## Contents

**Foreword** ................................................................. xvii

**Acknowledgements** .................................................. xix

### Section A  What is referencing? ................................. 1

- Why reference? .......................................................... 1
- When should you reference? ........................................ 1
- What should you reference? .......................................... 1
- What about secondary referencing? ............................... 2
- What about referencing common knowledge? .................... 3
- What about referencing anecdotal or personal experience? ... 3
- What about referencing confidential information? .............. 3
- What is plagiarism? .................................................... 4
- How can you avoid plagiarism? ...................................... 4

### Section B  How to cite ............................................... 6

- Setting out citations .................................................. 6

### Section C  How to quote, paraphrase and summarise ...... 9

- Setting out quotations ................................................. 9
- Quoting material not in English ................................... 9
- Making changes to quotations ...................................... 10
- Paraphrasing ............................................................ 10
- Summarising ............................................................. 11

### Section D  How to reference ........................................ 12

- Points to note ........................................................... 12
- Non-English naming conventions ................................... 12
- Elements that you may need to include in your references ... 15
- Non-Roman scripts ....................................................... 17
- Sample text and reference list using Harvard (author-date) referencing style .................. 19
- Top 10 tips ............................................................... 20
- Checklist of what to include in your reference list for the most common information sources ............................................. 21
Section E  Harvard referencing style

E1  Books, including ebooks ........................................... 22
   E1.1  Printed books ................................................ 22
   E1.2  Reprint and facsimile editions .......................... 23
   E1.3  Ebooks ..................................................... 24
   E1.4  Audiobooks ................................................. 24
   E1.5  Historical books in online collections ............... 25
   E1.6  Ancient texts .............................................. 25
   E1.7  Translated books .......................................... 25
   E1.8  Books in languages other than English ............. 25
   E1.9  Chapters/sections of edited books ................... 26
   E1.10 Multi-volume works ...................................... 26
      E1.10 a. Volumes or whole multi-volume works .... 26
      E1.10 b. Chapters in multi-volume works .......... 26
      E1.10 c. Collected works ............................... 27
   E1.11 Anthologies ............................................... 27
   E1.12 Lines within plays ........................................ 27
   E1.13 Bibliographies ............................................ 28
   E1.14 Reference books ........................................... 28
   E1.15 Online reference books .................................. 28
      E1.15 a. Printed books made available online .... 28
      E1.15 b. Books published in print and online, and updated at different times 29
   E1.16 Sacred texts ............................................... 29
      E1.16 a. The Bible .......................................... 29
      E1.16 b. The Torah ......................................... 30
      E1.16 c. The Qur’an ....................................... 30
   E1.17 Atlases ..................................................... 30
   E1.18 Pamphlets .................................................. 30
   E1.19 Exhibition catalogues ..................................... 30

E2  Serials (journal/magazine/newspaper articles – print and electronic) 31
   E2.1  Journal articles .............................................. 31
   E2.2  Magazine articles .......................................... 32
   E2.3  Newspaper articles ........................................ 33

E3  Conferences ........................................................... 35
   E3.1  Full conference proceedings .......................... 35
   E3.2  Full conference proceedings published in journals .... 35
   E3.3  Individual conference papers ......................... 35
   E3.4  Individual conference papers published in journals ...... 36
E3.5 Papers from conference proceedings published on the internet ..............36
E4 Unpublished and confidential information .................................................37
E4.1 Theses ..................................................................................37
E4.2 Tutors’ handouts ........................................................................37
E4.3 Students’ own work .......................................................................37
E4.4 Internal reports ............................................................................38
E4.5 Confidential information ................................................................38
E5 Protocols, regulations and guidelines ......................................................38
E6 Personal and virtual learning environments, for example Blackboard, PewblePad and MOOCs ..............................................................39
E6.1 Tutors’ lecture notes ....................................................................39
E6.2 PowerPoint presentations ..................................................................40
E6.3 Journal articles .............................................................................40
E6.4 Learning support materials ..............................................................40
E6.5 Text extracts from books digitised for use in VLEs..........................41
E6.6 Messages from course discussion boards ........................................41
E6.7 MOOCs (Massive Online Open Courses) .........................................41
E7 Digital repositories .............................................................................41
E7.1 Books in digital repositories .............................................................42
E7.2 Conference papers in digital repositories .........................................42
E7.3 Prepublication journal articles online or in digital repositories ............43
E8 The internet ......................................................................................43
E8.1 Web pages with individual authors ...............................................44
E8.2 Web pages with organisations as authors .......................................44
E8.3 Web pages with no authors .............................................................44
E8.4 Web pages with no authors or titles ...............................................44
E8.5 Web pages with no dates .................................................................44
E8.6 Blogs/vlogs .................................................................................45
E8.7 Wikis ..........................................................................................45
E8.8 Social networking websites ............................................................46
   E8.8a Facebook .............................................................................46
   E8.8b Twitter ................................................................................46
E9 CD-ROMs or DVD-ROMs ....................................................................47
E10 Computer/video games, computer programs and mobile apps ..............47
   E10.1 Computer/video games ............................................................47
   E10.2 Computer programs .................................................................47
   E10.3 Mobile apps ............................................................................48
E11 Reports ..........................................................................................48
   E11.1 Research reports .....................................................................48
<table>
<thead>
<tr>
<th>E11.2</th>
<th>Company annual reports</th>
<th>48</th>
</tr>
</thead>
<tbody>
<tr>
<td>E11.3</td>
<td>Market research reports from online databases</td>
<td>49</td>
</tr>
<tr>
<td>E11.4</td>
<td>Financial reports from online databases</td>
<td>49</td>
</tr>
<tr>
<td>E12</td>
<td>United Kingdom legal sources using the Harvard (author-date) style</td>
<td>49</td>
</tr>
<tr>
<td>E12.1</td>
<td>Papers: House of Commons and House of Lords</td>
<td>49</td>
</tr>
<tr>
<td>E12.2</td>
<td>Official records: House of Commons and House of Lords</td>
<td>50</td>
</tr>
<tr>
<td>E12.2 a</td>
<td>Hansard</td>
<td>50</td>
</tr>
<tr>
<td>E12.2 b</td>
<td>Written questions and answers and Written ministerial statements</td>
<td>50</td>
</tr>
<tr>
<td>E12.3</td>
<td>Bills: House of Commons and House of Lords</td>
<td>51</td>
</tr>
<tr>
<td>E12.4</td>
<td>UK statutes (Acts of Parliament)</td>
<td>51</td>
</tr>
<tr>
<td>E12.5</td>
<td>Statutory Instruments (SIs)</td>
<td>52</td>
</tr>
<tr>
<td>E12.6</td>
<td>Legislation from UK devolved legislatures</td>
<td>52</td>
</tr>
<tr>
<td>E12.6 a</td>
<td>Acts of the Scottish Parliament</td>
<td>52</td>
</tr>
<tr>
<td>E12.6 b</td>
<td>Scottish Statutory Instruments (SSIs)</td>
<td>53</td>
</tr>
<tr>
<td>E12.6 c</td>
<td>Acts of the Northern Ireland Assembly</td>
<td>53</td>
</tr>
<tr>
<td>E12.6 d</td>
<td>Statutory Rules of Northern Ireland</td>
<td>53</td>
</tr>
<tr>
<td>E12.6 e</td>
<td>National Assembly for Wales legislation</td>
<td>53</td>
</tr>
<tr>
<td>E12.7</td>
<td>Law Commission reports and consultation papers</td>
<td>54</td>
</tr>
<tr>
<td>E12.8</td>
<td>Command Papers including Green and White Papers</td>
<td>54</td>
</tr>
<tr>
<td>E12.9</td>
<td>Law reports (cases)</td>
<td>55</td>
</tr>
<tr>
<td>E12.10</td>
<td>Inquiries</td>
<td>56</td>
</tr>
<tr>
<td>E13</td>
<td>European Union (EU) legal sources</td>
<td>57</td>
</tr>
<tr>
<td>E13.1</td>
<td>EU legislation</td>
<td>57</td>
</tr>
<tr>
<td>E13.2</td>
<td>EU directives, decisions and regulations</td>
<td>57</td>
</tr>
<tr>
<td>E13.3</td>
<td>Judgements of the European Court of Justice (ECJ) and General Court (GC)</td>
<td>57</td>
</tr>
<tr>
<td>E14</td>
<td>International legal sources</td>
<td>58</td>
</tr>
<tr>
<td>E14.1</td>
<td>United Nations resolutions</td>
<td>58</td>
</tr>
<tr>
<td>E14.2</td>
<td>International treaties, conventions and accords</td>
<td>58</td>
</tr>
<tr>
<td>E14.3</td>
<td>International Court of Justice (ICJ) cases</td>
<td>59</td>
</tr>
<tr>
<td>E15</td>
<td>Government publications</td>
<td>59</td>
</tr>
<tr>
<td>E16</td>
<td>Publications of international organisations</td>
<td>60</td>
</tr>
<tr>
<td>E17</td>
<td>Scientific and technical information</td>
<td>61</td>
</tr>
<tr>
<td>E17.1</td>
<td>Technical standards</td>
<td>61</td>
</tr>
<tr>
<td>E17.2</td>
<td>Patents</td>
<td>61</td>
</tr>
<tr>
<td>E17.3</td>
<td>Scientific datasets</td>
<td>62</td>
</tr>
<tr>
<td>E17.4</td>
<td>Requests for Comments (RFCs)</td>
<td>62</td>
</tr>
<tr>
<td>E17.5</td>
<td>Mathematical equations</td>
<td>62</td>
</tr>
</tbody>
</table>
E17.6 Graphs ................................................................. 63
E18 Reviews .............................................................. 63
  E18.1 Book reviews .................................................. 63
  E18.2 Drama reviews ............................................... 63
  E18.3 Film reviews .................................................. 64
  E18.4 Reviews of musical performances ...................... 64
E19 Visual sources ..................................................... 64
  E19.1 Exhibitions .................................................... 64
  E19.2 Paintings/drawings ......................................... 64
  E19.3 Sculpture, statues and memorials ..................... 65
    E19.3 a. Sculpture ............................................. 65
    E19.3 b. Statues ............................................... 65
    E19.3 c. Memorials ........................................... 65
  E19.4 Inscriptions ................................................ 65
    E19.4 a. Inscriptions on monuments ...................... 65
    E19.4 b. Inscriptions on statues ......................... 66
    E19.4 c. Inscriptions on buildings ..................... 66
  E19.5 Displays .................................................... 67
    E19.5 a. Installations/exhibits ......................... 67
    E19.5 b. Graffiti ............................................ 67
  E19.6 Photographs/images ..................................... 67
    E19.6 a. Prints or slides ................................ 67
    E19.6 b. Photographs from the internet ............... 68
    E19.6 c. Photographs in online collections ....... 68
    E19.6 d. Clip art ........................................... 68
    E19.6 e. Medical images .................................. 69
  E19.7 Packaging .................................................. 70
  E19.8 Book illustrations, figures, diagrams, logos and tables .................................................. 70
  E19.9 Cartoons ..................................................... 70
  E19.10 Comics ..................................................... 71
  E19.11 Posters ..................................................... 71
  E19.12 Mood boards ............................................. 72
  E19.13 Postcards .................................................. 72
  E19.14 Maps ........................................................ 73
    E19.14 a. Ordnance Survey maps ...................... 73
    E19.14 c. Online maps .................................. 73
E20 Live performances ............................................... 74
  E20.1 Concerts ..................................................... 74
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>E20.2</td>
<td>Dance</td>
<td>74</td>
</tr>
<tr>
<td>E20.3</td>
<td>Plays</td>
<td>74</td>
</tr>
<tr>
<td>E21</td>
<td>Audiovisual material</td>
<td>74</td>
</tr>
<tr>
<td>E21.1</td>
<td>Radio</td>
<td>75</td>
</tr>
<tr>
<td>E21.1.a</td>
<td>Radio programmes</td>
<td>75</td>
</tr>
<tr>
<td>E21.1.b</td>
<td>Radio programmes heard on the internet</td>
<td>75</td>
</tr>
<tr>
<td>E21.2</td>
<td>Television</td>
<td>75</td>
</tr>
<tr>
<td>E21.2.a</td>
<td>Television programmes</td>
<td>75</td>
</tr>
<tr>
<td>E21.2.b</td>
<td>Episodes of a television series</td>
<td>76</td>
</tr>
<tr>
<td>E21.2.c</td>
<td>Television programmes/series on DVD/Blu-ray</td>
<td>76</td>
</tr>
<tr>
<td>E21.2.d</td>
<td>Separate episodes from DVD/Blu-ray box-sets</td>
<td>76</td>
</tr>
<tr>
<td>E21.2.e</td>
<td>Television programmes viewed on the internet</td>
<td>76</td>
</tr>
<tr>
<td>E21.3</td>
<td>Audio/video downloads</td>
<td>77</td>
</tr>
<tr>
<td>E21.4</td>
<td>Music or spoken word recordings on audio CDs or vinyl</td>
<td>77</td>
</tr>
<tr>
<td>E21.4.a</td>
<td>Tracks released on CD or vinyl as singles</td>
<td>77</td>
</tr>
<tr>
<td>E21.4.b</td>
<td>Tracks on a CD or vinyl album</td>
<td>77</td>
</tr>
<tr>
<td>E21.4.c</td>
<td>Whole albums</td>
<td>78</td>
</tr>
<tr>
<td>E21.5</td>
<td>Music or spoken word recordings on audio cassettes</td>
<td>78</td>
</tr>
<tr>
<td>E21.6</td>
<td>Liner notes</td>
<td>78</td>
</tr>
<tr>
<td>E21.7</td>
<td>Lyrics from songs/hymns</td>
<td>78</td>
</tr>
<tr>
<td>E21.8</td>
<td>Musical scores (sheet music)</td>
<td>79</td>
</tr>
<tr>
<td>E21.9</td>
<td>Films/movies</td>
<td>79</td>
</tr>
<tr>
<td>E21.9.a</td>
<td>Films/movies in film format</td>
<td>79</td>
</tr>
<tr>
<td>E21.9.b</td>
<td>Films on DVD/Blu-ray</td>
<td>79</td>
</tr>
<tr>
<td>E21.9.c</td>
<td>Directors’ commentaries on DVD/Blu-ray</td>
<td>80</td>
</tr>
<tr>
<td>E21.9.d</td>
<td>Interviews with film directors</td>
<td>80</td>
</tr>
<tr>
<td>E21.9.e</td>
<td>Films on video cassettes</td>
<td>80</td>
</tr>
<tr>
<td>E21.9.f</td>
<td>Films on YouTube</td>
<td>81</td>
</tr>
<tr>
<td>E21.10</td>
<td>Podcasts</td>
<td>81</td>
</tr>
<tr>
<td>E21.11</td>
<td>Phonecasts</td>
<td>81</td>
</tr>
<tr>
<td>E21.12</td>
<td>Screencasts</td>
<td>82</td>
</tr>
<tr>
<td>E21.13</td>
<td>Vodcasts/vidcasts</td>
<td>82</td>
</tr>
<tr>
<td>E21.14</td>
<td>Microform (microfiche and microfilm)</td>
<td>82</td>
</tr>
<tr>
<td>E22</td>
<td>Interviews</td>
<td>83</td>
</tr>
<tr>
<td>E23</td>
<td>Public communications</td>
<td>83</td>
</tr>
<tr>
<td>E23.1</td>
<td>Lectures/seminars/webinars/PowPoint presentations/videoconferences</td>
<td>83</td>
</tr>
<tr>
<td>E23.2</td>
<td>Electronic discussion groups and bulletin boards</td>
<td>84</td>
</tr>
<tr>
<td>E23.3</td>
<td>Entire discussion groups or bulletin boards</td>
<td>84</td>
</tr>
</tbody>
</table>
Section H  MHRA referencing style  121

Citing sources in your text  121
Conventions when using the MHRA referencing style  121
How to reference common sources in footnotes and bibliography  122
H1  Books  122
H2  Ebooks  122
H3  Chapters/sections of edited books  123
H4  Translated works  123
H5  Plays  123
H6  Journal articles  124
H7  Ejournal articles  124
H8  Newspaper and magazine articles  125
H9  Theses and dissertations  125
H10  Papers in published proceedings of a conference  126
H11  Organisation or personal internet sites  126
H12  Facebook  126
H13  Twitter  127
H14  Emails  127
H15  Manuscripts in archives  127
H16  Films  127
H17  Television or radio broadcasts  128
H18  Sound recordings  128
H19  Music scores  128
H20  Art  128
Sample text  129
Sample footnotes ................................................................................ 129
Sample bibliography ........................................................................ 130

Section I  MLA referencing style ...................................................... 131
Conventions when using the MLA referencing style ......................... 131
How to cite common sources in your text ........................................ 133
How to reference common sources in the list of Works Cited .......... 133
I1  Books ..................................................................................... 133
I2  Ebooks ................................................................................... 133
I3  Chapters/sections of edited books ................................................ 134
I4  Anthologies .............................................................................. 134
I5  Translated works ....................................................................... 134
I6  Book reviews ............................................................................. 134
I7  Journal articles .......................................................................... 135
I8  Ejournal articles ......................................................................... 135
I9  Magazine articles ....................................................................... 135
I10 Newspaper articles ..................................................................... 135
I11 Theses and dissertations ............................................................. 136
I12 Papers in published proceedings of a conference ......................... 136
I13 Research reports ......................................................................... 137
I14 Organisation or personal internet sites ......................................... 137
  I14.1 Web pages with no authors .................................................... 137
  I14.2 Web pages with no date ........................................................ 137
  I14.3 Web pages with no authors or titles ....................................... 138
I15 Blogs ....................................................................................... 138
I16 Facebook .................................................................................. 138
I17 Twitter ...................................................................................... 138
I18 Emails ....................................................................................... 138
I19 Visual arts ................................................................................ 139
I20 Photographs from the internet .................................................... 139
I21 Manuscripts or typescripts ........................................................ 139
I22 Musical scores .......................................................................... 139
I23 Sound recordings ....................................................................... 140
I24 Film or video recordings ............................................................ 140
I25 YouTube videos ........................................................................ 140
I26 Television or radio broadcasts ................................................... 140
I27 Interviews ................................................................................ 140
I28 Personal interviews ................................................................... 141
Sample text .................................................................................... 141
Sample list of Works Cited ............................................................... 141
### Section J  OSCOLA referencing style

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>J1</td>
<td>Books</td>
<td>143</td>
</tr>
<tr>
<td>J2</td>
<td>Chapters in edited books</td>
<td>144</td>
</tr>
<tr>
<td>J3</td>
<td>Journal articles</td>
<td>144</td>
</tr>
<tr>
<td>J4</td>
<td>Ejournal articles</td>
<td>144</td>
</tr>
<tr>
<td>J5</td>
<td>Bills (House of Commons and House of Lords)</td>
<td>144</td>
</tr>
<tr>
<td>J6</td>
<td>UK statutes (Acts of Parliament)</td>
<td>144</td>
</tr>
<tr>
<td>J6.1</td>
<td>Whole Acts of Parliament</td>
<td>145</td>
</tr>
<tr>
<td>J6.2</td>
<td>Parts of Acts</td>
<td>145</td>
</tr>
<tr>
<td>J7</td>
<td>Statutory Instruments (SIs)</td>
<td>145</td>
</tr>
<tr>
<td>J8</td>
<td>Command Papers</td>
<td>145</td>
</tr>
<tr>
<td>J9</td>
<td>Law reports (cases)</td>
<td>145</td>
</tr>
<tr>
<td>J10</td>
<td>Hansard</td>
<td>147</td>
</tr>
<tr>
<td>J11</td>
<td>Legislation from the Devolved Legislatures in the UK</td>
<td>148</td>
</tr>
<tr>
<td>J11.1</td>
<td>Acts of the Scottish Parliament</td>
<td>148</td>
</tr>
<tr>
<td>J11.2</td>
<td>Scottish Statutory Instruments (SSIs)</td>
<td>148</td>
</tr>
<tr>
<td>J11.3</td>
<td>Acts of the Northern Ireland Assembly</td>
<td>148</td>
</tr>
<tr>
<td>J11.4</td>
<td>Statutory Rules of Northern Ireland</td>
<td>148</td>
</tr>
<tr>
<td>J11.5</td>
<td>National Assembly for Wales legislation</td>
<td>148</td>
</tr>
<tr>
<td>J12</td>
<td>Law Commission reports and consultation papers</td>
<td>149</td>
</tr>
<tr>
<td>J13</td>
<td>European Union (EU) legal sources</td>
<td>149</td>
</tr>
<tr>
<td>J13.1</td>
<td>EU legislation</td>
<td>149</td>
</tr>
<tr>
<td>J13.2</td>
<td>EU directives, decisions and regulations</td>
<td>149</td>
</tr>
<tr>
<td>J13.3</td>
<td>Judgements of the European Court of Justice (ECJ) and General Court (GC)</td>
<td>150</td>
</tr>
<tr>
<td>J14</td>
<td>International law sources</td>
<td>150</td>
</tr>
<tr>
<td>J14.1</td>
<td>United Nations documents</td>
<td>150</td>
</tr>
<tr>
<td>J14.2</td>
<td>International treaties</td>
<td>150</td>
</tr>
<tr>
<td>J14.3</td>
<td>International Court of Justice (ICJ) cases</td>
<td>150</td>
</tr>
<tr>
<td>J15</td>
<td>US legal material</td>
<td>151</td>
</tr>
<tr>
<td>J16</td>
<td>Personal communications</td>
<td>151</td>
</tr>
<tr>
<td>J16.1</td>
<td>Unpublished emails and letters</td>
<td>151</td>
</tr>
<tr>
<td>J16.2</td>
<td>Interviews</td>
<td>151</td>
</tr>
<tr>
<td>Sample text</td>
<td>151</td>
<td></td>
</tr>
<tr>
<td>Sample footnotes</td>
<td>151</td>
<td></td>
</tr>
<tr>
<td>Bibliographies</td>
<td>151</td>
<td></td>
</tr>
</tbody>
</table>
# Section K  Vancouver referencing style

- Conventions when using the Vancouver referencing style ........................................... 153
- How to reference common sources in your reference list ............................................. 154
- K1 Books ......................................................................................................................... 154
- K2 Ebooks ...................................................................................................................... 155
- K3 Chapters/sections of edited books ........................................................................... 155
- K4 Journal articles .......................................................................................................... 155
- K5 Ejournal articles ....................................................................................................... 156
- K6 Electronic articles published ahead of print .............................................................. 156
- K7 Newspaper articles ................................................................................................... 156
- K8 Newspaper articles on the internet ............................................................................ 157
- K9 Theses or dissertations ............................................................................................... 157
- K10 Conference papers .................................................................................................. 157
- K11 Scientific or technical reports .................................................................................. 157
- K12 Research data collections ....................................................................................... 158
- K13 Organisation or personal internet sites ................................................................. 158
- K14 Emails ...................................................................................................................... 158
- K15 Standards ................................................................................................................ 158
- K16 Patents ...................................................................................................................... 159
- K17 Photographs ............................................................................................................. 159
- Sample text .................................................................................................................... 159
- Sample reference list ...................................................................................................... 159

## Glossary ......................................................................................................................... 161

## Further reading ............................................................................................................. 163
- Avoiding plagiarism ......................................................................................................... 163
- Referencing ...................................................................................................................... 163

## Index .............................................................................................................................. 164
Section A
What is referencing?

Referencing is the process of acknowledging other people’s work when you have used it in your assignment or research. It allows the reader to locate your source material as quickly and easily as possible so that they can read these sources themselves and verify the validity of your arguments. Referencing provides the link between what you write and the evidence on which it is based.

You identify the sources that you have used by citing them in the text of your assignment (called citations or in-text citations) and referencing them at the end of your assignment (called the reference list or end-text citations). The reference list only includes the sources cited in your text. It is not the same thing as a bibliography, which uses the same referencing style, but also includes all material, for example background readings, used in the preparation of your work.

Why reference?

There are a number of important reasons why you need to reference. Referencing allows you to:

• Demonstrate that you have read widely on the subject and considered and evaluated the writings of others
• Show your tutor the evidence of your research and thereby appreciate your contribution to the topic
• Establish the credibility and authority of your ideas and arguments
• Enable the reader to locate the original material you used
• Give credit to the original author/creator

• Enable the reader to form their own views on the value of your sources and how you have interpreted them
• Distinguish between your own ideas and opinions and those of others
• Highlight relevant points by quoting, paraphrasing or summarising from the original text (see Section C)
• Achieve a better mark or grade
• Avoid plagiarism (see below).

Every academic institution requires its students to reference in their work and your tutors will expect you to do this accurately, clearly and concisely. Your university or institution should issue you with guidelines on how they expect you to reference in your particular subject area. Follow these guidelines carefully.

When should you reference?

You are expected to reference every time you use someone else’s work or ideas in your own work. There are no exceptions to this rule and it applies to all your work, including assignments, essays, presentations, dissertations and other research or publications. It is very important that when undertaking your research you systematically record and save full details of all the resources that you have used, and it is vital that you save these sources at the time that you use them. Otherwise, it can be very difficult (or even impossible) to locate these resources again at a later date.

What should you reference?

You should reference all the sources that you use for your assignment or research and maintain records for all of them. Any information that you copy and paste, repeat word-for-word, paraphrase or summarise must be acknowledged by referencing it. This includes all information available on the
What is referencing?

There are numerous reference management software tools available (some free) that can help you to manage the referencing process. Be aware though, that even if you use these tools you must still double-check your citations and references to ensure that they appear in a consistent style and follow your institution’s/tutor’s guidelines.

Your aim should always be to reference reliable sources of information. These may include books (printed and ebooks), journal articles, web pages, conference papers, newspaper articles, lecture notes, government publications, videos, legal material and reports. This list can be extended, depending on the subject you are studying and the nature of the source material in your area.

You need to consider how reliable the sources are, because newspaper and magazine articles, websites, wikis and popular or social media can be unreliable or weak sources of information. They may simply offer someone’s opinion on a topic. Always try to locate academic sources that substantiate the original material. In many cases this may be peer-reviewed books or articles (also referred to as ‘refereed’ or ‘scholarly’). This means that they are written by experts in their field and then reviewed by several other experts (or editorial board) to ensure quality and accuracy before the material is published.

Students often struggle to understand which version of a source they should reference. You should always reference the version of the information source that you have actually used (see also Secondary referencing section below). The reason for this is clear – a journal or newspaper article may appear in both print and electronic formats and the two versions may vary.

If you have included an appendix in your assignment or research it should be clearly labelled with a letter (A) or number (1). If it contains information from other sources, these should be cited in-text in the appendix with full references given at the end of the appendix as a separate reference list.

What about secondary referencing?

In some cases you may want to refer to a source that is mentioned or quoted in the work you are reading. This is known as secondary referencing. It is important that, whenever possible, you cite and reference the primary source of your information. For example, if you read about a study by Harvey (primary source) in a book by Lewis (secondary source) you should try to locate and read the original work by Harvey. This will enable you to check for yourself that Harvey has not been misinterpreted or misquoted by Lewis. If you cannot locate the primary source (in this case Harvey), you cannot include it in your reference list. You can only cite it in your text. In your essay or assignment, you should cite both sources and use the phrase ‘quoted in’ or ‘cited in’, depending on whether the author of the secondary source is directly quoting or summarising from the primary source.

Examples

Harvey (2015, quoted in Lewis, 2016, p. 86) provides an excellent survey …

White’s views on genetic abnormalities in crops (2014, cited in Murray, 2015) support the idea that …
You then include Lewis and Murray in your reference list (and Harvey and White if you have read them).

Once again, if you are unable to read the primary sources you can only cite them (as in the examples).

**What about referencing anecdotal or personal experience?**

Anecdotal sources can be very compelling, particularly in the field of medicine. The primary weakness of anecdotes and personal stories is that they cannot be verified. Although, in most cases, you would not reference anecdotal sources of information, you may still use these sources, and include them as an appendix to your main text. It is very important that you are aware of confidentiality and are absolutely certain that you have permission to use the material (see more about confidential information below).

Clearly, if you have recorded someone recounting their story or anecdote then you can include the transcript as an appendix to your work (with the interviewee’s permission).

You can speak from personal experience in contexts like personal responses, opinion pieces or reflective papers, and in many subjects this approach is positively encouraged and expected. Experience and opinions are important in your writing because a large part of academic writing is demonstrating that you have understood the foundation of knowledge on which your contributions stand. Once again though, to back up your opinions or responses you should always try to support your viewpoints and experiences with substantiating scholarly material.

**What about referencing confidential information?**

There may be times when you need to use a source of information that is confidential, for example medical, legal or business material. This information is, by its very nature, unpublished and not in the public domain. In most cases, your tutor will offer guidance on whether you can use the information and reference it. If you decide to use confidential
Index for the Harvard referencing style

NB To avoid confusion when referencing, this index does not list items specific to the alternative referencing styles (Sections F–K).

Index entries are arranged alphabetically letter by letter, with numbers referring to pages.

Bold numbers indicate glossary entries.

abstracts
    journal articles  32
    accords  58–9
Acts of Parliament  51–2
Acts of the Northern Ireland Assembly  53
Acts of the Scottish Parliament  52–3
address bars  161
advertisements  85
All 4 74
Amazon Music  77
American Psychological Association (APA) referencing style  91–108
anatomical images  69–70
Anatomy TV  69
ancient texts  25
anecdotal information  3
announcements  84–5
annual reports  48
annuals  28
anonymised material  4, 69–70
anonymous works  7, 16, 67
anthologies  27
APA referencing style  91–108
appendices  2–3, 46, 69, 88
apps  48
Arabic names  12–13
Arabic scripts  17–18
art  64–5, 67–72
    online collections  64, 68–9
article numbers  17
articles see journal articles, magazines, newspaper articles
atlas  30
audiobooks  24
audio cassettes  78
audio CDs  77–8
audio downloads  77
audiovisual material  74
authors
    corporate  6, 16, 44
details required in citations  6
details required in reference lists  15–16
different editions by same author  8
multiple authors  6, 15, 22
no author  7–8, 16, 28, 33–4, 44
bands
    concerts  74
BBC iPlayer  74
Bible, the  29–30
bibliographic tools  2
bibliographies  1, 12, 28, 161
billboard advertisements  85
Bills (House of Commons/Lords)  51
birth certificates  88
Blackboard (VLE)  39
blogs  45
Blu-ray  79–80
books  22–31
    ancient texts  25
    anonymous  7, 16, 23
    anthologies  27
    audio  24
    bibliographies  28
    chapters  26
    collected works  27
details required in reference lists  15–17
diagrams  70
digitised  40, 42
edited  22, 26
electronic  22–4
exhibition catalogues  30–1
facsimile editions  23
figures  70
foreign-language  25–6
four or more authors  22
graphs  62
historical  25
illustrations  70
multi-volume  26–7
no author/editor  7–8, 16, 23, 28
no date  8, 16
non-English  25–6
pamphlets  30
reference  28–9
reviews  63
sacred texts  29–30
tables  70
translated  25
updated online  29
up to three authors/editors  22
with author and editor  22
British Standards  61
buildings
    graffiti  67
    inscriptions on  66
bulletin boards  84
Burmese names  13
bylines  33
Cardiff index to legal abbreviations  143
cartographic material  30, 73
cartoons  70–1
case law  55, 57–9
cassettes
    audio  78
    video  80–1
catalogues
    exhibitions  30–1
    catch-up services  74
CD-ROMs  47
CDs (audio)  77–8
censuses  88–9
certificates (birth, death, marriage)  88
chapters in books  26
Index

checklist
  of reference list elements 21
Chicago referencing style 109–20
Chinese names 13
Chinese scripts 17
citations 1, 6, 12, 161
  in your text 1, 6
  page numbers in 6
  secondary 2–3
classical concerts 74
clip art 68–9
collected works 27
comic books 71
comics 71
comic strips 71
Command Papers 54–5
commentaries
  film 80
common knowledge 3, 161
communications
  personal 87–8
  public 83–7
companies
  annual reports 48
  market research reports 49
computer games 47
computer programs 47–8
concerts 74
conferences 35–6, 42–3
  video 83–4
confidential information 3, 38, 69–70
consultation papers
  Law Commission 54
conventions 58–9
conversations 87–8
corporate authors 6, 16, 44
CT scans 69
dance 74
datasets 62
dates accessed
  web pages 17, 43
dates of publication see year of publication
death certificates 88
decisions (EU) 57
Demand 5 74
devolved Assemblies
  legislation 52–4

diagrams 70
dictionaries 28
Digital Object Identifiers (DOIs)
  17, 31, 42, 161
digital repositories 41–3
digitised books 41–2
directives (EU) 57
directors (film)
  commentaries (DVD/Blu-ray) 80
direct quotations 4, 6, 161
discussion boards 41
discussion groups
  electronic 84
display boards 85–6
displays 67
DOIs 17, 31, 42, 161
downloads
  audio 24, 77
ebooks 24
games 47
  images 67–9
  programs 47
  video 77
drama reviews 63
drawings 64
DVD-ROMs 47
DVDs 79–80
ebooks 22–4
  downloading 24
  pagination 24
edevises 24
edited books 22
editions
  details required in reference lists 16
  different editions by same author 8
facsimile editions 23–4
revised 23
reprinted 23
updated online 29
editorials
newspaper 34
editors 22
  details required in citations 7
direct quotations 4, 6, 161
  details required in reference lists 15–16
  multiple editors 15

ejournals 31–2
electronic books see ebooks
electronic bulletin boards 84
electronic discussion groups 84
electronic journals see ejournals
electronic mail see emails
ellipses 161
emails 87–8
encyclopedias 28
endnotes 6, 161
end-text citations see reference lists
episodes of a television series 76
  on DVD/Blu-ray 76
epportfolios 39
equations 62
et al. 15, 161
European Court of Justice (ECJ)
  judgements 57–8
European Union (EU)
  publications 57–8
evaluating information 43, 45
exhibition catalogues 30–1
exhibition posters 71
exhibitions 64
exhibits (art) 67
Facebook 46
FaceTime 87–8
face-to-face communications 87–8
facsimile editions 23–4
family records 88
fax messages 87–8
figures 70
film directors
  commentaries (DVD/Blu-ray) 80
  interviews (DVD/Blu-ray) 80
films 79–81
  reissued 79–80
  reviews 64
financial reports 49
Flickr 46, 68
food labels 70
footnotes 6, 161
foreign-language material 25–6
further reading 163
games
Index

Malaysian names 14
manuscripts 89–90
maps 73
atlases 30
market research reports 49
marriage certificates 88
Massive Online Open Courses (MOOCs) 41
mathematical equations 62
medical images 69–70
meeting minutes 86
memorials 65
MHRA referencing style 121–30
microform material 82
military records 89
minutes of meetings 86
MLA referencing style 131–42
mobile apps 48
Modern Humanities Research Association (MHRA) referencing style 121–30
Modern Language Association (MLA) referencing style 131–42
monuments
labels (food) 70
Law Commission consultation papers 54
reports 54
law reports 55
leading articles newspapers 34
leaflets 85
learning support material 40
lectures 39, 83–4
legal cases 55, 57–9
legal material 49–59
letters 87–8
in newspapers 34
LexisLibrary 55
liner notes 78
lines in plays 27–8
lines in poems 27
lines in prayers 27
live performances 74
logos 70
lyrics 78–9
magazines 33
articles 16–17, 32–3
Malaysian names 14
manuscripts 89–90
maps 73
atlases 30
market research reports 49
marriage certificates 88
Massive Online Open Courses (MOOCs) 41
mathematical equations 62
medical images 69–70
meeting minutes 86
memorials 65
MHRA referencing style 121–30
microform material 82
military records 89
minutes of meetings 86
MLA referencing style 131–42
mobile apps 48
Modern Humanities Research Association (MHRA) referencing style 121–30
Modern Language Association (MLA) referencing style 131–42
monuments
labels (food) 70
Law Commission consultation papers 54
reports 54
law reports 55
leading articles newspapers 34
leaflets 85
learning support material 40
lectures 39, 83–4
legal cases 55, 57–9
legal material 49–59
letters 87–8
in newspapers 34
LexisLibrary 55
liner notes 78
lines in plays 27–8
lines in poems 27
lines in prayers 27
live performances 74
logos 70
lyrics 78–9
magazines 33
articles 16–17, 32–3

computer 47
genealogical sources 88
General Assembly resolutions 58
General Court (GC) judgements 57–8
Geological Survey maps 73
glossary 161–2
good academic practice 4, 20
Google+ 46
Google Maps 73
government publications 59–60
non-UK 60–1
graffiti 67
graphic novels 71
graphs 62
graves 65–6
Green Papers 54–5
guidelines 38–9
handouts 37
Hansard 50
hashtags 46
historical works 25
quotations 10
Holy Bible, the 29–30
House of Commons/Lords Bills 51
Papers 49–50
hymns 78–9

ibid. 161
illustrations in books 70
images 46, 67–70
independent inquiries 56
Indian names 13
inquiries 56
inscriptions 65–6
Instagram 46, 68
installations (art) 67
internal reports 38
International Court of Justice (ICJ) cases 59
international legal sources 58–9
international organisations’ publications 60–1
International Standard Book Numbers 16
international treaties 58–9
internet 43, 161

see also online …, web pages
text citations 80, 83
in-text citations see citations
ISBNs 16
issue information
details required in reference lists 16
iTunes 77
ITV Hub 74
Japanese names 14
journal articles 31–2
abstracts 32
article numbers 17
details required in reference lists 16–17
DOIs 31
ejournals 31–2
in virtual learning environments (VLEs) 40
preprints 42–3
journals 32
conference proceedings 35–6
Judas of the European Court of Justice (ECJ) 57–8
labels (food) 70
Law Commission consultation papers 54
reports 54
law reports 55
leading articles newspapers 34
leaflets 85
learning support material 40
lectures 39, 83–4
legal cases 55, 57–9
legal material 49–59
letters 87–8
in newspapers 34
LexisLibrary 55
liner notes 78
lines in plays 27–8
lines in poems 27
lines in prayers 27
live performances 74
logos 70
lyrics 78–9
magazines 33
articles 16–17, 32–3

Malaysian names 14
manuscripts 89–90
maps 73
atlases 30
market research reports 49
marriage certificates 88
Massive Online Open Courses (MOOCs) 41
mathematical equations 62
medical images 69–70
meeting minutes 86
memorials 65
MHRA referencing style 121–30
microform material 82
military records 89
minutes of meetings 86
MLA referencing style 131–42
mobile apps 48
Modern Humanities Research Association (MHRA) referencing style 121–30
Modern Language Association (MLA) referencing style 131–42
monuments
labels (food) 65–6
MOOCs 41
mood boards 72
movies see films
MRI scans 69
multiple authors/editors 7–8, 15
multiple sources 7
details required in citations 6–7
published in same year by same author 7
multi-volume books 26
chapters in 26–7
museums
display boards 85–6
music 77–9
concerts 74
downloads 24, 77
hymns 78–9
reviews 64
songs 77–9
musical scores 79

naming conventions (non-UK) 12
Arabic 12–13
Burmese 13
Chinese 13
Indian 13
Japanese 14
Malaysian 14
Portuguese 14
Spanish 14
Thai 14
Vietnamese 14
with particles/prefixes 15
National Assembly for Wales Legislation 53–4
Statutory Instruments 54
neutral citations 55–6
newspaper advertisements 85
newspaper articles 33–4
bylines 33
details required in reference lists 16–17
editorials 34
leading articles 34
letters 34
no author 33–4
regional 33
sections 34
newspaper interviews 83
newspapers 34–5
no author/editor 7–8, 16, 28, 33–4, 44
no date 8, 16, 44–5
non-English material 25–6
non-Roman scripts 17
no page numbers
ebooks 24
no title 44
Northern Ireland Assembly Acts 53
Statutory Rules 53
novels
graphic 71

Official Journal of the European Union 57
official records 50–1
online advertisements 85
online collections
art 64, 68–9
historical 25
online communications 83–7
online conference proceedings 36
online databases
financial reports 49
online images 67–70
online interviews 83
online maps 73
online newspapers 33–4
online paintings 64
online photographs 68–9
online radio programmes 75
online reference books 28–9
online television programmes 76–7
op. cit. 161
Ordnance Survey maps 73
OSCOLA referencing style 143–52
outtakes 80
Oxford University Standard for Citation of Legal Authorities (OSCOLA) 143–52
packaging 70
page numbers
abbreviating 6, 16
details required in reference lists 16
ebooks 24
in citations 6
paintings 64
pamphlets 30
paraphrasing 4, 10–11, 161
parish registers 89
parliamentary Acts 51–2
parliamentary publications 50–6
particles
names with 15
patents 61
patients’ information 69–70
PDFs 17
PebblePad 39
peer-reviewed works 2, 42, 161–2
performing arts 74
reviews 64
periodicals see journal articles, magazines, newspaper …
personal communications 4, 87–8
personal experiences
referencing 3
personal learning environments 39
PET scans 69
phonecasts 81–2
photographs 46, 67–70
Pinterest 46, 68
Pinyin 17
places of publication
details required in reference lists 16
more than one 16
placements 38, 69–70
plagiarism 4, 162
plays 27–8, 74
reviews 63
PlayStation 47
podcasts 81
video 82
poems 27
Portuguese names 14
postcards 72
posters 71
PowerPoint presentations 40, 83–4
prayers 27
prefixes
names with 15
preprints 42–3
presentations
PowerPoint 40
press releases 84–5
primary sources 2
prints 67–8
programmes
radio 75
television 75–7
programs
computer 47–8
proper nouns 162
protocols 38–9
publication years
details required in reference lists 16
no date 8, 16, 44–5
same 7, 34
public communications 83–7
public inquiries 56
publishers
details required in reference lists 16
punctuation 12
quotations 9–10, 162
    direct 4, 6, 9–10, 161
    excessive use of 9
    from historical material 10
    long 9
    making changes to 10
    non–English 9–10
    short 9
Qur’an 30
radio programmes 75
Really Simple Syndication (RSS) 86–7
records
    family 88
    military 89
    vinyl 77–8
reference books 28–9
reference lists 1–2, 12, 21, 162
    elements to include in 15–18
    preparation 4
    sample 19–20
    where to look for elements to
    include in 15
    references see reference lists
referencing software packages 2
referencing styles (non–Harvard)
    APA 91–108
    Chicago 109–20
    MHRA 121–30
    MLA 131–42
    OSCOLA 143–52
    Vancouver 153–60
reflective papers 3
regional newspaper articles 33
regulations 38–9
    EU 57
reissued films 79–80
reliable sources 2
religious texts 29–30
reports 48
    annual 48
    companies 48
    financial 49
    Green Papers 54–5
    internal 38
    law 55
    Law Commission 54
    market research 49
    research 48
    White Papers 54–5
repositories
    digital 41–3
    reprinted editions 23
    Requests For Comments (RFCs) 62
    research methodology 46
    research reports 48
    resolutions
        United Nations 59
    reviews 63–4
    see also peer-reviewed works
    revised editions 16, 23
    RFCs 62
    RSS feeds 86–7
sacred texts 29–30
    sample reference list 19–20
    sample text 19
    scans (medical) 69
    scientific datasets 62
    scientific information 42, 61–3
    scores (musical) 79
    Scottish Parliament
        Acts 52–3
        Statutory Instruments (SSIs) 53
    screencasts 82
    sculpture 65
    secondary referencing 2–3, 162
    Security Council resolutions 58
    self–plagiarism 4
    seminars 83–4
    serials see journal articles,
    magazines, newspaper …
    series
        details required in reference
        lists 16
    sheet music 79
    short citations 162
    sic 162
    signature tags (graffiti) 67
    Sky Go 74
    Skype 87–8
    slides 67–8
    smartphones 47
    social media 46–7
    songs 77–9
    hymns 78–9
    Spanish names 14
    spellings
        modernising historical 10
spoken word 77–8
    conversations 87–8
    interviews 80, 83
Spotify 77
SSIs (Scottish Statutory
    Instruments) 53
standards see British Standards
statues 65
    inscriptions on 66
statutes 51–2
    Scottish 53
    Welsh 54
Statutory Instruments (SIs) 52
    Scottish 53
    Welsh 54
Statutory Rules
    Northern Ireland 53
students’ own work 37–8
study skills material 40
subtitles 16
summarising 4, 11, 162
superscript numbers 162
tables 70
tags (signature) 67
technical information 61–3
    technical standards 61
telephone conversations 87–8
    telephone interviews 83
television advertisements 85
    television interviews 83
television programmes 75–7
    text messages 87–8
Thai names 14
theses 37
    theses 37
    tutorials 37
    tutors’ handouts 37
    tutors’ notes 37
    VLEs 39
Twitter 46–7
ultrasound scans 69
Uniform Resource Locators
    (URLs) 12, 39, 42, 44, 162
details required in reference lists 17
shortening 17
United Nations resolutions 58
unpublished works 37–9
confidential information 3, 38
internal reports 38
protocols, regulations and guidelines 38–9
students’ own work 37–8
theses 37
tutors’ handouts 37
updated editions (ebooks) 29
URLs see Uniform Resource Locators
US state names abbreviated 16

Vancouver referencing style 153–60
vidcasts 82
video cassettes 80–1
videoconferences 83–4
video downloads 77
video games 47
video logs 45
video podcasts 82
video screen captures 82
Vietnamese names 14
vinyl recordings 77–8
virtual learning environments (VLEs) 39–41, 162
digitised books 41
discussion boards 41
journal articles 40
PowerPoint presentations 40
study skills materials 40
tutors’ notes 39
VLEs see virtual learning environments
vlogs 45
vodcasts 82
volume numbers
details required in reference lists 16

Wales National Assembly legislation 53–4
war memorials

inscriptions on 65–6
webfolios 39
webinars 83–4
weblogs 45
web pages 43, 162
dates accessed 17, 43
details required in citations 7–8
details required in reference lists 17
no author/date/title 44–5
organisations 44
personal 43–7
see also internet, online …
websites
social networking 46–7
Westlaw 55
White Papers 54–5
whole journal issues 32
whole magazine issues 33
whole newspaper issues 34–5
Wikipedia 45–6
wikis 45–6
wills 88
word counts 9
Works Cited 162
works of art 64–72
wrappers 70
written ministerial statements 50–1
Written questions and answers 50–1

Xbox 47
X-rays 69–70

years of publication
details required in reference lists 16
no date 8, 16, 44–5
YouTube 81