ul style="list-style-type: none"> The author is British Standards Institution or International Standards Organisation Reference to author in text, just give year of publication in brackets after their name. No reference to author in text, include author/date in brackets Page numbers must be included for direct quotations 	<p>British or International Standard</p> <ul style="list-style-type: none"> British Standards Institution or International Standards Organisation Year of publication (in round brackets) British or International Standard number: Title (<i>italics</i>) Place of publication: name of publisher (abbreviated to either BSI or ISO) <p>If the British Standard was accessed on-line, add in place of the publisher:</p> <ul style="list-style-type: none"> British Standards Online [online] Available at: Date of access (in square brackets)
<p>According to the strict conventions of proof reading (British Standards Institution, 2000)...</p>	<p>British Standards Institution (2000) BS15661-1: <i>Copy preparation and proof correction. Design and layout of documents</i>. Milton Keynes: BSI.</p>
<p>GOVERNMENT PUBLICATIONS</p> <ul style="list-style-type: none"> The author maybe the Government dept or organisation for which the publication was produced Reference to author in text, just give year of publication in brackets after their name. No reference to author in text, include author/date in brackets Page numbers must be included for direct quotations 	<p>GOVERNMENT PUBLICATIONS</p> <ul style="list-style-type: none"> Author or Government dept or organisation for which the publication was produced Year of publication (in round brackets) Title (<i>italics</i>) Official reference number (if there is one) Place of publication: Publisher, then name of chairperson (if there is one) in round brackets plus the word Report <p>If the publication is online, add the following:</p> <ul style="list-style-type: none"> [online] Available at: URL Date accessed (in square brackets)

IN-TEXT EXAMPLE	REFERENCE LIST EXAMPLE
According to the Government's action plan (Department for Children, Schools and Families, 2009)...	Department for Children, Schools and Families (2009) <i>The protection of children in England: action plan: the Government's response to Lord Laming</i> . Cm 7589. London: The Stationery Office.
Government publication online	
According to the Department of Education (2011, p. 10) there is a requirement to "Give local areas the responsibility to draw on research and theoretical models to inform local practice."	Department for Education (2011). <i>The Munro review of child protection: final report</i> . [online]. Cm 8062. London: The Stationery Office. Available at: https://www.education.gov.uk/publications/standard/Childrenandfamilies/Page1/CM%208062 [Accessed 28 February 2011].
FILM <ul style="list-style-type: none"> • Most films are the co-operative output of many individuals. The title is therefore used in place of the author • Reference to film in text, just give year of publication in brackets after their name. • No reference to the film in text, include title of film/date in brackets 	FILM <ul style="list-style-type: none"> • Film title (<i>italics</i>) • Year of release (in round brackets) • Directed by • Place of publication • Production company name • [Medium] (i.e. format in which you watched the film, e.g. DVD)
In the film on <i>Macbeth</i> (2007)...	<i>Macbeth</i> (2007) Directed by Geoffrey Wright. London: Revolver Entertainment. [DVD].
TV & RADIO PROGRAMME WITHIN A SERIES <ul style="list-style-type: none"> • The series title becomes the author • Reference to series title in text, just give year of publication in brackets after their name. • No reference to the series title in text, include title of film/date in brackets 	TV & RADIO PROGRAMME WITHIN A SERIES <ul style="list-style-type: none"> • Series title • Series number • Year of release • Programme title (<i>italics</i>) • Place of publication: • Publisher (i.e. transmitting organisation and channel, where appropriate) • Date of release (month, day) • [medium] (i.e. format in which you watched the film, e.g. DVD)
The Ascent of Money (2008) makes the	The Ascent of Money, Episode 3. (2008)

IN-TEXT EXAMPLE	REFERENCE LIST EXAMPLE
point that...	<i>Blowing Bubbles</i> . London: C4, January 12, [DVD].
UNITUBE PROGRAMME <ul style="list-style-type: none"> The title of the programme becomes the author Reference to series title in text, just give year of publication in brackets after their name. No reference to the series title in text, include title of film/date in brackets 	UNITUBE PROGRAMME <ul style="list-style-type: none"> Title of programme (<i>italics</i>) Year (in round brackets) Place of publication (if known) Broadcaster or channel Date of broadcast (month, day) [streaming video file] Available at: Date accessed: (in square brackets)
<i>Abraham Lincoln: saint or sinner</i> (2011) investigates... [n.b. If you use the title in your text, it should be put in italics]	<i>Abraham Lincoln: saint or sinner?</i> (2011) London: BBC4, 2 nd March, [Streaming video file]. Available at: https://unitube.hud.ac.uk/ [Accessed 28 th February 2011].
ART, ILLUSTRATIONS OR PHOTOGRAPHY <ul style="list-style-type: none"> The artist or photography is cited as the author Reference to author in text, just give year of publication in brackets after their name. No reference to author in text, include author/date in brackets 	ART, ILLUSTRATIONS OR PHOTOGRAPHY <p>For an illustration or photograph in a book:</p> <ul style="list-style-type: none"> Artist/photographer Year of publication (in round brackets) Title of the illustration (in single inverted commas) Medium of the illustration (in square brackets) <i>In:</i> followed by details of the book with the title in <i>italics</i>. Page number <p>If the image is online, add the following after title:</p> <ul style="list-style-type: none"> [online image] Available at: URL Date accessed: (in square brackets)
Illustration/photograph in a printed book	
The illustrator (Versace, 1991) shows that...	Versace, G. (1991) 'Gold Medusa watch' [photograph] <i>In:</i> Townsend, C. (2002)

IN-TEXT EXAMPLE	REFERENCE LIST EXAMPLE
	<i>Rapture: art's seduction by fashion since 1970.</i> London: Thames and Hudson, p.9.
Online image	
In his photo of Tower Bridge, Britton (n.d.) makes the statement...	Britton, I. (n.d.) 'Tower Bridge, London, England'. [online image] Available at http://www.freefoto.com/preview/31-02-2?ffid=31-01-2 [Accessed 5 th March 2011].
Art Exhibition	
<ul style="list-style-type: none"> • The artist is cited as the author • Reference to the artist in text, just give year of publication in brackets after their name. • No reference to artist in text, include author/date in brackets 	<ul style="list-style-type: none"> • Artist • Year of exhibition • Title of exhibition (in italics) • [Medium – i.e. art or exhibition type] • Exhibited at • Location and date(s) of the exhibition
The painting in the <i>Pharmacy</i> collection (Hirst, 2009) illustrates.....	Hirst, D. (2009) <i>Pharmacy</i> . [Display] Exhibited at the Baltic, Gateshead 24 October 2009-7 March 2010.
Art Exhibition Catalogue	
<ul style="list-style-type: none"> • The artist is cited as the author • Reference to the artist in text, just give year of publication in brackets after their name. • No reference to artist in text, include author/date in brackets 	<ul style="list-style-type: none"> • Artist • Year (in round brackets) • Title of exhibition (in italics) • Location and date of exhibition • [Exhibition catalogue]
The paintings in the <i>Miro</i> exhibition (Miro, 2011) illustrates....	Miro, J (2011) <i>Miro</i> . Exhibited at the Tate Modern, London 14 April – 11 September 2011. [Exhibition catalogue]
SOUND RECORDINGS	SOUND RECORDINGS
<ul style="list-style-type: none"> • The composer/artist/group is cited as the author 	<ul style="list-style-type: none"> • Composer/Artist/Group • Year (in round brackets) • Title of the album (<i>italics</i>)

IN-TEXT EXAMPLE	REFERENCE LIST EXAMPLE
<ul style="list-style-type: none"> Reference to author in text, just give year of publication in brackets after their name. No reference to author in text, include author/date in brackets 	<ul style="list-style-type: none"> Subsidiary contributor (e.g. conductor, soloist) Place of publication: Publisher Reference number of the CD, LP or cassette (may not be applicable to music DVDs) <p>For a single track, insert title of the track in single quotation marks after year and before title of the album. Also include track details after place of publication and reference number (if available).</p>
Entire CD, LP, cassette or music DVD	
In the recording of Mozart's violin concertos (2006), ...	Mozart, W.A. (2006) <i>Violin concertos</i> . Leonidas Kavakos. Germany: Sony. 82896842412
Single track from a CD, LP, cassette or music DVD	
<p>In the first movement of Mozart's violin concerto no 1 B flat major recorded by Leonidas Kavakos (2006)...</p> <p>In P J Harvey's 'Oh my lover' (2006)</p>	<p>Mozart, W. A. (2006) 'Violin concerto no 1 B flat major K207'. <i>Violin concertos</i>. Leonidas Kavakos. Germany: Sony. 82876842412. CD1 Track 1.</p> <p>Harvey, P.J. (2006) 'Oh my lover.' P J Harvey: the Peel Sessions, 1991-2004. London: BBC. LC 00407, Track 1.</p>
Live performances <ul style="list-style-type: none"> Cite the work that was performed 	
The performance of Beethoven's fifth symphony (2009)	Beethoven, L. (2009) <i>Symphony no 5 in C minor</i> , performed by Halifax Symphony Orchestra. Victoria Theatre, Halifax. [14 June 2009]

IN-TEXT EXAMPLE	REFERENCE LIST EXAMPLE
MUSIC SCORE <ul style="list-style-type: none"> The composer is cited as the author Reference to author in text, just give year of publication in brackets after their name. No reference to author in text, include author/date in brackets 	MUSIC SCORE <ul style="list-style-type: none"> Composer/Artist/Group Year (in round brackets) Title of the work (<i>italics</i>) Subsidiary contributor (e.g. conductor, soloist) Place of publication: Publisher
Mozart (1993) when composing ...	Mozart, W. (1993) <i>Requiem for soprano, alto, tenor and bass soli, SATB and orchestra K626</i> . D. Druce. London: Novello.
Live production of plays <ul style="list-style-type: none"> The playwright is cited as the author Reference to playwright in text, just give year of publication in brackets after their name. No reference to author in text, include author/date in brackets 	<ul style="list-style-type: none"> Title of play by followed by the playwright Year the play was performed directed by Theatre Date of the performance you are referring to
...as can be seen in the Bristol production of Oscar Wilde's play, <i>The importance of being earnest</i> (2005).	<i>The importance of being earnest</i> by Oscar Wilde, (2005) directed by David Fielding. Bristol Old Vic, [7 th May 2005]
Theatre Programmes <ul style="list-style-type: none"> The playwright is cited as the author Reference to playwright in text, just give year of publication in brackets after their name. No reference to author in text, include author/date in brackets 	<ul style="list-style-type: none"> Play by followed by the playwright Year (in round brackets) directed by [Programme] Location of play
The adaption of <i>The tempest</i> (Shakespeare, 1993)...	<i>The tempest</i> by William Shakespeare, (2011) directed by Peter Glanville. [Programme] The Swan Theatre, Stratford-upon-Avon.

IN-TEXT EXAMPLE	REFERENCE LIST EXAMPLE
<p>BLOGS</p> <p>Blogs are produced by individuals and organisations to provide frequent updates in their subject area. Blogs are someone's opinions and may not be objective or accurate and should be used with other reputable sources. Authors may use an alias therefore use the name they have given.</p> <ul style="list-style-type: none"> • Reference to author/organisation in text, just give year of publication in brackets after their name • No reference to author/organisation in text, include author/date in brackets 	<p>BLOGS</p> <ul style="list-style-type: none"> • Author • Year (in round brackets) • Title of message or blog entry (in italics) • Date message/ blog entry was written • Title of the blog site • [online] • Available at: URL • Date accessed (in square brackets)
<p>In his blog, Black (2011) discusses...</p>	<p>Black, G. (2011) <i>A new start to data protection in the new year?</i> January 6, 2011. Edinburgh Centre for Commercial Law Blog [online]. Available at: http://www.law.ed.ac.uk/ecclblog/blogentry.aspx?blogentryref=8548 [Accessed 3 March 2011]</p>
<p>WIKIS</p> <p>A wiki has usually contributions from many authors and as such is difficult to determine how authoritative the information is. Use with caution.</p> <ul style="list-style-type: none"> • Reference to the title in text, just give year of publication in brackets after their name • No reference to the title in text, include title/date in brackets 	<p>WIKIS</p> <ul style="list-style-type: none"> • Title of article (in single quotation marks) • Year of publication (in round brackets) • Wiki title (in italics) • Available at: URL • Date accessed (in square brackets)
<p>The Poor Knights of Christ and the Temple of Solomon originated from the middle ages (Knights Templar, 2011)</p>	<p>'Knights Templar' (2011) <i>Wikipedia</i>. Available at: http://en.wikipedia.org/wiki/Knights_Templar [Accessed 2 March 2011].</p>

IN-TEXT EXAMPLE	REFERENCE LIST EXAMPLE
PODCAST <ul style="list-style-type: none"> Reference to author/broadcaster in text, just give year of publication in brackets after their name No reference to author/broadcaster in text, include author/date in brackets 	PODCAST <ul style="list-style-type: none"> Author or Broadcaster Year (in round brackets) Programme title (italics) Series Title (if present) [Podcast] Date of Transmission (if known) Available at: URL Date accessed (in square brackets)
The introduction to the Library and Computing Centre (University of Huddersfield, 2008) emphasises...	University of Huddersfield (2008) <i>Welcome to the Library and Computing Centre.</i> [Podcast] Available at: http://www2.hud.ac.uk/cls/thebasics/huddersfield.findway.php [Accessed 3 March 2011]
PERSONAL COMMUNICATIONS (E-MAILS, LETTERS, PERSONAL INTERVIEWS) <ul style="list-style-type: none"> In-text citations begin with the sender of the message. Indicate to the reader that it is a personal communication It is usually good practice to seek permission from the person concerned before using it as a reference <p>...while "leisure is often the first thing to suffer when funds are tight" (North, personal communication by email. 01 August 2010)</p>	PERSONAL COMMUNICATIONS (E-MAILS, LETTERS, PERSONAL INTERVIEWS) <p>Personal communications are often unrecorded and very hard to verify. For that reason they do not appear in your reference list.</p> <ul style="list-style-type: none"> Personal communications do not appear in the reference list
COMPANY REPORT FROM FAME <ul style="list-style-type: none"> Reference to company/industry in text, include FAME and the last year in the report in brackets after their name 	COMPANY REPORT FROM FAME <ul style="list-style-type: none"> Name of database Year Title of report Name of database (italics) [online] Available from: http://fame.bvdep.com Date accessed (in square brackets)
Tesco had an annual turnover of ... (FAME, 2010)	FAME (2010) Company Report of Tesco PLC. <i>FAME</i> [online] Available at: http://fame.bvdep.com . [Accessed 8 March 2011].

IN-TEXT EXAMPLE	REFERENCE LIST EXAMPLE
MARKET REPORT FROM MINTEL <ul style="list-style-type: none">• Reference to the company or industry in the text, include Mintel and the year of the report in brackets.	MARKET REPORT FROM MINTEL <ul style="list-style-type: none">• Name of database• Year• Title of report• Date of report• Name of database (<i>italics</i>)• [online]• Available from: http://academic.mintel.com/• Date accessed (in square brackets)
There is a need for cleaners that can clean both carpets and hard surfaces (Mintel, 2010)	Mintel (2010) Vacuum cleaners UK. <i>Mintel oxygen reports platform</i> . [online] Available at: http://academic.mintel.com/ . [Accessed 29 August 2012]
SEMINAR OR LECTURE NOTES <ul style="list-style-type: none">• Reference to author/organisation in text, just give year of publication in brackets after their name• No reference to author/organisation in text, include author/date in brackets	SEMINAR OR LECTURE NOTES <ul style="list-style-type: none">• Author/lecturer• Year of lecture (in brackets)• Title of lecture (<i>in italics</i>)• [lecture to module group]• Day/month of lecture
Evidence based practice (Collins, 2011) is ...	Collins, K.V. (2011) <i>Searching the Evidence</i> . [Lecture to Evidence Based Nursing module] 10 September.
Law for non-law students Law students use the OSCOLA method of referencing. However, unless your tutor specifically states, other students still have to use the Harvard system.	
Law reports (cases)	
When citing a legal case it is necessary to state the name of the case and where the report of it can be found.	<ul style="list-style-type: none"> • <i>Case name</i> (in <i>italics</i> except for the V symbol) • [Date in square brackets] • Volume number • Abbreviation for name of report • First page of report (or case number)
A list of legal abbreviations can be found at: http://www.legalabrevs.cardiff.ac.uk/	
Chalmers v Johns	<i>Chalmers v Johns</i> [1999] 1 FLR 39
ACTS OF PARLIAMENT Acts are included in the reference list in alphabetical order of the first main word of the Act.	

IN-TEXT EXAMPLE	REFERENCE LIST EXAMPLE
Public General Acts are given Arabic numerals. Local and Personal Acts are given lower-case roman numerals.	
Pre-1963 statutes	
<ul style="list-style-type: none"> • Reference to the Act in the text, just give year of publication in brackets after their name • No reference to the full name of the Act in the text, include name of Act/date in brackets <p>Page numbers must be included for direct quotations</p>	<ul style="list-style-type: none"> • Short title of Act and year (in italics) • Regnal year • Name of sovereign • Chapter number • Place of publication: Publisher
According to the Education Act (1944)	<i>Education Act 1944 (7&8 Geo 6 c. 31)</i> London: HMSO
Post-1963 statutes	
<ul style="list-style-type: none"> • Reference to the Act in the text, just give year of publication in brackets after their name • No reference to the full name of the Act in the text, include name of Act/date in brackets • Page numbers must be included for direct quotations 	<ul style="list-style-type: none"> • Name of the Act including the date (in italics) • The chapter number of the Act (in round brackets) • Place of publication: Publisher <p>If the document is viewed online add:</p> <ul style="list-style-type: none"> • [online] • Available at: URL • <i>[Accessed date in square brackets]</i>
The Identity Document Act (2010) states	<i>Identity Document Act 2010 (c.40)</i> London: HMSO