

Guide to Harvard Referencing and Citations

Learning and Information Services

Accurate and consistent referencing is essential in all academic work. Whenever you refer to either the work or ideas of someone or are influenced by another's work, you must acknowledge this. Similarly if you use a direct quotation from someone's work this should be referred to accurately.

This guide offers detailed guidance for producing citations and references according to the Harvard method in the **Harvard-SHU** style recommended by the library. You may be asked to use another method, or a variation of the Harvard style. If this is the case, please refer to your course handbook or lecturers for guidance.

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What is referencing?

Referencing is an acknowledgement of the sources of the information, ideas, thoughts and data which you have used in your work.

Referencing requires you to acknowledge your sources in two places:

- in the main body of your text by [citing](#)
- in the [bibliography or list of references](#) at the end of your work

There are a number of methods of referencing. The one described here is called the [Harvard method](#).

Why should you reference?

Referencing is the accepted way to acknowledge other people's work when you have used it in your work or have been influenced by it. Your tutors will require you to reference in your work and to be clear and consistent in how you do this.

Referencing your work can also help you to:

- demonstrate that you have researched or read around the subject which you are writing about
- provide evidence for your arguments
- allow any reader of your work to find the original sources you used
- avoid [plagiarism](#)

When should you reference?

You will normally be expected to reference whenever you refer to or use someone else's work in your work. This applies in your essays, reports, projects, web pages, presentations and any other work.

Don't repeat or copy and paste information from the internet (or any other source) into your work without referencing it. This is [plagiarism](#).

You can [quote](#) a limited amount of someone else's work, as long as you present it as a quotation, acknowledge the source in your text and reference it properly. You also need to reference properly if you are [paraphrasing](#) or [summarising](#) someone else's work.

You will be expected to use your own ideas and words in your work. If you are using your own original ideas, words and images, you do not need to reference them. However, if you have used them in any other assignments you should acknowledge this.

What should you reference?

You should reference any kind of source that you use; books, journal articles, information on the internet, lecture notes, TV broadcasts, etc. It is important when you are doing your research, to keep records of the sources you have used. It can be difficult to find the sources again later in order to reference them properly. [RefWorks](#) may help you to do this.

You should always reference the version of an information source which you have actually used. For example, a newspaper article may appear in the printed paper and on a web site and these two versions may be slightly different. It is usually assumed that you are referring to a print source, so if it is an online source or in another format you need to include this information in your reference, to indicate which version you have used.

You do not need to reference things which are considered common knowledge. Common knowledge is information which is generally known. For example, London is the capital city of the United Kingdom. What may be common knowledge in one nation, culture or academic discipline may not be in another. You should consider whether something is likely to be common knowledge to the audience of your work. If you are unsure whether something is common knowledge, check with your tutor.

If you reuse text or images that you have created for previous work, you need to acknowledge this and to reference your previous work.

How should you reference using the Harvard method?

When referencing using the Harvard method you need to [cite](#) in the main body of your text and produce a [bibliography or reference list](#) at the end of your work. The citations in your text should consist of the author and the year of the sources and there should be references with full details of the sources in your bibliography or reference list.

If you refer to any sources in an appendix, you should cite them in the appendix and provide full references for the sources in an additional bibliography at the end of that appendix.

The Harvard - SHU style presented here is recommended by the library. However you may be asked to reference using the Harvard method but in a slightly different style. For example, you may be asked to present the authors in a different way. Please refer to your course handbook or lecturers for guidance.

Plagiarism

Plagiarism is cheating by presenting someone else's work as your own. Further information on plagiarism and academic integrity can be found on shuspace.

Ethical considerations

If you wish to use information in your work which has not been published (made available publicly), you should ask for permission. For example, you should gain permission from the sender before repeating information from [personal communications](#) (letters, emails, text messages, etc.). This also applies to information found on a social network site or a discussion list open to friends or invited members only.

If you are working for or with a company or institution you should seek their permission before using any unpublished internal documents or other unpublished information they provide you with.

If information is confidential (for example medical records) you must obtain permission from those who might be affected by its publication before using the information in your work. If you are concerned about breaching confidentiality or jeopardising anonymity, please contact your module leader or assignment supervisor.

For information about research ethics, please see the University's [Research ethics and standards](#) policies, information on your shuspace module sites or ask your lecturers for guidance.

Principles of citing

How to cite

Citing is referring to someone else's work or ideas in the text of your work. It is often called in-text citing. When using the Harvard method, each citation should include the author's family name (usually their last name) and the year of the work in brackets. For example:

In a recent report (Phillips 2006) the ...

If the author's name occurs naturally in a sentence, the author's name does not need to be in brackets:

Phillips (2006) describes ...

Both of these ways of citing are correct.

Citing sources with one author

Include the author's last name and the year:

(Phillips 2006) or Phillips (2006) describes a new ...

Citing sources with two or three authors

Include the family names of all the authors:

(Daly, Speedy and Jackson 2006) or Daly, Speedy and Jackson (2006) discuss the ...

Citing sources with four or more authors

Use the family name of the first author followed by et al.:

(Russell et al. 2005) or Russell et al. (2005) give a description of ...

For your University work there is no need to include all authors unless you are asked to do so. When publishing work in a journal or other publication, you may be required to include all authors instead of using the first author followed by et al.

Citing edited sources

If a source is edited rather than having authors, use the editors and year in the same way as for authors:

(Crouch, Jackson and Thompson 2005) or Crouch, Jackson and Thompson (2005) provide evidence that ...

You do not need to indicate that they are editors in your citation, but you do need to do this in the full reference in your bibliography or reference list.

Citing sources with corporate authors - for example organisations, companies and institutions

A source can be written by a corporate author such as an organisation, company, institution or government body. The corporate author and year should be used in the citation:

(British Airways 2003) or In the report by British Airways (2003) it can be seen that ...

The reference should be listed under the corporate author in your reference list or bibliography.

When citing sources by some government bodies, the name of the government body in your citation and reference should include the jurisdiction or country. For example; Great Britain. See the examples of referencing and citing [Parliamentary and government publications](#). This is because different countries can have a body with the same name. For example, more than one country may have a Department of Energy.

If you are using a large number of government publications in your work and they are all from the same jurisdiction or country (for example Great Britain), it may be appropriate to omit the jurisdiction and use the government department name only as the author. Please ask your tutor or look in your course handbook to check if this is acceptable.

Citing more than one source by the same author(s)

If you are citing more than one source by the same author(s) you need to be able to distinguish between them. It is not a problem if they were published in different years:

In his book, Gregory (2004) ...

Gregory (2008) describes ...

The sources are distinguished in the citation and reference by the year.

GREGORY, Peter (2004). *Computer viruses for dummies*. Hoboken, Wiley.

GREGORY, Peter (2008). *IT disaster recovery planning for dummies*. Hoboken, Wiley.

However, if you have used sources written by the same author(s) and which were published in the same year, you need to distinguish these using letters after the year:

(Nielsen 1993a) describes ...

(Nielsen 1993b) shows how ...

These letters must also appear in your bibliography or reference list to distinguish the two sources there as well:

NIELSEN, Jakob (1993a). *Hypertext and hypermedia*. London, Academic Press.

NIELSEN, Jakob (1993b). *Usability engineering*. London, Academic Press.

Citing when you cannot identify the author(s) of a source

If you cannot identify the author(s) of a source, cite it by title and list it under the title in your bibliography or reference list. If it is a book, the title is usually in italics, so maintain this in your citation and reference:

(*Dictionary of biology* 2004) or In the *Dictionary of biology* (2004) ...

Citing when you cannot identify the year

If you cannot identify the date of publication of a source, indicate that there is no date:

(Collins no date) or Collins (no date) describes ...

Quotations and citing information from a specific place in the source

If you quote or refer to information from a specific place in a source, you should indicate exactly where it can be found.

If the source has page numbers, include the page number on which the quotation or piece of information can be found in the citation with the author's name(s) and year.

(Wood 2004, p126) or Wood (2004, p126)

If the quotation or piece of information appears across multiple pages in the source, use the page number on which the quotation started.

If the source has no page numbers but has numbered paragraphs or lines (for example some literature and some legal documents), use the paragraph number or line number instead.

Majorstake Ltd v Curtis (2006, 13)

For plays, include the act, scene and line:

"Where words prevail not, violence prevails" (Kyd 1977, 2.3.108)

For some literature such as plays and poems, both page numbers and paragraph/line numbers may exist. When quoting from the play or poem it is more appropriate to use the paragraph/line numbers than the page numbers.

If the source is an electronic book which does not have page numbers, for example when viewed using an e-book reader, it is helpful to include the chapter in which the quotation or piece of information appears. For example:

(Austen 1994, ch2) or Austen (1994, ch2)

If there are no page numbers or paragraph/line numbers on a printed or online source, the author(s) and year should be used alone.

You do not need to include the page/paragraph/line number of the quotation or piece of information in the reference in your bibliography or reference list.

You may wish to use a quotation which has been referred to in the source you are using, but which is not the original work of the author of the source. For example you may wish to use a quotation from Benjamin Disraeli which you found in a book about British prime ministers by Roland Quinault.

In this case, follow the principles of [secondary referencing](#) as follows. In your text your citation should be to the source you used which is the book by Quinault. You should also acknowledge the original author or originator of the quotation. For example:

Disraeli, cited by Quinault (2011, p38), famously said "Democracy ..."

Your bibliography should include the book by Quinault as your source.

See the section on [Quoting](#), for more information about how to include quotations in your work.

Citing images, diagrams, tables and figures

In your work you can refer to images, diagrams, tables and figures which you find in books or other sources. You should put a citation in your text when you refer to the image and you should put a full reference in your bibliography or reference list.

Where the creator of the image, diagram, table or figure is the same as the creator of the source, for example a diagram in a book created by the author(s) of the book, your citation should be to the book, including the author's name(s), year and the page number on which the diagram appeared. For example:

Osborn and Greeno (2002, p206) provide a diagram of the typical detail for raft foundation ...

The reference in the bibliography or reference list would be:

OSBOURN, Derek and GREENO, Roger (2002). *Introduction to building*, 3rd ed., Harlow, Pearson Education.

However, the creator of the image, diagram, table or figure may not be the same as the author of the source in which you found it. The source should tell you if the creator of the image is someone else, by the inclusion of a citation to the original creator. If this information does not appear, you can assume they are the same.

If the creator of the image, diagram, table or figure is different to the author of the book or other source, you should follow the principles of [secondary referencing](#). Include the creator of the image in your text but cite and reference the source. For example in your text:

In the book by Cole (1994, p38) there is a figure by Stoner and Freeman explaining the ...
or
Stoner and Freeman (Cole 1994, p38)

See also [Reproducing images, artworks, diagrams, tables and figures](#)

Citing artworks

In your work, you can refer to original artworks and to artworks included in other sources.

If the source is an artwork or photograph, or other whole work, the creator of the artwork and the date should be used in the citation:

In his self-portrait, Reynolds (circa 1775) ...

However, you will often find artworks included in books or other sources.

When you are referring to the reproduction of an artwork in a book or other source, you should include the detail of the source in your reference. For example:

A reproduction of Gaudi's plan for the cemetery gate can be seen in a book written by Rainer Zerbst. In this instance, cite Gaudi:

Gaudi (1875) produced a plan for the cemetery gate, which he submitted to ...

The reference in the bibliography or reference list would start with the creator of the artwork, but also include the full details of this book:

GAUDI, Antoni (1875). Plan for the cemetery gate. [drawing]. In: ZERBST, Rainer. *Antoni Gaudi: the complete buildings*. London, Taschen, 2002.

Including citations in your work

Where to put citations

When you use information from a source you should put a citation with the information so it is clear that the information is from that source.

The citation giving the source of a **quotation** should come either immediately before or after the quotation depending on how it fits with what you are writing. For example:

It is considered that "emergent strategy is about learning" (Mintzberg 2007, p5).

or

According to Mintzberg (2007, p5) "emergent strategy is about learning".

See also the section on [Citing quotations](#).

If you have used **information from one source** in a sentence, you should place your citation to that source in that sentence. For example:

Hosting the Olympics generates tourism during the games and afterwards (Weed 2007).

or

Weed (2007) describes how hosting the Olympics generates tourism during the games and afterwards.

Both of the above are correct. Where the citation appears in the sentence depends on personal preference.

If you have written more than a sentence relating to one source, make sure that you are [Relating your citations to your work](#).

If you have used **information from several sources**, you should make it clear which information relates to which citation. Examples of how to do this are:

Facebook has over 400 million users (Mintel 2010) and is increasingly being used by companies for promotion (Gaudin 2010).

and

Hosting the Olympics generates tourism during the games and afterwards (Weed 2007). However, research by the European Tour Operators Association (2006) shows that there is no long term increase in tourism.

Sometimes it may be appropriate to [Cite several sources together](#).

If you have included a **diagram, table or figure** from a source in your work, a citation should appear below the diagram. See [Citing images, diagrams, tables, figures, etc.](#)

Relating your citations to your work

It is very important to clearly indicate the relationship between the information in your work and the sources it has come from. The relationship can be indicated by where you put your citations and sometimes also by explaining the relationship in your text.

It is usually assumed that a citation relates only to the information just before or after it. If you have written several sentences relating to one source you should make this clear in your text. For example:

Weed (2007) describes how hosting the Olympics generates tourism during the games and afterwards. They also assert that the effects are seen across the whole of the host country not just in the city where the games are taking place.

The text "They also assert" shows that the second sentence is connected to the citation in the first sentence.

You can use other appropriate words or phrases to show connections between your text and the citations you have included. For example:

The following list of seven points is adapted from Mintzberg (2007)

If you start a new paragraph and continue to use information from the same source as in your previous paragraph, you should repeat your citation or very clearly write that this is the case. For example:

There are many difficulties and opportunities for error in this method of performance analysis, the main problems being inaccuracy of recording and difficulties in interpreting the data. Carling (2009) agrees with this analysis that manual methods are complex and time consuming and that there are better methods.

Alternative methods are digital and video (Carling 2009) which both have advantages over manual methods. Video is now well established in many...

If you use information from a source in more than one place in your work you should cite it each time. See [citing more than once from the same source](#).

However, be careful about how much of your work is attributable to one source. You will probably find that you will be expected to use multiple sources of information and your own thoughts and ideas in your work.

Citing more than once from the same source

Sometimes you may wish to cite a source more than once in one piece a work. You should cite the source in your work wherever and whenever you have used it:

Orwell (2000) describes how Big Brother ...

and later in your work:

"a vast system of mental cheating" (Orwell 2000, p224)

The full reference for the source need only appear once in the bibliography:

ORWELL, George (2000). *Nineteen eighty-four*. London, Penguin Classics.

In documents which use a referencing style based on footnotes, you may see the Latin terms *op.cit.* and *ibid.* used when citations are repeated. *Op.cit.* means 'in the source previously referred to' and *Ibid.* means 'in the same source'. These terms are **not** used in the Harvard method of referencing and full citations should appear each time you use a source.

Citing several sources together

Sometimes several sources can be cited together.

This can be appropriate in a sentence where the citations are not related directly to specific information in the sentence but are all sources of further information. For example:

There has been much debate about this issue (Fleming 2002, Smythe and Herbert 2005, McGregor et al. 2007).

In the above example, the citations are given in chronological order, with the oldest source first. This allows a reader of your work to identify all the relevant sources and makes the historical development of the concept explicit. If the chronology of the information is not relevant, it may be more appropriate to list the sources in alphabetical order. For example:

The results for the different reagents range between 2.4 and 8.9 (Christiansen 2004, Samuels 2001)

Citing sources together is also appropriate if you have created a table or diagram using data or information from various sources. The sources should all be listed below the table or diagram. For example:

2004	275000
2005	288000
2006	293601

Based on data from Cancer Research UK (2008); Cancer Research UK (2010)

It is not necessary to indicate which part of the table or diagram relates to which citation, unless this is critical to the information. If this would be useful to do, then it would probably be best to do it in your text.

The sources can be listed in chronological order with the oldest source first or in alphabetical order, depending on which is the most appropriate.

When you cite sources together, you should still list all the sources separately in your bibliography or reference list.

Using sources in your work

In your academic writing you will be expected to support your ideas and arguments with evidence from other sources. You can do this by quoting, paraphrasing or summarising the work of others as long as you also reference your sources. This section shows you how to do this.

Quoting

Quoting is repeating exactly a sentence, passage, statement, etc. from a book or other source.

When quoting, it is necessary to indicate that you are using someone else's words by enclosing the quotation in quotation marks or by indenting the quotation. You also need to cite the source of the quotation, including the page number or paragraph/line number if available (see the section on [Citing quotations and specific pieces of information](#) for help with this) and provide a full reference in your bibliography or reference list.

Quotation marks and indenting quotations

Short quotations should be enclosed in quotation marks and can be included in the body of your text. For example:

Pelletier (2006, p109) indicates that "the Greeks invented tragedy first and arrived at comedy later" ...

It is often considered good practice to indent substantial quotations as a separate paragraph. Substantial usually means a quotation which is more than one sentence or which is longer than 2 lines. However, please follow the advice from your tutors or in your course/module handbook on how to present your essay or report.

It is not necessary to include quotation marks if a quotation is indented. For example:

Harrigan and Park (1991, p54) describe pasteurisation as:

the name given to a moderate heating process that is intended to kill some types of microbe in a food but not endospores or some other particularly resistant type. Pasteurization may be applied to reduce the risk from pathogens in, for example, milk

This description can ...

Omitting part of a quotation

If part of a quotation is omitted, this can be indicated by using three dots

"Pasteurization may ... reduce the risk from pathogens" (Harrigan and Park 1991, p54)

If you do this, be careful not to change the meaning of the quotation.

Quoting foreign language sources

If you quote from the text of a source which is not in the English language, the quotation should be in the language which appears in the source. The original author and year should be cited and the quotation should be enclosed in quotation marks or indented.

Quoting translated sources

If you are quoting from a translated work, you should cite the original author(s). Quote the text in the language in which it appears in the source you have used.

If you wish to translate some foreign language text yourself, you should not represent this as a quotation when you include it in your work. You should however acknowledge the original source.

Paraphrasing and summarising

You can paraphrase or summarise someone else's work providing that you acknowledge the source in your text and reference it.

You are paraphrasing when you put another writer's ideas into your own words. It is an important skill as it can demonstrate that you have properly understood the original writer's meaning. It does NOT mean copying a piece of writing and just changing a few of the words. When you paraphrase correctly the writing will be in your own style but express the original author's ideas or information.

Paraphrased information must be referenced. Even if you have not directly quoted any of their words you must still give credit to the original author. If you do not acknowledge the source of the information which you have paraphrased then you will be guilty of plagiarism.

Summarising is expressing briefly or concisely the main points from a source in your own words. It is still important to reference your original source because you have used the ideas or information from that source.

Using data and numbers

You can use data and numbers from a source in the same way as other information. For example:

Rojas and Storch (2010) report that 18% of children ...

If you create a diagram, table or other figure based on data or information from a source, cite the source below the diagram or table. For example:

Based on data from Cunningham (2003)

You should also provide a full reference in your bibliography.

If you have created a table or figure using data from multiple sources, you can [cite several sources together](#) below the figure.

Reproducing images, artwork, diagrams, tables and figures

If you reproduce an image in your work, you should put a citation directly below the image. For example:

Osbourn and Greeno (2002, p206)

There should be a full reference to the source of the image in your bibliography or reference list. You may also need to include an **attribution** below the image (see the copyright considerations section below).

If you have reproduced an image, diagram, table or figure, purely to decorate your work, you may not need to cite it or include it in your bibliography. However, if it has been discussed in your work or it has contributed to the intellectual or artistic content then it should be cited and referenced. If you do not cite an image and include it in your bibliography or reference list, you should still acknowledge the source by putting an attribution beneath the image.

Copyright considerations when reproducing images:

If you want to reproduce an image, artwork, diagram, table or figure in your work, you need to make sure that you are not breaching copyright. Permission must be obtained before you use the image. If there is no information relating to copyright or permitted use then UK law under certain circumstances allows for limited copying under copyright exceptions subject to 'fair dealing' (see the [Copyright](#) guidance for SHU staff and students). However you cannot reproduce images in any work that is to be made available more widely, for example on a webpage or for public display, unless the image is out of copyright or you have permission.

To comply with copyright and other intellectual property law, you may also need to include an attribution. An attribution should follow the format specified by the source and could be the original authors name or company name, a copyright statement or other statement as directed.

Registered designs and trademarks such as company logos cannot usually be reproduced without permission. Check the permissions information on the company or organisation's website or contact them to request permission. Permissions will usually include information about any attribution you may be required to include. If you need to use a trademark or logo in your work for a legitimate reason, for example, because you are discussing the design of a brand, it may again be covered by one of the copyright exceptions.

Adapting images, diagrams, tables and figures

You need permission from the copyright holder to adapt their image, unless the image is out of copyright or the copyright statement allows it. If you do adapt an image from another source, note this in your citation below your image and provide a full reference to the source in your bibliography or reference list. For example if you created an image which was based on a diagram in a book by George Williams your citation below it would be:

Adapted from a diagram by Williams (2008)

In your bibliography there should be a full reference to the book by Williams.

Secondary referencing - for when you haven't read it, but you have read about it

Sometimes you will find information, diagrams, concepts, quotations, etc. which were not originally written by the authors of the source you are reading.

If you want to refer to this information, it would be best to go to the original work and read it yourself. This enables you to check that the information is correct, represented accurately and that you have the full details.

If it is not possible to do this, you will need to use secondary referencing. This means that in your text, you must mention the authors of the original information and of the source you have read, but only put the source you have actually read in your bibliography or reference list.

Secondary referencing is illustrated in the following examples:

Example 1.

In the book "Housing policy: an introduction" written by Paul Balchin and Maureen Rhoden, a theory by Chris Hamnett is discussed and referred to.

If you want to discuss Hamnett's theory in your work, you must mention Hamnett in your text but reference the book by Balchin and Rhoden.

For example, in your text:

According to Balchin and Rhoden (2002) Hamnett has a theory that ...

And in your bibliography / reference list:

BALCHIN, Paul and RHODEN, Maureen (2002). *Housing policy: an introduction*. 4th ed., London, Routledge.

You must not include Hamnett in your bibliography / reference list.

Example 2:

In a book by Robson, there is a quotation which Robson cites as coming from Anastas and MacDonald (1994).

If you wished to use this quotation it would be best to find and use the original work by Anastas and MacDonald. If this was not possible, you would cite the quotation as follows:

Anastas and MacDonald as quoted in Robson (2002, p167) describe how "flexible or qualitative methods have traditionally ..."

In your bibliography you would reference the work by Robson:

ROBSON, Colin (2002). *Real world research*. 2nd ed. Oxford, Blackwell.

Example 3:

In an article written by David Thorp which appears on the modernselling.com web site there is a quotation attributed to Philip Kotler.

If you wished to use this quotation it would be best to go to the original work by Kotler (there is a reference to the journal article from which the quotation was taken). This would help you to avoid the possibility of misquoting. However in some cases, there may not be a reference to where the quotation came from or it may be difficult to obtain.

In this case you would cite the quotation as follows:

According to Thorp (2007) Kotler says that this "helps to resolve conflicts, and shares with each group the tacit knowledge from the other group"

And include the source in your bibliography:

THORP, David (2007). *Dragon with two heads*. [online]. Posted 1 November. <http://www.modernselling.com/news-and-events/sales-expert-comment/sales-versus-marketing-20091650.aspx>

Bibliographies and reference lists

At the end of your assignment you must give full details of the sources you have used in a reference list or bibliography.

What's the difference between a bibliography and a reference list?

A **bibliography** lists all the works you have used in preparing your assignment. This will include all the sources you have cited and any background reading, even works not cited or directly referred to in your text.

A **reference list** should include only sources actually cited in your work.

Usually you will be asked to produce only one of these. If you are in any doubt about what is required, ask your tutor.

Sometimes, you may be asked to produce two lists, separating the sources you have cited from other sources you have used. In this case the cited sources should be in a Reference list and the other sources should be listed after these (possibly under the heading Bibliography). In this case, bibliography has an alternative meaning and should contain only the additional uncited sources.

The format of a bibliography or reference list

Your bibliography or reference list needs to be precise, consistent and comprehensive. Each reference must give sufficient information for those reading your work to be able to find any sources of information mentioned.

Each source should appear in your bibliography once. You should however cite a source in your text every time you use information from it. For more information see [Citing more than once from the same source](#).

In the Harvard method, references should be arranged in one alphabetical sequence by name of author. You should not break down the list by types of source (books, internet sources, etc.) unless you are asked to do so.

If a number of references have the same first author, but the subsequent authors are different, the references should be listed under the first author and then in alphabetical order by the next author(s).

If a number of references have the same author(s) put the references in order by year, with the oldest first.

If a number of references have the same author(s) and were published in the same year, you should use letters (a, b, c, etc.) after the year in your citations and in your bibliography / reference list to distinguish the sources. See [Citing more than one source by the same author\(s\)](#).

If there is no author, the reference should be listed in the sequence under the first significant word of the title (not under "The" or "A").

If a reference begins with a number in numerals (not spelled out in letters), this should be listed at the beginning of the bibliography/reference list, before the alphabetical sequence.

Example bibliography

3:10 to Yuma. (1994). [DVD off-air]. Directed by Delmer Daves. Channel 4. 29 January.

CHURCHILL, Gilbert A. (2000). *Basic marketing research*. 4th ed., London, Dryden Press.

CHURCHILL, Gilbert A. and BROWN, Tom J. (2004). *Basic marketing research*. 5th ed., Cincinnati, South Western.

CHURCHILL, Gilbert A. and PETER, J. Paul (1998). *Marketing: creating value for customers*. 2nd ed., Boston, Irwin/McGraw Hill.

CHURCHILL, Gilbert A. et al. (1999). *Sales force management*. 6th ed., Boston, Irwin/McGraw-Hill.

ELLIS, John (1992). *Visible fictions: cinema, television, video*. Rev. ed., London, Routledge.

ELLIS, John (2000). *Seeing things: television in the age of uncertainty*. London, Tauris.

JOHNSON, D. W. and JOHNSON, F. P. (1994). *Joining together: group theory and group skills*. Boston, Allyn and Bacon.

MALLIER, T. and BAILEY, M. (1997). How students search for vacation employment. *International journal of manpower*, **18** (8), 702-714.

NIELSEN, Jakob (1993a). *Hypertext and hypermedia*. London, Academic Press.

NIELSEN, Jakob (1993b). *Usability engineering*. London, Academic Press.

The pedant's revolt. (2004). [DVD off-air]. BBC4. 5 December.

REITZIG, Markus (2004). Strategic management of intellectual property. [online]. *MIT Sloan management review*, **45** (3), 35-40.

Ten days in Paris. (1991). [video off-air]. Directed by Tim Whelan. 18 April.

Author(s) in references and citations

In Harvard referencing, the details of the author(s) or editor(s) of your sources should be one of the main parts of your citations and references.

Authors' names and initials

In citations, use only the family name of the authors. For example:

(Orwell 1972)

In references, use the family name and full given name(s) of the authors. When only initials are given in the source, use the family name and initial(s). Put the author's family name first, followed by their other names or initials. For example:

ORWELL, George

or

MARTIN, George R. R.

or

ROWLING, J. K.

In the Harvard-SHU style, it is recommended that the family names of authors be in upper case in references. A reader of your work may want to find out more about a source you have cited. They will see your citation containing the author's family name and will then look for that name in your reference list or bibliography. If the name is in upper case it makes it easier for them to find the reference they are interested in. It also makes it easier to identify which name is an author's family name and which are their given names.

Multiple authors

If a source has multiple authors, include them all up to a maximum of three. If there are more than three, use the first author followed by "et al."

For more details of how to do this in your citations, see [Citing sources with four or more authors](#) . To see how to do this in your references, there are [referencing and citing examples](#) of how to reference a book with one, two, three and more than three authors. You can use the same method of referencing authors seen in these examples for referencing the authors of other types of source.

In your references and citations the authors should be presented in the same order as they are in the published source.

Some research is attributed to a large number (sometimes hundreds or even thousands) of alphabetically-listed authors under a collective project name. If this is the case, cite under the collective name. For example:

BICEP2 COLLABORATION (2014). *Bicep2 II: experiment and three-year data set*. [online]. Draft version, 7 April 2014.
<http://arxiv.org/pdf/1403.4302v2.pdf>

Corporate authors: organisations, companies and institutions

Not all sources have individuals as authors; an organisation, company or institution can be the author and is known as a corporate author.

For more details of how to include an organisation in your citations, see [Citing corporate authors: organisations, companies and institutions](#). To see how to do this in your references, there is an example in the following pages of a [book with a corporate author](#). You will also find examples of how to reference sources which commonly have this type of author, for example, parliamentary and government publications, company annual reports, etc.

If an organisation's name is in a number of parts which reflect the structure of the organisation, for example: Sheffield Hallam University, Facilities Directorate, Catering Services, it is not necessary to use all the parts of the name. Use the name of the organisation and the section responsible for the sources, for example Sheffield Hallam University, Catering Services. Please note that all levels of the name should be included for Parliamentary bodies. For example: Great Britain, Parliament, House of Commons.

In Harvard-SHU style references it is recommended that the full corporate name be in upper case if the name is in one part. For example:

EASYJET

or

WORLD HEALTH ORGANIZATION

If a corporate name is in more than one part, only the first part should be in upper case. For example:

SHEFFIELD HALLAM UNIVERSITY, Catering Services

In citations you should respect the capitalisation given in the source. For example:

easyJet's mission is to ... (easyJet 2006)

or

Statistics from the World Health Organization (1998) show that there are ...

The year in references and citations

The publication year

In the Harvard method, citations and references should include the year of publication of the source. This is an important part of the citation and reference and also helps to distinguish sources by the same author(s) but published in different years.

For print sources, the year to use is usually the year of publication. If you cannot find a year of publication, you can use the Copyright year which is often denoted by the symbol ©.

Years and online sources

For online sources, the year which you should use depends on the source:

- If the source is the online version of a print source, then you should use the year of publication of the print source. For example, the online version of a magazine article will usually tell you the original print publication date.
- If the source is an online only source, there may be a date on which it was written or published online. For example, a blog post will tell you when it was written.
- Web pages and other online sources often do not have a specific date on which they were written or published because they have evolved over time. In this case, you should use the date that the page or site was last updated. This can often be found at the bottom of the page or on the homepage of the site.

What if there is no year?

If you cannot find a year of publication on a printed or online source, you should put "no date" where the year would usually appear. For more details, see the section on [Citing when you cannot identify the year](#).

Principles of referencing online sources

These recommendations have been simplified in this version of the guide. The changes are to reflect the prevalence of online information and to make referencing online sources easier. The details which you need to include in a reference will be different depending on what type of source you have used. For example, an electronic journal article would be referenced in a different way to an electronic book or a web page.

- You should include details about the source such as the author, year and title wherever possible. This enables someone reading your work to find it by searching for it using a web search engine or library database.
- You should include [online] in the reference so that it is clear to someone reading your work that you have used an online source.
- References to electronic books and electronic journal articles which can be found using Library Search, library databases and search engines will not need a URL (web address).
- References to web pages should include the URL and the last updated date or posted date, where available.
- For other sources, provide the URL if it will help a reader of your work to find your source. This is helpful if the source is difficult to find or if you wish to direct a reader to the specific version of a source that you have used (where versions differ).
- It is not helpful to provide URLs if they only work in your current browser session and/or take a reader of your work to a subscription service to which they may not have access. This is often the case for sources found in library databases.
- If in doubt, include a URL.

Referencing and citing examples

How to use the referencing and citing examples in this guide

The information required in a reference is different depending on the type of source and on whether it is printed or online, etc. The referencing and citing examples provide examples for many different types of source.

What information is required in a reference?

To find out what information to include in your references, look at the information required column and the example references. You may not be able to find all the information for the source you have used (for example, not all books have an edition), but try to include as much of the information as you can.

What order should the information be in?

To find out the order in which the information should appear in your references, look at the information required column where the information is listed in the required order. The information also appears in the correct order in the example references. Try to follow the order and format given and be consistent.

What should the citation look like?

An example of how to cite the reference in your text is shown. However there is more than one way of citing a source depending on how it fits into the text of your work and whether you have quoted from it, etc. There is more detail about this in the [Principles of citing](#) section.

Punctuation, capitalisation and italics

The punctuation you should include in your references is shown in the example references. Try also to follow the capitalisation and italics given in the examples. References should have a full stop at the end. However, if the last part of the reference is a URL, the full stop is not needed.

Finding the example you need

Use the table of contents at the beginning of the guide or if you are using one of the electronic versions of this guide, search for what you are looking for. The examples of how to cite and reference electronic and online sources are listed in this guide by source type. For example, to find out how to create a reference to an electronic book, look under "books".

Type of source	The information required	Example of reference	Example of how to cite the reference in text
Books	You will usually find the information you need on the book's title page (usually the first page) and the back of the title page. Note that this may differ from what is on the cover and should be used in preference to the information on the cover. In a book reference, you need to include the edition for anything other than the first edition. Use the abbreviation for the edition (2nd ed., 3rd ed., 4th ed., New ed., Revised ed., etc.). You should include the place of publication if available, but there may not be a place of publication for electronic books. If there is more than one place of publication given, include only the most local one.		
Book with one author	Author, year, title, edition (if not the first), place of publication, publisher	PHILLIPS, David (2006). <i>Quality of life: concept, policy and practice</i> . London, Routledge.	... is relevant to social policy (Phillips 2006) and ...
Book with two authors	Both authors, year, title, edition (if not the first), place of publication, publisher	KIMBALL, Ralph and ROSS, Margy (2002). <i>The data warehouse toolkit: the complete guide to dimensional modeling</i> . 2nd ed., New York, Wiley.	Kimball and Ross (2002) indicate that ...
Book with three authors	All authors, year, title, edition (if not the first), place of publication, publisher	GREENSTREET, Bob, GREENSTREET, Karen and SCHERMER, Brian (2005). <i>Law and practice for architects</i> . Oxford, Architectural.	... is common practice (Greenstreet, Greenstreet and Schermer 2005)
Book with four or more authors	First author, et al. year, title, edition (if not the first), place of publication, publisher	BOTT, Frank, et al. (2001). <i>Professional issues in software engineering</i> . 3rd ed., London, Taylor and Francis.	Bott et al. (2001) describe how ...
Book with a single editor	Editor (ed.), year, title, edition (if not the first), place of publication, publisher	ACKERLEY, Roger (ed.) (2003). <i>Telecommunications performance engineering</i> . London, Institute of Electrical Engineers.	(Ackerley 2003)
Book with two editors	Both editors, (eds.), year, title, edition (if not the first), place of publication, publisher	STAHL, Gunter K. and MENDENHALL, Mark E. (eds.) (2005). <i>Mergers and acquisitions: managing culture and human resources</i> . California, Stanford University Press.	"mergers are ..." (Stahl and Mendenhall 2005, p267)

Type of source	The information required	Example of reference	Example of how to cite the reference in text
Book with three editors	All editors, (eds.), year, title, edition (if not the first), place of publication, publisher	DUDINK, Stefan, HAGEMANN, Karen and TOSH, John (eds.) (2004). <i>Masculinities in politics and war: gendering modern history</i> . Manchester, Manchester University Press.	(Dudink, Hagemann and Tosh 2004)
Book with more than three editors	First editor, et al., (eds.), year, title, edition (if not the first), place of publication, publisher	HITT, Michael A., et al. (eds.) (2002). <i>Strategic entrepreneurship: creating a new mindset</i> . Oxford, Blackwell.	Hitt et al. (2002) discuss the ...
Book with a corporate author (organisation, company or government)	Author, year, title, edition (if not the first), place of publication, publisher	INTERNATIONAL VALUATION STANDARDS COMMITTEE (2005). <i>International valuation standards</i> . 7th ed., London, International Valuation Standards Committee.	(International Valuation Standards Committee 2005)
Book with no identifiable authors or editors	If you cannot identify the author(s) of the work (individual or corporate), use the title to cite the work and as the main entry in your bibliography / list of references.		
	Title, year, edition (if not the first), place of publication, publisher	<i>Building maintenance: strategy, planning and procurement</i> . (2000). Coventry, Royal Institution of Chartered Surveyors.	(<i>Building maintenance: strategy, planning and procurement</i> 2000)
Anonymous book	For a book which is identified as anonymous, use Anon. in place of the author(s)		
	Anon., year, title, edition (if not the first), place of publication, publisher	ANON. (2005). <i>A woman in Berlin: diary 20 April 1945 to 22 June 1945</i> . London, Virago.	(Anon. 2005)

Type of source	The information required	Example of reference	Example of how to cite the reference in text
Book with a subtitle	Author(s), year, title and subtitle, edition (if not the first), place of publication, publisher	HARRIGAN, W. F. and PARK, R. W. A. (1991). <i>Making safe food: a management guide for microbiological quality</i> . London, Academic Press. PELLETIER, Louise (2006). <i>Architecture in words: theatre, language and the sensuous space of architecture</i> . Abingdon, Routledge.	Harrigan and Park (1991) (Pelletier 2006)
A volume of a multivolume book	Author(s), year, title, volume, edition (if applicable), place of publication, publisher	BUCHANAN, W. J. (2004). <i>The handbook of data communications and networks, vol.2</i> . 2nd ed., Boston, Kluwer.	(Buchanan 2004)
Book with an introduction / foreword	Author of book, year of publication, title of book, additional details of the edition, place of publication, publisher	TWAIN, Mark (1966). <i>The adventures of Huckleberry Finn</i> . Edited with an introduction by Peter Coveney. London, Penguin.	(Twain 1966) recounts the exploits of ...
Edited play or other literary work	Author of play, year of publication (of edited text), title of play, additional details of the edition, place of publication, publisher	KYD, Thomas (1977). <i>The Spanish tragedy</i> . Edited by Philip Edwards. Manchester, Manchester University Press.	In the play (Kyd 1977) ... "Where words prevail not, violence prevails" (Kyd 1977, 2.3.108)
Dictionary	Author(s) or editor(s) and (ed.), year, title, edition (if not the first), place of publication, publisher	FRESHWATER, Dawn and MASLIN-PROTHERO, Sian (eds.) (2004). <i>Blackwell's nursing dictionary</i> . 2nd ed., Oxford, Blackwell.	(Freshwater and Maslin-Prothero 2004)
Dictionary with no authors or editors	Title, year, edition (if not the first), place of publication, publisher	<i>Dictionary of finance and banking</i> . (2005). 3rd ed., Oxford, Oxford University Press.	(<i>Dictionary of finance and banking</i> 2005)

Type of source	The information required	Example of reference	Example of how to cite the reference in text
Annual publication	Author(s), year, title, place of publication, publisher	DUN & BRADSTREET (2006). <i>Key British enterprises 2006: Britain's top 50,000 companies</i> . London, AP Information Services.	(Dun & Bradstreet 2006)
Reprinted book	Author(s), original year, title, Reprint, place of publication, publisher, year of publication or reprint	SEDDING, John (1893). <i>Art and handicraft</i> . Reprint, London, Garland, 1977.	(Sedding 1893)
Facsimile	Author(s), original year, title, reprint, place of publication, publisher, year of publication	DARWIN, Charles (1859) <i>On the origin or species: by means of natural selection</i> . Facsimile of the 1st ed., Atheneum, 1967.	(Darwin 1859) describes ...
Part of a series	Author(s), year, title, edition (if not the first), place of publication, publisher, series title, series number or volume number (if applicable)	BAGINSKY, Mark (2000). <i>Child protection and education</i> . London, NSPCC. Policy practice research series. LOVEJOY, Paul E. (2000). <i>Transformations in slavery: a history of slavery in Africa</i> . 2nd ed. Cambridge, Cambridge University Press. African studies series, 36. DONNELLAN, Craig (ed.) (1996). <i>Men, women and equality</i> . Cambridge, Independence. Issues for the nineties, vol.18.	(Baginsky 2000) (Lovejoy 2000) Donnellan (1996) argues that ...
Published leaflet or pamphlet	Author(s), year if available, title, edition if applicable, place of publication, publisher	MULTIPLE SCLEROSIS SOCIETY (no date). <i>Coping with the cost of MS: housing grants</i> . London, Multiple Sclerosis Society.	the Multiple Sclerosis Society (no date) provide information on how ...
Sacred work	Title, version, year of publication	<i>Holy Bible</i> . Good News Translation, 1994.	(John 3:24, <i>Holy Bible</i>)

Type of source	The information required	Example of reference	Example of how to cite the reference in text
Electronic book from a database	Author(s), year, title, [online], edition (if not the first), place of publication (if available), publisher	<p>MORGAN, Nigel and PRITCHARD, Annette (2001). <i>Advertising in tourism and leisure</i>. [online]. Oxford, Butterworth-Heinemann.</p> <p>LEE, Martin (ed.) (1993). <i>Coaching children in sport: principles and practice</i>. [online]. London, Spon.</p> <p>ATRILL, Peter (2012). <i>Financial management for decision makers</i>. [online]. 6th ed., Harlow, Financial Times Prentice Hall.</p>	<p>(Morgan and Pritchard 2001)</p> <p>Lee (1993) describes how coaches need to understand children ...</p> <p>Businesses that are fair with their customers, suppliers and employees are more likely to flourish (Atrill 2012)</p>
Electronic reprinted book from the web	Author(s), original year, title, [online], original publication place and publisher, reprint details, date of online edition (if different from the print)	WELLS, H. G. (1922). <i>A short history of the world</i> . [online]. New York, The Macmillan Company. Reprinted on Bartleby.com, 2000.	In the famous work by Wells (1922) ...
Electronic book preview	Author(s), year, title, [online], edition (if not the first), place of publication (if available), publisher, source of book preview	<p>STEVEN WINTER ASSOCIATES (1998). <i>Passive solar design and construction handbook</i>. [online]. New York, John Wiley & Sons. Google Books book preview.</p> <p>BAMMES, Gottfried (2013). <i>Complete guide to drawing animals</i>. [online]. Tunbridge Wells, Search Press. Amazon.co.uk book preview.</p>	<p>(Steven Winter Associates 1998)</p> <p>Bammes (2013) suggests that ...</p>
Electronic book from an e-book reader	These may not have page numbers. See citing quotations for how to cite quotations from these sources.		
	Author(s) or editor(s), year of publication, title, [online], edition, publisher	AUSTEN, Jane (1994). <i>Northanger Abbey</i> . [online]. Kindle ed., Public Domain Books.	Austen (1994) describes how ...

Type of source	The information required	Example of reference	Example of how to cite the reference in text
Book chapter or part	If a book has an editor and the individual chapters are written by different authors, then you should reference the individual chapter(s) which you have used.		
Chapter from an edited book	Chapter author(s), year, title of chapter, In: book editor(s), (eds.), book title, edition (if not the first), place of publication, publisher, page number of chapter	WILLIAMS, Eric and SASAKI, Yukihiro (2003). Strategizing the end-of-life handling of personal computers: resell, upgrade, recycle. In: KUEHR, Ruediger and WILLIAMS, Eric (eds.). <i>Computers and the environment: understanding and managing their impacts</i> . London, Kluwer, 183-196.	(Williams and Sasaki 2003) "..." (Williams and Sasaki 2003, p184)
Part of an anthology	Part author(s), year of part, title of part, Reprinted in: anthology editor(s), (eds.), anthology title, edition (if not the first), place of publication, publisher, year of publication of anthology (if different from year of part), page numbers of part	LOTT, Emmeline (1865). The governess in Egypt. Reprinted in: FOSTER, Shirley and MILLS, Sara (eds.). <i>An anthology of women's travel writing</i> . Manchester, Manchester University Press, 2002, 55-59.	Lott (1865) describes ...
Part of an encyclopedia	Part author(s), year, title of part, In: encyclopedia editor(s), (eds.) if applicable, encyclopedia title, edition (if not the first), place of publication, publisher, volume if applicable, page number(s) of part	UEBERSAX, Mark A. (1992). Rice. In: <i>McGraw-Hill encyclopedia of science and technology</i> . 7th ed., London, McGraw-Hill. 15, 481-486.	(Uebersax 1992)
Introduction / foreword to a book	Author of the introduction / foreword, year of publication, title of the introduction / forward, In: author of main text, title of main text, place of publication, publisher	COVENEY, Peter (1966). Introduction. In: TWAIN, Mark. <i>The adventures of Huckleberry Finn</i> . London, Penguin.	In his introduction to the book, Coveney (1966) describes ...

Type of source	The information required	Example of reference	Example of how to cite the reference in text
Information on the cover of a book - author/source is given	Author(s), year, cover location, In: Authors of book, book title, edition (if applicable), place of publication, publisher	LYNCH, Jack (2006). Back cover. In: HAMMOND, Brean and REGAN, Shaun. <i>Making the novel: fiction and society in Britain, 1660-1789</i> . Basingstoke, Palgrave Macmillan.	(Lynch 2006) describes this book as "unfailingly lively and readable"
Information on the cover of a book - where no author/source is given	Author(s), year, title, edition (if applicable), place of publication, publisher	INTERNATIONAL ENERGY AGENCY (1997). <i>Solar energy houses: strategies, technologies, examples</i> . London, James & James.	"The objective of task 13 of the IEA's Solar Heating and Cooling programme was ..." (International Energy Agency 1997, back cover)
Chapter from an edited electronic book	Chapter author(s), year, title of chapter, [online], In: book author(s) or editor(s), book title, edition (if not the first), place of publication, publisher, page numbers of part	REPPER, Julie and PERKINS, Rachel (2004). Social inclusion and acute care. [online]. In: HARRISON, Marc, HOWARD, David and MITCHELL, Damien (eds.). <i>Acute mental health nursing: from acute concerns to the capable practitioner</i> . London, Sage Publications, 51-78. ETROPOLSKI, Mila (2012). Long-term treatment of osteoarthritis pain: achieving a balance between efficacy and tolerability for a successful chronic therapy. [online]. In: CHEN, Qian (ed.). <i>Osteoarthritis - diagnosis, treatment and surgery</i> . InTech, 3-26.	Repper and Perkins (2004) discuss ... (Etropolski 2012)
Part of an electronic encyclopedia	Part author(s), year, title of part, [online], In: encyclopedia editor(s), encyclopedia title, place of publication, publisher	SHYE, Samuel (2004). Facet theory. [online]. In: KOTZ, Samuel et al. (eds.). <i>Encyclopedia of statistical sciences</i> . Wiley.	According to Shye (2004) ...

Type of source	The information required	Example of reference	Example of how to cite the reference in text
Journals, Magazines & Newspapers (Serials)	Usually you will be referencing an article in one of these publications, so the first part of the reference should be to the article. The information you need about the article (author(s), title, pages) will usually be on the article. You will also need to know the details of the publication - full journal/magazine title, year, volume and issue or dates. This can usually be found on the cover or inside of the cover of the journal/magazine. Prints and photocopies of articles may not include all the publication details. It is a good idea to write these on when you print or photocopy articles to ensure you will be able to reference the articles correctly later.		
Journal and magazine articles			
Journal / magazine article	Article author(s), year, article title, full journal/magazine title, volume, issue or number, pages	<p>NORDENBERG, T. (2000). The healing power of placebos. <i>FDA consumer</i>, 34 (1), 14-17.</p> <p>DAVIS, Simon (2004). Project management in local and central government: an interim view. <i>Project manager today</i>, XVI (5), 4-5.</p> <p>POPLE, Nicolas and CADJI, Miriam (2001). Roofing. <i>RIBA journal</i>, 108 (3), 70-76.</p> <p>MAKKI, S. A. M., PISSINOU, N. and DAROUX, P. (2003). Mobile and wireless internet access. <i>Computer communications</i>, 26 (7), 734-46.</p>	<p>(Nordenberg 2000)</p> <p>In an article by Davis (2004) it is ...</p> <p>"..." (Pople and Cadji 2001, p74)</p> <p>(Makki, Pissinou and Daroux 2003)</p>
Journal / magazine article (continued)		<p>BROWN, Culum (2004). Not just a pretty face. <i>New scientist</i>, 182 (2451), 42-43.</p> <p>DARLING, Helen, et al. (2006). Is there a relation between school smoking policies and youth cigarette smoking knowledge and behaviours? <i>Health education research</i>, 1 (1), 108-115.</p>	<p>(Brown 2004)</p> <p>(Darling et al. 2006)</p>

Type of source	The information required	Example of reference	Example of how to cite the reference in text
Electronic journal / magazine article	Article author(s), year, article title, [online], full journal/magazine title, volume, issue, number (or any numbers which identify the article), pages (if available)	<p>REITZIG, Markus (2004). Strategic management of intellectual property. [online]. <i>MIT Sloan management review</i>, 45 (3), 35-40.</p> <p>BERG, Ineke-van-den, ADMIRAAL, Wilfried and PILOT, Albert (2006). Designing student peer assessment in higher education: analysis of written and oral peer feedback. [online]. <i>Teaching in higher education</i>, 11 (2), 135-147.</p> <p>STYNER, M., et al. (2003). Statistical shape analysis of neuroanatomical structures based on medial models. [online]. <i>Medical image analysis</i>, 7 (3), 207-220.</p> <p>ATKINSON, David (2006). Festival fun in Iceland. [online]. <i>Travel weekly: the choice of travel professionals</i>, 1814, 72.</p> <p>CHARAVARYAMATH, Chandrashekhar and SINGH, Baljit (2006). Pulmonary effects of exposure to pig barn air. [online]. <i>Journal of occupational medicine and toxicology</i>, 1:10.</p>	<p>(Reitzig 2004)</p> <p>Berg, Admiraal and Pilot (2006) describe how feedback is ...</p> <p>"..." (Styner et al. 2003, p216)</p> <p>(Atkinson 2006)</p> <p>(Charvaryamath and Singh 2006)</p>
Electronic journal / magazine article from a systematic review database	Article author(s), year, article title, [online], database title, any numbers which identify the article	<p>SHEPPERD, Sasha, et al. (2009). Alternatives to inpatient mental health care for children and young people. [online]. <i>The Cochrane library</i>, issue 2, article number CD006410.</p>	<p>Shepperd et al. (2009)</p>

Type of source	The information required	Example of reference	Example of how to cite the reference in text
Abstract of an article from an electronic journal / magazine	Article author(s), year, article title, [online], full journal/magazine title, volume, issue or number, pages, Abstract	METZGER, M. J. (2000). When no news is good news: inferring closure for news issues. [online]. <i>Journalism and mass communication quarterly</i> , 77 (4), 760-787. Abstract.	(Metzger 2000)
Electronic journal / magazine article with no author (editorial)	Article title, year, [online], full journal/magazine title, volume, issue or number, pages	Bikini engineers. (2011). [online]. <i>Industrial engineer</i> , 43 (9), 16.	In an article (Bikini engineers 2011) the business of ...
Electronic Journal / magazine articles in press	<p>Sometimes articles are made available on information databases and web sites before they are officially "published" in a journal or magazine and may be called preprints, in press or corrected proofs. If you use an article in press, you will need to indicate this, as it might be different from the final published version.</p> <p>You will probably be unable to find out the volume, issue or pages on which it will be published, so these can be omitted.</p>		
Electronic journal article - in press	Article author(s), year, article title, [online], full journal / magazine title, in press (and any further details of the stage or publication), in press day month and year	KURELLA, Anil and DHAHOTRE, Narendra B. (2006). Laser induced hierarchical calcium phosphate structures. [online]. <i>Acta biomateriala</i> , in press, corrected proof, 17 July 2006.	(Kurella and Dhahotre 2006)
Electronic journal article - in press (continued)		ANDREWARTHA, Sarah Jane, CUMMINGS, Kevin J. and FRAPPELL, Peter B. (2014). Acid-base balance in the developing marsupial: from ectotherm to endotherm. [online]. <i>Journal of applied physiology</i> , in press, 13 March 2014.	Andrewartha and Cummings (2014) add that the ...

Type of source	The information required	Example of reference	Example of how to cite the reference in text
Whole journal / magazine issue	Issue editor(s), (eds.), year, issue title, full journal/magazine title, volume, issue or number	KOWALCZYKOWSKI, Stephen C. and VON HIPPEL, Peter H. (eds.) (2000). Special issue: the DNA replication-recombination interface. <i>Trends in biochemical sciences</i> , 25 (4).	(Kowalczykowski and Von Hippel 2000)
Newspaper articles			
Newspaper article	Article author(s), year, article title, full newspaper title with capital first letters, day, month, page or pages	ALLEN, Katie (2006). Knowledge and power. <i>The Guardian</i> , 22 June, 26. HALL, Celia (2006). Allergy sufferers are being failed by inadequate NHS. <i>The Daily Telegraph</i> , 21 July, 1. PAYNE, Stewart and LIGHTFOOT, Liz (2006). No need to turn up at 24-hour school. <i>The Daily Telegraph</i> , 25 September, 1, 4.	(Allen 2006) Hall (2006) gives details of ... Payne and Lightfoot (2006) describe the situation at ...
Newspaper article with no author	Newspaper title with capital first letters, year, article title, day, month, page	<i>Evening Chronicle</i> . (2006). Internet fraud is a worry, 18 April, 9.	(<i>Evening Chronicle</i> 2006)
Newspaper article in section / pull out	Article author(s), year, article title, full newspaper title with capital first letters, day, month, section of newspaper, page	JONES, Alice (2006). Me and the maestros. <i>The Independent</i> , 25 September, Extra, 12.	Jones (2006) describes ...
Newspaper advert	Advert originator, year, advert title, full newspaper title with capital first letters, day, month, section (if applicable), page	WORK PLACE (2006). Project manager. <i>The Independent</i> , 25 September, media weekly, 13.	(Work Place 2006)
Newspaper article on microfilm	Article author(s), year, article title, [microfilm], full newspaper title with capital first letters, day, month, page	HENNESSY, Peter (1978). Hard lessons learnt during blizzards and transport strike. [microfilm]. <i>The Times</i> , 6 Jan, 3.	Hennessy (1978) provides a vivid picture ...

Type of source	The information required	Example of reference	Example of how to cite the reference in text
Online newspaper article	<p>Article author(s), year, article title, [online], full newspaper title with capital first letters, day, month, page (you do not need to find the page number if it is not given), URL (if helpful)</p> <p>For advice on when to include a URL, see the principles of referencing online sources.</p>	<p>DERBYSHIRE, David (2006). Adverts endorsed by stars are rated only just above junk mail. [online]. <i>The Daily Telegraph</i>, 20 July, 5.</p> <p>TOIBIN, Colm (2006). Pure evil. [online]. <i>The Guardian</i>, 3 June. http://www.theguardian.com/books/2006/jun/03/fiction.colmtoibin</p>	<p>(Derbyshire 2006)</p> <p>(Toibin 2006)</p>
Other serials			
Annual publication treated as a serial	Article author(s), year, article title, full annual title, volume, pages	GOODWIN, Antony W. and WHEAT, Heather E. (2004). Sensory signals in neural populations underlying tactile perception and manipulation. <i>Annual review of neuroscience</i> , 27 , 53-78.	(Goodwin and Wheat 2004)
Articles from a research archive or repository	Sometimes versions of journal articles, book chapters and conference papers are made available freely through research archives or repositories. These may be different from the version published in the journal, book or conference proceedings. It is helpful to provide the URL for these so that a reader of your work can find the version you have used.		
Electronic journal article from a research archive or repository	Author(s) of article, year, title of article, [online], URL	PLATT, Lucinda, et al. (2008). <i>Ill-health in the family: the intersection of employment and caring across households from four ethnic groups</i> . [online]. http://shura.shu.ac.uk/3798/	One significant factor was fatigue (Platt et al. 2008).
Electronic book chapter from a research archive or repository	Author(s), year, title, [online], URL	MASON, Keith (2014). <i>Loyalism in British North America in the age of revolution, c.1775-1812</i> . [online]. http://research-archive.liv.ac.uk/13353/	Mason (2014) discusses how ...

Type of source	The information required	Example of reference	Example of how to cite the reference in text
Electronic conference paper from a research archive or repository	Authors(s), year, title, [online], URL	FRANCISCO, Matthew, R., et al. (2014). <i>Designing a minimalist socially aware robotic agent for the home.</i> [online]. http://arxiv.org/abs/1406.6873	Francisco, et al. (2014) describe how future robots will ...
Web pages	<p>Sources you find on the web can be electronic books, electronic journal articles, online conference papers, government publications or any other type of source made available online. Information on how to reference these types of source can be found in this guide under the type of source. If the web page you are using does not appear to be a particular type of source, you can use the examples for web pages below.</p> <p>When referencing web pages:</p> <ul style="list-style-type: none"> • Reference the individual page or pages which you have used. • For the date, use the published or last updated date of the page. If there is no published or last updated date on the page use the copyright or last update date of the site. If no day or month is given use the year only. • If a web page does not have an author, use the author of the web site. The site author could be an individual but is more commonly a company, institution or organisation. <p>There is more information in the principles of referencing online sources section.</p>		
Web pages	Author, last updated/posted year, title of page, [online], last updated/posted day and month (if available), URL	<p>CRICK, Bernard (2011). <i>George Orwell: voice of a long generation.</i> [online]. Last updated 17 February. http://www.bbc.co.uk/history/british/britain_wwtwo/orwell_01.shtml</p> <p>THINKSTRATEGIES (2005). <i>The future of IT in large corporations.</i> [online]. Posted 29 December. http://oracle.ittoolbox.com/white-papers/the-future-of-it-in-large-corporations-3936</p>	<p>According to Crick (2011), George Orwell was ...</p> <p>In a white paper by THINKstrategies (2005) there is ...</p>

Type of source	The information required	Example of reference	Example of how to cite the reference in text
Web pages (continued)		<p>FARRELL, Maureen (2006). <i>Three mistakes: when pricing your products</i>. [online]. Posted 2 November. http://www.forbes.com/2006/11/02/smallbusiness-pricing-strategy-ent-sales-cx_mf_1102price.html</p> <p>NETDOCTOR (2014). <i>Brufen (Ibuprofen)</i>. [online]. http://www.netdoctor.co.uk/seniors-health/medicines/brufen.html</p> <p>NHS CHOICES (2013). <i>Food poisoning - causes</i>. [online]. Last updated 27 March. http://www.nhs.uk/Conditions/Food-poisoning/Pages/Causes.aspx</p>	<p>One mistake is ignoring the competition (Farrell 2006)</p> <p>Ibuprofen works by blocking ... (NetDoctor 2014)</p> <p>...the most common cause is norovirus (NHS Choices 2013).</p>
Web pages where the author and title are the same or the author cannot be identified	<p>It can be difficult to reference web pages where there is no clear difference between the title and the author or the author cannot be identified. The principle to observe is that every reference should have a title. Therefore, to avoid repeating information, use the title of the web page as the first part of your reference and in the citation.</p> <p>Title, year, [online], last updated /posted day and month (if available), URL</p>	<p><i>Big Lottery Fund</i>. (2014). [online]. http://www.biglotteryfund.org.uk/</p> <p><i>Joseph Rowntree Foundation</i>. (2014). [online]. http://www.jrf.org.uk/</p>	<p>(<i>Big Lottery Fund</i> 2014)</p> <p>The <i>Joseph Rowntree Foundation</i> (2014) is a ...</p>
Archived web pages	<p>Author of page, year page updated, title of page, [online], last updated/posted day and month (if available), Archived at: URL</p>	<p>BECTA (2010). <i>Schools</i>. [online]. Archived at: http://webarchive.nationalarchives.gov.uk/20110130111510/http://schools.becta.org.uk/</p> <p><i>Student Loans Company Limited</i>. (2001). [online]. Last updated 2 April. Archived at: http://web.archive.org/web/20010604131830/http://www.studentloans.gov.uk/noframe/index.html</p>	<p>Becta (2010) shows how technology ...</p> <p>(<i>Student Loans Company Limited</i> 2000)</p>

Type of source	The information required	Example of reference	Example of how to cite the reference in text
Wiki article or page	Title of article or page, year article last modified, [online], day and month last modified, URL	<i>Apprenticeships and advanced apprenticeships</i> . (2013). [online]. Last modified 11 November. http://www.thestudentroom.co.uk/wiki/Apprenticeships	<i>Apprenticeships and advanced apprenticeships</i> (2013) is a useful ...
Social networks and blogs	If the site or discussion list is closed (restricted to friends or members only), it is good practice to request permission from the author before referring to a post in your work. See the section on ethical considerations for more information. Due to the dynamic nature of social networks, it may be appropriate to include a screenshot of the information you have used in an appendix to your work. However, permission may be required from the service provider and permission should be obtained from the authors and anyone personally identified in the screenshot.		
Discussion list / discussion forum post	Author or username, year, title of post, title of list or forum, [online], day and month posted, URL	COSTA, Cristina (2014). Social theory applied. <i>European-sociologist@jiscmail.ac.uk</i> . [online]. Posted 24 February. https://www.jiscmail.ac.uk/cgi-bin/webadmin?A2=ind1402&L=european-sociologist&F=&S=&P=30510 LAZYSPICE (2009). Re: make your own ginger beer plant. <i>Selfsufficientish</i> . [online]. Posted 27 June. http://www.selfsufficientish.com/forum/viewtopic.php?f=19&t=14566#p158742	(Costa 2014) the recipe provided by Lazyspice (2009) shows ...
Blog post	Author, year, title of post, title of blog, [online], day and month posted, URL	GOLDACRE, Ben (2013). How vaccine scares respect local cultural boundaries. <i>Bad science</i> . [online]. Posted 24 April. http://www.badscience.net/2013/04/how-vaccine-scares-respect-local-cultural-boundaries/	(Goldacre 2013)

Type of source	The information required	Example of reference	Example of how to cite the reference in text
Social network post or page	Use the title of the social network page as the first part of your reference and in the citation. If the site is restricted to friends or members only, it is good practice to request permission before referring to a post in your work.		
	Title, year, [online], name of network, day, month and time of post (if appropriate), URL	<p><i>Tesco</i>. (2014). [online]. Facebook post 13 July 11:30pm. http://www.facebook.com/tesco</p> <p><i>David Cameron</i>. (2014). [online]. LinkedIn profile. http://uk.linkedin.com/in/davidcameronmp</p>	<p><i>Tesco</i> (2014) provides an example of...</p> <p>The LinkedIn profile for <i>David Cameron</i> (2014) says...</p>
Tweet	<p>There is no consensus in the wider academic community on the best way of referencing tweets. However, we suggest the format below. When viewing a tweet, use the <u>Expand</u> link to find a URL (web address) for a specific tweet.</p> <p>For a retweet (RT) use and reference the original tweet where possible. If you need to refer to the fact that the original tweet has been retweeted then you may want to mention this in the main body of your text, but only reference the original tweet in the bibliography or reference list. If the retweet includes an additional comment or is actually a modified tweet (MT), where it has been altered or paraphrased, treat it as an original tweet.</p>		
	<p>Title, username, year, [online], day, month and time tweet posted, URL</p> <p>(Capitalise the title in the same way as seen on Twitter.)</p>	<p><i>Nick Robinson @bbcnickrobinson</i> (2012). [online]. Tweet posted 13 June 12.03pm. http://twitter.com/bbcnickrobinson/status/212862715767701505</p> <p><i>UK Prime Minister @Number10gov</i> (2012). [online]. Tweet posted 29 June 3.01am. https://twitter.com/Number10gov/status/218690564600758274</p>	<p><i>Nick Robinson</i> (2012) reports that ...</p> <p>(<i>UK Prime Minister</i> 2012)</p>
Web page comment	Author or username, year, [online], day, month and time comment posted, URL	<p>SIXP (2011). [online]. Comment posted 15 August 14:57. http://www.bbc.co.uk/news/uk-politics-14524834?postId=109985503#comment_109985503</p>	Sixp (2011) comments on international capitalism ...

Type of source	The information required	Example of reference	Example of how to cite the reference in text
Online documents, reports and papers	<p>Documents you find on the web can be electronic journal articles, online conference papers, government publications or any other type of document made available online. Information on how to reference these types of source can be found in this guide under the type of source.</p> <p>If the document you are using does not appear to fall into any other category use the examples below.</p>		
Document or report on the web	<p>Author, year, title, [online], place of publication (if applicable), publisher, series and series number (if applicable), URL</p>	<p>NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE (2012). <i>Walking and cycling: local measures to promote walking and cycling as forms of travel or recreation</i>. [online]. NICE Public Health Guidance 41. http://www.nice.org.uk/nicemedia/live/13975/61629/61629.pdf</p> <p>OXLEY, Michael and HAFFNER, Marietta (2010). <i>Housing taxation and subsidies: international comparisons and the options for reform</i>. [online]. Joseph Rowntree Foundation. http://www.jrf.org.uk/sites/files/jrf/housing-taxation-systems-full.pdf</p> <p>FRANCO, John (1989). <i>On the occurrence of null clauses in random instances of satisfiability</i>. [online]. Computer Science Department, Indiana University. Technical report no. 291. http://www.cs.indiana.edu/pub/techreports/TR291.pdf</p>	<p>(National Institute for Health and Care Excellence 2012)</p> <p>Oxley and Haffner (2010) show that ...</p> <p>Franco (1989) demonstrates...</p>
IT white paper	<p>Author(s), year, title, [online], place of publication (if applicable), publisher, URL</p>	<p>BAUMANN, Bernhard (2010). <i>Setting up Oracle 11g data guard for SAP customers</i>. [online]. RedWood Shores, Oracle. http://www.oracle.com/us/solutions/sap/wp-ora4sap-dataguard11g-303811.pdf</p>	<p>In the white paper by Baumann (2010) ...</p>

Type of source	The information required	Example of reference	Example of how to cite the reference in text
Parliamentary and government publications	When referencing government publications the jurisdiction is usually included. See the section on citing corporate authors: organisations, companies and institutions . However if you are using a large number of government publications in your work and they are all from the same jurisdiction (for example Great Britain), it may be appropriate to omit the jurisdiction and use the government department name only as the author. Please ask your tutor or look in your course handbook to check if this is acceptable.		
House of Commons Paper	Great Britain, Parliament, House of Commons or Government Office, year of publication, title, place of publication, publisher, HC, paper number, session	<p>GREAT BRITAIN, Parliament, House of Commons (2006). <i>Improving literacy and numeracy in schools</i>. London, The Stationery Office. HC 953 (2005-06).</p> <p>GREAT BRITAIN, Information Commissioner's Office (2006). <i>What price privacy? : the unlawful trade in confidential personal information</i>. Wilmslow, Information Commissioner's Office. HC 1056 (2005-06).</p>	<p>(Great Britain, Parliament, House of Commons 2006)</p> <p>In the paper (Great Britain, Information Commissioner's Office 2006) ...</p>
Online House of Commons Paper	Great Britain, Parliament, House of Commons or Government Office, year of publication, title, [online]. place of publication, publisher, HC, paper number, session, URL	<p>GREAT BRITAIN, Parliament, House of Commons (2012). <i>Ministry of Defence supplementary estimate 2011-2012: first report of session 2012-13</i>. [online]. London, The Stationery Office. HC 99 (2012-13). http://www.publications.parliament.uk/pa/cm201213/cmselect/cmdfence/99/99.pdf</p>	<p>The report recommends ... (Great Britain, Parliament, House of Commons 2012)</p>
House of Lords Paper	Great Britain, Parliament, House of Lords, year of publication, title, place of publication, publisher, HC, paper number, session	<p>GREAT BRITAIN, Parliament, House of Lords (2006). <i>Armed forces bill report: 13th report of session 2005-06</i>. London, The Stationery Office. HL 200 (2005-06).</p>	<p>(Great Britain, Parliament, House of Lords 2006)</p>
Bill (House of Commons or House of Lords)	Great Britain, Parliament, House of ..., year of publication, title, place of publication, publisher, bill number, session	<p>GREAT BRITAIN, Parliament, House of Commons (2006). <i>Police and justice bill</i>. London, The Stationery Office. Bill 119 (2005-06).</p>	<p>Great Britain, Parliament, House of Commons (2006)</p>

Type of source	The information required	Example of reference	Example of how to cite the reference in text
Act of Parliament (post 1963)	Great Britain, year, title of Act, chapter number, place of publication, publisher	GREAT BRITAIN (2006). <i>Work and families act 2006</i> . Chapter 18. London, The Stationery Office.	The Work and Families Act (Great Britain 2006) lays down ...
Online Act of Parliament (post 1963)	Great Britain, year, title of Act, [online], chapter number, place of publication, publisher, URL	GREAT BRITAIN (2012). <i>Health and social care act 2012</i> . [online]. Chapter 7. London, The Stationery Office. http://www.legislation.gov.uk/ukpga/2012/7/contents/enacted	The duties of clinical commissioning group are ... (Great Britain 2012)
Statutory Instrument	Instrument title, year, SI number, place of publication, publisher	<i>The intellectual property (enforcement, etc.) regulations</i> . (2006). SI 2006/1028. London, The Stationery Office.	<i>The Intellectual property (enforcement, etc.) regulations</i> (2006) give ...
Online statutory instrument	Instrument title, year, SI number, [online], place of publication, publisher, URL	<i>The Exeter and Devon (structural changes) order 2010</i> . (2010). SI 2010/998. [online]. London, The Stationery Office. http://www.legislation.gov.uk/uksi/2010/998/pdfs/uksi_20100998_en.pdf	<i>The Exeter and Devon (structural changes) order 2010</i> (2010) continues ...
British Government Department publication	Great Britain, name of Government Department, year, title, place of publication, publisher, series and number (if applicable)	GREAT BRITAIN, Department of the Environment (1994). <i>Environmental protection act 1990: part II waste management and licensing: the framework directive on waste</i> . London, HMSO (Circular 11/94).	(Great Britain, Department of the Environment 1994)
Online British Government Department publication	Great Britain, Government Department, year, title, [online], place of publication & publisher (if applicable), series and number (if applicable), URL	GREAT BRITAIN, Department for Children, Schools and Families (2007). <i>Children and young people today: evidence to support the development of the children's plan</i> . [online]. http://www.dfes.gov.uk/publications/childrensplanevidence/	Great Britain, Department for Children, Schools and Families (2007)

Type of source	The information required	Example of reference	Example of how to cite the reference in text
Online Devolved Government publication	Devolved Government, year, title, [online], place of publication & publisher (if applicable), series and number (if applicable), URL	WELSH GOVERNMENT (2015). <i>Consultation on the revision of the mental health act 1983 code of practice for Wales</i> . [online]. WG26160. http://gov.wales/docs/dhss/consultation/150903cons-mhact-cop-en.pdf	The Welsh Government (2015) are ...
Command paper	Great Britain, Department/ Committee / Commission / Agency, year, title, place of publication, publisher, Cm. paper number	GREAT BRITAIN, Office of Science and Technology (1997). <i>Science, engineering and technology statistics</i> . London, The Stationery Office (Cm. 3695).	(Great Britain, Office of Science and Technology 1997)
Online Command paper	Great Britain, Department/ Committee / Commission / Agency, year, title, [online], place of publication, publisher, Cm. paper number, URL	GREAT BRITAIN, Department of Health (2006). <i>Our health, our care, our say: a new direction for community services</i> . [online]. London, The Stationery Office (Cm. 6737). http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_4127453	Great Britain, Department of Health (2006)
Other British Government publication	Executive Agency or Government body, year, title, place of publication, publisher	OFFICE FOR NATIONAL STATISTICS (2000). <i>Guide to official statistics</i> . London, HMSO.	(Office for National Statistics 2000)
Online other British Government publication	Executive Agency or Government body, year, title, [online], place of publication and publisher (if applicable), URL	OFSTED (2004). <i>Children at the Centre: an evaluation of early excellence centres</i> . [online]. http://www.ofsted.gov.uk/assets/3661.pdf CHIEF MEDICAL OFFICER (2002). <i>Getting ahead of the curve: a strategy for combating infectious diseases (including other aspects of health promotion)</i> . [online]. London, Department of Health. http://www.dh.gov.uk/assetRoot/04/06/08/75/04060875.pdf	The conclusion of Ofsted (2004) was ... (Chief Medical Officer 2002)

Type of source	The information required	Example of reference	Example of how to cite the reference in text
Official inquiry	Executive Agency or Institution, year, title, [online], place of publication and publisher (if applicable), series and series number (if applicable), URL	MID STAFFORDSHIRE NHS FOUNDATION TRUST PUBLIC INQUIRY (2013). <i>Report of the Mid Staffordshire NHS Foundation Trust Public Inquiry</i> . [online]. HC 947. http://www.midstaffpublicinquiry.com/report	According to the Francis Inquiry (Mid Staffordshire NHS Foundation Trust Public Inquiry 2013)
Hansard (House of Commons or House of Lords debates)	<p>Common practice when referencing Hansard is to use HC Deb as an abbreviation for House of Commons Debates and HL Deb as an abbreviation for House of Lords Debates. It is also common practice to refer to the column.</p> <p>Include the following notations which may appear after the column number: W for written answers WS for written statements WH for debates in Westminster Hall</p>		
Hansard	HC or HL Deb, session, date, volume number (optional), column or column(s)	<p><i>HC Deb</i> (2004-05). 15 March 2005 c126.</p> <p><i>HC Deb</i> (2002-03). 12 June 2003 vol.406 c824.</p> <p><i>HC Deb</i> (2005-06). 24 July 2006 c1186W.</p> <p><i>HC Deb</i> (2004-05). 10 March 2005 c130WS.</p>	<p>(<i>HC Deb</i> 2004-05)</p> <p>(<i>HC Deb</i> 2002-03)</p> <p>(<i>HC Deb</i> 2005-06)</p> <p>(<i>HC Deb</i> 2004-05)</p>
Hansard online	HC or HL Deb, session, date, volume number (optional), column or column(s), [online], URL	<p><i>HC Deb</i> (2010-12). 16 June 2011 c891W. [online]. http://www.publications.parliament.uk/pa/cm201011/cmhasnsrd/cm110616/text/110616w0001.htm#11061644000034</p> <p><i>HL Deb</i> (2008-09). 12 February 2009 vol.707 c1239. [online]. http://www.publications.parliament.uk/pa/ld200809/ldhansrd/text/90212-0003.htm#09021263000470</p>	<p>(<i>HC Deb</i> 2010-12)</p> <p>(<i>HL Deb</i> 2008-09)</p>

Type of source	The information required	Example of reference	Example of how to cite the reference in text
European institution publication	Name of EU institution, year, title, place of publication, publisher, series if applicable	<p>EUROPEAN COMMISSION (2002). <i>The agricultural situation in the European Union</i>. Luxembourg, Office for Official Publications of the European Communities.</p> <p>COUNCIL OF EUROPEAN COMMUNITIES (1975). <i>Council directive of 15 July 1975 on waste</i>. Brussels, Office of Official publications of the European Communities (75/442/EEC).</p> <p>EUROPEAN COMMISSION (2001). <i>MEDDEV 2.10-2 Rev.1: Designation and monitoring of notified bodies within the framework of EC Directives on medical devices</i>. [online]. Last updated April. http://ec.europa.eu/health/medical-devices/files/meddev/2_10_2date04_2001_en.pdf</p>	<p>(European Commission 2002)</p> <p>(Council of European Communities 1975)</p> <p>According to the European Commission (2001) there is ...</p>
International organisation publication	Name of organisation or institution, year, title, place of publication, publisher	WORLD HEALTH ORGANIZATION (1998). <i>Asthma, respiratory allergies and the environment</i> . Copenhagen, World Health Organisation Regional Office for Europe.	(World Health Organization 1998)

Type of source	The information required	Example of reference	Example of how to cite the reference in text
Legal sources	<p>Referencing legal sources is complicated and is not usually done using the Harvard method. Students studying law should follow the guidelines provided to them, not the guidelines here. If you are a student studying another discipline and you need to include some legal sources in a Harvard bibliography, there are examples below.</p> <p>For legal cases, legal databases and journals will usually already contain a reference with the correct notation.</p>		
Legal case - proprietary citation	<p>Parties, year of reporting, volume (if applicable), law report series (abbreviated), start page</p>	<p><i>Emmons v Pottle</i> (1885).16 QBD 354.</p> <p><i>Godfrey v Demon Internet Ltd</i> (1999). 4 All ER 342.</p>	<p>In <i>Emmons v Pottle</i> (1885) the ...</p> <p>"the impact of ..." (<i>Godfrey v Demon Internet Ltd</i> 1999, p343)</p> <p>For proprietary citations use the page number when citing quotations</p>
<p>Legal case - neutral citation</p> <p>The law report details may also be given</p>	<p>Parties, year of judgement, court, sequence number</p> <p>If published in a law report also include: year of reporting, volume (if applicable), law report series (abbreviated), start page</p>	<p><i>Majorstake Ltd v Curtis</i> (2006). EWCA Civ 1171, [2007] Ch 300.</p>	<p>In <i>Majorstake Ltd v Curtis</i> (2006, 13) it is argued that "the word 'premises' is used in a variety of different senses in the 1993 Act"</p> <p>For neutral citations, use paragraph numbers (not page numbers) when citing quotations.</p>
Online legal case - neutral citation	<p>Parties, year of judgement, court, sequence number, [online]</p>	<p><i>Collier v Williams</i> (2006). EWCA Civ 20. [online].</p>	<p><i>Collier v Williams</i> (2006) ...</p>

Type of source	The information required	Example of reference	Example of how to cite the reference in text
Book from a legal database	title, (year), [online], place of publication, publisher	<i>Tolley's employment law service</i> . (2012). [online]. London, Tolley.	"employment means ..." (<i>Tolley's employment law service</i> 2012, E7016)
Company and Market Information			
Company annual report	Company or corporate name, year, report title and year, place of publication, name of publisher	CHELTENHAM & GLOUCESTER PLC (2007). <i>Cheltenham & Gloucester plc annual report and accounts 2006</i> . Gloucester, Cheltenham & Gloucester plc.	According to the company's annual report and accounts (Cheltenham & Gloucester plc, 2007) ...
Online company annual report	Company, year, report title and year, [online], URL	EASYJET (2005). <i>easyJet plc: annual report and accounts 2005</i> . [online]. http://www.easyjet.com/common/img/annual_report_2005j.pdf	easyJet (2005) reported their ...
Company information from FAME	FAME, year, title, details of information used, [online], day and month data retrieved	FAME (2014). <i>Company report: easyJet plc</i> . [online]. 10 July.	easyJet had 7724 employees in 2011 (Fame 2014)
Data from Bloomberg	BLOOMBERG, year, title, [online], day and month data retrieved	BLOOMBERG (2014). <i>Bloomberg professional</i> . [online]. 8 January.	this share price (Bloomberg 2014) or Based on data from Bloomberg (2014)

Type of source	The information required	Example of reference	Example of how to cite the reference in text
Online market research report	<p>Author, year, title, [online], edition (if applicable), publisher, series (if applicable), URL (if helpful)</p> <p>For advice on when to include a URL, see the principles of referencing online sources.</p>	<p>OLIVER, Michael (2012). <i>Sports Goods Retailing: UK - May 2012</i>. [online]. Mintel Group.</p> <p>KEY NOTE (2012). <i>Bus & coach operators: market update</i>. [online]. 11th ed., Key Note Ltd.</p> <p>COBWEB INFORMATION (2011). <i>Wedding services: an overview of the current performance, trends and key factors affecting the UK wedding services industry</i>. [online]. Cobweb Information Ltd.</p>	<p>(Oliver 2012)</p> <p>A decline in year 2010/11 has followed three years of growth (Key Note 2012).</p> <p>Cobweb Information (2011)</p>
Unpublished documents			
Unpublished company or organisation internal document	<p>It is unlikely that someone reading your work will be able to access a copy of an internal document from within a company or organisation. Therefore it is good practice to record that it is unpublished document. To quote from unpublished sources you need permission. It is also good practice to make sure that you are not breaching confidentiality by revealing any information which you use. See Ethical considerations. For other unpublished material see also Personal communications.</p>		
	<p>Author(s), year, title, unpublished</p>	<p>SHEFFIELD HALLAM UNIVERSITY (2007). <i>Application for staff development - SHU 26</i>. Unpublished.</p> <p>SHEFFIELD HALLAM UNIVERSITY, Learning and Teaching Institute (2008). <i>The learning, teaching and assessment report 2008 edition: looking forward, glancing back</i>. Unpublished.</p>	<p>The SHU 26 form (Sheffield Hallam University 2007) is used ...</p> <p>"more than 95 per cent of students are ..." (Sheffield Hallam University, Learning and Teaching Institute 2008, p9)</p>

Type of source	The information required	Example of reference	Example of how to cite the reference in text
Confidential document (you will not usually be required to reference confidential information)	You will not usually be required to reference confidential sources (for example medical records), but should you be required to do so by your tutor or lecturer, you should anonymise the source. If you are concerned about breaching confidentiality or jeopardising anonymity, please contact your tutor or lecturer. If information is confidential you must obtain permission from those who might be affected by its publication before using the information in your work. See Ethical considerations		
	Anonymised author, year, anonymised title unpublished, source withheld for reasons of confidentiality	<p>[NHS Trust X] (2013). <i>De-escalation policy</i>. Unpublished. Source withheld for reasons of confidentiality.</p> <p>[Company Y] (2014). <i>Distribution strategy</i>. Unpublished. Source withheld for reasons of confidentiality.</p>	<p>(NHS Trust X 2013)</p> <p>... the distribution strategy used by Company Y (2014)</p>
Conferences, proceedings and symposia			
Conference paper	Author(s), year, title of paper, In: title of conference, location and date of conference, place of publication, publisher, page numbers of paper	COOK, C. A. (2005). Moonshine and millet: feasting and purification rituals in ancient China. In: <i>Of tripod and palate: conference on food and religion in traditional China</i> , Cambridge, 2004. Basingstoke, Palgrave Macmillan, 9-33.	The description by Cook (2005) ...
Online conference paper	Author(s), year, title of paper, [online]. In: title of conference, location and date of conference, place of publication, publisher, page numbers of paper, URL (if helpful)	CHEN, J. and TARDITI, D. (2005). A simple typed intermediate language for object-orientated languages. [online]. In: <i>Annual symposium on principles of programming languages: proceedings of the 32nd ACM SIGPLAN-SIGACT symposium on principles of programming languages 2005</i> , Long Beach, California, USA, January 12-14 2005. New York, ACM Press, 38-49.	In a paper by Chen and Tarditi (2005) ...
	For advice on when to include a URL, see the principles of referencing online sources .	JONES, K. (2003). Safety in numbers: alliances of health consumer groups as a means of influencing policy. [online]. In: <i>Political Studies Association conference</i> , Leicester, April 15-17 2003. http://www.psa.ac.uk/cps/cps.asp	As discussed in the paper (Jones 2003)

Type of source	The information required	Example of reference	Example of how to cite the reference in text
Conference paper - unpublished	Author(s), year, title of paper, paper presented at title of conference, location and date of conference, unpublished	MORRISSEY, J. (2009). <i>US juridical warfare: strategies of military bipower</i> . Paper presented at the 105th Association of American Geographers Annual Meeting, Las Vegas (NV), USA, March 22-27. Unpublished.	Morrissey (2009) describes ...
Conference presentation	Presenter, year, title of presentation, title of conference, location and date of conference	NEVILLE, Colin (2009). <i>Research on student perceptions of referencing</i> . Presentation at the Referencing and Writing Symposium, University of Bradford, 8 June 2009.	Neville (2009) described ...
Conference presentation video online	Presenter, year, title of presentation, [online], title of conference, location and date of conference, URL	KHONSARI, Naveed (2010). <i>1979 Revolution: a case study in bringing real stories to gaming</i> . [online]. Video of presentation at the Game Developers Conference 14, San Fransisco, 17-21 March 2014. http://www.gdcvault.com/play/1020555/1979-Revolution-A-Case-Study	Khonsari (2010) relates how...
Conference presentation slides online	Presenter, year, title of presentation, [online], title of conference, location and date of conference, URL	NEWMARK, Sanford C. (2011). <i>Do 2.5 million children really need ritalin? An integrative approach to ADHD</i> . [online]. Slides from a presentation at the 8 th Annual University of Arizona Center of Integrated Medicine Nutrition and Health Conference, 9-11 May 2011. http://integrativemedicine.arizona.edu/file/12251/	"risk of ADHD was 2.5 times greater with prenatal tobacco exposure" (Newmark 2011)
Whole conference proceedings	Editor(s), (eds.), year, title of conference, location and date of conference (if given), place of publication, publisher	UJIHASHI, S. and HACKE, S. J. (eds.) (2002). <i>The engineering of sport 4</i> . Kyoto, Japan, 2002. Malden, MA, Blackwell Science.	Ujihashi and Hacke (2002)

Type of source	The information required	Example of reference	Example of how to cite the reference in text
Broadcast and recorded TV, radio, film	It may sometimes be hard to find all the information listed as required. In such cases put as much information as you have.		
Radio broadcast (live)	Programme title, part title, broadcast year, format, channel, broadcast day and month	<i>The food programme</i> . Food and climate change. (2006). [radio broadcast]. BBC Radio 4. 4 June.	<i>(The food programme 2006)</i>
TV broadcast (live)	Programme title, part title, broadcast year, format, channel, broadcast day and month	<i>Get your dream job</i> . Funeral arranger. (2006). [TV broadcast]. BBC3. 21 February.	<i>(Get your Dream Job 2006)</i>
News broadcast (live)	Programme title, broadcast year, format, channel, broadcast day and month	<i>BBC ten o'clock news</i> . (2006). [TV broadcast]. BBC1. 3 August.	<i>(BBC ten o'clock news 2006)</i>
Recording from TV or radio (onto physical format)	Programme title, part title (if applicable), broadcast year, format, channel, broadcast day and month	<p><i>Seven man made wonders</i>. (2006). [DVD off-air]. BBC1. 12 February.</p> <p><i>Panorama</i>. Tax me if you can. (2009). [DVD off-air]. BBC1. 2 February.</p> <p><i>Unreliable evidence</i>. The attorney general. (2007). [Audio off-air]. BBC Radio 4. 30 May.</p>	<p><i>(Seven man made wonders 2006)</i></p> <p>In <i>Panorama</i> (2009) tax havens are ...</p> <p><i>(Unreliable evidence 2007)</i></p>

Type of source	The information required	Example of reference	Example of how to cite the reference in text
Online TV or radio programme from shuplayer	Programme title, part title (if applicable), original broadcast year, [online], original broadcast channel, original broadcast day and month	<p><i>Horizon</i>. How to survive a disaster. (2010). [online]. BBC2. 10 March.</p> <p><i>Panorama</i>. Wikileaks: the secret story. (2011). [online]. BBC1. 14 February.</p> <p><i>Do I have a right to be forgotten?</i> (2013). [online]. BBC Radio 4. 7 January.</p>	<p>(<i>Horizon</i> 2010)</p> <p>(<i>Panorama</i> 2011)</p> <p>In <i>Do I have a right to be forgotten?</i> (2013) there is...</p>
Online TV or radio programme	Programme title, part title (if applicable), original broadcast year, [online], original broadcast channel, original broadcast day and month	<p><i>Booze: a young person's guide</i>. (2008). [online]. Channel 4. 3 November.</p> <p><i>Zeitgeisters</i>. Rem Koolhaas. (2014). [online]. BBC Radio 4. 12 April.</p> <p><i>In business</i>. Plane truth. (2006). [online]. BBC Radio 4. 29 June.</p>	<p>In <i>Booze: a young person's guide</i> (2008) it was ...</p> <p>(<i>Zeitgeisters</i> 2014)</p> <p>(<i>In business</i> 2006)</p>
Podcast / Video podcast	Author (artist), year broadcast, title of programme, [online], day and month broadcast, URL	GERVAIS, Ricky (2013). <i>Ricky and Pepe the king prawn</i> . [online]. 25 February. http://podcast.rickygervais.com/rickyandpepe_twitter.mp4	Gervais (2006) is ...

Type of source	The information required	Example of reference	Example of how to cite the reference in text
Online video (from YouTube, Vimeo, etc.) and screencasts	Creator/author, year, title, [online], any other credits, URL	<p>SCALEFORMPRESS (2010). <i>Scaleform UDK tutorial 1: Importing a SWF</i>. [online]. Presented by Matthew Doyle. http://www.youtube.com/watch?v=oSbr7uc-JyM</p> <p><i>Barack Obama: yes we can</i>. (2008). [online]. http://uk.youtube.com/watch?v=Fe751kMBwms</p> <p>HICKS, Steven (no date). <i>Blogging for beginners - creating a sitemap for your Wordpress blog using the Google sitemap generator plugin</i>. [online]. http://www.screencastcentral.com/public/428.cfm?sd=61</p>	<p>(Scaleformpress 2010)</p> <p>"together we will begin the next great chapter in the American story" (<i>Barack Obama: yes we can</i> 2008)</p> <p>Hicks (no date) shows ...</p>
Online video from anatomy.tv	Creator, year, title, [online]	ANATOMY.TV (2006). <i>Interactive knee: lateral collateral ligament motion in flexion-extension</i> . [online].	<p>as can be seen from the movement (Anatomy.tv 2006) the ...</p> <p>If you provide a link to the video in your work, an attribution is required below or beside the video link as follows:- 3D anatomy images copyright of Primal Pictures Ltd www.primalpictures.com</p>
Feature film (DVD)	Film title, year of release, [DVD], directed by, production company / distributor	<i>Pulp fiction</i> . (1994). [DVD]. Directed by Quentin Tarantino. USA, Miramax.	<i>(Pulp fiction 1994)</i>

Type of source	The information required	Example of reference	Example of how to cite the reference in text
Feature film (off-air DVD)	Film title, year (i.e. year of release), [DVD off-air], special credits (e.g. director), broadcaster and broadcast date	<i>About a boy</i> . (2002). [DVD off-air]. Directed by Chris Weitz and Paul Weitz. ITV. 10 November 2004.	(<i>About a boy</i> 2002)
Feature film (shuplayer)	Film title, year of release, [online], special credits (e.g. director), broadcaster and broadcast date	<i>Changeling</i> . (2008). [online]. Directed by Clint Eastwood. Sky Movies Premier. 7 November 2009.	In <i>Changeling</i> (2008) there is ...
Commercial or training film	Programme title, year, format (e.g. video / DVD), publisher	<i>Meetings bloody meetings</i> . (1992). [video]. London, Video Arts. <i>Think or sink</i> . (2005). [DVD]. London, Video Arts.	(<i>Meetings, bloody meetings</i> 1992) (<i>Think or sink</i> 2005)
Audiocassette	Author(s), year, title, format, place of publication, publisher	ADAMS, Garry and PECK, Terry (2001). <i>202 useful exercises for IELTS</i> . [audio cassette]. Sydney, Adams and Austen.	(Adams and Peck 2001)
Music (e.g. CD)	Author (artist), year, title, format, place of publication, publisher	THE SPECIAL AGENTS. (1999). <i>Her majesty's secret surfers</i> . [CD]. Sheffield, Front Ear Records.	(The Special Agents 1999)

Type of source	The information required	Example of reference	Example of how to cite the reference in text
Images, diagrams, tables and figures	<p>See the section on citing images, diagrams, tables, figures, etc. for advice on how to include these in your work.</p> <p>If you want to reproduce an image, diagram, table or figure in your work, you will need to make sure that you are not breaching copyright and to comply with copyright you may need to include an attribution below the image.</p>		
Image, diagram, table or figure from a book, journal article, online source, etc.	The reference should be to the source (the book, journal, website, etc.) from which the diagram was obtained	<p>ALBERTS, Bruce, et al. (2004). <i>Essential cell biology</i>. 2nd ed., Abingdon, Garland Science.</p> <p>GANGULI, Madhushree (2002). <i>Getting started with Bluetooth</i>. Ohio, Premier Press.</p> <p>KAYES, Anna B., KAYES, D. Christopher and KOLB, David A. (2005). Experiential learning in teams. [online]. <i>Simulation & gaming</i>, 36 (3), 330-354.</p>	<p>In the diagram by Alberts et al. (2004, p401) it is illustrated how ...</p> <p>(Ganguli 2002, p105)</p> <p>This diagram represents Bluetooth data packets ... (Kayes, Kayes and Kolb 2005, p334)</p>
Image, diagram, table or figure from a book, journal article, online source, etc. not by the author of the source	If the creator of the diagram, table or figure is different to the creator of the source (book, website etc.), you should include details of the creator of the image in your text and cite and reference the source. See Citing diagrams, tables, figures, etc.	<p>COLE, G. A. (1994). <i>Strategic management: theory and practice</i>. London, DP Publications Ltd.</p> <p>FARABEE, M. J. (2010). <i>Photosynthesis</i>. [online]. Last updated 18 May. http://www.emc.maricopa.edu/faculty/farabee/BIOBK/BioB ookPS.html</p>	<p>In the book by Cole (1994, p38) there is a figure by Stoner & Freeman explaining the ...</p> <p>Cross section of a leaf by Purves et al. (Farabee 2010)</p>
Online image or photo from an image hosting site or stock photo agency	Originator, year, title, [online], URL	SHARIF, Masood (2008). <i>Glowing apple</i> . [online]. https://www.flickr.com/photos/masoodsharif/2661411350/	An interesting technique used by Sharif (2008) shows how ...

Type of source	The information required	Example of reference	Example of how to cite the reference in text
Online image or photo from anatomy.tv	Originator, year, title, [online]	ANATOMY.TV (2013). <i>Interactive hand: hand model, layer 1</i> . [online].	<p>the image of the hand (Anatomy.tv 2013)</p> <p>If you reproduce the image an attribution is required below the image as follows:- 3D anatomy images copyright of Primal Pictures Ltd www.primalpictures.com</p>
Artworks and performance	<p>See the section on citing artworks for advice on how to include these in your work.</p> <p>If you want to reproduce an artwork in your work, you will need to make sure that you are not breaching copyright and to comply with copyright you may need to include an attribution below the image.</p> <p>If the exact year is uncertain, include the word circa before the year.</p> <p>If you refer to more than one version of an artwork in your work, follow the practice for citing more than one source by the same author</p>		
Artwork in a book	Artist, year, title, format, In: book author(s), year, title, edition (if not the first), place of publication, publisher	REYNOLDS, Joshua (circa 1775). Self-portrait. [painting]. In: WENDORF, Richard (1996). <i>Sir Joshua Reynolds: the painter in society</i> . London, National Portrait Gallery Publications.	Reynolds' Self-Portrait in the book by Wendorf- (Reynolds circa 1775, figure 9) ...
Online artwork	Artist, year, title, [online], URL	REYNOLDS, Joshua (circa 1775). <i>Self-portrait</i> . [online]. http://www.tate.org.uk/servlet/ViewWork?workid=12394	Reynolds' Self-Portrait is ... (Reynolds circa 1775)

Type of source	The information required	Example of reference	Example of how to cite the reference in text
Online artwork from the database Shimmer	Artist or creator, year, title, [online], location reference number	FULLARD, George (1958). <i>Angry woman</i> . [online]. Shimmer image ID: 00-4120.	the sculpture by Fullard (1958) can be seen to ... If you reproduce photographs from Shimmer in your academic work you need to include an attribution as advised on Shimmer and in the format: © Sheffield Hallam University. Photographed by Dave Ball
Original artwork - medium and size unknown	Artist, year, title, format, location, accession /reference number, date art viewed	REYNOLDS, Joshua (circa 1775). <i>Self-portrait</i> . [painting]. Tate Britain, London. Accession Number N00306. 28 July 2009.	In his self portrait, Reynolds (circa 1775) ...
Original artwork - medium and size known	Artist, year, title, format, medium, size, location, accession/reference number, date art viewed	REYNOLDS, Joshua (circa 1775). <i>Self-portrait</i> . [painting]. Oil on canvas, 737 x 610 mm. Tate Britain, London. Accession Number N00306. 15 July 2009.	(Reynolds circa 1775)
SHU slide	Artist, year, title, format, location, accession/reference number	KELLY, Mary (1973). <i>Post-partum document</i> . [35mm slide]. Slide Collection, Sheffield Hallam University. Accession Number 94/2854.	(Kelly 1973)
Theatrical performance	Title, year of performance, author, directed by, performance company, venue, location, date performance viewed	<i>Hamlet</i> . (2010). Written by William Shakespeare, directed by Paul Miller. Sheffield Theatres, Crucible Theatre, Sheffield. Viewed 17 September.	In Paul Miller's new <i>Hamlet</i> (2010), ...

Type of source	The information required	Example of reference	Example of how to cite the reference in text
Music performance	Artist/band/group, year of performance, title of performance (omit if no title), venue, location (if different), day and month of performance	MANIC STREET PREACHERS (2014). Glastonbury Festival, 28 June. GABRIEL, Peter (2014). Motorpoint Arena, Sheffield, 30 November.	In their recent Glastonbury set, Manic Street Preachers (2014) ... Making a comeback (Gabriel 2014) ...
Museum displays and exhibitions	<p>In your text you can describe museum exhibits without needing to put a reference in your bibliography to each one.</p> <p>It can however be helpful to give details of the exhibition in your text. See also the Artworks and performance section.</p> <p>If you use information from a description next to an exhibit, this should be referenced.</p>		
Exhibition	title of exhibition, museum or gallery	not applicable	At the Indigenous Australia: enduring civilisation exhibition at the British Museum there ...
Exhibition label	Title of exhibit, year of exhibition, [exhibition label or other format], Museum/gallery name, place of exhibition, date exhibition viewed.	<i>German officers in Sheffield.</i> (2014). [exhibition label]. Western Park Museum, Sheffield. 28 May.	About a thousand german and Austrian prisoners were sent to Sheffield (<i>German officers in Sheffield</i> 2014).

Type of source	The information required	Example of reference	Example of how to cite the reference in text
Foreign language materials and translations	<p>The author of the work in the original language should be used as the author in the reference and citation. In literary works, if the name of the translator is considered significant, then it can be added to the reference after the title.</p> <p>For non-Latin scripts, transliterate the author(s) and title. Ask for help with transliteration if you need it.</p> <p>Please also see quoting foreign language sources and quoting translated sources.</p>		
Foreign language work in a Latin-based script	<p>Author (in original language or translated if standard translation available), year, title (in original language), publication details</p>	<p>ESQUIVEL, L. (1990). <i>Como agua para chocolate</i>. Mondadori.</p> <p>EUROPEAN COMMISSION (2014). <i>Sécurité des aliments: protéger les personnes et les animaux</i>. [online]. Last updated 13 June. http://ec.europa.eu/news/environment/140613_fr.htm</p> <p>ZAFON, Carlos Ruiz (2010). <i>El juego del ángel</i>. Barcelona, Planeta.</p>	<p>(Esquivel 1990)</p> <p>The European Commission (2014) provide...</p> <p>Zafon (2010)</p>
Foreign language newspaper article in a Latin based script	<p>Author (in original language or translated if standard translation available), year, article title in original language, full newspaper / magazine / journal title in original language with capital first letters, volume, issue, number or day and month as appropriate, article page(s)</p>	<p>GARCIA, Amaya (2007). Viva la vida. <i>El Mundo</i>, 25 June, 16.</p>	<p>(Garcia 2007)</p>

Type of source	The information required	Example of reference	Example of how to cite the reference in text
Foreign language film in a Latin based script	Film title (in original language), year, format (e.g. DVD, online), special credits, production company /distributor	<i>Flores de otra mundo</i> . (1999). [DVD]. Directed by Iciar Bollain. Filmax.	(<i>Flores de otra mundo</i> 1999)
Foreign language work in a non-Latin script	Author (transliterated or translated if standard translation available), year, title (transliterated), publication details	JAPAN MARKETING ASSOCIATION (1995). <i>Māketingu bēshikkusu</i> . Do Bunkan.	(Japan Marketing Association 1995)
Translated work in English	Author, year of publication, title, additional details of the edition (translators), place of publication, publisher	PIAGET, Jean (1973). <i>The child's conception of the world</i> . Translated by Joan and Andrew Tomlinson. Paladin.	(Piaget 1973) gives an interesting ...
Translated work not in English	Author of book, year, title (in language of book), additional details of the edition (translators), place of publication, publisher	HERGÉ (1993). <i>Tintin en el Tibet</i> . Translated by Francés de Concepción Zendrera. Barcelona, Editorial Juventud.	(Hergé, 1993) ...
Maps	Maps, particularly online maps can be difficult to reference. If there is no title, provide a description of the map instead.		
Map	Author, year, title, scale, place of publication, publisher	AUTOMOBILE ASSOCIATION DEVELOPMENTS LIMITED (2003). <i>2004 Road atlas Britain</i> . 1:200,000 or 3.16 miles to 1 inch. Windsor, Automobile Association.	(Automobile Association Developments Limited 2003)
Map with no author	Title, year, scale, place of publication, publisher	<i>A-Z Sheffield</i> . (2003). 1:18. Sevenoaks, Geographers' A-Z Map Company.	<i>A-Z Sheffield</i> (2003)

Type of source	The information required	Example of reference	Example of how to cite the reference in text
Ordnance Survey map	Author or creator, year, title, scale, series, sheet number, place of publication, publisher	ORDNANCE SURVEY (1996). <i>Yorkshire Dales: Southern and Western areas showing Whernside, Ingleborough, Pen-y-ghent, Pennine Way and part of the National Park</i> . 1:25000, Outdoor Leisure sheet 2. Southampton, Ordnance Survey.	Ordnance Survey (1996)
Online map	Author or creator, year, title, [online], scale, series or type of map, source For advice on when to include a URL, see the principles of referencing online sources .	EDINA (2014). <i>Map of S1 1WB: tile sk3587se</i> . [online]. 1:1,250. OS Land-Line Plus, Digimap.	(EDINA 2005)
Online map from the web (user defined)	Title, year, [online], scale (if known), series or type of map (if known), source, URL	<i>Map of Lake District National Park, Cumbria, United Kingdom</i> . (2014). [online]. Google Maps. https://www.google.co.uk/mapmaker?ll=54.475624,-3.080292&spn=0.607242,1.054687&z=10&q=lake+district&utm_source=mapseditbutton_normal&gw=30&lyt=large_map_v3	<i>Map of Lake District National Park, Cumbria, United Kingdom</i> (2005)
Dissertations and theses	Reference a thesis in a similar way to a book, but include the level of thesis or degree statement and the name of the awarding institution. The department / school / faculty of the institution may also be included.		
PhD, DPhil, DEd, etc.	Author, year, title, level of thesis, awarding institution	BAILEY, Michael George William (2004). <i>Cultural governance and the information of public service broadcasting</i> . PhD, Sheffield Hallam University. ALLGAR, Victoria (2003). <i>Physiotherapy from admission to discharge: an exploration study</i> . PhD, University of Newcastle upon Tyne.	Research by Bailey (2004) ... In a recent PhD thesis (Allgar 2003) describes ...

Type of source	The information required	Example of reference	Example of how to cite the reference in text
MSc, MA, Med, etc.	Author, year, title, degree statement, department /school / faculty (if known), awarding institution	<p>PRESCOTT, Trish (2005). <i>A stakeholder of the perceptions of the impact of the practice facilitator role</i>. MSc Health and Social Care Practice, Sheffield Hallam University.</p> <p>HILL, Simon (2002). <i>Chatting online: social and collaborative discussions in synchronous CMC</i>. MA Communications Studies, Sheffield Hallam University.</p>	<p>In her thesis Prescott (2005) believes that ...</p> <p>Hill (2002, p11) writes "..."</p>
Undergraduate dissertations (BA, BSc, etc.)	Author, year, title, degree statement, department / school / faculty (if known), University	CAMPION, Karen (1996). <i>Contemporary art through working-class eyes</i> . BA (Hons) Fine Art, School of Cultural Studies, Sheffield Hallam University.	..(Campion 1996) ...
Thesis online	<p>Author, year, title, [online], degree statement, awarding institution, URL (if helpful)</p> <p>For advice on when to include a URL, see the principles of referencing online sources.</p>	<p>HAWKESWORTH, Sophie Ann (2010). <i>Impact of maternal nutritional supplementation on offspring blood pressure</i>. [online]. PhD, London School of Hygiene & Tropical Medicine.</p> <p>MACKAY, David (1991). <i>Bayesian methods for adaptive models</i>. [online]. PhD, California Institute of Technology. http://www.inference.phy.cam.ac.uk/mackay/PhD.html</p>	<p>The study by Hawkesworth (2010) shows ...</p> <p>(Mackay 2005, p63) states that "..."</p>
Thesis on microfiche / microfilm	Author, year, title, format, level of thesis/degree statement, department/school/faculty (if applicable), awarding institution	<p>BARBER, Susan Torrey (1988). <i>The Australian film renaissance 1970-1986: an ideological, economic and political analysis</i>. [microfilm]. PhD, University of Southern California.</p> <p>LOWE, A. (1997). <i>An evaluation of the use of the viable system model on a virtual business unit</i>. [microfiche]. MSc IT and Management, School of Computing and Management Sciences, Sheffield Hallam University.</p>	<p>Barber (1988, p17) suggests "..."</p> <p>(Lowe 1997)</p>

Type of source	The information required	Example of reference	Example of how to cite the reference in text
Presentations, lectures and coursework			
Lecture / presentation	Presenter, year presented, title or subject of lecture, format of presentation, day and month presented, venue	LAWSON, Nigella (2004). <i>Sheffield Hallam University Celebrity Lecture</i> . [lecture]. Held on 12 October, Sheffield Hallam University. COLT, Margaret (2008). <i>Digital economics</i> . [lecture]. Held on 18 November, Sheffield Hallam University.	According to Nigella Lawson (2004) ... (Colt 2008) described how ...
Lecture slides online (from shuspace)	Presenter, year, title or subject of lecture, [online], source	DOBSON, Frank (2014). <i>Introduction to engineering dynamics</i> . [online]. Lecture notes from shuspace site Engineering principles (2013/14).	engineering dynamics is ... (Dobson 2011)
Lecture slides online	Presenter, year, title or subject of lecture, [online], any additional information about the lecture, URL (if helpful) For advice on when to include a URL, see the principles of referencing online sources .	HELLEGERS, Petra (2012). <i>The role of water economics in food security</i> . [online]. Slides from a presentation held on 13 April. http://www.slideshare.net/Knowledge4Development/the-role-of-water-economics-in-food-security	Hellegers (2012) indicates that there is ...
Lecture handout / presenters notes	Author/presenter, year, title of handout, format, details of lecture, day and month of lecture, venue	JACKSON, Peter (2008). <i>The human body in motion</i> . [lecture handout]. From a human anatomy lecture, held on 5 May, Sheffield Hallam University.	Jackson (2008) ...
Student coursework	Author, year, title of coursework, department / school / faculty, University, unpublished	GREEN, Simon (2008). <i>Principles of Business, Assignment 2: SWOT analysis</i> . Faculty of Organisation and Management, Sheffield Hallam University. Unpublished.	In a previous piece of my coursework (Green 2008) I described the ...

Type of source	The information required	Example of reference	Example of how to cite the reference in text
Standards and Patents			
Standard	Organisation, year of publication, number and title of the standard, place of publication, publisher	BRITISH STANDARDS INSTITUTION (2000). <i>BS EN ISO 9001: quality management systems: requirements</i> . London, British Standards Institution. AMERICAN SOCIETY FOR TESTING AND MATERIALS (1994). <i>ASTM F 964-94: Standard specification for rigid poly (vinyl chloride) (PVC) exterior profiles used for fencing</i> . Pennsylvania, ASTM.	(British Standards Institution 2000) American Society for Testing and Materials (1994)
Online standard	Organisation, year of publication, number and title of the standard, [online], place of publication, publisher, URL (if helpful) For advice on when to include a URL, see the principles of referencing online sources .	BRITISH STANDARDS INSTITUTION (1991). <i>BS EN 2350: Circuit breakers technical specification</i> . [online]. London, British Standards Institution. INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS (2003). <i>IEEE Std 802.11F: Trial-use recommended practice for multi-vendor access point interoperability via an inter-access point protocol across distribution systems supporting IEEE 802.11™ operation</i> . [online]. New York, IEEE.	(British Standards Institution 1991) Institute of Electrical and Electronics Engineers (2003)
Online patent	Inventor(s) and the organisation (assignee), year, title, [online], patent issuing body and patent number, URL (if helpful) For advice on when to include a URL, see the principles of referencing online sources .	MAUSER, Johannes et al. and HEAD TECHNOLOGY (2004). <i>Racket for ball games and production process</i> . [online]. US Patent 7,077,767. AHO, Richard and MILEMARKER (2006). <i>Multi-speed winch</i> . [online]. European Patent 1671919 A1.	(Mauser et al. and Head Technology 2004) (Aho and Milemarker 2006)

Type of source	The information required	Example of reference	Example of how to cite the reference in text
Personal communication	Any information received in person from an individual (and otherwise unpublished) should be acknowledged as such, by including pers. comm. or Personal communication in your citation and reference. You must also obtain the individual's permission before citing them. Personal communications are often unrecorded, which makes the information very difficult to verify. Therefore, it is not usually appropriate to include a reference to personal communication in your bibliography. Unless your work is mainly based on such communication, a citation in the text is normally sufficient. It may help to include transcripts of personal communications in your appendices if you have permission from the individual to do so.		
Electronic communication			
Email (example without a reference in a bibliography)	Type of communication, name of the person communicating the information, position or role of the communicator, date of the communication, pers. comm.	not applicable	Mobile phone companies confirmed that the alleged "scam" was a hoax (Email from John Higgins, Customer Care Consultant, BT Cellnet Customer Care. 7 December 2005. pers. comm.)
Email	Author, year, role, position or status of the author, title or subject, type of communication, identify of recipient, day and month, "personal communication"	DAVIS, Rebecca (2006). Media Relations Officer, Hampshire Constabulary. <i>Crime Figures</i> . Email to the author, 15 March. Personal communication.	Hampshire police were unable to confirm the figures (Davis 2006. pers. comm.)
SMS text message	Author of SMS, year position, role or status of the author, type of communication, identity of recipient, day and month, "personal communication"	JONES, Michael (2003). Secretary, Sheffield Metal Detecting Club. Text message to the author, 4 August. Personal communication.	The treasure trove was discovered at 6am on 4 August 2003 (Jones 2003. pers. comm.)

Type of source	The information required	Example of reference	Example of how to cite the reference in text
Verbal unrecorded communication			
Private informal conversation	Name of the person communicating the information, year position or role of the communicator, type of communication, day and month, "personal communication"	COLLINS, John (2006). Head of IT Systems, Acme Transportation Ltd. Conversation with the author, 22 August. Personal communication.	I understand that changes to the system are expected within the next year (Collins 2006. pers. comm.)
Private telephone conversation	Name of the person communicating the information, year, position or role of the communicator, type of communication, day and month, "personal communication"	HUGHES, Gloria (2005). Lead midwife, Jessop Wing, Sheffield Teaching Hospitals NHS Foundation Trust. Telephone conversation with the author, 18 May. Personal communication.	Most midwives find their work very rewarding (Hughes 2005. pers. comm.)
Verbal recorded (but unpublished and unbroadcast) communication			
<p>Formal interviews differ from other verbal communication in that they usually follow a structure, such as a pre-prepared sequence of questions. They are also usually recorded in some form, so there will be a permanent record of what was said (often agreed as an accurate record by the interviewee).</p> <p>Information gained during interviews conducted as part of your research is normally quoted anonymously, and full citation is unnecessary because your interview methodology will be explained in detail elsewhere in your work. But there are occasions when it may be appropriate to cite a named individual (with their permission).</p>			
Private interview (example without a reference in a bibliography)	Type of communication, name of the person communicating the information, position or role of the communicator, date of the communication, pers. comm.	not applicable	According to the trade unions, employee relations have improved over the last few years (Interview with Colin Smith, Unison representative, 16 July 2004. pers. comm.)

Type of source	The information required	Example of reference	Example of how to cite the reference in text
Private interview	Name of the interviewee, year, position, role or status of the interviewee, title or subject of the interview, type of communication, identity of the interviewer, day and month, "personal communication"	<p>EDWARDS, Nigel (2005). Chief Historian, Foreign & Commonwealth Office. <i>After empire</i>. Interview with the author, 8 May. Personal communication.</p> <p>TROBRIAND, Hans (2006). <i>Artistic influences</i>. Interview with the author, 22 August. Personal communication.</p>	<p>Edwards (2005. pers. comm.) challenged that interpretation</p> <p>According to the artist, Freud's development of the Oedipus complex is key to understanding his work (Trobriand 2006. pers. comm.)</p>
Written communication			
Letter	Author, year, position, role or status of author, title or subject of letter, type of communication, identity of recipient, day and month, "personal communication"	LINEHAN, Sophie (2005). Marketing Officer, Acme Paints Ltd. Letter to the author, 21 September. Personal communication.	Acme Paints have no plans to enter overseas markets at the moment (Linehan 2005. pers. comm.)
Fax	Author, year, position, role or status of author, title or subject of fax, type of communication, identity of recipient, day and month, "personal communication"	SANTER, Maurice (2006). Senior Architect. <i>First draft</i> . Fax to the author, 9 June. Personal communication.	Early designs incorporated a third bedroom (Santer 2006. pers. comm.)

Type of source	The information required	Example of reference	Example of how to cite the reference in text
Product Information			
Product manual / instructions	Manufacturer, year, title, place of publication, publisher	<p>MCCULLOCH (no date). <i>ET/MT 270 28cc : owner's manual</i>. Valmadrera, McCulloch Corporation.</p> <p>MENTHOLATUM COMPANY LIMITED (2005). <i>Deep heat: heat rub</i>. East Kilbride, Mentholatum Company Limited.</p>	<p>In the instruction manual, McCulloch (no date) shows ...</p> <p>According to the patient information leaflet (Mentholatum Company Limited 2005) the active ...</p>
Online product manual / instructions	Manufacturer, year, title, format, place of publication, publisher, URL	EPSON (1993). <i>ActionLaser 1600: reference guide</i> . [online]. Torrance, Epson America Inc. http://files.support.epson.com/pdf/al1600/al1600u1.pdf	the manual produced by Epson (1993) is a good example of ...
Product packaging	<p>We do not recommend referencing packaging because it:</p> <ul style="list-style-type: none"> • is difficult to describe in sufficient depth for anyone else to find and view the exact source • may vary by date or geographic region • rarely carries enough information to create a meaningful reference <p>If you wish to use information from packaging, briefly describe the item on which you found the information in your text. You may wish to add the packaging or an image of the packaging as an appendix and refer to the appendix in your text.</p>		
	Maker/producer of product, product name	not applicable	<p>The information about the salt content on a Walkers rabbit and chilli crunch packet (see Appendix 2) is scarcely visible as it is in an exceptionally small font.</p> <p>According to the box of the Panasonic Viera TX-P42X10 it complies with British Standard...</p>

Type of source	The information required	Example of reference	Example of how to cite the reference in text
Software and applications			
Computer program (software)	Author, year, title and version, [computer program], publisher or distributor	ADOBE (2012). <i>Dreamweaver CS6</i> . [computer program]. Adobe. MICROSOFT (2010). <i>Word 2010</i> . [computer program]. Microsoft.	(Adobe 2012) (Microsoft 2010)
Video game	Developer, year, title, [game], platform, publisher	EPIC GAMES (2007). <i>Gears of war</i> . [game]. Xbox 360, Microsoft.	Epic Games (2007) use new ...
Mobile device app	Developer, year, title, [description of app (Android, Blackberry, iPhone, etc.)], version if known	ROVIO MOBILE LTD (2011). <i>Angry birds</i> . [Android app]. Version 1.5.2. CNN INTERACTIVE GROUP (2011). <i>CNN</i> . [iPhone app]. Version 1.1.3.	(Rovio Mobile Ltd 2011) The news app from CNN Interactive Group (2011) is a good example of...
Information accessed via a mobile device app	The information accessed via a mobile device app is often taken from a web page. It may be helpful to readers of your work to find the information using an internet browser and provide a web page reference as this would include fuller details and a URL for them to go to. However if this is not possible or easy to do, you can reference the information accessed via an app as below. If you are aware that the information is specific to the app and cannot be viewed using an internet browser, it would be helpful to include a copy of the information in the appendices of your work if copyright restrictions allow this.		
	Author(s), year, title, [online], title and description of app (Android, Blackberry, iPhone, etc.)	BBC (2011). <i>World Bank president: "one shock away from crisis"</i> . [online]. BBC News Android app. DICTIONARY.COM (no date). <i>Diarist</i> . [online]. Dictionary.com Android app.	(BBC 2011) According to Dictionary.com (no date) a diarist is a person...