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INTRODUCTION

This is the third edition of the Harvard Referencing guide compiled by Leeds Trinity University Library. It has been produced with the intention of helping you understand how to cite and reference information sources accurately and has used Neville’s *The complete guide to referencing and avoiding plagiarism* (2016) as a guide.

Many of the information sources used in this guide have been compiled for illustrative purposes only and any similarity with published works is coincidental. The guide is organised in alphabetical order of the type of information source to be referenced and includes detailed lists of the elements that make up a reference for each information source, a worked example of a reference for each information source and examples of how to produce citations within your text.

WHAT IS REFERENCING AND WHY DO WE NEED IT?

Referencing is the practice of acknowledging when you have used another person’s work or ideas in your own writing. It is an important academic skill that is necessary in order to:

Demonstrate that you have undertaken independent research to inform your own work or writing.

Develop your own voice in your academic writing. During the course of writing for an assignment you will need to select evidence that supports or refutes a particular argument or point of view. Referencing helps you to do this by offering reliable evidence to back up an argument and demonstrate where this evidence has come from through the citation and referencing process.

Acknowledge the work of others and ensure that these are distinguishable from your own original thoughts.

Enable the discovery of knowledge. Any person reading your work will be able to locate the information you have used from the citations and references you have provided. This trail of information enables the advancement of knowledge on a subject.

Meet the marking criteria. Accurate referencing demonstrates your ability to select and appropriately use suitable evidence for a piece of academic writing and is part of the assessment process.

Avoid accusations of plagiarism. Plagiarism is a form of cheating which involves presenting another person’s work as your own by not acknowledging the source. Understanding when and how to reference will help you avoid such accusations.
QUOTING AND PARAPHRASING: WHAT’S THE DIFFERENCE?

**Quoting** from a source means repeating a small amount of the author’s writing word-for-word.

**Paraphrasing** a source means putting the author’s idea(s) into your own words.

Both quoting and paraphrasing can be appropriate in your academic work. Generally it is best to use a combination of the two. Quoting relevant sections of text can be useful when you feel it is important to use the author’s exact wording; while paraphrasing shows that you have understood the source by summarising it in your own words.

The important thing to remember is that it’s your voice that should be heard, you are writing to demonstrate your understanding of a topic and to present your point of view in relation to the topic or question. Good academic writing, therefore, should include your own thoughts, ideas and comments in addition to quoting and paraphrasing from the information sources you have studied.

Whether you are quoting or paraphrasing, it is essential to provide an in-text citation and a reference in order to give credit to the author for the information you have used. The in-text citation should include the page number(s) of the section you have quoted or paraphrased. A letter p. is used for single pages, while pp. refers to multiple pages.

**Quoting**

**Short quotations of less than 50 words** can be embedded within your writing and should have “double quotation” marks around the text.

**Example quotations of less than 50 words:**

Neville (2010, p.96) states that “older books may not show a date of publication”.

An authority on referencing has stated that “older books may not show a date of publication” (Neville, 2010, p.96).
Longer quotations of more than 50 words should have “double quotation” marks around the text, be separated from the main body of your writing by a line above and below and indented at the left and right margins.

Example quotations of more than 50 words:
Neville (2010, pp.163-134) argues that:

“Digital object identifiers offer a more permanent means of finding a source, as URLs are vulnerable to change if, for example, the site is moved to another host. Digital object identifiers sources are given an alpha-numeric label that will track sources and thus offer a more persistent and consistent way of locating them. If a DOI is shown, use this in preference to a URL”.

An authority on referencing has stated that:

“Digital object identifiers offer a more permanent means of finding a source, as URLs are vulnerable to change if, for example, the site is moved to another host. Digital object identifiers sources are given an alpha-numeric label that will track sources and thus offer a more persistent and consistent way of locating them. If a DOI is shown, use this in preference to a URL” (Neville, 2010, pp.163-164).

Paraphrasing
If you paraphrase from a source, quotation marks are not needed, but you still need to provide an in-text citation to show where you got the information from. Page numbers are not usually needed for paraphrasing (some subject areas may require you to use page numbers even when paraphrasing, you should check with your lecturer if you are not sure).

Examples:
Barker (2015) found that flexible workspaces had a positive impact on performance.

Recent research has discovered that flexible workspaces have a positive impact on performance (Barker, 2015).

IN-TEXT CITATIONS
When you refer to somebody else’s work in your writing you need to acknowledge this by giving brief details of their name and the date of publication. This information usually
appears in brackets and is called a citation. Citations are included within your work, as opposed to the reference list which appears at the end of your work.

There are two ways to produce a citation, the wording you use to introduce the ideas, work or thoughts of another writer determines which style of citation is appropriate.

**Direct citation**

If you mention the author by name in your work, the citation should only include the year of publication (and any page numbers if relevant, i.e for a direct quote or a secondary reference).

**Example direct citation (paraphrase):**
Marsh (2009) argues that what students themselves take on board may differ from what is intended.

**Indirect citation**

If you do not mention the author by name in your work, your citation should include the author surname, year of publication (and any page numbers if relevant, i.e. for a direct quote or a secondary reference).

**Example indirect citation (paraphrase):**
What students themselves take on board may differ widely from what is intended (Marsh, 2009).

**NUMBER OF AUTHORS/NO AUTHORS**

**Source with one author**

**Example reference:**


**Example direct citation (paraphrase):**
Paxson (2013) argues that cheese embodies life.

**Example in-direct citation (paraphrase):**
It has been argued that cheese embodies life (Paxson, 2013).
**Source with two authors**
In both your reference and citations separate author surnames with the word ‘and’, do not use the & symbol.

**Example reference:**

**Example direct citation (paraphrase):**
Walsh and Inala (2010) promote the use of active learning in teaching.

**Example indirect citation (paraphrase):**
Learning should be an active rather than a passive experience (Walsh and Inala, 2010).

**Source with more than two authors**
In your reference use ‘and’ to separate the last two authors and a comma between all other authors. In your citation use ‘et al’ after the surname of the first author.

**Example reference:**

**Example direct citation (paraphrase):**
Armstrong, et al (2014) talk about the attachments toddlers form with adults other than their parents.

**Example indirect citation (paraphrase):**
As they develop, toddlers often form attachments with adults other than their parents (Armstrong, et al, 2014).

**Source with no author**
If an information source has no obvious author use the title, followed by the date of publication. In some cases a source may be assigned to ‘Anonymous’ or ‘Anon’ and this should be used in place of any author name.

You should consider the quality of any source that you cannot identify the author of. In the case of online sources such as websites, look in the ‘about us’ section and in print material consult the copyright page which is usually on the inside front cover or back page. If the name of an organisation or government department is present you can use that in the absence of any individual author details.
Anonymous

Example reference:

Example direct citation (paraphrase):
The humble pencil has a long and illustrious history as demonstrated by Anonymous (2014).

Example indirect citation (paraphrase):
The humble pencil has a long and illustrious history (Anonymous, 2014).

Using title

Example reference:

Example direct citation (paraphrase):
The humble pencil has a long and illustrious history as demonstrated in *A history of pencils* (2014).

Example indirect citation (paraphrase):
The humble pencil has a long and illustrious history (*A history of pencils*, 2014).

**PLACE OF PUBLICATION**

More than one place of publication
If more than one place of publication is listed, use the place that is listed first.

No place of publication
For some information sources, i.e. websites, you don’t necessarily need to include place of publication, for others, such as printed books you do. It can sometimes be difficult to find where an information source was published. One solution is to look the publisher up online and see if you can find any information about where they are based and use that as place of publication.

If the place of publication still eludes you use s.l. This stands for ‘sine loco’ – without place.

Example reference:
DATE OF PUBLICATION

It’s important to know when a source was written, published or updated as this helps you evaluate its relevancy and currency. Where no date is obvious, put ND in the brackets instead. This applies to both your citation and your reference for the source in question.

Example reference:


Example direct citation (paraphrase):

Smith (ND) argues this point.

Example indirect citation (paraphrase):

This point has been argued (Smith, ND).

TITLES OF BOOKS AND OTHER TEXTS

When should I use *italics* in my writing?

*Italics* should be used when referring to the title of an Act of Parliament, a book, journal, play or longer poem published within a single volume.

Example

*The Catcher in the Rye* is a novel by J. D. Salinger.

When should I use plain text in my writing?

Use plain text when referring to the Bible, titles of books of the Bible, the Quran and other religious texts.

Plain text and single quotation marks should be used when referring in your writing to the titles of poems which form part of a larger volume or anthology.

Example

‘Existential Pizza’ is the title of a poem by Fairfoot.

When referring to the titles of chapters in books or articles in journals within your writing, use plain text and enclose with single quotation marks.

Example

Chapter 3 is called ‘The national picture’.
EDITIONS AND REPRINTS

Edition details
You do not need to include edition details if the source you are using is the first edition. Edition details only need to be included in your reference and not the citation. Edition numbers can be abbreviated to 2nd, 3rd, 4th etc. Abbreviate the word ‘edition’ to ed.

Example reference (first edition):

Example reference (second, third edition and so on):

Reprints
If the information source you have used is a reprinted work of a title initially published several years ago (in other words not a new edition with revised content), you need to indicate this in your reference by including the word ‘Reprint’ after the title and the year of reprint after the reprint publisher details.

Example reference:

PAGE NUMBERS
Page numbers can help the reader pinpoint where in a source a specific quotation, particular paragraph or piece of information can be found. This may involve giving an individual page number or a range of pages to enable the reader to locate the item to which you refer. You should use lower case p. if the information is on a single page and pp. if the information spans a range of pages.

You do not need to include page numbers for every citation but there may be circumstances when page numbers are necessary and some subject areas may have a preference for the use of page numbers in citations. Your tutor will be able to advise you.

You should include page numbers in in-text citations for quotations and secondary references.
Examples (quotations):

It has been suggested by Higgins that “green is the most calming of colours” (1998, pp.124-125).

It has been suggested that “green is the most calming of colours” (Higgins, 1998, pp.124-125).

No page numbers

If you have quoted from a source which has no page numbers (e.g. an online article) you should instead provide a paragraph number in the in-text citation. For example, starting from the top of the page, the third paragraph down would be paragraph 3. This is abbreviated to para. 3. The paragraph number is placed wherever you would normally put page numbers.

For longer documents you can use a chapter number/title or section heading, followed by the paragraph number within that chapter or section.

Example full reference: online article with no page numbers


Example in-text citations using paragraph number (quotations):

Fotheringham (2014) states that “the pressure did get to Wiggins” (para. 5).

“The pressure did get to Wiggins” (Fotheringham, 2014, para. 5).

Page numbers and e-books

Some e-books do not provide page numbers. You should not use location numbers in Kindle (or other similar device) e-books as page numbers. Instead you should use chapter numbers or chapter titles in your in-text citations, followed by the paragraph number within that chapter.
APPENDICES

If you have included an appendix at the end of your work (the results of a survey or questionnaire for example), you do not need to reference it but simply signpost the reader to it in your writing using letters in alphabetical order like so (see Appendix A) or (see Appendix B).

If the appendix itself is entirely the work of someone else, include a citation at the end of it and a full reference in your reference list.

FREQUENTLY ASKED QUESTIONS

WHAT IS THE DIFFERENCE BETWEEN A REFERENCE LIST AND A BIBLIOGRAPHY?

A reference list is a complete list of all the information sources that you have read and included a citation for in your writing. In Harvard referencing it appears at the end of your work, in alphabetical order of author surname and provides the reader with all the information they need to identify and locate the information sources you have used.

You may sometimes be asked to produce a bibliography in addition to a reference list. A bibliography lists every source that you have consulted as part of your research even if you did not include a citation for it in your work. If you’re not sure whether you need to produce a bibliography in addition to a reference list, check with your tutor.

HOW DO I CITE SEVERAL WORKS PUBLISHED BY THE SAME AUTHOR IN DIFFERENT YEARS?

If several works by the same author, published in different years, illustrate the same point your citation reflect this in chronological order.

Example direct citation (paraphrase)

It has been suggested by Brown (2009; 2012) that…

Example indirect citation (paraphrase)

Research in the last ten years (Brown, 2009; 2012) has discovered that….
HOW DO I CITE SEVERAL WORKS PRODUCED BY THE SAME AUTHOR IN THE SAME YEAR?

If you are citing information from several works produced by the same author in the same year you should differentiate by adding a lower case letter after the year for each individual item.

**Example direct citation (paraphrase)**

It had been suggested by Brown (2009a) that this was the case but later research by Brown (2009b) found this to be untrue.

**Example indirect citation (paraphrase)**

Early research suggested this was the case (Brown, 2009a) but later research found this to be untrue (Brown, 2009b).

**Example references**


CAN I INCLUDE SEVERAL SOURCES IN THE SAME CITATION?

You may wish to pull together several sources to support a point you are making, it is perfectly acceptable to do this. These should be cited in chronological order with the earliest first.

**Example direct citation (paraphrase)**

Research by Barker (1989); West (1992) and Jeffers (2005) shows that…

**Example indirect citation (paraphrase)**

Research (Barker, 1989; West, 1992; Jeffers, 2005) shows that…

ARE CITATIONS INCLUDED IN MY WORD COUNT?

Citations are often integral to your work as they help back up or counter arguments. For this reason they are usually included in your word count but you should confirm this with your tutor as this can vary depending on the type of assignment you are writing.

HOW DO I CITE AND REFERENCE CONFIDENTIAL INFORMATION?

**Unpublished, internal documentation**

You may wish to quote or paraphrase from a document that you have been granted access to but is not publicly available (a policy document produced by your placement provider for example). For reasons of confidentiality you cannot fully identify the organisation in question.
You should first obtain permission from the organisation that you can use the information they have produced. Hide the identity of an organisation by anonymising them in your citation and reference like so:

**Example direct citation (paraphrase)**
School A (2015) makes this clear in their policy.

**Example indirect citation (paraphrase)**
This is made clear in the policy (School A, 2015)

A reference for unpublished, confidential information should include the following:

- Anonymised author or organisation, followed by a full-stop.
- Date of publication, in round brackets. If no date put (ND), followed by a full-stop.
- Title of the document *italics* (if the name of the organisation is explicit in the document title, produce a short description of the document to maintain confidentiality), followed by a full-stop.
- The words ‘Unpublished internal document’, in plain text, followed by a full stop.
- Location of organisation, if available, followed by a colon.
- The words [placement provider] in square brackets, if applicable. Followed by a full-stop.

**Example reference**


**Publically available**

If there is information produced by an organisation that you wish to quote or paraphrase in your work that is publically available (on your placement providers’ webpage for instance) but you are not permitted to identify the organisation in question so as to protect the identities of employees, clients or children for example; you should anonymise them in your citation and reference like so:

**Example direct citation (paraphrase)**
This is outlined in documentation produced by Company A (2014).

**Example indirect citation (paraphrase)**
This is outlined in documentation (Company A, 2014).

**Example reference**

NB: It is acceptable in this instance to withhold access details if the document is available online for reasons of confidentiality.

CAN I USE ABBREVIATIONS (E.G. CORPORATE AUTHORS)?

You can use the following abbreviations:

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD</td>
<td>CD-ROM</td>
</tr>
<tr>
<td>ch. or chs.</td>
<td>Chapter(s)</td>
</tr>
<tr>
<td>ed.</td>
<td>edition</td>
</tr>
<tr>
<td>Ed. or Eds.</td>
<td>editor(s)</td>
</tr>
<tr>
<td>et al.</td>
<td>and others</td>
</tr>
<tr>
<td>Dir. or Dirs.</td>
<td>director(s)</td>
</tr>
<tr>
<td>ND</td>
<td>No Date</td>
</tr>
<tr>
<td>p.</td>
<td>page (single)</td>
</tr>
<tr>
<td>pp.</td>
<td>pages (range of pages)</td>
</tr>
<tr>
<td>para.</td>
<td>paragraph</td>
</tr>
<tr>
<td>Prod. or Prods.</td>
<td>Producer(s)</td>
</tr>
<tr>
<td>vol. or vols.</td>
<td>Volume(s)</td>
</tr>
</tbody>
</table>

Corporate authors

You are permitted to abbreviate the names for corporate bodies and organisations in citations provided that you use the full name in the first instance with the abbreviation in brackets to avoid confusing your reader.

1st citation
Research undertaken by the National Health Service (NHS) (2012) has highlighted...

2nd citation
This has been established by research conducted by the NHS (2013).

You should always use the full name for a corporate body or organisation in your reference list at the end of your work.
HOW DO I REFERENCE ONE AUTHOR’S WORK FOUND IN ANOTHER AUTHOR’S WORK (SECONDARY REFERENCING)?

The information source you are reading may refer to the work of another author which you would like to reference in your own writing. For example, you are reading a journal article about cheese written by Di Grigoli et al. You read the following sentence in this book and wish to use it in your own work:

“Research carried out by Urbach (1997) concluded that the equipment used to make cheese influences the flavour.”

The advice in such a situation is to try and get hold of an original copy of the work that the information source you are reading is referring to and cite and reference from that. If it isn’t possible to get hold of the original work then you may include what is called a secondary reference.

Example direct citation (paraphrase)
Research carried out by Urbach (1997, cited in Di Grigoli et al, 2015, p.82) demonstrated

In this example the journal article by Di Grigoli et al is the information source that has been read, they have referred to work by Urbach and it is this work that the writer wishes to refer to in their writing. It wasn’t possible to get hold of the original work by Urbach so a secondary reference was used instead. Note that the citation includes the page where Di Grigoli et al have referred to Urbach’s work.

Example indirect citation (paraphrase)
Research carried out has demonstrated this (Urbach, 1997 cited in Di Grigoli et al, 2015, p.82).

The entry in your reference list would be for Di Grigoli et al:

Example reference


You should use secondary references sparingly as you are essentially relying on somebody else’s interpretation of the original work.
References

ADVERTISEMENTS

PRINT

A reference for an advertisement should include the following:

- Advertiser’s name, followed by a full-stop
- Year of publication in round brackets (if no date is obvious put ND)
- The title of the advertisement (or a short description if it isn’t obvious what the title is), in plain text, followed by a full-stop
- The word [Advertisement] in square brackets
- The word In, followed a colon
- The title of the publication (or the words Advertisement at, followed by the location (i.e. Horsforth Train Station), in italics, followed by a full-stop
- The date and month of the publication, followed by a comma
- Page number(s), preceded by p. or pp., followed by a full-stop

Example reference

Example direct citation
This is evident in a recent campaign by Parker (2014, p.4).

Example indirect citation
This is evident in a recent advertising campaign (Parker, 2014, p.4).

BROADCAST

A reference for an advertisement that has been broadcasted should include the following:

- Advertiser’s name, followed by a full-stop
- Year of the broadcast in round brackets (if no date is obvious put ND)
- The title of the advertisement (or a short description if it isn’t obvious what the title is), in italics, followed by a full-stop
- In square brackets the word [Advertisement]
- The name of the channel, followed by a full-stop
Example reference

Example direct citation
The possible uses for mobile technology are endless and are demonstrated in the latest advertisement from T-mobile (2013).

Example indirect citation
Mobile technology can even be used to control lighting in the home (T-mobile, 2013).

ONLINE
A reference for an advertisement that has been made available online should include the following:

Advertiser’s name, followed by a full-stop
Year of publication in round brackets (if no date is obvious put ND)
The title of the advertisement (or a short description if it isn’t obvious what the title is), in *italics*, followed by a full-stop
In square brackets the words [online advertisement]
Available at, followed by a colon and the web address
The word Accessed and the date of access, in square brackets, followed by a full-stop

Example reference

Example quotation
“The result is a more sporty and focused look” (BMW, 2015).

Example direct citation
Television advertising is one way to reach a global audience, one example being the 1 Series promotion from BMW (2015).

Example indirect citation
Television is still a powerful way to reach a wide ranging audience, including the promotion of high performance cars (BMW, 2015).
ARTWORK (INCLUDING FIGURES AND ONLINE IMAGES)

**Figures:** Every time you reproduce any artwork in your work you should include a caption just below the image. Such images are referred to as figures. They should be numbered sequentially, if you include more than one, and accompanied by a short description or the title, details of the creator or origin of the image (including page number if reproduced from print source) and year of creation directly under the image.

**Example**

![Image](image_url)

**Figure 1:** *Be Brilliant at Referencing* (Leeds Trinity University Library, ND)

**Example direct citation**

Figure 1. is an example of a tutorial on referencing produced by Leeds Trinity University Library (ND).

**Example indirect citation**

Figure 1. is an example of a tutorial on referencing (Leeds Trinity University, ND)

**Example reference**


The information below contains advice on how to cite and reference artworks that you simply refer to in your work, rather than those you reproduce as figures.

**PAINTING, PHOTOGRAPH, SCULPTURE, ENGRAVING ETC. EXHIBITED IN A GALLERY OR COLLECTION**

A reference for an artwork exhibited in a gallery or collection should include the following:

- Artist(s)’ surname, followed by a comma and their initials with a full-stop after each initial
- Year the work was produced in round brackets (if no date is obvious put ND)
Title of the work in *italics*, followed by a full-stop
In square brackets put details of the medium used to produce the work i.e. [Painting, oil on canvas]
The words Held at: followed by the location of the gallery or collection, followed by a colon
Name of the gallery or collection, followed by a full-stop
Inventory/catalogue number, followed by a comma
Location in gallery or collection, followed by a full-stop

Example reference

Example direct citation
Hogarth adopted an increasingly experimental approach to portraiture, as shown in *The Shrimp Girl* (c. 1740-5).

Example indirect citation
Some portraiture in the mid-18th century began to show an increasingly experimental style, as evidenced by *The Shrimp Girl* (Hogarth, c.1740-5).

PAINTING, PHOTOGRAPH, SCULPTURE, ENGRAVING ETC. REPRODUCED IN A BOOK (PRINT)

A reference for an artwork reproduced in a book should include the following:

- Artist surname, followed by a comma and their initials with a full-stop after each initial
- Year the work was originally produced in round brackets (if no date is obvious put ND)
- Title of the work (or a short description if no title is obvious), followed by a full stop
- In square brackets put details of the medium used to produce the work i.e. [Painting, oil on canvas]
- Page number(s) followed by a full-stop
- In, followed by a colon
- Surname of the author/editor(s) of the book, followed by a comma and their initials with a full-stop after each initial
- Year the book was published in round brackets, followed by a full-stop
- Title of the book, in *italics*, followed by a full-stop
- Place of publication, followed by a colon
- Name of publishing company, followed by a full-stop

If reproduced in an e-book:
After the title of the book put [e-book]
Example reference (print)


Example reference (electronic – via LTU Library Catalogue)


Example direct citation

In his painting, The Grove, Van Gogh (1890) demonstrates his talent for reproducing the colours of nature.

Example indirect citation

The Grove is a painting which demonstrates a talent for reproducing the colours of nature (Van Gogh, 1890).

Painting, photograph, sculpture, engraving etc. viewed online

A reference for an artwork viewed online should include the following:

Artists’ surname, followed by a comma and their initials with a full-stop after each initial (where the artist or illustrator is not known, start the reference with the title/description of the work, followed by the date, web address etc.)

Year the artwork was originally produced in round brackets (if no date is obvious put ND)

Title in italics (or a short description if no title is obvious), followed by a full stop

In square brackets put details of the medium used to produce the work i.e. [Medium - Online]

Available at, followed by a colon and the web address. If in a gallery or collection include the gallery/collection name

The word Accessed and the date of access, in square brackets

Include the inventory or catalogue number if in a gallery or collection, followed by a full-stop
Example reference (online image)


Example reference (artwork in a gallery or collection viewed online)


Example direct citation (online image)
The photograph *Kings Cross London* by Suschitzky (1941) is a touching image.

Example indirect citation (online image)
The photograph *Kings Cross London* (Suschitzky, 1941) is a touching image.

**PAINTING, PHOTOGRAPH, SCULPTURE, ENGRAVING ETC. CREATED BY YOURSELF**

A reference for a photograph you took yourself should include the following:

Your surname, followed by a comma and their initials, with a full-stop after each initial
Year the work was created in brackets (if you can’t remember put ND)
Title or description of the photograph *in italics* followed by a full-stop
Medium of the artwork in square brackets, e.g. [photograph]

Example reference:


Example direct citation
The photograph by Morow (2017) shows a small scale science project.

Example indirect citation
The photograph shows a small scale science project (Morow, 2017).

**PHOTOGRAPH IN AN ARCHIVE**

This example is for referencing a photograph as a primary source, e.g. a historical photograph held in a museum or archive.

A reference for a photograph as a primary source should include:

Photographer’s surname, followed by a comma and their initials, with a full-stop after each initial
Year the photograph was originally produced in brackets
Title or description of the photograph *in italics* followed by a full-stop
[Photograph] in square brackets
Location of the gallery or museum, followed by a colon
Name of the gallery or museum, followed by a full-stop
If available, a reference number for the photo (as used by the museum, archive etc), followed by a full stop

**If the photo was viewed online include:**

[Photograph-online] in square brackets after the title
Available at, followed by a colon and the web address
The word Accessed and the date of access, in square brackets, followed by a full-stop

---

**Example reference:**


**Example reference (online):**


**Example direct citation (online image)**

Edwards (1895) clearly shows the high importance placed on the tea industry by the British Raj.

**Example indirect citation (online image)**

The tea industry was critically important to the economy of the British Raj, as photographic evidence from the late 19th Century clearly attests (Edwards, 1895).

---

**PERFORMANCE ART**

A reference for a piece of performance art should include the following:

Artists surname, followed by a comma and their initials with a full-stop after each initial
Year of the performance in round brackets (if no date is obvious put ND)
Title of the performance *in italics* (or a short description if no title is obvious), followed by a full-stop
In square brackets put details of the medium e.g. [performance art]
Place of performance, followed by a colon
Name of the venue, followed by a comma
Day and month of the performance (if known), followed by a full-stop (if this information is not available put a full stop after the name of the venue)

Example reference

Example direct citation
*Alphabet* by Olowska (2012) is one such example of this type of performance.

Example indirect citation
*Alphabet* (Olowska, 2012) is one such example of this type of performance.

**BOOKS – PRINT AND ELECTRONIC**

For information on citing and referencing sources with more than one author/editor/no author/editor, follow the advice in the *General Rules* section.

**Electronic books** are available on various platforms and devices. We have included examples below for books that are freely available, accessed via a device, via an eBook platform and via the LTU Library Catalogue.

**NB:** The principles for referencing an electronic book are the same as for print. The guidelines for Edited Book, Edited Chapter etc, provide examples of both print and electronic if accessed via the LTU Library Catalogue. Please note the examples below if using electronic books from another resource.

A reference for a book should include:

- Author’s surname, followed by a comma and their initials with a full-stop after each initial
- Year of publication in round brackets (if no date is obvious put ND)
- Title of the book *in italics*, followed by a full-stop
- Edition details (only include this if NOT the first edition), followed by a full-stop
- Place of publication, followed by a colon
- Name of the publishing company, followed by a full-stop

**If accessed electronically or on a device:**

- After the title [e-book] or [Kindle], [Nook] as appropriate
- After name of publishing company but the words Available at, followed by a colon and the access details (i.e. web address)
After the access details, the word Accessed and the date of access, in [square brackets], followed by a full-stop

Example reference (print)

Example reference (Electronic via LTU Library Catalogue)

Example reference (via eBook platform)

Example reference (freely available online)

Example reference (via a specific device)

Example quotation:
“Jasper Hill exemplifies the new American cheese” (Paxson, 2013, p.1).

Example direct citation (paraphrase):
Paxson (2013) argues that cheese embodies life

Example in-direct citation (paraphrase):
It has been argued that cheese embodies life (Paxson, 2013).

BOOKS - EDITED

The examples below show how to produce a reference and citation if you are referring to an edited book as a whole. If you are citing a chapter from the book, see Chapter from an edited book.

A reference for an edited book should include the following:

Surname of each editor, followed by a comma and their initials with a full-stop after each initial, in the order they appear. Use and to link the last two editors.
Ed. or Eds., followed by a full-stop
Year of publication in round brackets (if no date is obvious put ND)
Title of the book in italics, followed by a full-stop
Edition details (only include this if NOT the first edition), followed by a full-stop
Example reference (print)

Example reference (electronic via LTU Library Catalogue)

Example quotation
“Educational psychology is a globally applied practice” (Holliman, 2014, p.10).

Example direct citation (paraphrase)
Holliman (2014) provides an international overview of educational psychology.

Example indirect citation (paraphrase)
Educational psychology can vary between countries (Holliman, 2014).

BOOKS - EDITED BOOK CHAPTER
A reference for a chapter from an edited book should include the following:

Surname of the author, followed by a comma and their initials with a full-stop after each initial, followed by a full-stop
Year of publication in round brackets (if no date is obvious put ND)
Title of the chapter (in plain text)
In, followed by a colon
Surname and initials of each editor in the order they appear, separated by a comma. Use and to link the last two authors.
Ed or Eds, followed by a full-stop
Title of the book *in italics*, followed by a full-stop
Edition details (only include this if NOT the first edition), followed by a full-stop
Example reference (print)

Example reference (electronic via LTU Library Catalogue)

Example quotation
“Work-life balance is essential for productivity” (Sargeant and Lewis, 2008, p.71).

Example direct citation (paraphrase)
Sargeant and Lewis (2008) make the point that it is important that every company ensures that all staff members are adequately trained.

Example indirect citation (paraphrase)
It is important that every company ensures all staff members are adequately trained (Sargeant and Lewis, 2008).

BOOKS - FOREIGN LANGUAGE & TRANSLATED
A reference for a book written in a foreign language should include the following:

Author’s surname, followed by a comma and their initials with a full-stop after each initial
Year of publication in round brackets (if no date is obvious put ND)
Title of the book in italics, followed by a full-stop
An English translation of the title (if available) in [square brackets], followed by a full-stop
Edition details (only include this if NOT the first edition), followed by a full-stop
Place of publication, followed by a colon
Name of the publishing company, followed by a full-stop

If accessed online:
Put [e-book] or [Kindle] etc after title
After the publisher details put the words Available at, followed by a colon and the access details
After access details put the word Accessed and the date of access, in square brackets, followed by a full-stop

Example reference (print)

Example reference (electronic via LTU Library Catalogue)

Example quotation
“Souvent sur la place, quand nous rentrions, ma grand’mère me faisait arrêter pour le regarder” (Proust, 1954, p.8).

Example direct citation (paraphrase)
*A la recherche du temps perdu* by Proust (1954) is an excellent example of this type of literature.

Example indirect citation (paraphrase)
*A la recherche du temps perdu* is a perfect example of this type of literature (Proust, 1954).

A reference for a translated book should include:

Surname and initials of the author, followed by a full-stop
Year of publication in brackets, followed by a full-stop
Title of the book in italics, followed by a full-stop
Translated from, followed by the original language (if known) then the name of the translator(s) followed by a full-stop
Place of publication (a town or a city, NOT a country), followed by a colon
Name of the publishing company, followed by a full-stop

If accessed online:
Put [e-book] or [Kindle] etc after title
After the publisher details put the words Available at, followed by a colon and the access details
After access details put the word Accessed and the date of access, in square brackets, followed by a full-stop
Example reference (print)


Example reference (electronic via LTU Library Catalogue)


Example quotation:

“I believe that I alone had noticed” (Proust, 1983, p.514).

Example direct citation (paraphrase):

*Remembrance of things past* by Proust (1983) is an excellent example of a translated book.

Example indirect citation (paraphrase):

*Remembrance of things past* (Proust, 1983) is an excellent example of a translated book.

BOOKS - INTRODUCTION, FOREWORD, AFTERWORD IN A BOOK

A reference for an introduction, foreword or afterword in a book should include the following:

Surname of author of the introduction, foreword or afterword, followed by a comma and their initials with a full-stop after each initial, followed by a full-stop

Year of publication in round brackets (if no date is obvious put ND)

Introduction, Foreword, Afterword followed by the word in (in plain text)

Surname of author(s)/editor(s) of the book, followed by a comma and their initials with a full-stop after each initial

Title of the book *in italics*, followed by a full-stop

Edition details (only include this if NOT the first edition), followed by a full-stop

Place of publication, followed by a colon

Name of the publishing company, followed by a full-stop

If accessed online:

Put [e-book] or [Kindle] etc after title

After the publishing details put the words Available at, followed by a colon and the access details

After access details put the word Accessed and the date of access, in square brackets, followed by a full-stop
Example reference (print)


Example reference (electronic via LTU Library Catalogue)


Example quotation

“SOE was never a popular department in Whitehall” (Foot, 2011, p.viii).

Example direct citation (paraphrase)

Foot (2011) suggests the department fell out of favour with Whitehall.

Example indirect citation (paraphrase)

It has been suggested that the department fell out of favour with Whitehall (Foot, 2011).

BOOKS - REPUBLISHED

A reference for a republished book should include the following:

Surname of author/editor, followed by a comma and their initials with a full-stop after each initial, followed by a full-stop.
Ed./Eds. if editor(s)
Year of republication in round brackets
Title, in italics, followed by a full-stop
Place of publication (if available), followed by a colon
Name of the publishing company (if available), followed by a full-stop
In round brackets the words ‘originally published by’ followed by the publishing company and original date of publication

If accessed online:
Put [e-book] or [Kindle] etc in square brackets after the title
After publishing details put Available at, followed by a colon and the access details
The word Accessed and the date of access, in square brackets, followed by a full-stop

Example reference (print)

**Example direct citation (paraphrase):**
Greenhough (1997/2010) has argued that information retrieval is complex.

**Example indirect citation (paraphrase):**
It has been argued that information retrieval is complex (Greenhough, 1997/2010)

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**BRITISH AND INTERNATIONAL STANDARDS**

A reference for a British or International Standard should include the following:

<table>
<thead>
<tr>
<th>Corporate author</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year of publication (in round brackets) (if no date is obvious put ND)</td>
</tr>
<tr>
<td>Standard number</td>
</tr>
<tr>
<td>Title of the standard <em>italics</em>, followed by a full-stop</td>
</tr>
<tr>
<td>Place of publication, followed by a colon</td>
</tr>
<tr>
<td>Name of the publishing company, followed by a full-stop</td>
</tr>
</tbody>
</table>

**If accessed online:**

Put [online] after the title

After the publishing company, the words Available at, followed by a colon and the web address. **If** accessed via a subject database, put the name of the database, followed by the web address after the colon

The word Accessed and the date of access, in square brackets, followed by a full-stop

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**Example reference (print)**


**Example reference (online)**


**Example quotation**

“Design principles for safety signs and safety markings” (British Standards Institution, 2011, p.9).

**Example direct citation (paraphrase)**
Specific graphic symbols and shapes should be used for safety signs, according to standards outlined by the British Standards Institution (2011).
Example indirect citation (paraphrase)
Specific graphic symbols and shapes should be used for safety signs (British Standards Institution, 2011).

CALENDAR OF STATE PAPERS

A reference for entries in a Calendar of State Papers should include the following:

Surname of each editor, followed by a comma and their initials with a full-stop after each initial in the order they appear, separated by a comma.
Ed or Eds, followed by a full-stop
Year of publication in round brackets (if no date is obvious put ND)
Title of the calendar in italics, followed by a full-stop
Volume details (if known), followed by a full-stop
Page numbers (if known), followed by a full-stop
Place of publication followed by a colon
Name of the publishing company, followed by a full-stop

If accessed online:
[online] after the title
After publishing company the words Available at, followed by a colon and the access details (if freely available online add the web address, if accessed via a database give details of the database followed by the database web address)
The word Accessed and the date of access, in square brackets, followed by a full-stop

Example reference (print)

Example reference (online)

Example quotation
“Grant to John Turnbull, servant to the late Princess Royal, of a pension of 100l. a year” (Everett Green, 1858, p.137).

Example direct citation (paraphrase)
We see in state papers documented by Everett Green (1858) that a pension was granted to a servant of the princess.

Example indirect citation (paraphrase)
We see in state papers that a pension was granted to a servant of the princess (Everett Green, 1858).
CITING YOURSELF

If you use some of your own original work that has previously been submitted as part of the requirements for another module or course, you must include a citation and a reference.

The reference should include the following:

- Your surname, followed by a comma and your initials with a full-stop after each initial
- Year submitted, in round brackets (if not known, put ND)
- Title or brief description of the assignment, in plain text, followed by a full-stop
- The words unpublished coursework in [square brackets]
- The words Submitted for, followed by a colon
- The module code and module title in italics, followed by a full-stop (if not known give brief details of the module/course)
- The name of the institution attended, followed by a full-stop

Example reference:

Example quotation:
"This reward system produced results as predicted" (Riley, 2015, p.3).

Example direct citation (paraphrase):
Work submitted by Riley (2015) highlights the differences between these theories.

Example indirect citation (paraphrase):
Recent work highlights the differences between these theories (Riley, 2015)

CLARCS PACKS/MOODLE LINKS

CLARCS packs and links on Moodle are usually compiled by your tutor and often contain extracts from books (i.e. chapters) or journals (i.e. articles) and occasionally links to PowerPoint presentations. For links to books and journal articles, you are advised to obtain the original and cite and reference that if you can but if this isn’t possible produce a citation and reference for the linked item with the information you have to hand.

If you wish to reference a PowerPoint presentation linked to from Moodle, the author in this case would be the lecturer who created and uploaded the presentation.
A reference should include the following:

Surname of the author/lecturer, followed by a comma and their initials with a full-stop after each initial, followed by a full-stop. If no author is obvious, leave out and put the year after the title
Year in round brackets (if no date is obvious put ND)
Title of the item in plain text, followed by a full-stop. If no title is obvious, write a short description of the item
Item type, i.e. book chapter, [in square brackets]
Module code and Module title in italics, followed by a full-stop
The words Leeds Trinity University followed by a full-stop
The words Available at, followed by a colon and the access details
The word Accessed and the date of access, in square brackets, followed by a full-stop

Example reference:


For quotations from PowerPoint presentations, indicate the number of the slide on which the quote can be found in your in-text citation.

Example quotation
“American slavery didn’t develop in isolation” (Smith, 2017, slide 15).

Example direct citation (paraphrase)
Smith (2017) argues that it was essential for settlers to gain employment in agriculture in order to make ends meet.

Example indirect citation (paraphrase)
It was essential for settlers to gain employment in agriculture in order to make ends meet (Smith, 2017).

Print CLARCS packs
Some CLARCS packs are still available in print (though the majority have now been digitised). If you wish to reference something from a CLARCS pack in print format the advice above re. obtaining the original applies. For items where the original cannot be obtained your reference should look like this:

Example reference (online)
A reference should include:

- Name of the company who developed the game/program, followed by a full-stop (if the developer is a named individual use the surname and initial format)
- Year of publication or update in (round brackets)
- Title of the game/program, in italics,
- The word game or program in [square brackets]
- Details of device or console the game has been produce for/played on (if applicable)
- Place of publication if available, followed by a colon
- Name of publishing company, followed by a full-stop

If accessed online:
Put the word [online] or [downloaded] in the square brackets before game/program
After the publishing company details the words available at, followed by a colon and the web address
The word Accessed and the date of access, in square brackets, followed by a full-stop

Example reference (disc version):

Example quotation:
“You no longer have to fantasize about being a goat, your dreams have finally come true” (Double Eleven Limited, 2015).

Example direct citation (paraphrase):
Pretend to be a goat and get points for causing mayhem in this game by Double Eleven Limited (2015).

Example indirect citation (paraphrase):
One game gives you the opportunity to pretend to be a goat and get points for causing mayhem (Double Eleven Limited, 2015).
PERSONAL CONVERSATION

You are advised to check with your tutor for guidance on what you may include from personal conversations. It is important to check with the other parties involved that they agree with any part of the conversation being referred to.

Personal conversations are only cited in your text. You do not need to include details in your reference list as the information cannot be retrieved by others. You should include the initials and surname of the person involved and the date and year (if known, otherwise use ND) that the conversation took place.

Example direct citation
D. L. Turner (personal conversation, August 12, 2016)

Example indirect citation
(D.L. Turner, personal conversation, August 12, 2016)

EMAIL

You may need to include a copy of the email in an appendix so that your tutor can verify the information. A reference for an email should include the following:

Surname of the sender, followed by a comma and their initials with a full-stop after each initial, followed by a full-stop.
Year the email was sent in round brackets (if no date is obvious put ND)
Subject line or short description in italics, followed by a full stop
[email], in square brackets
The words Sent to, followed by the recipients first name and surname, followed by a comma
The date and month the email was sent, followed by a full stop

Example reference

Example quotation
“Any advice you can offer would be greatly appreciated” (Bracken, 2015, para. 2).

Example direct citation (paraphrase)
The correspondence from Bracken (2015) illustrates that students are willing to ask for help with their academic work.

Example indirect citation (paraphrase)
Students are willing to ask for help and will often email staff to make appointments (Bracken, 2015).
LETTER (PERSONAL)

You may need to include a copy of the letter in an appendix so that your tutor can verify the information. A reference for a personal letter should include the following:

Surname of the sender, followed by a comma and their initials with a full-stop after each initial, followed by a full-stop.
Year the letter was sent in round brackets (if no date is obvious put ND)
Subject line or short description *in italics*, followed by a full stop
[letter], in square brackets
The words Sent to, followed by the recipients first name and surname, followed by a comma
The date and month the letter was sent (if known), followed by a full stop

Example reference

Example quotation

Example direct citation (paraphrase)
The correspondence from Tudor (2014) illustrates that he encouraged the trip.

Example indirect citation (paraphrase)
A letter received illustrates the encouragement to take the trip (Tudor, 2014).

LETTER (FROM AN ARCHIVE)

A reference for a letter from an archive should include the following:

Surname of the sender, followed by a comma and their initials with a full-stop after each initial, followed by a full-stop.
Year the letter was sent in round brackets (if no date is obvious put ND)
Subject line or short description *in italics*, followed by a full stop
[letter], in square brackets
The name of the archive followed by a full-stop
The name of the collection and archive reference number if known, followed by a full-stop
The date and month the letter was sent (if known), followed by a full stop.

If online:
[letter-online] in square brackets after the subject line or description
After the date and month the letter was sent put the words Available at, followed by a colon and the web address
The word Accessed and the date of access, in square brackets, followed by a full-stop
Example reference (print)

Example reference (online)

Example quotation
“He asked and I said yes” (Thompson, 1875, p.2. para.3).

Example direct citation (paraphrase)
The correspondence from Thompson (1875) confirms that she was engaged.

Example indirect citation (paraphrase)
A letter received confirms the engagement (Thompson, 1875).

INTERVIEW – PERSONAL & RADIO/TELEVISION BROADCAST
You are advised to check with your tutor for guidance on what you may include from interviews you have conducted as part of your research. It is important to check with the person being interviewed that they agree with any recording or transcript of the interview being referred to or made available. A written transcript may be included as an Appendix item in your work.

A reference for an interview should include the following:

Surname of the interviewee, followed by a comma and their initials with a full-stop after each initial, followed by a full-stop.
Year the interview was conducted (if no date is obvious put ND)
Title of interview or short description *in italics*, followed by a full stop
[personal/radio/television interview] in square brackets
The words Interviewed by, followed by the interviewers first name and surname, followed by a comma
The location, date and month of the interview, followed by a full stop
If aired on radio or television include the name of channel, followed by a comma
The date and month, followed by a comma
If aired on radio or television include the time of the broadcast (using 24 hour clock), followed by a full stop.

If accessed online:
Include [online] in the square brackets
After the time, Available at, followed by a colon and the web address
The word Accessed and the date of access, in square brackets, followed by a full-stop
**Example reference (personal)**


**Example reference (online radio broadcast)**


**Example quotation**

“This group of people use things like Twitter to stay connected” (Easton, 2014).

**Example direct citation (paraphrase)**

Easton (2014) stated that Twitter is a popular communication tool for young people.

**Example indirect citation (paraphrase)**

It has been suggested that Twitter is a popular communication tool for young people (Easton, 2014).

**SKYPE**

A reference for a Skype conversation should include the following:

Surname of the person making the Skype call, followed by a comma and their initials with a full-stop after each initial, followed by a full-stop

Year the call was made in round brackets, (if no date is obvious put ND)

Subject line or short description *in italics*, followed by a full stop

The words Skype conversation and name of person called, in [square brackets]

The date and month the call was made (if known), followed by a full stop

**Example reference**


**Example quotation**

“It’s a shame so many people don’t use their vote” (Firth, 2014).

**Example direct citation (paraphrase)**

Firth (2014) talked of this in a conversation.

**Example indirect citation (paraphrase)**

This was discussed in a Skype call (Firth, 2014).
TELEPHONE CALL

A reference for a telephone call should contain the following:

Surname of the person making the telephone call, followed by a comma and their initials with a full-stop after each initial, followed by a full-stop.
Year the telephone call was made in round brackets (if no date is obvious put ND)
Subject line or short description *in italics*, followed by a full stop
[Telephone conversation] and indication if a transcript or audio, in square brackets
The word Contacting, followed by the recipients first name and surname, followed by a comma
The date and month the telephone call was made (if known), followed by a full stop

**If transcript or audio accessed online:**

After the date, Available at, followed by a colon and the web address
The word Accessed and the date of access, in square brackets, followed by a full-stop

**Example reference (online)**


**Example quotation**

“The national security information we seek is unlimited” (Nixon, 1971).

**Example direct citation (paraphrase)**

In a conversation with Hoover, Nixon (1971) lifted all limitations on information gathering at this time.

**Example indirect citation (paraphrase)**

Conversations at the time indicate that all limitations on information gathering were lifted (Nixon, 1971).

COMPANY/ANNUAL AND MARKET RESEARCH REPORTS

**COMPANY/ANNUAL REPORTS**

A reference should include the following:

Name of the company (in full, no abbreviations), followed by a comma
Year of publication in round brackets (if no date is obvious put ND)
Title of the report (including the date if part of title) *in italics*, followed by a full-stop
Place of publication, followed by a colon
Name of the publishing company, followed by a full-stop
If accessed online:

Online in [square brackets] after the title

After publishing company details, the words Available at, followed by a colon and the web address. If the report was accessed via a subject database put the name of the database, followed by the web address after the colon.

The word Accessed and the date of access, in square brackets, followed by a full-stop

Example reference (print)


Example reference (online)


Example quotation

“Our international reach continues to grow” (Marks & Spencer, 2014).

Example direct citation

Marks & Spencer (2014) state this in their latest annual report.

Example indirect citation

This is stated in their latest annual report (Marks & Spencer, 2014).

MARKET RESEARCH REPORTS

A reference for a market research report should include the following:

Surname and of author, followed by a comma and their initials followed by a full-stop.
If no author is obvious use the name of the company who produced the report (usually the database obtained from), followed by a full-stop
Year of publication in round brackets (if no date is obvious put ND)
Title of the report in italics, followed by a full-stop
Online in [square brackets]
Available at, followed by a colon and the name and web address of the database
The word Accessed and the date of access, in square brackets, followed by a full-stop

Example reference

**Example quotation**

**Example direct citation (paraphrase)**
The market report on male skincare by Khanom (2017) indicates this.

**Example indirect citation (paraphrase)**
The market report on male skincare indicates this (Khanom, 2017).

### CONFERENCE PAPERS

A reference for a conference paper should include the following:

Surname of the author, followed by a comma and their initials with a full-stop after each initial, followed by a full-stop
Year in round brackets (if no date is obvious put ND)
Title of the conference paper in plain text, followed by a full-stop
In, followed by a colon
Surname of the editor(s), followed by a comma and their initials with a full-stop after each initial, followed by a full-stop. If no editors are obvious, use conference title
Ed or Eds, followed by a full-stop
Title of the conference *italics*, followed by a full-stop
Place and date of conference, separated by commas, followed by a full-stop
Page numbers, followed by a full-stop
Place of publication (if available), followed by a colon
Name of the publishing company, followed by a full-stop

**If accessed online:**
[online] in square brackets after the conference title
Available at, followed by a colon and the access details (if accessed via the Library webpage include the words Leeds Trinity University Library after the colon and before the web address)

The word Accessed and the date of access, in square brackets, followed by a full-stop

**Example reference (print)**

**Example quotation**
“A curriculum for sustainability can only arise through practical actions that are focused on ecological principles” (Clarke, 2010, p.64).
Example direct citation (paraphrase)
Clarke (2010) argues that sustainability is a necessity.

Example indirect citation (paraphrase)
Sustainability is a necessity (Clarke, 2010).

CONFERENCE PAPERS - AVAILABLE ONLINE BUT NOT INCLUDED IN PROCEEDINGS

A reference for a conference paper freely available online should include the following:

Surname of the author, followed by a comma and their initials with a full-stop after each initial, followed by a full-stop
Year of publication in round brackets (if no date is obvious put ND)
Title of the conference paper (in plain text), followed by a full-stop
The words Paper presented at followed by the title of the conference, in italics and the location of the conference,
[online] in square brackets
Available at, followed by a colon and the web address (if accessed via the Library webpage include the words Leeds Trinity University Library after the colon and before the web address)
The word Accessed and the date of access, in square brackets, followed by a full-stop

Example reference

CONFERENCE PROCEEDINGS

A reference for conference proceedings should include the following:

Surname of each editor in the order they appear, followed by a comma and their initials with a full-stop after each initial, followed by a full-stop. Use and to link the last two editors. If no editors are obvious, use the conference title
Ed or Eds, followed by a full-stop
Year of publication in round brackets (if no date is obvious put ND)
Title of the conference in italics, followed by a full-stop
Place and date of conference, separated by commas, followed by a full-stop
Place of publication (if available), followed by a colon
Name of the publishing company (if available), followed by a full-stop

If accessed online:
Example reference (print)


Example reference (online)


Example quotation

“Student engagement is imperative if we are to challenge the status quo” (Inman and Rogers, 2010, p.34).

Example direct citation (paraphrase)

Inman and Rogers (2010) highlight the need to inspire students to bring about change.

Example indirect citation (paraphrase)

The need to inspire students to bring about change has been highlighted (Inman and Rogers, 2010).

FILMS

FILMS - BROADCAST ON TELEVISION

A reference for a film broadcast on television should include the following:

Title of the film in italics, followed by a full-stop
Year of original release in round brackets (if no date is obvious put ND)
Surname of the director, followed by a comma and their initials with a full-stop after each initial, followed by a full-stop
Put (Dir.) in round brackets, followed by a full stop
[film – television broadcast] in square brackets
Channel, followed by a comma
Date and month and year of broadcast, followed by a full-stop
Time of broadcast (using 24 hour clock), followed by a full stop
Duration in minutes, followed by a full-stop
**Example reference**


**Example quotation (dialogue)**

“If he bumps into Mr McGuire up there, tell him I want my spoons back” (*Far and away*, 1992).

**Example direct citation (when referring to a specific scene or technique)**

Howard demonstrates this technique in the film *Far and away* (1992).

**Example indirect citation (when referring to a specific scene or technique)**

This technique is demonstrated by Howard (*Far and away*, 1992).

---

**FILMS - DVD**

A reference for a film on DVD should include the following:

Title of the film *in italics*, followed by a full-stop  
Year of release of the DVD (may be different from film release date) in round brackets (if no date is obvious put ND)  
Surname of the director, followed by a comma and their initials with a full-stop after each initial, followed by a full-stop  
Put (Dir.) in round brackets, followed by a full stop  
Year of release in round brackets, followed by a full-stop (if no date is obvious put ND)  
Title of the film *in italics*, followed by a full-stop  
[film – DVD] in square brackets  
Place of distribution, followed by a colon  
Distribution company, followed by a full stop  
Number of disc if more than one  
Duration (in minutes), followed by a full-stop

**Example reference**


**Example quotation (dialogue from specific scene or chapter)**

“They must be important if the Viceroy sent one of those useless protocol gearheads to greet them” (*Star Wars: episode 1. The Phantom Menace* 2001, Disc 1, Ch.1)

**Example direct citation (referring to the film as a whole)**

We see evidence of this technique in the film *Star Wars: episode 1. The Phantom Menace* (2001, Disc 1).

**Example indirect citation (referring to the film as a whole)**
We see evidence of this technique in the film (*Star Wars: episode 1. The Phantom Menace*, 2001, Disc 1).

**Example direct citation (referring to a specific scene or chapter)**

**Example indirect citation (referring to a specific scene or chapter)**
This technique is demonstrated in the film by Lucas (*Star Wars: episode 1. The Phantom Menace* 2001, Disc 1. Ch. 3).

**FILMS - ADDITIONAL/BONUS MATERIAL - DVD**

Some films in DVD format are accompanied by additional material, such as deleted scenes documentaries and commentaries on the film. A reference for this additional material should include the following:

- **Title of the film** in italics, followed by a full-stop
- **Year of release of the DVD** (may be different from film release date) in round brackets (if no date is obvious put ND)
- **Surname of the director**, followed by a comma and their initials with a full-stop after each initial, followed by a full-stop
- **Put (Dir.) in round brackets, followed by a full stop**
- **[film – DVD] in square brackets**
- **Place of distribution**, followed by a colon
- **Distribution company**, followed by a full stop
- **Number of disc if more than one**
- **Details of additional/bonus material** (if commentary include surname of the commentator(s), followed by a comma and their initials with a full-stop after each initial, followed by a comma and the word ‘commentary’, followed by a full-stop)
- **Duration (in minutes)**, followed by a full-stop

**Example reference**


**Example direct citation (referring to additional/bonus material)**
Several scenes end up being cut in this way as demonstrated in *Star Wars: episode 1. The Phantom Menace* (2001, Disc 2. Deleted scenes documentary).

**Example indirect citation (referring to additional/bonus material)**
FILMS - ONLINE ARCHIVE OF OFF-AIR RECORDINGS (I.E BOX OF BROADCASTS)

A reference for a film made available via an online archive of off-air recordings should include the following:

- Title of the film in italics, followed by a full-stop
- Year of original release in round brackets (if no date is obvious put ND)
- Surname of the director, followed by a comma and their initials with a full-stop after each initial, followed by a full-stop
- Put (Dir.) in round brackets, followed by a full stop
- [film – online off-air recording] in square brackets
- Name of channel followed by a comma
- Date, month and year of broadcast, followed by a full-stop
- Time of broadcast, (using 24 hour clock), followed by a full stop
- Duration (in minutes), followed by a full-stop
- Available at, followed by a colon and the name of the online archive
- Web address of online archive
- The word Accessed and the date of access, in square brackets, followed by a full-stop

Example reference


Example direct citation (when referring to a specific scene or technique)

This technique is demonstrated in the film *Far and away* (1992).

Example indirect citation (when referring to a specific scene or technique)

This technique is demonstrated in the film *(Far and away, 1992).*

GOVERNMENT/OFFICIAL PUBLICATIONS

These are publications produce by or for the government and its departments. Green Papers provide information on proposed policies and legislation and are made available to people inside and outside Parliament so that they may give feedback. White Papers set out the government’s plans for future legislation, they can sometimes be published as Command Papers. Command Papers are presented to Parliament “by command of His/Her Majesty” and are numbered in sequence (Parliament UK, ND).

Some government/official publications are often referred to by the name of the chair of the committee responsible for the report. The full title of the report should always be
used in your reference but you can also include the more popular title in brackets after the official title if you wish.


GOVERNMENT SPONSORED REPORTS, GREEN, WHITE AND COMMAND PAPERS

A reference for a Green, White or Command Paper should include the following:

- Name of the department/organisation (or details of Department Minister/Secretary of State presenting the paper) followed by a full stop
- Year of release in round brackets (if no date is obvious put ND)
- Title of the paper in italics, followed by a full stop
- Paper number (where available), followed by a full stop
- Place of publication, followed by a colon
- Publishing company followed by a full stop

If accessed online:

- [Online] in square brackets after title
- After publishing company details, the words Available at, followed by a colon and the web address
- The word Accessed and the date of access, in square brackets, followed by a full-stop

Example reference (print)


Example reference (online)


Example quotation

“The system doesn't always work in the way it should” (Department for Education, 2011, p. 9).

Example direct citation (paraphrase)

A paper written by the Department for Education (2011) suggests that it can be difficult for families to obtain the support they need.
Example indirect citation (paraphrase)
It can be difficult for families to obtain the support they need (Department for Education, 2011).

PARLIAMENTARY DEBATES (HANSARD)
A reference for a parliamentary debate should include the following:

Hansard, followed by a colon
House of Commons/House of Lords, followed by a full stop
Year in round brackets (if no date is obvious put ND)
Subject of the debate in italics, followed by a fullstop
Type of session in [square brackets]
Date and month, followed by a comma
Volume number and part (in round brackets), followed by a comma
Column number (pre-fixed with c or cc if more than one column), followed by a full stop

If accessed online:
[Online] in square brackets after the type of session
After column number, the words Available at, followed by a colon and the web address
The word Accessed and the date of access, in square brackets, followed by a full-stop

Example reference - print

Example reference – online

Example quotation
“Despite the very tight spending environment, this Government have since 2010 opened nine new diplomatic missions in emerging countries and fast-growing economies and upgraded a further six posts” (Hansard, 2015, para.2).

Example direct citation (paraphrase)
Hansard (2015) illustrates how local MPs are concerned with global issues.

Example indirect citation (paraphrase)
Parliamentary debates illustrate how local MPs are concerned with global issues (Hansard, 2015).
SELECT COMMITTEE REPORTS

Select Committees report on a variety of areas, including governmental departments, public bodies and the European Union.

A reference for a Select Committee Report should include the following:

- Name of committee, followed by a full stop
- Year in round brackets (if no date is obvious put ND)
- Title of report in italics, followed by a full stop
- HC (House of Commons) or HL (House of Lords) number, followed by a full stop
- Place of publication, followed by a colon
- Publisher, followed by a full stop

If accessed online:

- [Online] in the square brackets after the title
- After publisher, the words Available at, followed by a colon and the web address
- The word Accessed and the date of access, in square brackets, followed by a full-stop

Example reference – print


Example reference – online


Example quotation

“During our inquiry we heard concerns that the role of Yorkshire Forward may not be widely understood by the general public” (Yorkshire and the Humber Regional Committee, 2010, p.3).

Example direct citation (paraphrase)

The Yorkshire and the Humber Regional Committee (2010) reported that the work of organisations like Yorkshire Forward was not fully appreciated by the region’s population.

Example indirect citation (paraphrase)

The work of organisations like Yorkshire Forward was not fully appreciated by the region’s population (Yorkshire and the Humber Regional Committee, 2010).
INTERVIEWS

You are advised to check with your tutor for guidance on what you may include from personal interviews you have conducted as part of your research. It is important to check with the person being interviewed that they agree with any recording or transcription of the interview being referred to or made available. A written transcript may be included as an appendix item to your work.

A reference for an interview should include the following:

Surname of the interviewee, followed by a comma and their initials with a full-stop after each initial, followed by a full-stop
Year the interview was conducted (if no date is obvious put ND)
Title of interview or short description IN ITALICS, followed by a full stop
[personal/radio/television interview] in square brackets
The words Interviewed by, followed by the interviewers first name and surname, followed by a comma
The location, date and month of the interview, followed by a full stop
If from a radio or television broadcast
After the name of the interviewer, include the name of channel, followed by a comma
The date and month, followed by a comma
The time of the broadcast (using 24 hour clock), followed by a full stop
If accessed online:
After the title or description, include [online] in square brackets
After the time, Available at, followed by a colon and the web address
The word Accessed and the date of access, in square brackets, followed by a full-stop

Example reference (personal)

Example reference (online radio broadcast)

Example quotation:
“This group of people use things like Twitter to stay connected” (Easton, 2014).

Example direct citation (paraphrase):
Easton (2014) stated that Twitter is a popular communication tool for young people.
Example indirect citation (paraphrase):
It has been suggested that Twitter is a popular communication tool for young people (Easton, 2014).

JOURNAL ARTICLES

If an article has more than 2 authors or no obvious author, follow the guidelines in the ‘General Rules’ section at the beginning of this guide for advice on what to include in your citation and reference.

A reference for a journal article should include the following:

Surname of the author, followed by a comma and their initials with a full-stop after each initial, followed by a full-stop.
Year of publication in round brackets (if no date is obvious put ND)
Title of the article in plain text, followed by a full-stop
Full title of the journal in italics, followed by a comma
Volume number
Issue/part number (where available) in round brackets, followed by a comma
Page numbers using p. or pp., followed by a full-stop

If accessed online:
[Online] in the square brackets after the title of the journal
After the page numbers, the words Available at, followed by a colon and the access details
The word Accessed and the date of access, in square brackets, followed by a full-stop

Example reference (print)

Example reference (electronic via Find Journal Articles on the library website)

Example reference (electronic via a Subject Database)
Example reference (electronic freely available online)


Example quotation

“Within the family law arena, it is now generally accepted that the ‘voice of the child’ should be heard where proceedings concern the child’s future” (Caffrey, 2013, p. 357).

Example direct citation (paraphrase)

Caffrey (2013) extols the importance of listening to what children want.

Example indirect citation (paraphrase)

It is important to listen to what children want (Caffrey, 2013).

LEGAL DOCUMENTS

ACTS OF PARLIAMENT PUBLISHED AFTER 1963

A reference for an Act of Parliament should include the following:

- Short title of the Act, including the year, *in italics*
- In round brackets put ch. followed by the chapter number and a full-stop
- Place of publication (if available), followed by a colon
- Publisher (if available), followed by a full-stop

If accessed online:

- [Online] in square brackets after the chapter number
- After the publisher details the words Available at, followed by a colon and the access details
- The word Accessed and the date of access, in square brackets, followed by a full-stop

Example reference (print)


Example reference (online)


Example quotation

The *Finance Act* is “an Act to grant certain duties, to alter other duties and to amend the law relating to the National Debt and the Public Revenue, and to make further provision in connection with finance” (Finance Act, 2016).
Example direct citation (paraphrase - whole Act)

Example direct citation (paraphrase - specific section)
The Finance Act (2015, s.1) demonstrates this.

Example direct citation (paraphrase - specific subsection)
The Finance Act (2015, s.1(2)) demonstrates this.

Example indirect citation (paraphrase - whole Act)
This is demonstrated in recent changes to the law (Finance Act, 2015).

Pre-1963 Acts only

Early UK Acts of Parliament contain a “regnal year”, which is the year of the monarch’s reign during which the Act was passed. This information can be included in the reference, before the chapter number.

In the example below, the regnal year is 23 & 24 Geo. 5. This means the Act was passed during the parliamentary session which spanned the 23rd and 24th years of the reign of George V.

Example reference:


ACTS OF PARLIAMENT – EXPLANATORY NOTES

Explanatory Notes explain the purpose and effect of a bill in 'layperson's terms'. They do not form part of the Act.

A reference for explanatory notes for Acts of Parliament should include the following:

- Short title of the Act, including the year, *in italics*, followed by a colon
- The words Explanatory Notes, in plain text
- In round brackets put ch. followed by the chapter number and a full-stop
- Place of publication, followed by a colon
- Publisher, followed by a full-stop
- Page number, followed by a full-stop

If accessed online:
- [Online] in square brackets
- Available at, followed by a colon and the web address
- The word Accessed and the date of access, in square brackets, followed by a full-stop
Example reference (print)


Example reference (online)


Example quotation

“The notes need to be read in conjunction with the Act” (*Finance Act*, 2015).

Example direct citation (paraphrase - whole Act)


Example direct citation (paraphrase - specific section)

The *Finance Act* (2015, s.1) demonstrates this.

Example direct citation (paraphrase - specific subsection)

The *Finance Act* (2015, s.1(2)) demonstrates this.

Example indirect citation (paraphrase - whole Act)

This is demonstrated in recent changes to the law (*Finance Act*, 2015).

**BILLS BEFORE PARLIAMENT**

A Bill is a proposal for a new law or proposal to change an existing law that is presented for debate before Parliament.

A reference for a Bill before Parliament should include the following:

- Short title of the Bill *in italics*
- Year of publication in round brackets (if no date is obvious put ND)
- The House the Bill was heard in
- The Bill number and session (in round brackets), followed by a full-stop
- Place of publication, followed by a colon
- Publisher, followed by a full-stop

If accessed online:

[Online] in square brackets
Available at, followed by a colon and the web address
The word Accessed and the date of access, in square brackets, followed by a full-stop

Example reference (print)

Example reference (online)


Example quotation

“Any power to make an order or regulations under this Act is exercisable by statutory instrument” (*Access to Mental Health Services Bill*, 2013, p.3).

Example direct citation (paraphrase)

The *Access to Mental Health Services Bill* (2013) demonstrates this.

Example indirect citation (paraphrase)

This was demonstrated when read before Parliament (*Access to Mental Health Services Bill*, 2013).

CASES (LAW REPORTS)

When citing a legal case, it is necessary to state the names involved in the case and details of where the report of the case can be found (you will find a list of legal abbreviations here [http://www.legalabbrevs.cardiff.ac.uk/](http://www.legalabbrevs.cardiff.ac.uk/)). When citing the case for the first time give its name in full, any citations that follow can use a shortened version, e.g. the *Nzolameso case* (2015).

A reference for a legal case or law report should include the following:

- Names of the parties involved in the case, separated by the letter *v*, *in italics*
- Year the case was heard in round brackets (if no date is obvious put ND)
- Volume number (if available)
- Abbreviation for the name of the report
- Page number, followed by a full-stop

If accessed online include the following:

- [Online] in square brackets
- Available at, followed by a colon and the access details
- The word Accessed and the date of access, in square brackets, followed by a full-stop

Example reference (print)


Example reference (electronic)

Example quotation
“There is a severe shortage of accommodation in Westminster and it is not reasonably practicable for us to offer a Westminster home for everyone who applies for one.” (Nzolameso v City of Westminster, 2015, p.3).

Example direct citation (paraphrase)
Nzolameso v City of Westminster (2015) demonstrates this.

Example indirect citation (paraphrase)
This is demonstrated in case law (Nzolameso v City of Westminster, 2015).

EUROPEAN UNION DOCUMENTATION

A reference should include:

Name of author/institution/committee, followed by a full-stop
Year of publication in round brackets (if no date is obvious put ND)
Title of document in italics and official number if available, followed by a full-stop
Place of publication, followed by a colon
Publisher details (this is often the author institution), where available, followed by a full-stop

If accessed online include the following:
[Online] in square brackets after the chapter number
After the publisher details (or title if no publisher details are obvious) the words Available at, followed by a colon and the access details (i.e. web address or name of database, i.e. Westlaw)
The word Accessed and the date of access, in square brackets, followed by a full-stop

Example reference (print)

Example reference (online via Westlaw database)
Example quotation
The European Instrument for Nuclear Safety is designed “to promote the establishment of effective and efficient nuclear safety standards” (European Commission, 2018).

Example direct citation (paraphrase)
The European Commission (2018) established this recently.

Example indirect citation (paraphrase)
This was established recently (European Commission, 2018).

STATUTORY INSTRUMENTS (SIS)
Also known as SIs, Statutory Instruments are a form of legislation. They enable an Act of Parliament to be brought into force or amended without a new act being passed.

A reference for a Statutory Instrument should include the following:

<table>
<thead>
<tr>
<th>Title of the Statutory Instrument, including the year, <em>in italics</em>, followed by a full-stop</th>
</tr>
</thead>
<tbody>
<tr>
<td>The letters SI</td>
</tr>
<tr>
<td>The year enacted/came into force, followed by a forward slash and the number, followed by a full-stop</td>
</tr>
<tr>
<td>Place of publication, followed by a colon</td>
</tr>
<tr>
<td>Publisher, followed by a full-stop</td>
</tr>
</tbody>
</table>

*If accessed online:*

- [Online] in square brackets
- Available at followed by a colon and the web address
- The word Accessed and the date of access, in square brackets, followed by a full-stop

Example reference (print)


Example reference (online)


Example quotation

“"Access to HE Diploma” means a qualification which is specifically designed to prepare persons for study at university” (*Further Education Loans Regulations, 2012*, part 1, p. 3).
Example direct citation (paraphrase)
The Further Education Loans Regulations (2012) demonstrates this.

Example indirect citation (paraphrase)
This is demonstrated in the Statutory Instrument laid before Parliament (Further Education Loans Regulations, 2012).

UNITED NATIONS DOCUMENTS AND PUBLICATIONS

These can include resolutions, statements and reports.

A reference should include:

Name of author/institution/committee, followed by a full-stop
Year of publication in round brackets (if no date is obvious put ND)
Title of document in italics, full date (date and month) and official number if available, followed by a full-stop

If accessed online include the following:
[online] in square brackets after the title/official number
After [online] the words Available at, followed by a colon and the access details (i.e. web address), followed by
The word Accessed and the date of access, in square brackets, followed by a full-stop

Example reference (print)
UN Economic and Social Council. (2018) Transition of the Centre for Alleviation of Poverty through Sustainable Agriculture to an intergovernmental organization outside the United Nations system (11-16 May 2018, ESCAP/74/L.8)

Example reference (online)

Example quotation:
The resolution "encourages all members and associate members to support the new organization in shaping its objectives, programmes and activities" (UN Economic and Social Council, 2018).

Example direct citation (paraphrase)
The UN Economic and Social Council (2018) established this recently.
Example indirect citation (paraphrase)
This was established recently (UN Economic and Social Council, 2018).

LECTURE NOTES/HAND-OUTS

You are advised to check with the lecturer that they agree to any hand-outs being included in a reference list.

Handouts often include extracts from books (i.e. chapters) or journal articles. If this is the case, you are advised to obtain the original and cite and reference that. If that isn’t possible, follow the advice below.

A reference for lecture notes/hand-outs should include the following:

Surname of the lecturer, followed by a comma and their initials with a full-stop after each initial, followed by a full-stop.
Year in round brackets (if no date is obvious put ND)
Title or brief description of the lecture/hand-out in plain text, followed by a full-stop
Module code and Module title *italics*, followed by a full-stop
[Lecture notes] or [Hand-out] in square brackets
Leeds Trinity University, followed by a full-stop

Example reference

Example quotation
“Play activities are essential to healthy development” (Williams, 2014).

Example direct citation (paraphrase)
Williams (2014) suggests this has a direct impact on child development.

Example indirect citation (paraphrase)
This has a direct impact on child development (Williams, 2014).

MANUSCRIPTS

A reference for a manuscript should include the following:

Surname, followed by a comma and initials with a full-stop after each initial, followed by a full-stop.
Year in round brackets. If no date is obvious put ND or if the exact date isn’t clear you may use c. for *circa* followed by an approximate publication date.
Title (or brief description if title not obvious) in italics
[Manuscript] in square brackets
The words Held at, followed by a colon
Place, followed by a colon
Details of organisation or institution where the manuscript was obtained viewed
If available, a reference number for the manuscript (as used by the museum, archive etc.), followed by a full-stop

If accessed online:
After the title - [Manuscript online] in square brackets
The words Available at, followed by a colon and the access details
The word Accessed and the date of access, in square brackets, followed by a full-stop

Example reference (print)


Example reference (online)


Example quotation
“But all fruits baked or thoroughly corrected by the fire, are better than raw” (Wharton, 1655, p.2).

Example direct citation (paraphrase)
Thomas Wharton (1655) recommended that fruit be cooked rather than eaten raw.

Example indirect citation (paraphrase)
It was recommended that fruit be eaten cooked rather than raw (Wharton, 1655).

MANUSCRIPT REPRINTED IN A BOOK

For reprinted sources, when referencing them in the body of your essay you should provide both the original publication date and the date of the reprinted version that you actually read.

A reference for a manuscript reprinted in a book should include:

Surname and initials of the manuscript’s author followed by a full stop
Year the manuscript was originally published in round brackets
Title or description of manuscript in italics, followed by a full stop
The words Reprinted in, followed by a colon
Surname and initials of the book’s editor, followed by Ed. (for editor)
Year the book was published in round brackets
Title of book in italics followed by a full stop (include the edition if relevant)
Page numbers of the section in the book where the manuscript appears, followed by a full stop
Place of publication followed by a colon
Publisher followed by a full stop

For a manuscript reprinted in an e-book:
Add [e-book] in square brackets after the book title
After the publisher, the words Available at, followed by a colon and the access details (i.e. web address)
The word Accessed and the date of access, in [square brackets], followed by a full stop

Example reference (print)

Example reference (e-book)

Example quotation
It was claimed “the Devil hath more easily and oftener prevailed with women than with men” (Perkins, 1608/2015, p.95).

Example direct citation (paraphrase)
Perkins (1608/2015) claimed women were more likely than men to practice witchcraft.

Example indirect citation (paraphrase)
Women were seen as more likely than men to practice witchcraft (Perkins, 1608/2015).
MAPS

A reference for a map should include the following:

- Cartographer (usually an organisation, i.e. Ordnance Survey. If it is a personal author, use surname and initials), followed by a comma
- Year in round brackets (if no date is obvious put ND)
- Title of map in italics
- [map] in square brackets
- Series and number details if appropriate, followed by a comma
- Scale, if appropriate, followed by a full-stop
- Place of publication, followed by a colon
- Publisher followed by a full-stop

If accessed online:
- [map-online] in square brackets after title
- Available at, followed by a colon and the web address
- The word Accessed and the date of access, in square brackets, followed by a full-stop

Example reference (print)


Example reference (online)


Example direct citation

Ordnance Survey (2006) illustrate this in their map of Leeds and surrounding areas.

Example indirect citation

This is illustrated in a map of Leeds and surrounding areas (Ordnance Survey, 2006).

MICROFICHE/MICROFILM

If you need to produce a citation and reference for information in microfiche/microfilm format follow the conventions in this guide for the original source (i.e. newspaper article).

After the title put the word microfiche or microfilm in [square brackets]. The example below is for a newspaper article, printed in the Daily Mail with no named author/byline.
Example reference


Example quotation

“Dogs with their keen sense of smell could seek out those in need of assistance” (*Daily Mail*, 1899, p.3).

Example direct citation (paraphrase)

*The Daily Mail* (1899) reported on dogs enlisting.

Example indirect citation (paraphrase)

There were reports in the press on dogs enlisting (*Daily Mail*, 1899).

### MUSIC

#### MUSIC - CD/VINYL

A reference for a recording on CD/Vinyl should include the following:

- Composer(Artists/Group), followed by a comma
- Year in (round brackets) (if no date is obvious put ND)
- Title of album *in italics*
- [CD or Vinyl] in square brackets
- Place of distribution (or location of record company headquarters), followed by a colon
- Record company, followed by a full-stop

For a single track:

- Include title of track in plain text after the year, followed by a full-stop
- Include the word Track in the square brackets, e.g. [CD – Track]

Example reference (entire CD)


Example reference (single track)


Example quotation (track lyrics)

“I’ll draw it on a wall for you all to see “(Miles Kane, 2011).

Example direct citation (paraphrase)

In the recording of his album, Miles Kane (2011) demonstrates this.

Example indirect citation (paraphrase)

This is demonstrated in the recording of the album (Miles Kane, 2011).
MUSIC - DOWNLOAD

A reference for a download should include the following:

- Composer/Artists/Group, followed by a comma
- Year in (round brackets) (if no date is obvious put ND)
- Title of album *in italics*
- [Download] in square brackets
- Available at, followed by a colon and the web address
- The word Accessed and the date of access, in square brackets, followed by a full-stop

**For a single track on the download:**
- Title of track in plain text after the year, followed by a full-stop

**Example reference (entire CD)**


**Example reference (single track)**


**Example quotation (track lyrics)**

“I'll draw it on a wall for you all to see “(Miles Kane, 2011).

**Example direct citation (paraphrase)**

In the recording of his album, Miles Kane (2011) demonstrates this.

**Example indirect citation (paraphrase)**

This is demonstrated in the recording of the album (Miles Kane, 2011).

MUSIC - LIVE PERFORMANCE

A reference for a live performance should include the following:

- Name of artists/group or surname of composer (followed by a comma and their initial(s)) followed by a full-stop
- Year of performance in (round brackets) (if no date is obvious put ND)
- Title of performance or tour (if applicable) *in italics* (if no title obvious, put Live Tour)
- [Performance] in square brackets
- If a performance by an orchestra put conductors first name and surname followed by (conductor) and the name of the orchestra
- Place of performance, followed by a colon
- Venue, followed by a comma
Day and month of performance, followed by a full-stop

**Example reference**

**Example quotation (dialogue/lyrics)**
“Being a musician is a noble profession” (Paul Weller, 2013).

**Example direct citation**
This was evident in a recent live performance by Paul Weller (2013).

**Example indirect citation**
This was evident in a recent live performance (Paul Weller, 2013).

**MUSIC - SCORE**

A reference for a score should contain the following:

Surname of composer, followed by a comma and their initial(s) followed by a full-stop  
Year of publication in (round brackets) (if no date is obvious put ND)  
Title of score *in italics*  
[Score] in square brackets  
Edition (if not the first edition), followed by a full-stop  
Place of publication, followed by a colon  
Publisher, followed by a full-stop

**Example reference**

**Example direct citation**
Lord (2015) demonstrates this in his composition for piano.

**Example indirect citation**
This composition for piano demonstrates this (Lord, 2015).

**MUSIC - SCORE FROM A COLLECTION**

A reference for a score from a collection should include the following:

Surname of composer/songwriter, followed by a comma and their initial(s) followed by a full-stop  
Year of publication in (round brackets) (if no date is obvious put ND)  
Title of score  
[Score] in square brackets
In, followed by a colon
Surname of editor of the collection, followed by a comma and their initial(s), followed by a full-stop
Year collection was published (in round brackets), followed by a full-stop
Title of collection in italics, followed by a full-stop
Edition (if not the first edition), followed by a full-stop
Place of publication, followed by a colon
Publisher, followed by a full-stop

Example reference

Example quotation (lyrics)
“That’s like hypnotizing chickens” (Bowie and Pop, 1977)

Example direct citation (paraphrase)
Bowie and Pop (1977) illustrate this in the lyrics for ‘Lust for life’.

Example indirect citation (paraphrase)
This is illustrated in the lyrics for ‘Lust for life’ (Bowie and Pop, 1977).

MUSIC - SLEEVE NOTES

A reference for sleeve notes should include the following:
Surname of author, followed by a comma and their initial(s) followed by a full-stop
Year (round brackets) (if no date is obvious put ND)
Title of sleeve notes or short description
In, followed by a colon
Title of the recording in italics
[CD/Vinyl - Sleeve notes] in square brackets
Title of collection in italics, followed by a full-stop
Place of distribution (or location of record company headquarters), followed by a colon
Record company, followed by a full-stop

Example reference

Example quotation
“The Stone Roses formed in 1983 and released a handful of singles on several different labels” (Middles, 1999, p.2).
Example direct citation (paraphrase)
Middles (1999) argues that The Stone Roses were a pioneering group.

Example indirect citation (paraphrase)
It has been argued that The Stone Roses were a pioneering group (Middles, 1999).

NEWSPAPER ARTICLES

NB: See the example further down the page if you are referencing a newspaper article with no byline/author.

A reference for a newspaper article should include the following:

Surname of author, followed by a comma and their initials with a full-stop after each initial. If more than one author include surname of each author, followed by a comma and their initials with a full-stop after each initial, in the order they appear. If there is no obvious author or the article is an editorial, use the title of the newspaper, followed by the date.
Year of publication in round brackets (if no date is obvious put ND)
Title of the article in plain text, followed by a full-stop
Title of the newspaper in italics, followed by a comma
Date and month of publication, in plain text, followed by a comma
Page numbers (if available), followed by a full-stop. If page numbers are discontinuous, give all page numbers and separate them with a comma

If accessed online:
[online] in square brackets after title of newspaper
After the page numbers the words Available at, followed by a colon and the access details
The word Accessed and the date of access, in square brackets, followed by a full-stop

Example reference (print)

Example reference (online via LTU Library Website)

Example reference (online via newspaper database)
Example reference (freely available online)


Example quotation

“Many people felt Labour was not talking to them because it raised issues such as zero hours contracts, the living wage and food banks” (Grice, 2015, p.1).

Example direct citation (paraphrase)

A recent article by Grice (2015) puts forward the idea that voters lacked faith in the leadership of the opposition.

Example indirect citation (paraphrase)

A recent article puts forward the idea that voters lacked faith in the leadership of the opposition (Grice, 2015).

Example reference without byline/author (print)

*The Independent*. (2015) Labour voters were relieved we lost, says Harman. 8 June, p.1, 4.

Example quotation

“Many people felt Labour was not talking to them because it raised issues such as zero hours contracts, the living wage and food banks” (The Independent, 2015, p.1).

Example direct citation (paraphrase)

A recent article in *The Independent* (2015) puts forward the idea that voters lacked faith in the leadership of the opposition.

Example indirect citation (paraphrase)

A recent article puts forward the idea that voters lacked faith in the leadership of the opposition (*The Independent*, 2015).

PRESS RELEASE

A reference for a press release should include the following:

Surname of author(s), followed by a comma and their initials with a full-stop after each initial.

Year of publication in round brackets (if no date is obvious put ND)

Title of the press release in italics, followed by a full-stop

[press release], if online [press release online]

Date and month of the press release, followed by a full-stop.

If accessed online:
Example Reference (online)

Example quotation
“Instead, he stressed that the development of coaches at the facility will help produce better players in the long term” (The Football Association, 2012).

Example direct citation (paraphrase)
The Football Association (2012) states a new breed of manager will be created at the training ground.

Example indirect citation (paraphrase)
A new breed of manager will be created at the training ground (The Football Association, 2012).

OCCASIONAL PAPERS
Occasional Papers are written to promote debate and further understanding of specific issues in any given field. They can be produced by Government Departments and Public Bodies, organisations or individuals and often undergo peer review prior to publication.

A reference for an occasional paper should include the following:

Surname of author(s), followed by a comma and their initials with a full-stop after each initial. If more than one author include surname of each, followed by a comma and their initials with a full-stop after each initial, in the order they appear. Use and to link the last two names together.

Year of publication in (round brackets) (if no date is obvious put ND)

Title in italics, followed by a full-stop

Name of associated organisation (if applicable), followed by a full-stop

The words Occasional Paper followed by number or series number (if available)

Place of publication (if available, followed by a colon

Name of the publishing company (if available), followed by a full-stop

If accessed online:

Put [online] after the paper number

After publishing company type Available at, followed by a colon and the web address

The word Accessed and the date of access, in square brackets, followed by a full-stop
Example reference (print)

Example reference (online)

Example quotation
“A lecture class no longer entails simply a scripted delivery of information (no matter how well done), but it may also include a variety of ‘active learning’ techniques that truly engage students in the collective dialogue” (Montgomery and Grout, 1998, p. 1).

Example direct citation (paraphrase)
Montgomery and Grout (1998) have suggested this in their paper on the subject.

Example indirect citation (paraphrase)
This has been suggested in a paper on the subject (Montgomery and Grout, 1998).

**PATENTS**

A reference for a Patent should include the following:

Surname of inventor(s), followed by a comma and their initials with a full-stop after each initial.
Name of company applying if available/relevant
Year of publication in (round brackets) (if no date is obvious put ND)
Title *in italics*, followed by a full-stop
Patent number (or status if patent pending), followed by a full-stop
Place of publication (if available, followed by a colon
Name of the publishing company (if available), followed by a full-stop

**If accessed online:**
Put [online] after the title
After publishing company type Available at, followed by a colon and the web address
The word Accessed and the date of access, in square brackets, followed by a full-stop

Example reference (print)
Example reference (online)

Example quotation
“This invention relates to reamers and particularly to hand reamers of the fluted type as employed for finishing parallel holes or apertures in metal work very accurately to the required size” (Chatwin and Slater, 1905, p.2).

Example direct citation (paraphrase)
Improvements to reamers were invented by Chatwin and Slater (1905).

Example indirect citation (paraphrase)
Improvements to reamers were invented at this time (Chatwin and Slater, 1905).

**PLAYS**

When referencing plays it is important to include details of the edition (where applicable) and the editor(s) as their analysis can provide insight into the debate surrounding the work at that time and can make a difference to how a play is staged. If you are referring to a printed publication of a play the emphasis in your citation and reference is on the author.

For conventions on the use of titles of plays, poems etc within your writing see the section on titles of books and other texts in ‘General Rules’. **Humanities** students may be required to follow strict conventions and should seek advice from departmental staff.

A reference for a play should include the following:

Surname of playwright, followed by a comma and their initials with a full-stop after each initial.

Year of publication in (round brackets) (if no date is obvious put ND)

Title of the play *in italics*, followed by a full-stop

Edition details, if NOT the first edition, followed by a full-stop

Edited by, followed by the surname of the editor, followed by a comma and their initials with a full-stop after each initial (if applicable)

Place of publication, followed by a colon

Name of the publishing company, followed by a full-stop

If accessed online:

Put [online] after the title
After publishing company type Available at, followed by a colon and the access details (for more information see 'Electronic Books')

The word Accessed and the date of access, in square brackets, followed by a full-stop.

**Example reference (print)**


**Example reference (electronic via LTU Library Catalogue)**


If you refer to a specific line in a play you should include details of the act, scene and line in your in-text citation.

**Example quotation**

“Well said! Good fortune to your birding then” (Middleton, 1994, 3.3:18).

**Example direct citation (paraphrase)**

Middleton (1994) demonstrates this.

**Example indirect citation (paraphrase)**

A play written in the 90s demonstrates this (Middleton, 1994).

**PLAYS - PERFORMANCE**

If you are referring to a public performance of a play the emphasis in your citation and reference is on the title of the play.

A reference for a performance of a play should include the following:

- Title of the play *in italics*, followed by the word by
- First name and surname of playwright, followed by a full-stop
- Year of performance in (round brackets) (if no date is obvious put ND)
- [performance] in square brackets
- Surname of director, followed by a comma and their initials with a full-stop after each initial.
- Put (Dir.) in round brackets, followed by a full-stop
- Theatre company name (if applicable), followed by a full-stop
- Place of performance, followed by a colon
- Name of venue/theatre, followed by a comma
Example reference


Example quotation

“Do it to Julia! Do it to Julia! Not me!” (1984, 2015).

Example direct citation (paraphrase)

Sam Crane gives an impressive performance as Winston in this production of 1984 (2015).

Example indirect citation (paraphrase)

Sam Crane gives an impressive performance as Winston in this production (1984, 2015).

POEMS

The following information is for poems within an anthology. If a poem is in a book that has been written by the poet, use the information in the ‘books’ section for guidance on how to cite and reference.

For conventions on the use of titles of plays, poems etc within your writing see the section on titles of books and other texts in ‘General Rules’. Humanities students may be required to follow strict conventions and should seek advice from departmental staff.

A reference for a poem within an anthology should include the following:

Surname of poet, followed by a comma and their initials with a full-stop after each initial.
Year of publication in (round brackets) (if no date is obvious put ND)
Title of the poem in plain text, followed by a full-stop
The word In, followed by a colon
Surname of the editor, followed by a comma and their initials with a full-stop after each initial
Ed./Eds., followed by a full-stop
Title of anthology in italics, followed by a full-stop
Edition details if NOT the first edition
Place of publication, followed by a colon
Name of the publishing company, followed by a full-stop

If accessed online:

Put [online] after the title of the anthology
Example reference (print)

Example reference (electronic via LTU Library Catalogue)

Example quotation
“Feel free to check the contents. We like you to get what you ordered” (Fairfoot, 2012, p.82).

Example direct citation (paraphrase)
We get a sense of this in the poem ‘Existential Pizza’ by Fairfoot (2012).

Example indirect citation (paraphrase)
We get a sense of this in the poem ‘Existential Pizza’ (Fairfoot, 2012).

REFERENCE TEXTS

DICTIONARY

A reference for a dictionary entry should include the following:

Surname of author, followed by a comma and their initials with a full-stop after each initial, followed by a full-stop. If an editor is named use this with Ed./Eds. after. If no author/editor is obvious, use the title of the dictionary
Year of publication in round brackets (if no date is obvious put ND)
Title of the dictionary, in italics, followed by a full-stop
Title of the entry, in plain text and single quotation marks, followed by a full-stop
Edition details, if NOT the first edition
If the dictionary has been revised by another writer put the words Revised by, followed by their initials and surname
Place of publication (if available), followed by a colon
Name of the publishing company (if available), followed by a full-stop
If accessed online:
Put [online] in square brackets after the title of the entry
After publishing company type Available at, followed by a colon and the access details (if in e-book format see that section of this guide for more information)
Example reference (print)

Example reference (e-book)

Example quotation
“Plagiarise – take the work or an idea of someone else and pass it off as one’s own” (Stevenson and Waite, 2012, p.1095).

Example direct citation (paraphrase)
This is the definition in a recent edition of the *Concise Oxford English Dictionary* edited by Stevenson and Waite (2012).

Example indirect citation (paraphrase)
This is the definition in a recent edition of the *Concise Oxford English Dictionary* (Stevenson and Waite, 2012).

ENCYCLOPAEDIA
A reference for an encyclopaedia entry should include the following:

Surname of author, followed by a comma and their initials with a full-stop after each initial, followed by a full-stop. If an editor is named use this with Ed./Eds. after. If no author/editor is obvious, start with the title of the entry
Year of publication in round brackets (if no date is obvious put ND)
Title of the encyclopaedia, *in italics*, followed by a full-stop
Title of the entry, in plain text, and single quotation marks, followed by a full-stop
Volume details if applicable, followed by a full-stop
Edition details, if NOT the first edition, followed by a full-stop
Place of publication (if available), followed by a colon
Name of the publishing company (if available), followed by a full-stop

If accessed online:
Put [online] in square brackets after the title of the encyclopaedia
After publishing company type Available at, followed by a colon and the access details (if in e-book format see that section of this guide for more information)
The word Accessed and the date of access, in square brackets, followed by a full-stop
Example reference (print)

Example reference (electronic via LTU Library Catalogue)

Example quotation
“Are used for climbing snow and ice” (Unsworth, 1975, p.70).

Example direct citation (paraphrase)
This is the definition in a mountaineering encyclopaedia edited by Unsworth (1975).

Example indirect citation (paraphrase)
This is the definition in a mountaineering encyclopaedia (Unsworth, 1975).

REPORTS BY ORGANISATIONS

If a person is named on the title page of the report, treat him or her as the author. If there is no obvious author, treat the organisation or agency as the author.

A reference for a report by an organisation should include the following:

- Name of the organisation (you may include the abbreviation in brackets after the organisations full name), followed by a full-stop (or surname and initials of any named author(s))
- Year of publication in (round brackets) (if no date is obvious put ND)
- Title of the report, in *italics*, followed by a full-stop
- Place of publication, followed by a colon
- Name of the publishing company, followed by a full-stop

If accessed online:
- Put [online] after the title of the report
- After publishing company type Available at, followed by a colon and the web address
- The word Accessed and the date of access, in square brackets, followed by a full-stop

Example reference (print - named author)
Example reference (online - organisation as author)

Example quotation (named author)
“We only need to look at the recent history of the NHS to predict the consequences of workforce shortages” (Buchan, Seccombe and Queen Margaret University, 2011, p.2).

Example direct citation (paraphrase – organisation as author)
A charter produced by the Royal College of Nursing (2010) outlines the rights and responsibilities in relation to the way staff in the organisation treat each other.

Example indirect citation (paraphrase – named author)
It has been argued that changes to government policy impact on NHS staff numbers (Buchan, Seccombe and Queen Margaret University, 2011).

SACRED TEXTS
These include texts such as the Bible, Torah or Quran.

For conventions on the use of titles of plays, poems etc within your writing see the section on titles of books and other texts in ‘General Rules’. Humanities students may be required to follow strict conventions and should seek advice from departmental staff.

If you are quoting from or referring to a specific book within a sacred text include details of the book, Sura or chapter and verse within your in-text citation. Your reference only needs to give details of the text the specific book can be found in.

A reference for a sacred text should include the following:

- Title, in italics, followed by a full-stop
- Version, if applicable, in [square brackets]
- Year of publication in (round brackets). (If no date is obvious put ND)
- If the text has been translated put the words Translated by followed by the surname and initials of the translator(s),
- Place of publication, followed by colon
- Name of the publishing company, followed by a full-stop

If accessed online:
- Put [online] in square brackets before place of publication
- After publishing company type Available at, followed by a colon and the access details (for more information see ‘Electronic Books’)
- The word Accessed and the date of access, in square brackets, followed by a full-stop
Example reference (print)


Example quotation

“Discovering this, Jonathan sent envoys to negotiate peace terms and the release of prisoners to him” (The Holy Bible, Maccabees 9:70).

Example direct citation (paraphrase with reference to specific book)

In The Holy Bible (Maccabees 9:70) Jonathan sending ambassadors to make peace has been interpreted as...

Example indirect citation (paraphrase with reference to a specific book)

Jonathan sending ambassadors to make peace (The Holy bible, Maccabees 9:70) has been interpreted as...

SOCIAL MEDIA

BLOGS

A reference for a blog entry should include the following:

Surname of the author, followed by a comma and their initials with a full-stop after each initial, followed by a full-stop.

Year of publication in (round brackets). (If no date is obvious put ND)

Title of the blog post in plain text, report, followed by a full-stop

Title of the blog, in italics, followed by a full-stop

[blog post] in square brackets (or just blog if not referring to a specific blog post

Date and month the post was published, followed by a full-stop

Available at, followed by a colon and the web address

The word Accessed and the date of access, in square brackets, followed by a full-stop

If your reference is for a comment on a blog post:

Treat the commenter as the author

Put re. before the title of the post

Put the words [blog comment] in the square brackets after the blog title

Example reference

Example quotation
“Creamy and satisfying to eat, it’s also incredibly versatile… it’s the world’s best cheese on toast” (Pople, 2015).

Example direct citation (paraphrase)
If you’re looking for something tasty to have on toast, Pople (2015) suggests you can’t go wrong with Brie de Meaux.

Example indirect citation (paraphrase)
If you’re looking for something tasty to have on toast, you can’t go wrong with Brie de Meaux (Pople, 2015).

FACEBOOK

A reference for a Facebook post should include the following:

Surname of the author, followed by a comma and their initials with a full-stop after each initial, followed by a full-stop. If the post is from the Facebook page of an organisation, treat the organisation as the author
Year of publication in (round brackets). (If no date is obvious put ND)
Give a short description of the post, in italics, followed by a full-stop
[Facebook] in square brackets
Date and month and time (using the 24 hour clock) the post was published, followed by a full-stop
Available at, followed by a colon and the web address
The word Accessed and the date of access, in square brackets, followed by a full-stop

If your reference is for a comment on a Facebook post:
Treat the commenter as the author
Put the words [Facebook comment] in the square brackets after the post description

Example reference

Example quotation
“Open until 31 Dec 2015, Age of Glamour was the debut exhibition in Lotherton Hall’s brand new Fashion Galleries” (Leeds Museums and Galleries, 2015).

Example direct citation (paraphrase)
Leeds Museums and Galleries (2015) offered an insight into the fashions of the past with their recent exhibition.
Example indirect citation (paraphrase)
A recent exhibition offered an insight into the fashions of the past (Leeds Museums and Galleries, 2015).

PODCAST

A reference for a podcast should include the following:

- Name of the broadcaster, author, presenter etc. (if referring to a named individual use the surname and initial format)
- Year of publication in (round brackets). (If no date is obvious put ND)
- Title of the episode/podcast, in plain text, followed by a full stop
- Title of the series, in italics, followed by a full-stop
- [podcast] in square brackets
- Date and month of the broadcast, followed by a full-stop
- Available at, followed by a colon and the web address
- The word Accessed and the date of access, in square brackets, followed by a full-stop

Example reference

Example quotation
“Recruiters confessed to perceiving tattoos negatively” (BBC Radio 4, 2015).

Example direct citation (paraphrase)
The prejudice faced in the work place by people with tattoos has been highlighted in a recent BBC Radio 4 (2015) podcast.

Example indirect citation (paraphrase)
People with tattoos have experienced prejudice in the work place (BBC Radio 4, 2015).

TWITTER

A reference for a Tweet/Twitter post should include the following:

- Surname of the author, followed by a comma and their initials with a full-stop after each initial, followed by a full-stop. If the post is from the Twitter account of an organisation, treat the organisation as the author
- Year of publication in (round brackets). (If no date is obvious put ND)
- Give a short description of the tweet, in italics, followed by a full-stop
- [Twitter] in square brackets
- Date and month the tweet was published, followed by a full-stop
- Available at, followed by a colon and the web address
- The word Accessed and the date of access, in square brackets, followed by a full-stop
If your reference is for a reply to a tweet:
Treat the person replying as the author
Put the words [reply to tweet] in the square brackets after the tweet description

Example reference

Example quotation
“Find quality information in the library to inform your studies and improve your marks” (LTU Library, 2015).

Example direct citation (paraphrase)
According to LTU Library (2015) a visit to the library will help you find trustworthy information.

Example indirect citation (paraphrase)
If you need to find trustworthy information, visit the library (LTU Library, 2015).

WIKIS
A reference for a Wiki entry should include the following:

Title of the wiki
Year the wiki entry was last modified in (round brackets). (If no date is obvious put ND)
Title of the article, in italics, followed by a full-stop
[Wiki] in square brackets
Date and month the entry was last modified, followed by a full-stop
Available at, followed by a colon and the web address
The word Accessed and the date of access, in square brackets, followed by a full-stop

Example reference

Example quotation
“Psychological social psychologists tend to take an interactional approach to human social behaviour which emphasizes factors both within the person and the immediate social situation” (Psychology Wiki, ND).

Example direct citation (paraphrase)
An entry in Psychology Wiki (ND), states that many of our personal traits are shaped by our social interactions.
Example indirect citation (paraphrase)
Many of our personal traits are shaped by our social interactions (Psychology Wiki, ND).

YOU TUBE VIDEOS
A reference for a You Tube video should include the following:

- Screen name or username, followed by a full-stop
- Year of upload in (round brackets). (If no date is obvious put ND)
- Title of the video, in italics, followed by a full-stop
- In [square brackets] the word online
- Available at, followed by a colon and the web address
- The word Accessed and the date of access, in square brackets, followed by a full-stop

Example reference

Example quotation
“It’s so shiny, I must destroy it” (Cole and Marmalade, 2014).

Example direct citation (paraphrase)
A video uploaded by Cole and Marmalade (2014) attempts to provide insight into the behaviour of cats.

Example indirect citation (paraphrase)
An online video attempts to provide insight into the behaviour of cats (Cole and Marmalade, 2014).

COMMENT ON A YOU TUBE VIDEO
A reference should include:

- Screen/Username of commenter, followed by a full-stop
- Year comment was made (in round brackets)
- Re: in plain text, followed by title of video, in italics, followed by a full-stop
- The words online comment in [square brackets]
- Available at, followed by a colon and the web address
- The word Accessed and the date of access in square brackets, followed by a full-stop
Example reference

Example quotation
"Great skill involved here" (Jennifer Isabella, 2015).

Example direct citation (paraphrase)
Jennifer Isabella (2015) mentions this in their comment.

Example indirect citation (paraphrase)
This is mentioned in a comment (Jennifer Isabella, 2015).

SOFTWARE

APPS

You should be able to find the information you need to produce a reference for an app from the app store you purchased it from.

A reference for an app should include the following:
- Name of the organisation who developed the app, followed by a full-stop (if the developer is a named individual use the surname and initial format)
- Year of publication or update in (round brackets). (If no date is obvious put ND)
- Title of the app, in italics,
- Version number in plain text and in (round brackets), where available, followed by a full-stop
- [app] in square brackets
- Available at, followed by a colon and the web address
- The word Accessed and the date of access, in square brackets, followed by a full-stop

Example reference

Example quotation
“Have fun creating your own music videos with the dozens of funny animations featuring Pocoyo and his friends” (Zinkia Entertainment, 2015).

Example direct citation (paraphrase)
Zinkia Entertainment (2015) have created an app that lets you create your own music videos using animation.

Example indirect citation (paraphrase)
There is an app on the market that lets you create your own music videos using animation (Zinkia Entertainment, 2015).
GAMES/PROGRAMS

A reference for a computer game should include the following:

Name of the company who developed the game/program, followed by a full-stop (if the developer is a named individual use the surname and initial format)
Year of publication or update in (round brackets). (If no date is obvious put ND)
Title of the game/program, *italics*,
[game] or [program] in square brackets
Details of device or console the game has been produce for/played on (if applicable)
Place of publication if available, followed by a colon
Name of publishing company, followed by a full-stop

If accessed online:
Put the word online in the square brackets before game/program
After the publishing company details the words available at, followed by a colon and the web address
The word Accessed and the date of access, in square brackets, followed by a full-stop

Example reference

Example quotation
“You no longer have to fantasize about being a goat, your dreams have finally come true” (Double Eleven Limited, 2015).

Example direct citation (paraphrase)
Pretend to be a goat and get points for causing mayhem in this game by Double Eleven Limited (2015).

Example indirect citation (paraphrase)
One game gives you the opportunity to pretend to be a goat and get points for causing mayhem (Double Eleven Limited, 2015).

SPEECHES

LIVE SPEECH

A reference for a live speech should include the following:

Speakers surname, followed by a comma and their initials with a full-stop after each initial
Year the speech was delivered in round brackets (if no date is obvious put ND)
Title of the speech (or description if not known) *italics*, followed by a full-stop
Date and month (if known), followed by a comma
SPEECH BROADCAST ON TELEVISION ON RADIO

A reference for a speech broadcast on television or radio should include the following:

- Speakers surname, followed by a comma and their initials with a full-stop after each initial
- Title of speech (or description) in plain text, followed by a full-stop
- After the title put [television broadcast] or [radio broadcast]
- Title of programme, *italics*
- Channel, followed by a comma
- Date and month of broadcast, followed by a comma
- Time of broadcast (using 24 hour clock), followed by a full-stop
- Duration in minutes, followed by a full-stop

TRANSCRIPT OF A SPEECH IN A BOOK

A reference for a transcript of a speech in a book should include the following:

- Speakers surname, followed by a comma and their initials with a full-stop after each initial
- Year the speech was delivered, in round brackets (if no date obvious put ND)
- Title of speech (or description) in plain text, followed by a full-stop
- The word [transcript], followed by the word In and a colon
- Surname and initials of the editor(s) of the book, followed by Ed(s), followed by a full-stop
- Page numbers, followed by a full-stop
- Place of publication, followed by a colon
- Publishing company followed by a full-stop


TRANSCRIPT OR RECORDING OF A SPEECH ACCESSED ONLINE

A reference for a transcript or recording of a speech accessed online should include the following:

- Set out as a live speech and include:
- [transcript online] or [recording online] after the title
Example reference (live speech)


Example reference (broadcast)


Example reference (transcript in a book)


Example reference (transcript online)


Example quotation (live):

“In Europe we have shown that it is possible to combine a vigorous defence of our own interests with a deep commitment to the idea and to the ideals of the Community” (Thatcher, 1980).

**NB: When quoting from a book include page numbers.**

Example direct citation (paraphrase):

Commitment to the European Community was evident in the speech delivered to the Conservative Party Conference by Thatcher (1980).

Example in-direct citation (paraphrase):

Commitment to the European Community was evident in the speech delivered to the Conservative Party Conference (Thatcher, 1980).

**TABLES**

If you reproduce table data from any print or online source you need to produce a citation and a reference. Your reference and citation should follow the conventions for the information source the table is published in. Tables should be numbered and...
accompanied by a short description below the table. You should include the page number(s) where available.

Example:

<table>
<thead>
<tr>
<th>Location</th>
<th>Advantages</th>
<th>Disadvantages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>Convenient, no travel time, no membership fees, can exercise any time of day, solitude</td>
<td>No access to fitness professional, limited equipment options, many distractions, equipment can take up livable space, motivation can be a challenge, safety</td>
</tr>
<tr>
<td>Health club</td>
<td>Access to fitness professional, variety of general and specialized programs/classes and state-of-the-art equipment, motivation of group setting/social atmosphere</td>
<td>Transportation requirement, membership and initiation fees, environment may be intimidating for a new exerciser.</td>
</tr>
</tbody>
</table>

Table 1: Exercising at home versus at a health club

Example reference (book – print)


Example direct citation

Table 1 illustrates the comparative advantages outlined by Winters-Stone (2005, p. 158).

Example indirect citation

Table 1 illustrates the comparative advantages (Winters-Stone, 2005, p. 158).

Note: If you create a table yourself using information that you have created (data that you have collected through research, for example) and include it in your work you do not need to produce a citation or reference, but it should still be numbered and accompanied by a short description as per the instructions above. You should refer to it in the text by the table number you have assigned it.

Example

Table 2 provides an example of…
TELEVISION AND RADIO BROADCASTS

LIVE BROADCAST

A reference for a television or radio broadcast should include the following:

- **Title**, in italics, followed by a full-stop. **Or**, if part of a series, episode title, in single quotation marks and in plain text, followed by a comma
- Main series title, in italics (if applicable), followed by a full stop
- Series and Episode details, in plain text (if applicable), followed by a full-stop
- Year of broadcast in round brackets (if no date is obvious put ND)
- Surname of the producer, followed by a comma and their initials with a full-stop after each initial, followed by a full-stop.
- Put (Prod.) in round brackets, followed by a full stop
- [radio broadcast]/[television broadcast] in square brackets
- Channel, followed by a comma
- Date and month of broadcast, followed by a comma
- Time of broadcast (using 24 hour clock), followed by a full stop
- Duration, in minutes, followed by a full-stop

**Example reference (radio)**


If part of a series, your citation need only include the episode title and date.

**Example quotation**

“When Police Scotland received a report of a poltergeist at work, not only were there paintings flying off the wall, but the caller also said the family’s pet chiwawa was levitating seven feet in the air.” (Cedric the Gnome, 2017).

**Example direct citation (paraphrase)**

Several scenes in Cedric the Gnome (2017) amused listeners.

**Example indirect citation (paraphrase)**

Several scenes in a recent radio broadcast amused listeners (Cedric the Gnome, 2017).

ONLINE BROADCAST (I.E. VIA IPLAYER)

A reference for a television or radio programme listened to online via iPlayer (or equivalent) should include the following:

- **Title**, in italics, followed by a full-stop. **Or** episode title if part of a series, in plain text, followed by a comma.
Main series title, *italics* (if applicable)  
Series and Episode details, in plain text (if applicable), followed by a full-stop  
Year of original release in round brackets (if no date is obvious put ND)  
Surname of the producer, followed by a comma and their initials with a full-stop after each initial, followed by a full-stop.  
Put (Prod.) in round brackets, followed by a full stop  
[radio broadcast – online]/[television broadcast – online] in square brackets  
Name of platform accessed on, followed by a comma  
Date, month and year of original broadcast, followed by a full-stop  
Time of original broadcast, (using 24 hour clock), if available, followed by a full stop  
Duration (in minutes), followed by a full-stop  
Available at, followed by a colon and the web address  
The word Accessed and the date of access, in square brackets, followed by a full-stop

**Example reference (radio)**


Citations as above.

**BROADCAST VIA ONLINE ARCHIVE OF OFF-AIR RECORDINGS (I.E. BOX OF BROADCASTS)**

A reference for a television or radio programme listened to via an online archive of off-air recordings should include the following:

Title, *italics*, followed by a full-stop. Or episode title if part of a series, in plain text, followed by a comma.  
Main series title, *italics* (if applicable)  
Year of original release in round brackets (if no date is obvious put ND)  
Surname of the director, followed by a comma and their initials with a full-stop after each initial, followed by a full-stop.  
Put (Dir.) in round brackets, followed by a full stop  
[radio broadcast – online off-air recording]/[television broadcast – online off-air recording] in square brackets  
Name of channel followed by a comma  
Date, month and year of broadcast, followed by a full-stop  
Time of broadcast, (using 24 hour clock), followed by a full stop  
Duration (in minutes), followed by a full-stop
Example reference (television)


If part of a series, your citation need only include the episode title and date.

Example quotation

“Men are meant to be better at maths, women are better at reading” (Is your brain male or female?, 2014).

Example direct citation (paraphrase)

‘Is your brain male or female’? (2014) discussed research that highlighted sex differences in how the brain works.

Example indirect citation (paraphrase)

Research has highlighted sex differences in how the brain works (‘Is your brain male or female’?, 2014).

THESES AND DISSERTATIONS

A reference for a thesis or dissertation should include the following:

- Author’s surname, followed by a comma and their initials with a full-stop after each initial.
- Year of publication/submission in (round brackets). (If no date is obvious put ND)
- Title in italics, followed by a full-stop
- Qualification level, followed by a full-stop
- Name of Higher Education institution, followed by a full-stop

If accessed online:

- Put [online] after the title
- After name of Higher Education institution, the words Available at, followed by a colon and the web address
- The word Accessed and the date of access, in square brackets, followed by a full-stop
Example reference (print)

Example reference (online)

Example quotation
“Under acid conditions, tadpoles that had been raised in neutral water as embryos at first grew more slowly than tadpoles raised under acid conditions as embryos” (Cummins, 1990, p.22).

Example direct citation (paraphrase)
Acid conditions have affected the common frog, as Cummins (1990) discusses in his research.

Example indirect citation (paraphrase)
Research has investigated how acid conditions have affected the common frog (Cummins, 1990).

WEBSITES
If there is no obvious author for a piece of information on a website, use the company/corporate name as the author. You can often find more information in any ‘About’ section.

A reference for a website should include the following:

- Author’s surname, followed by a comma and their initials with a full-stop after each initial. If no author is obvious, use the company/corporate name
- Year of publication/last update in (round brackets). (If no date is obvious put ND)
- Title *in italics*, followed by a full-stop
- [online] in square brackets
- Name of company responsible for the site (if known and not used in place of author) followed by a colon
- Publisher name (if known) followed by a full-stop
- The words Available at, followed by a colon and the web address
- The word Accessed and the date of access, in square brackets, followed by a full-stop
Example reference


Example quotation

“For too long we’ve just pretended to have an exam system that values vocational education, when in practice, exams have operated as stepping stones towards a university degree” (Coughlan, 2015).

Example direct citation (paraphrase)

In a recent online article, Coughlan (2015) outlined the reasons given by employers for scrapping GCSEs.

Example indirect citation (paraphrase)

A recent online article outlined the reasons given by employers for scrapping GCSEs (Coughlan, 2015).

WORKING PAPERS

These are sometimes known as discussion papers or briefing papers. The format for referencing them is similar to that used for a book.

A reference for a working paper should include the following:

Author’s surname, followed by a comma and their initials with a full-stop after each initial
Year of publication, in round brackets (if no date is obvious put ND)
Title of the paper, *in italics*, followed by a full-stop
Series and/or working paper number if available, followed by a full-stop
Place of publication (if known), followed by a colon
Publishing company (if known), followed by a full-stop

**If accessed online:**
Put [online] after title
After publishing company details put the words Available at, followed by a colon and access details
After access details put the word Accessed and the date of access in [square brackets], followed by a full-stop
Example reference (online)


Example quotation

“New evidence presented in this paper suggests that existing accounts have underestimated both progress and inequity in Turkey because they did not take into account the large proportion of 15-16 year olds that are ineligible for the PISA sampling frame” (Spaull, 2017).

Example direct citation (paraphrase)

Reforms in Turkey have had an impact on attainment, as argued by Spaull (2017).

Example indirect citation (paraphrase)

Reforms in Turkey have had an impact on attainment (Spaull, 2017).

REFERENCES


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