

UWE Harvard Referencing

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Introduction to Referencing

What is a reference and why do it?

In the course of your studies you will be expected to acknowledge the books, journal articles and other resources that you used in the preparation of your work. This is done by citing the work in the text of your work, and by producing a list of references or a bibliography at the end.

Referencing is a way of demonstrating that you have read around your subject, taken on board other research that has been done, explored others' opinions, checked your facts and come to your own conclusions.

Each time you use someone else's ideas, words or facts it is essential that you acknowledge this in your work. Not acknowledging other people's work is not only intellectually dishonest but also illegal and is known as plagiarism.

About UWE Harvard

The Harvard referencing system is the most frequently used style at UWE and is also known as the Author-Date style. It emphasizes the name of the creator of a piece of information and the date of publication, with the list of references provided in alphabetical order at the end of your piece of work.

There is no single authority that defines 'Harvard', therefore in 2011, UWE Library Services developed its own version, which was agreed at Academic Board to be used in all Programmes where Harvard is the referencing system of choice. You should check your module handbook for confirmation of what style is required by your course.

The UWE Harvard style combines best practice found elsewhere, as well as guidance from the British Standard ISO 690 (British Standards Institution, 2010).

This guide provides examples of how a wide range of information sources should be referenced according to the UWE Harvard style, including the order and punctuation of the elements, examples for the reference list, and examples of in text citations.

Full guidance on how to correctly reference information sources can be found at <http://iskillzone.uwe.ac.uk>

UWE Harvard General Principles

A number of principles have been adopted in developing the UWE Harvard British Standard referencing style.

and or &

'and' to be used between authors. & can be used where it appears as such in the published title.

Anon

If there is no author given, use Anon.

Brackets

Round brackets for:

Date of publication

Square brackets for:

Accessed dates

Identifying specific format such as [online].

Capitalisation

Capitalisation of the first letter of each major word in books and journals titles.

Example of a book title: Evidence-Based Clinical Practice in Nursing and Health Care: Assimilating Research, Experience and Expertise.

Capitalisation of the first letter of the title of a chapter/article (as well as any proper nouns):

Example of a chapter/article title: *Television food advertising to children: a global perspective.*

Date formats

Where the initial year of publication (or posting, or broadcast) is the same as the year referred to in any further date, for example, when stating the date of posting a message on a discussion board, or the date of a television broadcast, there is no need to give the year twice.

Examples:

TV Programme showing date of first broadcast: *The Thick of it (2009)*, Series 3, Episode 8 [online]. BBC Two, **12 December**. Available from: <http://www.bbc.co.uk/iplayer/> [Accessed 10 July 2010].

12 December 2009 is the date the programme was first broadcast.

Message on an online discussion board: Green, D. (2011) Witches threaten Romanian taxman after new labour law. *Society for the Academic Study of Magic Discussion List*,

07 January [online]. Available from: <https://www.jiscmail.ac.uk/cgi-bin/webadmin?A0=ACADEMIC-STUDY-MAGIC> [Accessed 07 January 2011].

07 January 2011 was the date the comment was posted to the discussion board.

Direct quotation

There is no need to provide a page reference in the in text citation unless you are including a direct quotation

ed. and eds.

Always in lower case and without brackets.

Electronic Journal and Book references

Due to the increasingly complex ways online resources are structured, including lengthy URLs to online journal articles and books often does not lead directly to a specific reference. Therefore, we recommend omitting any URL for journal articles, books and book chapters accessed online, but to continue to include [online] and accessed date.

URLs have been included for media that is freely available online and where the URL is not generally subject to change.

Multi-volumes

The volume title will appear in italics.

Multiple authors

If more than three authors, use the surname and initials of the first author and add '*et al.*' in the in text citation, but list all authors in the bibliography.

Page numbers

Where a single page is being quoted or referred to, a single 'p.' is used.

Where multiple pages are being quoted or referred to, 'pp.' should be used.

Punctuation

There will be a full stop at the end of each reference.

No full stop at the end of a URL (it may interfere with hyperlinks).

No full stop after the year of publication.

No colon for the accessed date, i.e. [Accessed 11 December 2010].

URL 'available from' or 'available at'

'Available from', as per the British Standard.

UWE Research Repository

When referencing the repository at UWE it should be described as the 'UWE Research Repository', as on the website, rather than, 'UWE Repository'.

Citation order and example by reference type

1. Act of Parliament (statutes) pre-1963:

Short Title of Act and Year (Regnal year and abbreviated Name of Sovereign, chapter number).

The Public Libraries Act 1850 (13 & 14 Vict., chapter 65).

If online:

Short Title of Act and Year [online] (Regnal year and abbreviated Name of Sovereign, chapter number). Name of website. Available from: URL [Accessed DD Month YYYY].

The Public Libraries Act 1850 [online] (13 & 14 Vict., chapter 65). Westlaw. Available from: www.westlaw.com [Accessed 20 November 2010].

In text citation: Within *The Public Libraries Act 1850* (13 & 14 Vict., chapter 65) it is stated that...

2. Act of Parliament (statutes) post-1963:

Great Britain. *Name of Act. Chapter number.* (Year of publication) Place of publication: Publisher.

Great Britain. *Football (Disorder) Act 2000. Chapter 25.* (2000) London: The Stationery Office.

If online:

Great Britain. *Name of Act* [online]. *Chapter number.* (Year of publication) Name of website. Available from: URL [Accessed DD Month YYYY].

Great Britain. *Football (Disorder) Act 2000* [online]. *Chapter 25.* (2000) Westlaw. Available from: www.westlaw.com [Accessed 21 November 2010].

In text citation: Following the introduction of the *Football (Disorder) Act* (Great Britain, 2000)...

3. Adverts: see Public communications

4. Annual reports: see Company/annual reports

5. Announcements: see Public communications

6. Audio/video downloads:

Author/artist/director's surname, Author/artist/director's initials. (Year of publication) *Title of the File/Song/Film*. Title of the internet website [online]. Available from: URL of the web page [Accessed DD Month YYYY].

Hinson, M.P. (2006) *Jackeyed*. Resonance Music Store [online]. Available from: www.resonancestore.com [Accessed 06 December 2010].

In text citation: The lyrics to *Jackeyed* (Hinson, 2006) explore...

7. Blackboard (lecturers' notes):

Author/lecturer surname, author/lecturer initials. (Year of posting). Title of item. *Name of Academic Module* [online]. Available from: URL [Accessed DD Month YYYY].

Parsons, F. (2010). How to write good references. *MA Drama* [online]. Available from: <https://my.uwe.ac.uk/> [Accessed 13 Nov 2010].

In text citation: The referencing guidelines explain the differences (Parsons, 2010).

8. Blogs:

Author surname, initials. (Year of publication) Title of the blog entry. *Title of the Blog* [blog]. DD Month of posted message (if known). Available from: URL [Accessed DD Month YYYY].

Rogers, S. (2010) Local council spending over £500: full list of who has published what so far. *Data Blog* [blog]. 10 September. Available from:

<http://www.guardian.co.uk/news/datablog/2010/sep/10/local-council-spending-over-500-list> [Accessed 13 September 2010].

In text citation: Rogers (2010) explored the spending culture...

Howard, E. (2010) Seconds. *Only the Cinema* [blog]. 22 July. Available from: <http://seul-le-cinema.blogspot.com/2010/07/seconds.html> [Accessed 13 September 2010].

In text citation: In a review of the film (Howard, 2010) it was noted that...

9. Book including multi-volume works and anthologies:

Book:

Author surname, initials. (Year of publication) *Title*. Edition (if not first). Place of publication: Publisher.

For multi-volume work, add (X vols.) after title.

Pearson, A., Field, J., Ford, D. and Jordon, Z. (2007) *Evidence-Based Clinical Practice in Nursing and Health Care: Assimilating Research, Experience and Expertise*. 2nd ed. Oxford: Blackwell Publishing.

In text citation: The need for care and guidance (Pearson *et al*, 2007) is evident...

Multi-volume:

Beebe, R. and Myers, J.C. (2011) *Paramedic Professional* (3 vols.) London: Cengage.

In text citation: As Myers explains (Beebe and Myers, 2011)...

Anthology:

Boxill, J., ed. (2003) *Sports Ethics: an Anthology*. Oxford: Blackwell Publishing.

In text citation: A change in behaviour has been demonstrated (Boxill, 2003)...

Electronic books:

Author surname, initials. (Year of publication) *Title* [online]. Edition (if not first). Place of publication: Publisher. [Accessed DD Month YYYY].

Williams, J. (2007) *50 Facts that Should Change the World* [online]. Revised ed. London: Icon Books. [Accessed 26 July 2011].

In text citation: Regarding the Aids pandemic "African nations are the worst hit at present" (Williams, 2011, p. 9).

Electronic book device (e.g. Kindle)

Author surname, initials. (Year of publication) *Title* [online]. Edition (if not first). Place of publication: Publisher.

Williams, J. (2011) *50 Facts that Should Change the World* [online]. Kindle ed. London: Icon Books.

In text citation: Regarding the Aids pandemic "African nations are the worst hit at present" (Williams, 2011, no page).

NOTE: Reference as for an electronic book, but state 'no page' if there are no page numbers, or if the page numbers move depending on the size of the screen/text. There is also no need to add the Accessed Date to the reference.

10. Book chapters: See Chapter/contribution in a book, multi-volume work or anthologies

11. Books/chapters in digital repositories:

Author surname, initials. (Year) *Title*. Place of publication: Publisher (if stated). Name of Digital Repository [online]. Available from: URL [Accessed DD Month YYYY].

Sinnett, D. (2006) *Best Practice Guidance for Land Regeneration Note 9: Maximising Biodiversity*. Farnham, Surrey: Forest Research. UWE Research Repository [online]. Available from: <http://eprints.uwe.ac.uk> [Accessed 19 November 2010].

In text citation: Methods of ensuring biodiversity have been researched (Sinnett, 2006)...

For chapter:

Chapter Author surname, initials. (Year of contribution) Chapter title. In: Book editor/author surname, editor/author initials. (Year) *Title*. Place of publication: Publisher (if stated). Name of Digital Repository [online]. Available from: URL [Accessed DD Month YYYY].

Carel, H. (2011) Nursing and medicine. In: Overgaard, S. and Luft, S., eds. (2011) *Routledge Companion to Phenomenology*. London: Routledge. UWE Research Repository [online]. Available from: <http://eprints.uwe.ac.uk/11364/> [Accessed 10 January 2011].

In text citation: Carel (2011) states that ...

12. Books - Reprint editions:

Author surname, initials. (Year of first publication) *Title*. Reprint. Place of publication: Publisher, Year reprint published.

Cheyne, G. (1724). *An Essay of Health and Long Life*. Reprint. London: Doddington Press, 1977.

In text citation: In his essay, Cheyne (1724) refers to the use of herbal remedies.

13. Book - Translation:

Author surname, initials. (Year of publication of the translation). *Title*. Translated from the [language] by First name Last name. Edition (if not first). Place of publication: Publisher.

Dostoevsky, F.M. (1987) *Crime and Punishment*. Translated from the Russian by Jessie Coulson. London: Hamlyn.

In text citation: This brings about Raskolnikov's dilemma (Dostoevsky, 1987).

14. Box of Broadcasts (BoB): See Television programmes viewed on the internet

15. British Standards: see Standards

16. Censuses:

Print format:

'Name of person' (year of census) *Details of Census*. Public Record Office: Piece number, folio number, page number.

If online, add after page number: Name of Website (Year of last update). Available from: URL [Accessed DD Month YYYY].

Electronic format:

'Name of person' (year of census) *Details of Census*. Public Record Office: Piece number, folio number, page number [online]. Name of Website (Year of last update). Available from: URL [Accessed DD Month YYYY].

'Edmund Hird' (1881) *Census Return for Salisbury Road, Biddlescombe, St Paul's Sub-district, Herefordshire* [online]. Public Record Office: PRO SH8/5628, folio 654, p. 22. Ancestry (2010). Available from: <http://www.ancestry.co.uk> [Accessed 06 September 2010].

In text citation: Hird was certainly present in the area at that time ('Edmund Hird' 1881).

17. Chapter/contribution in a book, multi-volume work and anthologies:

Print format:

Author surname, initials. (Year of publication of chapter if specified) Book chapter title. In: Author surname, initials. (Year of publication) *Title of Book*. Place of publication: Publisher, page numbers.

Ayres, A. (1982) Bulbs: techniques. In: Ayres, A., ed., (1988) *Gardening from Which? Guide to Successful Propagation*. London: Consumers' Association, pp. 67-68.

In text citation: Ayres (1988) explains that the growing season...

Naimark, M. (2003) Sensory anomalies. In: Laurel, B. (2003) *Design Research Methods and Perspectives*. Cambridge: The MIT Press, pp. 109-117.

In text citation: Naimark (2003) identified that...

If part of a multi-volume work, add after the title of the book : *Vol. XX, Subtitle* (if present).

Hoiberg, A.J. and Long, E.G. (1982) Roofing materials. In: Grayson, M. and Eckroth, D.V., eds., (1982) *Kirk-Othmer Encyclopedia of Chemical Technology: Vol. 20, Refractories to Silk*. New York: John Wiley, pp. 320-336.

In text citation: Slate is one of the most effective materials (Hoiberg and Long, 1982)...

Electronic format:

Author surname, initials. (Year of publication) Book chapter title. In: Author surname, initials., ed. (if applicable) (Year of publication) *Title of Book* [online]. Place of publication: Publisher, page numbers. [Accessed DD Month YYYY].

Westmoreland, L. (2000) Taking the flak: operational policing, fear and violence. In: Lee-Treweek, G. and Linkogle, S., eds. (2000) *Danger in the Field: Risk and Social Research* [online]. London: Routledge, pp. 26-42. [Accessed 11 August 2010].

In text citation: Westmoreland's statement that policing in the UK is becoming 'increasingly problematic' can be challenged (2000, p.75).

Online Reference Book:

John Wiley & Sons. *Encyclopedia of Life Sciences* [online]. [Accessed 19 November 2010].

In text citation: A key source of information about stem cells, the *Encyclopedia of Life Sciences* (John Wiley & Sons, no date)

Chapter in online reference book:

Levinton, J.S. (2005) Macroevolution: overview. In: John Wiley & Sons. *Encyclopedia of Life Sciences* [online]. [Accessed 19 November 2010].

In text citation: Levinton (2005, p.1) notes that "the only current scale that can be readily used to make macroevolutionary comparisons is the familiar taxonomic hierarchy".

NOTE: Many online reference books are constantly added to, therefore there may not be a date of publication for the book as a whole. Often there is a year of publication for a chapter, so this should be included in the reference.

18. Computer program: see Software

19. Company/annual reports:

Print format:

Company's name (Year) *Report Title*. Place of publication (company's head office): publisher (name of the company).

British Airways PLC (1980) *Annual report and accounts 1979-1980*. Harmondsworth: British Airways.

In text citation: British Airways's turn over in 1979 (British Airways PLC) was ...

Electronic format:

Company's name (Year) *Report Title* [online]. Place of publication (company's head office): publisher (name of the company). Available from: URL [Accessed DD Month YYYY].

Tesco PLC (2011) *Annual report and Financial Statement 2011* [online]. Dundee: Tesco PLC. Available from: http://www.tescopl.com/media/417/tesco_annual_report_2011_final.pdf [Accessed 08 September 2011].

In text citation: the Tesco dividend per share % 10.80 increase (Tesco PLC, 2011)

20. Conferences - Papers:

Author surname, initials. (Year of publication) Title of conference paper/contribution. In: Editor Surname, initials., ed. *Title of Conference Proceedings*. Place of conference, date of conference. Place of publication (if known): Publisher, page numbers.

Silver, K. (1989) Electronic mail: the new way to communicate. In: Raitt, D.I., ed. *9th International Information Meeting*. London, 3-5 December 1988. Oxford: Learned Information, pp. 323-330.

In text citation: Silver's research (1989) has since been expanded...

Tierney, T. (2008) Network morphologies. In: Kudless, A., Oxman, N. and Swackhamer, M., eds. *Silicon + Skin: Biological Processes and Computation: Proceedings of the 28th Annual Conference of the Association for Computer Aided Design in Architecture (ACADIA)*. University of Minnesota, Minneapolis, 15-17 November 2008. ACADIA, pp. 230-237.

In text citation: The network requirements stated by Tierney (2008), show that ...

21. Conferences - Proceedings:

Editor surname, initials., ed. (Year of publication) *Title of Conference Proceedings*, Place of Conference, DD Month YYYY of conference. Place of publication (if known): Publisher.

Kudless, A., Oxman, N. and Swackhamer, N., eds. (2008) *Silicon + Skin: Biological Processes and Computation: Proceedings of the 28th Annual Conference of the Association for Computer Aided Design in Architecture (ACADIA)*. University of Minnesota, Minneapolis, 15-17 November 2008. ACADIA.

In text citation: The conference brought together a global panel (Kudless, Oxman and Swackhamer, 2008) to discuss ...

22. Conference proceedings - Published on the internet :

Editor surname, initials., ed. (Year of publication) *Title of Conference Proceedings* [online], Place of Conference, DD Month YYYY of conference. Publisher. Available from: URL [Accessed DD Month YYYY].

Association for Computing Machinery, Inc., ed. (2009) *WWW2009: The 18th International World Wide Web Conference* [online]. Municipal Conference Centre, Madrid, 20-22 April 2009. Association for Computing Machinery. Available from: <http://www.www2009.org/proceedings/main.html> [Accessed 11 August 2010].

In text citation: With sessions on topics from data mining to social media, *The 18th International World Wide Web Conference* (Association for Computing Machinery, 2009) covered a multitude ...

23. Conference papers in digital repositories:

Author surname, initials. (year) Title of Paper, *Title of Conference*, Organisation or Company, Location, date of conference. Name of Digital Repository [online]. Available from: URL [Accessed DD Month YYYY].

Wharton, R. and Pollard, K. (2010) Sessional GPs, *Primary Care in Bristol*, Bristol PCT, Eastwood Park, 6 July 2010. UWE Research Repository [online]. Available from: <http://eprints.uwe.ac.uk/11236/> [Accessed 19 October 2010].

In text citation: A recent conference explored this concept (Wharton and Pollard, 2010)...

24. Datasets:

Author surname, initials. (Year of publication) Title of data, *Title of Database* (version) [online]. Available from: URL [Accessed DD Month YYYY].

NASA Goddard Spaceflight Center (2008) Geometric and seismological data, *Global Change Master Directory* (2008 version) [online]. Available from: <http://gcmd.nasa.gov> [Accessed 15 October 2008].

In text citation: The data show the impact of seismological activity (NASA Goddard Spaceflight Center, 2008).

25. Directors Commentaries on DVDs; Interviews with directors of films:

Director/commentator surname, initials. (Year) Director/commentator's commentary, *Title of Film*. [DVD]. Place of distribution: Distribution company.

Meadows, S. (2007) Director's commentary, *This is England*. [DVD]. Leeds: Screen Yorkshire.

Surname, initials of person interviewed (Year of the interview) Title of the interview.

Interviewed by name of interviewer. *Title of film*. [DVD]. Place of distribution: Distribution company.

Haneke, M. (1997) Interview with M. Haneke. Interviewed by M. Norroy. *Funny Games* [DVD]. M6 Vidéo.

In text citation: In an interview about *Funny Games*, Haneke (1997) said "People don't like to be confronted with reality. They like to be confronted with a consumable reality."

26. Discussion group or bulletin board:

Listname/Groupname/Board [online] (Year of latest update). Available from: URL [Accessed DD Month YYYY].

Francofil: French Studies Electronic Discussion List [online] (2010). Available from: <http://www.liv.ac.uk/soclas/francofil/index.htm> [Accessed 06 December 2010].

In text citation: Discussion groups where languages can be practiced become online communities where real friendships are made ('Francofil', 2010).

See also: E-mail bulletin boards, group emails.

27. Dissertations: see Theses, dissertations, student projects

28. Downloads: see Audio/video downloads

29. Electronic book: see Book

30. Electronic book chapter/contribution and online reference books: see Chapter/contribution in a book, multi-volume work and anthologies.

31. Electronic discussion groups and video boards:

See: Public communications e.g. adverts, announcements, e-mail bulletin boards, group e-mails, lectures, press releases, webinars

32. Electronic journal article: see Journal article

33. E-mail: see Personal communications

34. E-mail bulletin boards, group e-mails:

Author surname, initials. (Year of message) Subject of message. *Listname*, DD Month of message [online]. Available from: URL [Accessed DD Month YYYY].

NOTE: URL = use the web address if the discussion is posted on the web; use the group e-mail address where conversation took place but is not available on the web.

Green, D. (2011) Witches threaten Romanian taxman after new labour law. *Society for the Academic Study of Magic Discussion List*, 07 January [online]. Available from: <https://www.jiscmail.ac.uk/cgi-bin/webadmin?A0=ACADEMIC-STUDY-MAGIC> [Accessed 07 January 2011].

In text citation: The issues related to the new labour law have raised the question of ethics (Green, 2011).

35. Facebook: see Social networking websites

36. Films or one-off TV programmes on VHS or DVD

Title of Film/Programme (Year of release) [format]. Directed by Director's Name. Country of distribution: Distribution company.

This is England (2006) [DVD]. Directed by Shane Meadows. UK: Optimum Home Releasing.

In text citation: *This is England* (2006) contains comedic moments such as when Smell says "You might look about four, but you kiss like a forty year old!"

NOTE: There is no need to reference dialogue from films provided that the film itself is referenced, as it is usually clear that the dialogue has been taken from the film. Therefore, the in text citation would only need to be included the first time the film is mentioned.

See also: Television programmes

37. Financial reports from online databases:

Publishing organisation (Year of publication) Title of extract. *Database Title* [online]. Available from: URL [Accessed DD Month YYYY].

Bureau van Dijk (2008) BT Group PLC company report. *FAME* [online]. Available from: <http://fame2.bvdep.com> [Accessed 02 July 2008].

In text citation: BT's gross profit declined by 17% in the financial year 2005-2006 (Bureau van Dijk, 2008).

38. Graphs:

Reference where you located the graph, e.g. graph in a book (give book details).

Author surname, initials. (Year of publication) *Title of Book* [graph]. Place of publication: Publisher, page number or figure number for graph.

Wendell, P. and Roca, B. (2001) *Public Housing Statistics* [graph]. Bristol: Bristol City Council, p. 29.

In text citation: Wendell and Roca highlight that the number of council properties available to inhabitants of Bristol declined by 30% between 1975 and 1999 (2001).

39. House of Commons/Lords papers:

Print format:

Country. Parliament. Name of House. Name of Committee (if applies) (Year of publication)
Title. Place of publication: Publisher. (HC/HL YYYY/YYYY paper number).

House of Lords paper number should appear between round brackets.

House of Commons:

Great Britain. Parliament. House of Commons (1999) *Criminal Justice: Working Together, Session 1999-2000*. London: The Stationery Office. (HC 1999-2000 29).

House of Lords:

Great Britain. Parliament. House of Lords (1999) *Electricity from Renewables: First Report from the Select Committee on the European Union*. London: The Stationery Office. (HL 1999-2000 (18)).

In text citation: The renewable energies might offer an alternative to the fossil and the nuclear options (Great Britain. Parliament. House of Lords, 1999).

NOTE: It is important to avoid ambiguity in order for your reader to be able to link your in text citation to the full reference you are providing in your reference list. In most cases a brief citation as above will be sufficient to link to the appropriate report. However, if you are citing more than one House of Lords report published in 1999, it would be necessary to distinguish between the reports referring to a brief title in your main text.

See example below:

According to the *Electricity from Renewals* report (1999)...

Electronic format:

Country. Parliament. Name of House. Name of Committee (if applies) (Year of publication)
Title [online]. Place of publication: Publisher. (HC/HL YYYY/YYYY (session's year if applicable)
paper number). Available from: URL [Accessed DD Month YYYY].

House of Lords paper number should appear between round brackets.

House of Commons:

Great Britain. Parliament. House of Commons (2007) *Response to Sir Kevin Tebbit's Review of the Management and Services of the House of Commons* [online]. London: The Stationery Office. (HC 193). Available from:

<http://www.publications.parliament.uk/pa/cm200708/cmselect/cmcomm/193/193.pdf>
[Accessed 20 July 2010].

House of Lords:

Great Britain. Parliament. House of Lords. Select Committee on Economic Affairs (2010) *Response to Report on Private Finance Projects and Off Balance Sheet Debt: Second Report* [online]. London: The Stationery Office Limited. (HL 2009/2010 (114)). Available from: <http://www.publications.parliament.uk/pa/ld200910/ldselect/ldeconaf/114/114.pdf> [Accessed 11 January 2011].

In text citation: According to the Response to Sir Kevin Tebbit's Review of the Management and Services of the House of Commons, "The Members Estimate Audit Committee, being a sub-committee of a committee of the House, could not have an external Chairman without a decision of the House" (Great Britain. Parliament. House of Commons, 2007).

NOTE: It is important to avoid ambiguity in order for your reader to be able to link your in text citation to the full reference you are providing in your reference list. In most cases a brief citation as above will be sufficient to link to the appropriate report. However, if you are citing more than one House of Commons report published in 2007, it would be necessary to distinguish between the reports referring to a brief title in your main text.

See example below:

According to the Response to Sir Kevin Tebbit's Review (2007), ...

40. Images and illustrations:

If the image is taken from another work (e.g. reproduced in an exhibition catalogue or book) it should be cited as part of that book (print):

Artist surname, initials. (Date of creation) Title of work [medium]. In: Publication author surname, initials. *Title of Publication*. Place of publication: publisher, date, page number.

Edgerton, H. (1957) Milk drop coronet [photograph] In: Thomas, A. (1998) *Beauty of Another Order: Photography in Science*. New Haven and London: Yale University Press, p. 183.

In text citation: The photograph shows the flower in very close detail (Edgerton, 1957).

An image referenced from a gallery or institution (print):

Artist surname, initials. (Date of creation), *Title of the Work* [medium]. At: Geographic location of where the work is housed: institution or collection that houses the work.

Abbott, B. (c.1958) *Transformation of Energy* [Gelatin silver print]. At: Ottawa: National Gallery of Canada.

In text citation: Abbott's work, *Transformation of Energy*, (1958) is displayed in a simple wooden frame.

If the image is accessed electronically:

Artist surname, initials. (Date of creation), *Title of the Work* [medium]. At: place where the work is housed: institution or collection that houses the work [online]. Available from: URL [Accessed DD Month YYYY].

Turner, J.M.W. (c.1825-30) *Sunrise* [Watercolour on paper]. At: London: Tate Britain [online]. Available from: <http://www.tate.org.uk> [Accessed 19 December 2010].

In text citation: Turner's *Sunrise* (1825-30) is considered one of the artist's greatest watercolours.

See also: Photographs

41. Internet: see also Websites, e-mail, social networking sites.

For other types of material, e.g. electronic versions of books, journals or television programmes, follow the specific guidance for these types.

42. Interviews – Internet:

Surname of person interviewed, initials. (Year of interview) Title of the interview (if any). Interview with interviewee's name OR Interview by interviewer's name. *Title of Publication or Broadcast*, DD Month [online]. Available from: URL [Accessed DD Month YYYY].

Blair, T. (2007) The Tony Blair interview with Andrew Marr. Interview with Tony Blair. *Andrew Marr Show*, 05 September [online]. Available from: <http://www.bbc.co.uk/programmes/b00tn4fw#broadcasts> [Accessed 27 November 2010].

In text citation: The former Labour Prime Minister discussed his time in office with caution (Blair, 2007).

43. Interviews – Television/radio:

Surname of person interviewed, initials. (Year of broadcast) Title of the interview (if any). Interview with interviewee's name OR Interview by interviewer's name. *Title of Publication or Broadcast*, Name of the channel, DD Month of broadcast.

Blair, T. (2007) The Tony Blair interview with Andrew Marr. Interview with Tony Blair. *Andrew Marr Show*, BBC One, 05 September.

In text citation: The former Labour Prime Minister discussed his time in office with caution (Blair, 2007).

44. Journal article:

Print format:

Author surname, initials. (Year of publication) Title of the article. *Journal Title*. Volume no. (Part no.), page numbers.

Wilson, D. (1995) Emerging cultures: multiculturalism in Sweden. *Scandinavian Studies*. 15 (9), pp. 62-64.

Edge, I. and Murphy, V. (1976) New uses of technology in dentistry. *British Dental Journal*. 8 (3), pp. 450-600.

Langman, S., Smith, J., Athens, D.A. and Gibbs, Y. (2000) Life cycles: manufacturing techniques in the new millennium. *Manufacturing Weekly*. 15 (1), pp. 12-18.

If the journal is a supplement, include the word 'Supplement'.

Fletcher, J. (2010) Making use of clinical evidence to provide quality patient care. *British Journal of Nursing*. 16 (Supplement) pp. 3-17.

In text citation: Edge (1976) discusses the new uses of technology in dentistry in the context of the need for curricula to reflect the changes new technology will bring about to the role of dental staff.

Electronic format:

Author surname, initials. (Year) Title of the article. *Journal Title* [online]. volume no. (part no.), page numbers if available. [Accessed DD Month YYYY].

Kelly, B., Halford, J. and Boyland, E. (2010) Television food advertising to children: a global perspective. *American Journal of Public Health* [online]. 100 (9), pp. 1730-1736. [Accessed 10 January 2011].

Grundey, D. (2007) Global marketing ethics: social and emotional-psychological issues in advertising to children. *Transformations in Business Economics* [online]. 6, pp. 41-64. [Accessed 10 January 2011].

In text citation: "The use of colourful characters in children's advertising is problematic" (Grundey, 2007, p. 44).

45. Journal articles (pre-publication) in digital repositories:

Author surname, initials. (Year) Title of the article. To be published in *Name of the publication* [preprint]. Available from: URL [Accessed DD Month YYYY].

Wharton, R. and Pollard, K. (2010) Sessional GPs: support needed to provide the evidence required for appraisal and evaluation. To be published in *Education for Primary Care* [Preprint]. Available from: <http://eprints.uwe.ac.uk/11236/> [Accessed 19 October 2010].

In text citation: The use of qualitative data by Wharton and Pollard (2010) has allowed the authors to prove this point.

46. Kindle: see Book

47. Law reports (cases):

Name of Parties [Year] Volume Abbreviated form of law report Page number.

West Bromwich Building Society v Wilkinson [2005] 1 WLR 2303.

In text citation:

First time the case is mentioned:

The procedure has been questioned by ... (*West Bromwich Building Society v Wilkinson* [2005] 1 WLR 2303).

Then:

‘Reasonable Adjustment’ procedures were not found to have been followed in the case *West Bromwich Building Society v Wilkinson*.

NOTE: When providing a full-citation for a law report, it is important to note that date brackets may be square or round, as in the examples above. Square brackets are necessary if the date is essential to locate the law report in question e.g. if there are multiple volumes published within a year. If the volume number for the year of judgement is unique, then use round brackets.

48. Leaflet:

Author surname, initials. (Year of publication) *Title*. DD Month YYYY of when leaflet was obtained.

North Bristol NHS Trust (2010) *Care of Plaster Casts*. 11 March 2010.

In text citation: North Bristol NHS Trust (2010) provides advice that if the patient experiences pain in the affected limb which is not resolved by over the counter medication, medical advice should be sought.

49. Lectures: see Public communications

50. Lecturers' notes: see Blackboard

51. Letter: see Personal communications

52. Live concerts:

Composer surname, initials. (Year of première) *Title of Performance*. Performed by, conducted by. [Location venue, place. DD Month YYYY seen].

Handel. G.F. (1742) *Messiah*. Performed by the Royal Philharmonic Orchestra, conducted by Brian Wright. [Royal Albert Hall, London. 17 December 2010].

In text citation: The interpretation of the sacred oratorio *Messiah* (Handel, 1742) was exquisite.

53. Live dance:

Composer/choreographer surname, initials. (Year of performance) *Title of Performance*. [Location venue, place. DD Month seen].

Bourne, M. (2011) *Cinderella*. [Sadler's Wells Theatre, London. 05 January].

In text citation: The performance of the ever popular story was refreshing and innovative with the set and costumes based on a Welsh coal mining village (Bourne, 2011).

54. Live plays:

Title of Play by Author first name and surname (Year of performance) Directed by. [Theatre, location of theatre. DD Month seen].

Hamlet by William Shakespeare (2008) Directed by Jonathan Miller. [Tobacco Factory, Bristol. 26 March].

In text citation: Jamie Ballard as Hamlet brought an energy to the performance not seen in recent years (*Hamlet*, 2008).

55. Lyrics from a song:

Lyricist surname, initials. (Year of distribution) *Title of Song*. Place of distribution: Distribution company.

Marsden, G. (1964) *Ferry Cross the Mersey*. London: Columbia Records.

In text citation: Marsden (1964) caught something of the spirit of life on Merseyside :

“People around every corner
Hey seem to smile and say
We don't care what your name is boy
We'll never turn you away”.

56. Maps:

Print format:

Corporate author or publisher (Year of publication) *Title*, sheet number, scale. Place of publication: Publisher. (Series).

Ordnance Survey (2006) *Bristol & Bath*, sheet 172, 1:50,000. Southampton: Ordnance Survey.

Ordnance Survey (1980) *Bedfordshire (solid)*, sheet 10, 1:50,000. Southampton: Ordnance Survey. (Geological Survey of Great Britain [England and Wales]).

In text citation: Sites of historic interest are emboldened (Ordnance Survey, 2006).

Electronic format:

Corporate author or publisher (Year of publication) *Title of Map Section* [online]. Sheet number or tile, scale. Title of online source. Available from: URL [Accessed DD Month YYYY].

Ordnance Survey (1980) *Taunton* [online]. Tile SP56SW, 1:50,000. Digimap. Available from: <http://edina.ac.uk/digimap> [Accessed 03 July 2008].

In text citation: Taunton city centre has been transformed in the last twenty years. One only has to refer to the map of the time (Ordnance Survey, 1980) to realise the developments which have taken place.

57. Market survey reports: see Reports - Market surveys

58. Mathematical equations:

Print: refer to book or journal reference styles

Author surname, initials. (Year of publication) Title of the article. *Title of Journal*. Volume no. (issue no.), page numbers.

Ronson, M. and Antonelli, L. (2004) Statistical data implementation in criminal cases. *Mathematical Gazette*. 18 (4), pp. 32-56.

In text citation: Ronson and Antonelli (2004, p.33) noted that $\chi (\chi-1) = \chi^2 - \chi$

Electronic:

Author surname, initials. (Year of publication) Title of the article. *Title of Journal* [online]. Volume no. (issue no.), page numbers. [Accessed DD Month YYYY].

Ronson, M. and Antonelli, L. (2004) Statistical data implementation in criminal cases. *Mathematical Gazette* [online]. 18 (4), pp. 32-56. [Accessed 03 July 2008].

In text citation: Ronson and Antonelli (2004, p.33) noted that $\chi (\chi-1) = \chi^2 - \chi$

59. Microformat:

Author surname, initials. (Year of publication) *Title* [Medium]. Place of publication: Publisher.

Harris, I. S. (1978) *The Influence of Shakespeare on the Odes of Keats* [Microfilm]. Boston: Boston University Graduate School.

In text citation: Harris (1978) has carried out a painstaking analysis which will be the definitive analysis for years to come.

60. Military records:

'Name of Person' (Year of Publication) *Title of Publication* [military record]. Publication Details (if available).

If electronic, add after publication details: Available from: URL of the database/web page [Accessed DD Month YYYY].

'Private Arthur Edwards' (1917) *Commonwealth War Graves Commission Casualty Details* [military record]. Available from:

http://www.cwgc.org/search/casualty_details.aspx?casualty=65107 [Accessed 27 November 2010].

In text citation: Private Edwards received a military funeral in his home town of Nottingham. He was fatally wounded whilst on duty in Flanders ('Private Arthur Edwards', 1917).

61. Minutes of meetings:

Author surname, initials. (individual or group if identified) (Year of meeting) Item being referenced, *Title and DD Month of Meeting*, Organisation, Location of Meeting.

Abrams, M. (2009) Item 7.2: town centre pigeon control, *Minutes of Public Hygiene Committee Meeting 27 September*, Biddlescome Parish Council, Biddlescombe.

In text citation: Abrams (2009) delivered his award winning presentation on town centre pigeon control to the group.

62. Music and spoken word recordings:

Composer surname, initials. (Year of publication) *Title*. First name Last name of the Subsidiary Originator (e.g. performer, conductor). Place of distribution: Distribution Company.

Bach, J.S. (1850) *The Goldberg Variations*. Hans Bischoff, conductor. Los Angeles: Alfred Publishing.

In text citation: The Goldberg Variations (Bach, 1850) are considered to be the most important example of variation form.

63. Neutral citations:

Name of Parties [year of judgement] Abbreviation for relevant court Judgement number for that year [paragraph number].

Rottman v MPC [2002] UKHL 20 [2].

NOTE: When providing a full citation for a neutral citation, it is important to note that date brackets may be square or round, as in the examples above. Square brackets are necessary if the date is essential to locate the neutral citation in question i.e. if there are multiple volumes published within a year. If the volume number for the year of judgement is unique, then use round brackets.

In text citation:

First time the case is mentioned:

This report (*Rottman v MPC* [2002] UKHL 20 [2]) has been considered as

Then:

The case *Rottman v MPC* has created ...

64. Newspapers:

Print format:

Author surname, initials. (Year of publication) Title of the article. *Title of Newspaper*. DD
Month of publication, page number of article (if given).

Weaver, M. (2010) The Chilean miners: who's who at the surface. *The Guardian*. 14 October,
p. 5.

In text citation: It was reported that there were great celebrations at the surface as the last
Chilean miner was rescued (Weaver, 2010)

Where author is unknown:

Title of Newspaper (Year of publication) Title of the article. DD Month of publication, page
number of article.

The Guardian (2010) The Chilean miners: who's who at the surface. 14 October, p. 5.

In text citation: It was reported (The Guardian, 2010) that there were great celebrations at
the surface as the last Chilean miner was rescued.

Electronic format:

Author surname, initials. (Year of publication) Title of article. *Title of Newspaper* [online]. DD
Month of publication, page number of article (if given). Available from: URL [Accessed DD
Month YYYY].

Weaver, M. (2010) The Chilean miners: who's who at the surface. *The Guardian* [online] 10
November. Available from: <http://www.guardian.co.uk/chile/7365> [Accessed 14 October
2010].

Viewed on a CD ROM:

Author surname, initials. (Year of publication) Title of article. *Title of Newspaper* [CD-ROM].
DD Month of publication, page number of article (if given).

Weaver, M. (2010) The Chilean miners: who's who at the surface. *The Guardian* [CD-ROM] 10
November.

In text citation: The in-text citation will be the same for print and electronic newspaper
articles.

65. Official Publications: Command and departmental papers:

Print format:

Country. Name of Committee, Department or Royal Commission (Year of publication) *Title*.

Place of publication: Publisher. (Paper number).

Great Britain. Lord Chancellor's Department (1999) *Government Policy on Archives*. London: The Stationery Office. (Cm. 4516).

In text citation: The latest advice (Great Britain. Lord Chancellor's Department, 1999) ...

Electronic format:

Country. Name of Committee, Department or Royal Commission (Year of publication) *Title* [online]. Place of publication: Publisher. (Paper number). Available from: URL [Accessed DD Month YYYY].

Great Britain. Secretary of State for Business, Enterprise and Regulatory Reform (2008) *1st July 2007 to 31st March 2008, 28th (Regulatory) Impact Assessment Command Paper* [online]. London: The Stationery Office. (Cm 7358). Available from: <http://www.official-documents.gov.uk/document/cm73/7358/7358.asp> [Accessed 20 July 2010].

In text citation: The in-text citation will be the same for print and electronic formats.

66. Parish Registers:

Print format:

Name of person(s) separated by 'and' if more than one (Year of event) Type of event (e.g. Baptism, Wedding, Burial) of First name Last name of person(s), date of event. *Title of Register*.

Richard Foster and Maria King (1805) Marriage of Richard Foster and Maria King, 1 June 1805. *St Michael's Church Bath, Somerset Marriage Register 1780-1809*.

In text citation: Richard and Maria's wedding ('Richard Foster and Maria King', 1805) ...

Electronic format:

Name of person(s) separated by 'and' if more than one (Year of event) Type of event (e.g. Baptism, Wedding, Burial) of First name Last name of person(s), date of event. *Title of Register* [online]. Name of website (Year of last update). Available from: URL [Accessed DD Month YYYY].

Richard Foster and Maria King (1805) Marriage of Richard Foster and Maria King, 1 June 1805. *St Michael's Church Bath, Somerset Marriage Register 1780-1809* [online]. Ancestry (2009). Available from: <http://www.ancestry.co.uk> [Accessed 03 July 2008].

In text citation: The in-text citation will be the same for print and electronic formats.

67. Patents (usually sourced online):

Inventor surname, initials. (Year of publication) *Title* [online]. Applicant. Patent number.
Available from: URL [Accessed DD Month YYYY].

Brown, J. and Duff, W. (2010) *Multipurpose Window System* [online]. Brown, J. and Duff, W.
GB2407118. Available from: www.ipo.gov.uk [Accessed 11 January 2011].

In text citation: Brown and Duff (2010) proposed a solution to the problem.

68. Personal communications:

Author surname, initials. (Year of publication) Type of communication including recipient, DD
Month of communication.

Walters, C. (2010) Letter to Frank Smith, 14 September.

Griffiths, G. (2010) Text Message to Kate Middleton, 06 July.

In text citation: An alternative was suggested in a letter from Walters (2010).

69. Photographs:

In a book:

Photographer's surname, initials. (Year of publication) *Title* [Medium]. In: Author surname,
initials. (Year of publication) *Title of Publication*. Place of publication: Publisher.

Taylor-Wood, S. (2004) Chair [Photograph]. In: Taylor-Wood, S. (2009) *Sam Taylor-Wood: Self-Portrait Suspended*. London: White Cube.

In text citation: The depth and warmth in Taylor-Woods' photograph (2004)...

Electronic:

Idleformat (2010) Clifton Suspension Bridge [photograph]. In: *Flickr* [online]. Available from:
www.flickr.com/idleformat [Accessed 14 December 2010].

In text citation: This beautiful photograph (Idleformat, 2010)...

See also: Images and illustrations

70. Podcasts (including phonecasts, videocasts, screencasts):

Author surname, initials. (Year of posting) Title of the podcast. *Title of the Internet Website* [podcast/phonecast/videocast/screencast]. DD Month of posting (if known). Available from: URL [Accessed DD Month YYYY].

Podcast:

Dunster, M. (2010) Welcome to the dissertation learning unit. *Dissertation A&B Learning Unit* [podcast]. Available from: <http://www.uwe.ac.uk/library/resources/dissertation/> [Accessed 13 September 2010].

In text citation: This collaborative work between UWE Library Services and the Faculty (Dunster, 2010) ...

Phonecast:

Fontana, D.J. (2007) We're talking Elvis. *Phonercasting* [phonecast]. 03 July. Available from: <http://www.phonercasting.com//Channel/ViewChannel.aspx?id=1444#> [Accessed 13 September 2010].

In text citation: In this documentary, Fontana (2007) speaks about his career with Elvis Presley.

Videocast/vidcast:

University of the West of England (2011) UWE research video. *University of the West of England* [videocast]. 08 April. Available from: <http://rbi.uwe.ac.uk/internet/Research/researchatuwe/researchvideo.asp> [Accessed 07 July 2011].

In text citation: UWE (2010) is very keen to develop more collaboration with research partners.

Screencast:

Wolfram, S. (2009) An intro to Wolfram/Alpha, part 1. *Wolframalpha* [screencast]. Available from: <http://www.wolframalpha.com/screencast/introducingwolframalpha.html> [Accessed 13 September 2010].

In text citation: This presentation helps the users to refine their search strategy (Wolfram, 2009).

71. Projects: see Theses, dissertations, student projects

72. Public communications e.g. lectures, webinars, announcements, adverts:

Author/speaker surname, initials. (Year of event). *Title of Communication* [medium]. Location. DD Month of event.

Print format:

Williams, J. (2009) *Equine Reproduction* [lecture to BSC Equine Science Year 1], Hartpury College. 27 January.

In text citation: Equine reproduction is not being studied enough in the UK (Williams, 2009).

Electronic format:

British Horseracing Authority (2011) *British Racing Pledges Free Tickets for Troops* [Press release]. 6 January. Available from: <https://www.britishhorseracing.presscentre.com/Press-Releases/BRITISH-RACING-PLEDGES-FREE-TICKETS-FOR-TROOPS-1ab.aspx> [Accessed 07 January 2011].

In text citation: In its communiqué, the British Horseracing Authority (2011) has decided to offer free entry to troops and their families.

73. Radio programme:

Title of series (Year of first broadcast), Series number, Episode number, Title of episode [radio]. Channel of first broadcast, DD Month of first broadcast.

That Mitchell and Webb Sound (2007), Series 3, Episode 6 [radio]. BBC Radio 4 (FM only), 28 June.

In text citation: Webb uses the library as a location for his unpleasant “Little Date” character in *That Mitchell and Webb Sound* (2007).

74. Radio programme from the internet:

Title of series (Year of first broadcast), Series number, Episode number, Title of episode [Radio]. Channel of first broadcast, DD Month of first broadcast. Available from: URL [Accessed DD Month YYYY].

Poetry of the Forgotten People (2010) [Radio]. BBC Radio 4, 15 August. Available from: <http://www.bbc.co.uk/programmes/b00td4v8> [Accessed 16 August 2010].

NOTE: if the programme is a one-off, without a series number, episode number or episode title, simply omit this information.

In text citation: Scaatchi is clearly moved by Oodgeroo Noonuccal’s work (*Poetry of the Forgotten People*, 2010)

75. Repository: see Books/chapters in digital repositories or Conference papers in digital repositories

76. Reports - Market surveys:

Print format:

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

Key Note Ltd (2005) *Mobile Phones*. Hampton: Key Note.

In text citation: Key Note Ltd (2005) noted the rapid expansion in the market for the secondary school market.

Electronic format:

Author surname, initials. (Year) *Report Title* [online]. Place of publication: Publisher (if available). [Accessed DD Month YYYY].

Mintel (2009) *Shaving Products and Depilatories - France* [online]. Mintel Oxygen. [Accessed 20 July 2010].

In text citation: Mintel (2009) notes that “the diversification of products in this area is a trend we in the UK will witness in the next five years”.

77. RSS feeds:

Use the format for the media type being accessed e.g. Blog

78. Social networking websites (Facebook etc.):

Author surname, initials. (Year of posting) Name of the group. *Name of the Social Network Website* [online]. DD Month of posting (if known). Available from: URL [Accessed DD Month YYYY].

Smith, J. (2010) UWE Bristol. *Facebook* [online]. 13 June. Available from: <http://www.facebook.com/#!/uwebristol> [Accessed 16 November 2010].

In text citation: The new regulations were noted by the Students Union (Smith, 2010).

79. Software:

Author surname, initials. (Year of publication if given) *Title of Program* (Version) [computer program]. Available from: i.e. Distributor, address, or URL [Accessed DD Month YYYY].

Autodesk Corporation (2011) *Autodesk Maya* (2011) [computer program]. Available from: <http://students.autodesk.com> [Accessed 14 February 2010].

In text citation: Autodesk Corporation (2011) specifies very clearly that ...

80. Standards:

Name of authorising organisation (Year of publication) *Number and Title of Standard*. Place of publication: Publisher.

Print format:

British Standards Institution (2010) BS ISO 690 Information and Documentation - Guidelines for Bibliographic References and Citations to Information Resources. London: British Standards Institution.

Electronic format:

Name of authorising organisation (Year of publication) *Number and Title of Standard* [online]. Name of website. Place of publication: Publisher. Available from: URL [Accessed DD Month YYYY].

British Standards Institution (2006) *BS ISO 10842 Aircraft - Ground Service Connections - Locations and Types* [online]. British Standards Online. London: British Standards Institution. Available from: <https://bsol.bsigroup.com> [Accessed 23 November 2010].

In text citation: These bibliographic guidelines make it explicit (British Standards Institution, 2010).

81. Statutes: see Act of Parliament (statutes) pre-1963 and Act of Parliament (statutes) post-1963

82. Statutory instruments:

Title and year (SI number).

The Dangerous Dogs (Designated Types) Order 1991 (SI 1991/1743).

The Road Traffic Offenders (Prescribed Devices) Order 2008 (SI 2008/1332).

In text citation: Pit-bull terriers are designated as dangerous (*Dangerous Dogs (Designated Types) Order 1991*).

See also: Acts of Parliament

83. Technical report:

Author surname, initials. (Year of publication) *Title* [online]. Report number. Place of publication (if known): Publisher. Available from: URL [Accessed DD Month YYYY].

Davila, D. (2010) *The Air We Breathe* [online]. Report number: KSC-2010-269. NASA Kennedy Space Center. Available from: <http://naca.larc.nasa.gov> [Accessed 15 January 2011].

In text citation: The rise in allergies may be attributed to poor air quality (Davila, 2010).

84. Television programmes - broadcasts:

An episode:

Title of series (Year of first broadcast) Series number, Episode number, Title of episode [TV]. Channel of original broadcast, DD Month of first broadcast.

Yes, Prime Minister (1986) Series 1, Episode 2, The Ministerial Broadcast [TV]. BBC Two, 16 January.

In text citation: The popular view of Whitehall started there (*Yes, Prime Minister*, 1986).

A one-off programme/film:

Title of programme (Year of first broadcast) [TV]. Directed by Directors name. Channel of first broadcast, DD Month of first broadcast.

Micro Men (2009) [TV]. Directed by Saul Metzstein. BBC Four, 08 October.

In text citation: Alexander Armstrong's portrayal of Clive Sinclair in Metzstein's *Micro Men* (2009) appeared to be quite true to what is known of his character during that period.

The whole series:

Title of series (Year of first broadcast) [TV]. Channel of first broadcast, DD Month of first broadcast.

Bread (1986) [TV], BBC One, 1 May.

In text citation: Carla Lane's *Bread* (1986) was much derided, but was one of the most popular television programmes of its time.

NOTE: Series, and episodes of series, do not include details of the writer or director as they are often the work of multiple creators.

85. Television programmes viewed on the internet

An episode:

Title of series (Year of first broadcast), Series number, Episode number, Title of episode [online]. Channel of first broadcast, DD Month of first broadcast. Available from: URL [Accessed DD Month YYY].

The Thick of it (2009), Series 3, Episode 8 [online]. BBC Two, 12 December. Available from: <http://www.bbc.co.uk/iplayer/> [Accessed 10 July 2010].

In text citation: Topical comedy can still gain a big audience (*The Thick of it*, 2009).

A one-off programme/film:

Title of programme (Year of first broadcast) [online]. Directed by Directors name. Channel of first broadcast, DD Month of first broadcast. Available from: URL of the web page [Accessed DD Month YYYY].

Space Shuttle: The Final Mission (2011) [online]. Directed by Laurence Turnbull. BBC Two, 24 July. Available from <http://www.bbc.co.uk/iplayer/> [Accessed 27 July 2011].

In text citation: It is clear that the end of the US space programme is a momentous thing for its astronauts (*Space Shuttle: The Final Mission*, 2011).

The whole series:

Title of series (Year of first broadcast), Series number (if applicable)[online]. Channel of first broadcast, DD Month of first broadcast. Available from: URL of the web page [Accessed DD Month YYY].

Law and Order (2011), Series 5 [online], ITV One, 10 July. Available from: <http://www.itv.com/itvplayer> [Accessed 25 July 2011].

In text citation: A portrayal of the court system in recent television drama (*Law and Order*, 2011) clearly exaggerates the problems encountered.

NOTE: Series, and episodes of series, do not include details of the writer or director as they are often the work of multiple creators.

86. Television programmes on DVD:

An episode:

Title of series (Year of first broadcast), Series number, Episode number, Title of episode [DVD]. Channel of first broadcast, DD Month of first broadcast. Place of distributor: Distributor.

Getting On (2009), Series 1, Episode 1, Ward B4 [DVD]. BBC Four, 08 July. London: BBC DVD.

In text citation: In the modern hospital comedy a different approach is taken (*Ward B4*, 2009).

An episode from a DVD box-set:

Title of series (Year of first broadcast), Series number, Episode number, Title of episode. In *Title of compilation or Box Set* [DVD]. Channel of original broadcast, DD Month of original broadcast. Place of distributor: Distributor.

The Royle Family Christmas Special (2008), The New Sofa. In *The Royle Family Complete Box Set (special edition)* [DVD]. BBC Two, 25 December. London: ITV Studios Home Entertainment.

In text citation: In the New Sofa episode of *The Royle Family Christmas Special* (2008)...

A one-off programme/film:

Title of film/programme (Year of release) [format]. Directed by Directors name. Country of distribution: Distribution company.

Tornado: Absolutely Chuffed: From Dream to Steam (2011) [DVD]. Directed by Tom Ingall and Marcell Guillou. UK: Good Guys Media.

In text citation: The recreation of the A1 steam engine, as documented in *Tornado: Absolutely Chuffed: From Dream to Steam* (2011) shows how far engineering manufacture techniques have advanced since the 1940's.

A whole series:

Title of series (Year of first broadcast), Series number (if applicable)[DVD]. Channel of first broadcast, DD Month of original broadcast. Place of distributor: Distributor.

Prime Suspect (1991), Series 1 [DVD]. ITV One, 07 April. London: ITV Studios Home Entertainment.

In text citation: One of Ralph Fiennes' first television appearances was in *Prime Suspect* (1991).

87. Text message: see Personal communications

88. Theses, dissertations, student projects:

Print format:

Author surname, initials. (Year of publication) *Title of Thesis, Dissertation or Project*. Level of qualification, Name of University.

Nayak, A. (2004) *Creative Management: a Decentred Perspective*. PhD, University of the West of England.

In text citation: The findings of Nayak (2004) ...

Electronic format:

Author surname, initials. (Year of publication) *Title of Thesis, Dissertation or Project* [online]. Level of qualification, Name of University. Available from: URL [Accessed DD Month YYYY].

Chambakata, C. (2010) *HIV/AIDS Pandemic in Zambia: Which Way Forward?* [online]. MSc, University of the West of England. Available from: <http://www.uwe.ac.uk/library/catalogue> [Accessed 13 September 2010].

In text citation: Chambakata (2010) considered psychosocial methods of research in her work.

89. Twitter: see Social networking websites

90. Video sharing websites e.g. YouTube/Dailymotion :

Author* surname, initials. (Year of posting) Title of the video. *Title of the Website* [video]. DD Month of posting (if known). Available from: URL [Accessed DD Month YYYY].

* name of the person posting the video

International News 24/7 (2010). France faces strikes and protests over pension reform.

YouTube [video]. 07 September. Available from:

http://www.youtube.com/watch?v=O_S6mldSB9k [Accessed 13 September 2010].

5minTravel (2010) Visit New York's public library. *Dailymotion* [video]. 08 July. Available from:

http://www.dailymotion.com/video/xecgxi_visit-new-york-s-public-library_travel [Accessed 13 September 2010].

In text citation: The grandeur of the building can be seen here (5minTravel, 2010).

91. Videocast: see Podcast

92. Website with individual authors or organisations as authors:

Author surname, initials. /Organisation (Year of publication or last update) *Title of Website*. Available from: URL [Accessed DD Month YYYY].

Royal College of Nursing (2009) *Learning and Education*. Available from: <http://www.rcn.org.uk/development/learning> [Accessed 22 December 2010].

In text citation: You can read the detail in the College's report (Royal College of Nursing, 2009).

93. Webinars: see Public communications

94. Wikis:

Title of the article. (Year of last update) *Title of the Website* [online]. DD Month last updated. Available from: URL [Accessed DD Month YYYY].

Victorian architecture (2011) *Wikipedia* [online]. 05 July. Available from: http://en.wikipedia.org/wiki/Victorian_architecture [Accessed 11 July 2011].

In text citation: A number of examples of Victorian architecture display fine stonework (Victorian architecture, 2011).

95. YouTube: See Video sharing websites

Glossary

BIBLIOGRAPHY: a list of all the sources of information you have used, but not referred to directly or cited in your written piece of work.

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REFERENCE: the detailed description of the source from which you obtained your information.

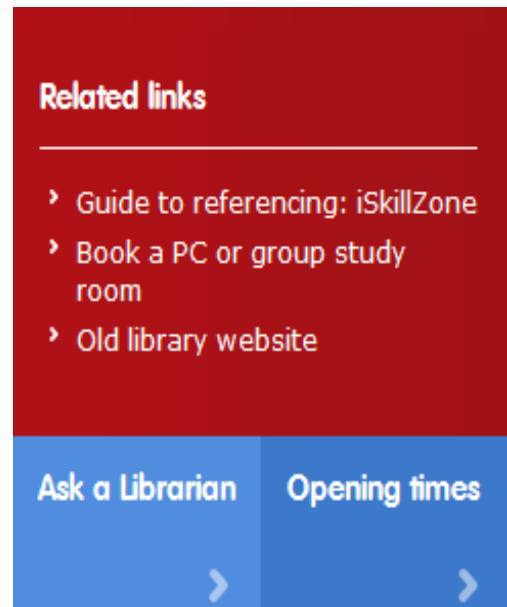
REFERENCE LIST: usually given at the end of a piece of written work, it is a list in alphabetical order by author of all the references which you have cited directly in your written text.

References:

British Standards Institution (2010) *BS ISO 690 Information and Documentation - Guidelines for Bibliographic References and Citations to Information Resources* [online]. London: British Standards Institution. Available from: <https://bsol.bsigroup.com> [Accessed 09 August 2011].

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