

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 style22

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E4	Unpublished and confidential information	37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, PebblePad and MOOCs.....	39
E6.1	Tutors' lecture notes.....	39
E6.2	<i>PowerPoint</i> 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
	E8.8 a. <i>Facebook</i>	46
	E8.8 b. <i>Twitter</i>	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

E11.2	Company annual reports.....	48
E11.3	Market research reports from online databases.....	49
E11.4	Financial reports from online databases.....	49
E12	United Kingdom legal sources using the Harvard (author-date) style.....	49
E12.1	Papers: House of Commons and House of Lords.....	49
E12.2	Official records: House of Commons and House of Lords.....	50
E12.2	a. <i>Hansard</i>	50
E12.2	b. <i>Written questions and answers</i> and <i>Written ministerial statements</i>	50
E12.3	Bills: House of Commons and House of Lords.....	51
E12.4	UK statutes (Acts of Parliament).....	51
E12.5	Statutory Instruments (SIs).....	52
E12.6	Legislation from UK devolved legislatures.....	52
E12.6	a. Acts of the Scottish Parliament.....	52
E12.6	b. Scottish Statutory Instruments (SSIs).....	53
E12.6	c. Acts of the Northern Ireland Assembly.....	53
E12.6	d. Statutory Rules of Northern Ireland.....	53
E12.6	e. National Assembly for Wales legislation.....	53
E12.7	Law Commission reports and consultation papers.....	54
E12.8	Command Papers including Green and White Papers.....	54
E12.9	Law reports (cases).....	55
E12.10	Inquiries.....	56
E13	European Union (EU) legal sources.....	57
E13.1	EU legislation.....	57
E13.2	EU directives, decisions and regulations.....	57
E13.3	Judgements of the European Court of Justice (ECJ) and General Court (GC).....	57
E14	International legal sources.....	58
E14.1	United Nations resolutions.....	58
E14.2	International treaties, conventions and accords.....	58
E14.3	International Court of Justice (ICJ) cases.....	59
E15	Government publications.....	59
E16	Publications of international organisations.....	60
E17	Scientific and technical information.....	61
E17.1	Technical standards.....	61
E17.2	Patents.....	61
E17.3	Scientific datasets.....	62
E17.4	Requests for Comments (RFCs).....	62
E17.5	Mathematical equations.....	62

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	b. Geological Survey maps.....	73
E19.14	c. Online maps.....	73
E20	Live performances.....	74
E20.1	Concerts.....	74

E20.2	Dance	74
E20.3	Plays	74
E21	Audiovisual material	74
E21.1	Radio	75
E21.1	a. Radio programmes	75
E21.1	b. Radio programmes heard on the internet	75
E21.2	Television	75
E21.2	a. Television programmes	75
E21.2	b. Episodes of a television series	76
E21.2	c. Television programmes/series on DVD/Blu-ray	76
E21.2	d. Separate episodes from DVD/Blu-ray box-sets	76
E21.2	e. Television programmes viewed on the internet	76
E21.3	Audio/video downloads	77
E21.4	Music or spoken word recordings on audio CDs or vinyl	77
E21.4	a. Tracks released on CD or vinyl as singles	77
E21.4	b. Tracks on a CD or vinyl album	77
E21.4	c. Whole albums	78
E21.5	Music or spoken word recordings on audio cassettes	78
E21.6	Liner notes	78
E21.7	Lyrics from songs/hymns	78
E21.8	Musical scores (sheet music)	79
E21.9	Films/movies	79
E21.9	a. Films/movies in film format	79
E21.9	b. Films on DVD/Blu-ray	79
E21.9	c. Directors' commentaries on DVD/Blu-ray	80
E21.9	d. Interviews with film directors	80
E21.9	e. Films on video cassettes	80
E21.9	f. Films on <i>YouTube</i>	81
E21.10	Podcasts	81
E21.11	Phoncasts	81
E21.12	Screencasts	82
E21.13	Vodcasts/vidcasts	82
E21.14	Microform (microfiche and microfilm)	82
E22	Interviews	83
E23	Public communications	83
E23.1	Lectures/seminars/webinars/ <i>PowerPoint</i> presentations/ videoconferences	83
E23.2	Electronic discussion groups and bulletin boards	84
E23.3	Entire discussion groups or bulletin boards	84

E23.4	Press releases/announcements.....	84
E23.5	Leaflets	85
E23.6	Advertisements.....	85
E23.7	Display boards, for example in museums	85
E23.8	Minutes of meetings	86
E23.9	RSS feeds.....	86
E24	Personal communications.....	87
E25	Genealogical sources.....	88
E25.1	Birth, marriage and death certificates.....	88
E25.2	Wills.....	88
E25.3	Censuses.....	88
E25.4	Parish registers	89
E25.5	Military records	89
E26	Manuscripts	89
E26.1	Individual manuscripts.....	89
E26.2	Collections of manuscripts.....	90
Section F APA referencing style.....		91
Conventions when using the APA referencing style.....		91
How to reference common sources		93
F1	Books.....	93
F2	Chapters/sections of edited books.....	93
F3	Anthologies.....	94
F4	Translated works.....	94
F5	Book reviews.....	95
F6	Ebooks.....	95
F7	Journal articles	96
F8	Ejournal articles	96
F9	Magazine/newspaper/newsletter articles.....	96
F10	Prepublication journal articles.....	97
F10.1	Draft manuscripts.....	97
F10.2	Manuscripts submitted for publication.....	97
F10.3	Advance online publications.....	97
F11	Conferences and symposia.....	98
F11.1	Full conference proceedings (print or electronic).....	98
F11.2	Conference papers in print proceedings.....	98
F11.3	Conference papers from the Internet.....	98
F12	Government publications.....	99
F13	Research reports	99

F14	Theses and dissertations	100
F15	Organisation or personal Internet sites	100
F15.1	Web pages with no authors	101
F15.2	Web pages with no authors or titles	101
F15.3	Web pages with no date	101
F16	Blogs	101
F17	Wikis	102
F18	Social media	102
F18.1	Twitter	102
F18.2	Facebook	103
F19	Film or video recordings	103
F20	Online videos (for example YouTube)	103
F21	Sound/music recordings	104
F22	Musical scores (sheet music)	104
F23	Visual arts (paintings, sculptures and installations)	105
F23.1	Television broadcasts	105
F23.2	Photographs from the Internet	106
F24	Personal communications	106
F24.1	Published interviews	107
F24.2	Unpublished interviews	107
F25	Datasets	107
	Sample text	107
	Sample reference list	108

Section G Chicago referencing style 109

	Chicago Notes and Bibliography (NB) format	109
	Conventions when using the Chicago NB referencing style	109
	How to reference common sources in footnotes and bibliography	111
G1	Books	111
G2	Ebooks	111
G3	Chapters of edited books	112
G4	Plays	112
G5	Journal articles	112
G6	Ejournal articles	113
G7	Newspaper and magazine articles	113
G8	Theses and dissertations	114
G9	Conference papers	114
G10	Book reviews	114
G11	Official publications	115

G12 Music scores.....	115
G13 Organisation or personal internet sites.....	116
G14 Facebook.....	116
G15 Twitter.....	116
G16 Emails.....	117
G17 Manuscripts in archives.....	117
G18 Films.....	117
G19 Television or radio broadcasts.....	117
G20 Art.....	118
Sample text.....	118
Sample footnotes.....	118
Sample bibliography.....	119
Chicago Author-Date format.....	120
Footnotes in Author-Date format.....	120

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

Section K	Vancouver referencing style	153
	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

internet. Students commonly believe, erroneously, that because it is available online they are not required to acknowledge it. 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 common knowledge?

There is no need to reference things which are considered **common knowledge**. This is generally defined as facts, dates, events and information that are expected to be known by someone studying or working in a particular subject area or field. The information or facts can be found in numerous places and are likely to be widely known: for example, that London is the capital city of England. Such information does not generally have to be referenced.

However, as a student, you may have only just started to study a particular subject and be unaware of what is regarded as common knowledge. In order to decide if the material you want to include in your work constitutes common knowledge, you need to ask yourself the following questions:

- Did I know this information before I started my course?
- Did this information or idea come from my own brain?

If the answer to either or both of these questions is 'no', then the information is not common knowledge to you. In these cases you should cite and reference the sources. So, if you are unsure whether something is common knowledge, it is always advisable to cite and reference it.

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
atlases 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
reprints 23
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

- 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
 - interviews (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
- edevices 24
- edited books 22
- editions
 - details required in reference lists 16
 - different editions by same author 8
 - facsimile 23–4
 - reprinted 23
 - revised 16, 23
 - updated online 29
- editorials
 - newspaper 34
- editors 22
 - details required in citations 7
 - details required in reference lists 15–16
 - multiple editors 15

- no editor 7–8
- ebooks 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
- eportfolios 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

- 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
- gravestones 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
- interviews 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
- Judgements 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
 - inscriptions on 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
- 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
- television advertisements 85
- television interviews 83
- television programmes 75–7
- text messages 87–8
- Thai names 14
- theses 37
- time management 4–5, 20
- tips for referencing 20
- titles
 details required in reference lists 16
 no title 44
 subtitles 16
- Torah 30
- translated books 25
- treaties 58–9
- Tumblr* 46, 68
- tutors' handouts 37
- tutors' notes
 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
- university guidelines 1, 4, 16
- 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