



THE UNIVERSITY OF  
**NORTHAMPTON**

# Harvard Referencing Guide

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## Introduction

There are many different referencing systems, but one of the best-known and most popular systems is the Harvard system. However, you will find that there are slightly different versions of the Harvard system in use across universities worldwide. Don't panic! This document has been designed to provide you with examples and guidance on how to use Harvard referencing in a consistent and accurate manner to refer to information sources used in your work, such as books, journal articles, websites etc. It is a comprehensive guide, which aims to answer most of your Harvard referencing questions. Library and Learning Services have also produced a two page quick start to referencing, 'The Harvard Referencing – Quick Guide'.

In addition, it is often worth checking with your tutor to see if they have any specific referencing requirements.

## What is referencing?

Referencing is a way of acknowledging other peoples' ideas and work. You do this through a **citation** (in the text of your work) and a **reference** at the end of your work.

The purpose of referencing is so that anyone reading your work can refer to the original source to check and verify the ideas presented. You must reference any source that you use:

- To support an argument, to make a claim or to provide evidence
- To acknowledge other peoples' ideas or work correctly
- To show evidence of the breadth and depth of your reading
- To avoid plagiarism (i.e. to take other peoples' thoughts, ideas or writings and use them as your own)
- To allow the reader of your work to locate the cited references easily, and so evaluate your interpretation of those ideas
- To avoid losing marks!

## Citing within your work

The citation within the text of your work is a brief acknowledgement to a source you have used for any of the reasons listed above.

If you are using a direct quotation or are referring to a specific idea or assertion by an author, you need to let your reader know where you found the information by giving the author/creator's surname, the year and the page number, e.g. (Surname, Year, Page). The page number is important, as one of the prime functions of referencing is to enable your reader to quickly locate the information you have used and to verify the conclusions you have drawn. By using the page number, your reader can do this without having to read the entire work (book, journal article etc.,) to which you are referring, which could be hundreds of pages long!

If you are not referring to a specific idea or assertion, but are referring to a work by an author in its entirety or to a more general argument you only need to include the author/creator's surname and the year, e.g. (Surname, Year).

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

### Paraphrasing or citing a specific idea

e.g.1

...Research has shown a direct link between body image and self-esteem (Jones, 2010, p.4)...

e.g.2

...Jones' research has shown a direct link between body image and self-esteem (2010, p.4)...

## Citing an author you have mentioned in your text

e.g.1

Terry Eagleton (1983) created an essential guide to literary theory that still resonates into the twenty first century...

e.g.2

Nikki Gamble has created a set of activities to aid narrative thinking and investigation (2013, p.70)...

## Citing a short quotation

... whilst it is possible that “poor parenting has little effect on primary educational development it more profoundly affects secondary or higher educational achievement” (Healey, 2003, p.22).

## Citing a long quotation

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

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

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

 **Remember:** it is best to paraphrase the sources you have used in your work, putting the author’s words into your own and crediting them with the idea through the citation. Try and keep quotations to a minimum. You do not need to include the page number from the quotation in your reference list.

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

### **Citing more than one source**

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

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

### **Citing a source with more than one author**

Some sources will have a number of authors. If there are two authors, you write

(Surname A and Surname B, Year). If there are more than two authors, you can use *et al.* This means 'and others', e.g. (Surname *et al.*, Year).

e.g.1 with two authors:

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

e.g. 2 with more than two authors:

...There has been some debate amongst medical practitioners on the issue (Williamson *et al.*, 2008)...

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

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

 **Remember:** *et al.* should be in italics with a full stop, as it is an abbreviation.

## Editors

If you are using a book that has an editor (with no named authors for the different sections of the book) then you would cite and reference the editor as you would an author. However, if the book you are referring to has individual authors attributed to the different chapters then you have to cite and reference the author of the chapter, rather than the editor.

In the extract below, from the contents page of an edited book, you can see that each chapter has a different author. Therefore cite and reference the author of the specific chapter that you are referring to in your work. Full details on how to reference an edited book are on page 16.

<b>Section 1: Care, Compassion and Communication</b>	<b>1</b>
1 An Introduction to Communication <i>Palo Almond and Jackie Yardley</i>	3
2 Communicating with Children and Young People <i>Beth Sepion</i>	19
3 Communicating with People with Learning Disability <i>Kevin Humphrys and Jane Smith</i>	29
4 Communicating with People with Mental Health Issues <i>Paula Libberton</i>	37
5 Communication and Loss <i>Carmel Sheppard and Pauline Turner</i>	47

Fig. 1: example of a table of contents from an edited book (Childs *et al.*, 2009, p.v)

## Same author, same year

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

For example:

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

### **Authors with the same surname in the same year**

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

For example:

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

### **Corporate Author**

You may come across a source which has a corporate author, where an organisation, rather than an individual, is responsible for the work. For instance, a government organisation would be cited in the same way as an author, with the organisation name as the author, for example: (Department of Health, 2013).

#### **Remember:**

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

## References list and bibliography

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

**References list:** is a list of all the sources that you have cited within your work

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

Sometimes people use the terms references list and bibliography interchangeably, although strictly they are not the same thing. **You should check with your tutor to see if they would prefer to have a references list or a full bibliography.** Make sure that if you have cited something, there is a complete reference to match at the end of your work.

References must be listed in alphabetical order by the author's surname or the name of the creator/company.

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

## Elements of a reference

Below are some examples of the type of information that you will need to include in your reference.

<b>Author</b>	An individual or organisation responsible for creating the source.
<b>Year of publication</b>	The year the source was published, for example the edition year or the copyright © date on a website.
<b>Title of article/chapter</b>	When you are referring to a section of a bigger piece of work, you may need to give the title of the section that you're looking at, for example a book chapter.
<b>Publication Title</b>	The name of the source, for example book title or journal name.
<b>Place of publication</b>	Location listed on the source, for example the office address of the book publisher. This should be a town or city, not a country. Use the first place listed.
<b>Publisher</b>	Normally a company who has produced the information and made it publicly available.
<b>Edition or volume information</b>	This is to indicate if it is a part of a series or if a source replaces an earlier copy. A second edition of a book is an update to the first. For example, it may include more or different information to the earlier version. A journal will produce a number of issues a year, so you need to include the volume and issue number to demonstrate where in the series this source comes from.
<b>Page span</b>	If you are referring to something within a larger piece of work, you should include the first and last page of that section, for example of the book chapter.
<b>URL or web address</b>	If you have accessed something from the internet, you will need to include the full web address for that information. You can copy and paste this from your browser bar, into your reference.

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

## Publication information

The diagram illustrates the publication information for the book 'REFLECTIVE PRACTICE: WRITING AND PROFESSIONAL DEVELOPMENT' by Gillie Bolton. The information is organized into six numbered callouts:

- 1. Author:** GILLIE BOLTON
- 2. Date of publication:** © Gillie Bolton 2010. First edition published 2001. Reprinted 2007; 2004. Second edition published 2005. Reprinted 2006, 2008 and 2009. This edition published 2010.
- 3. Title:** REFLECTIVE PRACTICE: WRITING AND PROFESSIONAL DEVELOPMENT
- 4. Edition:** Third Edition
- 5. Place of publication:** SAGE Publications Ltd, 1 Oliver's Yard, 55 City Road, London EC1Y 1SP; SAGE Publications Inc., 2455 Teller Road, Thousand Oaks, California 91320; SAGE Publications India Pvt Ltd, B 1/1 Mohan Cooperative Industrial Area, Mathura Road, New Delhi 110 041; SAGE Publications, 33 Pekin Street, Far East Square, Singapore.
- 6. Publisher:** SAGE Publications Ltd, SAGE Publications Inc., SAGE Publications India Pvt Ltd, SAGE Publications, and SAGE Publications Asia Pacific Pte Ltd.

Additional information includes the SAGE logo, a library stamp from the University of Northampton Park Library (ACC. No. 10370937, CLASS NO. G10.7301.02), and ISBN numbers: ISBN 978-1-84860-211-3 and ISBN 978-1-84860-212-0 (pbk).

(Bolton, 2010, p.iii)

### What do I do if publication details are not given?

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

Missing publication details	Abbreviation.
author/corporate author not given	use [Anon.]
no date	use [n.d.]
no place (sine loco)	use [s.l.]
no publisher (sine nomine)	use [s.n.]
not known	use [n.k.]

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

## What are secondary references?

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

### In text citation example

(Bancroft and Silverman, 2002, cited in Harne and Radford, 2008, p.63)

### Reference list example

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

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

## Example essay extract with citations and references list

Below is an example essay, complete with citations and references. Please remember this is a fictional essay purely designed to demonstrate how and when to reference.

There has been a tendency amongst health workers to diagnose women experiencing domestic violence with a mental illness, rather than identifying the distress as a result of violence (Harne and Radford, 2008, p.44). However, progress has been made in helping the general public to recognise the signs and raise awareness of the many support networks in the UK (COAP, 2009). Some social work practitioners have used different techniques to try and change the environment where domestic violence is prevalent (Gray, 2009).

The education of health practitioners now includes ways of identifying and supporting victims of domestic violence “the NMC recognizes the importance of community nurses in supporting families to contact the support services where domestic violence occurs” (Williamson *et al.*, 2008, p.25).

### References

COAP (2009) Children of addicted parents and people. *COAP* [online]. Available from: <http://www.coap.org.uk/> [Accessed 18th July 2013].

Gray, B. (2009) Befriending excluded families in Tower Hamlets: the emotional labour of family support workers in cases of child protection and family support. *British Journal of Social Work*, **39**(6), pp.990-1007.

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

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

### Bibliography

COAP (2009) Children of addicted parents and people. *COAP* [online]. Available from: <http://www.coap.org.uk/> [Accessed 18th July 2013].

Gray, B. (2009) Befriending excluded families in Tower Hamlets: the emotional labour of family support workers in cases of child protection and family support. *British Journal of Social Work*, **39**(6), pp.990-1007.

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

Hinchliff, S., Norman, S. and Schober, J. (2008) *Nursing practice and health care*. 5<sup>th</sup> ed. London: Hodder Arnold.

NSPCC (2009) Children talking to ChildLine about parental alcohol drug misuse. *NSPCC* [online]. Available from: [http://www.nspcc.org.uk/Inform/publications/casenotes/parental\\_alcohol\\_drug\\_misuse\\_wda78113.html](http://www.nspcc.org.uk/Inform/publications/casenotes/parental_alcohol_drug_misuse_wda78113.html) [Accessed 17th July 2013].

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

## Example reference formats for different source types

➔**Note:** in all of the format examples that follow, for simplicity we have demonstrated each example as if citing an author's work in its entirety, rather than a specific idea. Depending on what you are citing or what you have already included within your written text you may need to also include a page number or just include the year, e.g.:

(Eagleton, 1983, p.110) or (1983, p.110) or ...Eagleton (1983) writes that...

Please refer to the section on citing for detailed guidance.

## Printed sources and e-books

### Books

#### **Format: in text citation**

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

#### **Format: Reference**

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

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

#### **Example: in text citation**

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

#### **Example: Reference**

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

### Chapter in an edited book

#### **Format: in text citation**

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

#### **Format: reference**

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

**Example: in text citation**

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

**Example: reference**

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

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

**Book volume****Format: in text citation**

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

**Format: reference**

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

**Example: in text citation**

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

**Example: reference**

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

**Edited book with no names on chapters**

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

**Format: in text citation**

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

**Format: reference**

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

**Example: in text citation**

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

**Example: reference**

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

**Translator details**

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

**Format: in text citation**

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

**Format: reference**

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

**Example: in text citation**

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

**Example: reference**

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

**e-book**

If you are looking at an e-book in PDF format, where you know there is an equivalent copy of the book in print, you can reference the book as a print version (see page 15). You may find this easier than including the full URL. However, if you can only see an electronic version of the book, reference using the example below.

**Format: in text citation**

Postmodernism has had an impact on the political agenda of the UK (Surname, Year, Page).

**Format: reference**

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

**Example: in text citation**

Postmodernism has had an impact on the political agenda of the UK (Hutcheon, 2004, p.32).

**Example: reference**

Hutcheon, L. (2004) *Politics of postmodernism* [online]. London: Routledge. Available from: <http://reader.ebilib.com/Reader.aspx?p=181639&o> [Accessed 3rd August 2009].

**Kindle books or books on eReaders**

Books on eReaders may lack page numbers, if you are going to quote from them, you can refer to the chapter rather than the page number, if it is not available.

**Format: in text citation**

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

**Format: reference**

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

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

**Example: in text citation**

It is clear that there are numerous ways to eat chocolate bars (Elphinstone, 2012).

**Example: in text quotation**

“Always find a space where you can sit in peace and quiet before you enjoy your chocolate bar” (Elphinstone, 2012, chapter 1).

**Example: reference**

Elphinstone, H. (2012) *How to enjoy a chocolate bar in peace* [online]. Kindle. London: Chocoholics Anonymous. Available from Amazon.co.uk [Accessed 14<sup>th</sup> May 2013].

**Legislation**

Legislation should be treated the same whether found in print or online.

**Format: in text citation**

It is illegal to breed dogs which are known as pit bull types (Title of Act, Year).

**Format: reference**

Title of Act Year (SI number if needed) Place of publication: Publisher

**Example: in text citation**

It is illegal to breed dogs which are known as pit bull types (Dangerous Dogs Act, 1991)

**Example: reference**

Insolvency Rules 1986 (SI 1986/925) London: HMSO.

## Government publications

Available data may vary for these, but where possible include the following:

### Format: in text citation

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

### Format: reference

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

### Example: in text citation

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

### Example: reference

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

## White/Green papers

### Format: in text citation

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

### Format: reference

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

### Example: in text citation

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

### Example: reference

Department of Education (2010) *The importance of teaching*. Command Paper. 7980 London: TSO.

## Journal articles

### Format: in text citation

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

### Format: reference

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

**Example: in text citation**

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

**Example: reference**

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

**Electronic journal articles**

If a journal exists in both print and electronic form it is often simpler and clearer to use the print journal format for referencing the item, regardless of which item you have viewed. If you need to reference the electronic form, you can use one of the following formats.

**Format: in text citation**

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

**Format: reference using a URL**

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

**Format: reference using a doi (digital object identifier)**

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

**Example: in text citation**

Marketing communications can be done through a variety of mediums (McArthur and Griffin, 2006).

**Example: reference using a URL**

McArthur, D. N. and Griffin, T. (2006) A marketing management view of integrated marketing communications. *Journal of Advertising Research* [online]. **37**(5), p.19. Available from:  
[http://web3.searchbank.com/infotrac/session/66/850/10267118w3/15!xrn\\_12&bkm](http://web3.searchbank.com/infotrac/session/66/850/10267118w3/15!xrn_12&bkm) [Accessed 1st March 2007].

**Example: reference using a doi (digital object identifier)**

Heraty, N. (2004) Towards an architecture of organization-led learning. *Human Resource Management Review* [online]. **14**(4), pp.449-472. Available from DOI: 10.1016/j.hrmr.2004.10.007 [21 October 2013]

➔**Note:** Some publishers provide a digital object identifier (doi) so that an article can be found online quickly and easily. If a doi is available, you will usually find it at the start of the article, in the article details section and you can use it instead of the URL.

## Market reports

### Format: in text citation

Marks and Spencer's retail market has grown over the past ten years (Provider, Year, Page).

### Format: reference

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

### Example: in text citation

Marks and Spencer's retail market has grown over the past ten years (Intel, 2009, p.21).

### Example: reference

Intel (2009) *Department store retailing*. London: Intel International Group.

## Newspapers

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

### Format: in text citation

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

### Format: reference

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

### Example: in text citation

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

### Example: reference

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

## British standards

### Format: in text citation

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

### Format: reference

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

**Example: in text citation**

The originator's name and the year of publication of the document cited are given after each reference in the text (BS5605, 2009).

**Example: reference**

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

**Cochrane reviews****Format: in text citation**

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

**Format: reference**

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

**Example: in text citation**

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

**Example: reference**

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

**Conference papers**

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

**Format: in text citation**

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

**Format: reference**

Author surname, initials. (Year) Title of conference paper. *In: conference proceedings title, including date*. Place of publication: Publisher.

**Example: in text citation**

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

**Example: reference**

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

## Patents (from an online database)

### Format: in text citation

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

### Format: reference

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

### Example: in text citation

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

### Example: reference

Allard, R.J.W., Dyson, J. and Spaven, J.W. (2006) *A Cleaning Head*. UK Patent Office. Patent no. GB2402047B [online]. Available at: <http://gb.espacenet.com> [Accessed 10 January 2011].

## Visual sources, artworks, diagrams and maps

### Artworks held in a gallery, museum, repository, collection or in a locality

#### Format: in text citation

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

#### Format: reference

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

#### Example: in text citation

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

#### Example: reference

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

## Artworks documented in an online collection

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

### **Format: in text citation**

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

### **Format: reference**

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

### **Example: in text citation**

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

### **Example: reference**

Warhol, A. (1962) Marilyn Diptych [Acrylic on canvas]. *Tate* [online]. Available from: <http://www.tate.org.uk/art/artworks/warhol-marilyn-diptych-t03093> [Accessed 29 August 2013].

## Installations and exhibitions

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

### **Format: in text citation**

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

### **Format: reference**

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

### **Example: in text citation**

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

### **Example: reference**

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

## Book illustrations, diagrams, logos or tables

### Format: in text citation

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

### Format: reference

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

### Example: in text citation

Escher's 1953 lithograph *Relativity* (Locher, 2006, p117) demonstrates how perspective and shading can be used to create a series of optical illusions...

### Example: reference

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

➔**Note:** Substitute illus. for illustrations, fig. for figures, logo for logos and table for tables, as required.

## Maps – Ordnance and Geological Survey

### Format: in text citation

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

### Format: reference

Ordnance Survey (Year) *Title of map*. Sheet Number, Scale. Series. Place of publication: publisher.

### Example: in text citation

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

### Example: reference

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

## Maps – Digimap

### Format: in text citation

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

### Format: reference

Map publisher (Year) *Created map title*. Scale. Source [online]. Available from University of Northampton Library and Learning Services [Accessed date].

### Example: in text citation

A brook can be seen running alongside the northern perimeter of the Abbey grounds (Ordnance Survey, 2013)...

### Example: reference

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

## Maps – Online – see Online Sources

## Websites and online sources

Most online resources share the same basic format for referencing:

### Format: in text citation

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

### Format: reference

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

➔**Note:** The source is the title of the overall site, for example the source of a YouTube clip is *YouTube*. The source should always be in italics.

## Websites

### Example 1: in text citation with a named author

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

### Example 1: reference with a named author

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

### Example 2: in text citation with a corporate author

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

**Example 2: reference with a corporate author**

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

**Blogs****Example: in text citation**

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

**Example: reference**

Powell, P. (2010) Adapting to accessibility. *Boagworld* [online]. Available from: <http://boagworld.com/accessibility/adaptive-accessibility/> [Accessed 23 March 2013].

**YouTube****Example: in text citation**

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

**Example: reference**

UoWLTTU (2008) Harvard Referencing with Mike Webb (Part One). *YouTube* [online]. Available from: [http://www.youtube.com/watch?v=E7Laol\\_ALeU](http://www.youtube.com/watch?v=E7Laol_ALeU) [Accessed 23 March 2013].

➔**Note:** Always use the YouTube Username as the author of the video.

**Wikis**

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

**Example: in text citation**

There are a number of different parenthetical referencing styles, including Harvard (Wikipedia, 2013).

**Example: reference**

Wikipedia (2013) Parenthetical referencing. *Wikipedia: The Free Encyclopedia* [online]. Available from: [http://en.wikipedia.org/wiki/Harvard\\_referencing](http://en.wikipedia.org/wiki/Harvard_referencing) [Accessed 23 March 2013].

**Online images****Example: in text citation**

The above image highlights the role of religious orders in fighting racism across the world (Colombage, 2013).

**Example: reference**

Colombage, D. (2013) Clergy in support. *Flickr* [online]. Available from: <http://www.flickr.com/photos/dinouk/8691920424/> [Accessed 23 March 2013].

## Online maps

### Example: in text citation

A brook can be seen running alongside the northern perimeter of the Abbey grounds (Google Maps, 2013)...

### Example: reference

Google Maps. (2013) Delapre Abbey. *Google Maps* [online]. Available from: <http://goo.gl/maps/5I9xH> [Accessed 30 August 2013].

## Computer games, software codes and apps

Most references to technology codes also share the same basic format for referencing, below is the core format, with examples below:

### Format: in text citation

The updated version of the iNorthampton app offers more flexibility in locating the user on campus (Surname, Year).

### Format: reference

Developer surname, initials or publisher. (Year) *Title* (Version) [software]. Platform. Publisher. Available from: website.

➔**Note:** The version information might not always be easy to find but it is an important field for these. If you cannot find the version number you can include the accessed date instead.

## Downloadable game with developer who is also the publisher

### Example: in text citation

The Passage game offers gamers a unique insight into developments in game construction (Rohrer, 2007).

### Example: reference

Rohrer, J. (2007) *Passage* (Version 3) [software]. PC. Jason Rohrer. Available from: <http://hcsoftware.sourceforge.net/passage/>.

## App

### Example: in text citation

The Passage offers gamers a unique insight into developments in game construction (Rohrer, 2007).

### Example: reference

Rohrer, J. (2008) *Passage* (Version 3.1) [software]. iOS. Jason Rohrer. Available from: <https://itunes.apple.com/app/passage/id300702040>.

## An app with distinct developer and publisher details

### Example: in text citation

Billiards, as a game has developed over time from the traditional game, or one available electronically (The Pickford Brothers, 2011).

### Example: reference

The Pickford Brothers (2011) *Magnetic Billiards: Blueprint* (Version 3.0) [software]. iOS. Zee 3 Limited. Available from: <https://itunes.apple.com/gb/app/magnetic-billiards-blueprint/id432152950>.

➔**Note:** in the above examples (Version 3) and (Version 3.0) have both been used, this is because that is how the version numbers were given on the sites.

## Software code

### Example: in text citation

Moy (2010) has used his adapted source code to develop interactions.

### Example: reference

Moy, J. (2010) *Fraise* (Version 3.7.3) [software]. OSX. Available from: <https://github.com/jfmoy/Fraise>.

➔**Note:** In this instance the code is for OSX, however some codes will not have a specific platform; if that is the case you may leave the platform out of the reference.

## Microsoft software code

### Example: in text citation

The latest code used in Microsoft Word varies little from previous iterations (Microsoft, 2013).

### Example: reference

Microsoft. (2013) Microsoft Word 2013 (Version 15.0.4433.1506) [software]. PC. Microsoft. Available from: <http://office.microsoft.com/en-us/word/>.

## Music

### Format: in text citation

Known as the White Album and also “the Beatles” this was the first album released through their own record label (Name, Year).

### Format: reference

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

### Example: in text citation

Known as the White Album and also “the Beatles” this was the first album released through their own record label (The Beatles, 1968).

### Example: reference

The Beatles (1968) *White Album* [CD]. CDS7464438. [s.l.]: Apple Records.

## Music tracks

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

### Format: in text citation

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

### Format: reference

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

### Example: in text citation

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

### Example: reference

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

## Lyrics

Often lyrics are written by people other than the artist, it is therefore important to include the full details.

### Format: in text citation

Ringo Starr is credited with the lyrics for a song on the white album (Surname, Year).

### Format: reference

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

### Example: in text citation

Ringo Starr is credited with the lyrics for a song on the white album (Starkey, 1968).

### Example: reference

Starkey, R. (1968) Don't pass me by [lyrics], *In: The White Album.* CDS7464438. [s.l.]: Apple Records.

## Musical score

### Format: in text citation

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

### Format: reference

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

**Example: in text citation**

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

**Example: reference**

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

## Live performances

### Music

**Format: in text citation**

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

**Format: reference**

Artist (Year of release) *Title of work*. Performance venue, location. [Date of performance].

**Example: in text citation**

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

**Example: reference**

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

### Theatre

**Format: in text citation**

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

**Format: reference**

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

**Example: in text citation**

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

**Example: reference**

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

## Dance

### Format: in text citation

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

### Format: reference

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

### Example: in text citation

The awe and wonder of those watching a ballet for the first time was evident (Ryzhenko & Smirnov-Golovanov, 2012).

### Example: reference

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

## Broadcast media/film

### DVD/Film (commercial)

#### Format: in text citation

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

#### Format: reference

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

#### Example: in text citation

Horror film franchises rely on not only critic reviews but audience popularity (Scream, 1997).

#### Example: reference

*Scream* (1997) Directed by Wes Craven. [DVD]. [s.l.]: Buena Vista Home Entertainment.

### TV and radio broadcasts

#### Format: in text citation

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

#### Format: reference

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

#### Example: in text citation

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

**Example: reference**

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

**Commentaries and special features**

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

**Format: in text citation**

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

**Format: reference**

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

**Example: in text citation**

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

**Example: reference**

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

## Unpublished Materials

### Interviews

**Format: in text citation**

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

**Format: Reference**

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

**Example: in text citation**

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

**Example: Reference**

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

## Notes taken by self at lecture

### Format: in text citation

Digital technology now allows information to be created using many different techniques (Surname, Year).

### Format: Reference

Lecturer surname, initials. (Year) *Lecture Notes*. [Description of lecture]. Module. Module Code. Place. Day Month.

### Example: in text citation

Digital technology now allows information to be created using many different techniques (Powis, 2011).

### Example: Reference

Powis, C. (2011) *Lecture Notes*. [How information is created, captured, analysed and evaluated]. Information management. INS1018. University of Northampton. 8<sup>th</sup> February.

## Lecturer's/ tutor's notes

### Format: in text citation

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

### Format: Reference

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

### Example: in text citation

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

### Example: Reference

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

## Letter

### Format: in text citation

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

### Format: Reference

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

**Example: in text citation**

Farming in Sussex during the 1950s was dominated by the landed gentry (Williams, 2011).

**Example: Reference**

Williams, B. (2011) *My experiences of farming in Sussex during the 1950s*. [letter]. 12<sup>th</sup> July.

**Conversations****Format: in text citation**

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

**Format: Reference**

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

**Example: in text citation**

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

**Example: Reference**

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

**Telephone calls****Format: in text citation**

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

**Format: Reference**

Caller surname, initials. (Year) *Title of telephone call*. [telephone call]. To: Recipient's surname, initials. Day Month. Time.

**Example: in text citation**

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

**Example: Reference**

Smith, J. (2013) *Discussion: personal experiences of Secondary Modern Schools in 1960s Britain*. [telephone call]. To: Ladd, L. 10<sup>th</sup> February. 15:44.

## Email

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

### Format: in text citation

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

### Format: Reference

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

### Example: in text citation

The author undertook extensive research regarding the use of our virtual learning environment via our University app (Chapman, 2013).

### Example: Reference

Chapman, J. S., [jamie.chapman@northampton.ac.uk](mailto:jamie.chapman@northampton.ac.uk). (2013) *Using Nile via the iNorthampton app*. [email]. Message to: Howe, R. [rob.howe@northampton.ac.uk](mailto:rob.howe@northampton.ac.uk) 1<sup>st</sup> April. 09:03.

## Theses

### Format: in text citation

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

### Format: Reference

Author surname, initials. (Year) *Title*. Level. Name of awarding institution.

### Example: in text citation

The impact of digital media upon women's self-esteem is clearly outlined in several research studies (Coulson, 2009).

### Example: Reference

Coulson, S. E., (2009) *The socio-cultural influences impacting upon young women*. Ph.D. University of Northampton.

## Points to remember

Always be consistent.

When checking your work, make sure there is a corresponding reference for each citation.

Above all - be consistent in whatever method of referencing you use.

1. The information source title should be in italics, e.g. book title, journal title, web source
2. The year is the year of publication, not printing.
3. For a book the edition is only mentioned if other than the first.
4. The place of publication is the city not the country.
5. Journal titles should be given in full.
6. Volume and part numbers should appear like this: **25(2)**
7. Page numbers are written: p.4 or pp.33-39.

**You should check with your tutor to see if they have a preferred style.**

## Glossary of terms

Accessed Date	The date on which you viewed or downloaded the document/website. It may be subject to changes or updated, so this date allows for that possibility.
Citation	A brief credit within the body of your work (Surname, Year)
Corporate author	Normally an organisation, such as a government department who is responsible for a publication e.g. Department of Health
Edition	This is to indicate if it is a part of a series or if a source replaces an earlier copy. A second edition of a book is an update to the first. For example, it may include more or different information to the earlier version. Editor An individual or group of individuals who collate work for publication
Issue	A regular series of a magazine or journal. For example, a monthly journal would have twelve issues a year, one issue per month.
Page span	The first to last page of the source/document.
Paraphrase	Where you summarise what you have read into your own words and give credit to the original source where you got that information from.
Place of publication	Location listed on the source, for example the office address of the book publisher. This should be a town or city, not a country. Use the first place listed.
Publisher	Normally a company who has produced the information and made it publicly available.
Quotation	When you copy a part of the original work, exactly as it appears and use it in your own work. This must be followed by a citation crediting the author.
Reprint	A reprint is when the publishers run out of copies of a print book and print a new number of copies – the information is exactly the same as the previous edition.
Surname	Where surname is used it refers to the family name or last name of the individual.
Volume	This is to indicate if it is a part of a series or if a source replaces an earlier copy. For example, a book may have a second edition which includes more or different information to the first edition. A journal will produce a number of issues a year, so it is important to include the volume and issue number to demonstrate where in the series this source comes from.
URL or website	If you have accessed something from the internet, you will need to include the full web address for that information. You can copy and paste this from your browser bar, into your reference.

## References

Bolton, G. (2010) *Reflective practice: writing and professional development*. 3<sup>rd</sup> ed. Los Angeles: Sage.

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