



Libraries and Learning Resources

Citing References

8th edition



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Libraries and Learning Providers

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Introduction

Why cite references?

- To acknowledge debts to other writers
- To demonstrate the body of knowledge upon which your research is based
- To enable all those who read your work to locate your sources easily

What is involved?

The process of citing references consists of two interrelated parts:

1) **Citing** - the way a writer refers from the text to the sources used (i.e. the references)

2) **Referencing** - the process of creating a bibliographic description of each source. In other words, providing a consistent description of the elements needed to identify a specific source: author, date of publication, title, place of publication, publisher, etc. This reference list is located at the end of your work.

There are two main citation/reference systems that are in use at Nottingham Trent University - **Harvard** and **Numeric**. This guide concentrates on the Harvard system as this is recommended by the majority of Schools within NTU.

What guidance to follow?

If you are in any doubt about what referencing style to use contact your tutor. You should also follow any guidance given in the assessment criteria or your module or programme handbooks.

Bibliography or Reference List?

Though bibliography or reference list are often used interchangeably they are strictly speaking referring to different things:

Bibliography – this includes all sources which you have read and have informed your work whether you have mentioned or quoted from them or not.

Reference List – this includes only sources that you have mentioned or quoted from in your work.

Harvard – the basics

Detailed guidance on how to cite specific information resources will be found later in this guide but in essence each reference should ideally provide:

The name of the author or creator; the year the resource was published or created; the title of the resource; the place of publication; the name of the publisher.

Citations for electronic resources should also include:

details of the nature of the resource (e.g. online; eBook; CD-ROM; website etc), the web address (URL) and the date that the resource was accessed.

It is important to include this information as the location and existence of electronic resources can change. Providing this information tells the reader that the resource being cited was available on the date stated.

Year of publication is not always obvious on websites. If in doubt check the copyright information which most websites usually provide. Note that some websites automatically display the date when the website was accessed. Ignore this as you need to cite the date that the website was created or updated.

Don't panic! Referencing is not that difficult. The main thing is to be consistent and don't mix the Harvard and Numeric approaches. If you work through the examples in this guide you should be able to tackle most types of publication.

This guide is intended to be comprehensive but it will not include details on how to reference every information source you may use for your course work, you may therefore sometimes have to use your own judgement.

Source material for this guide

This guide is based on British Standards BS ISO 690:2010 (*Information and documentation – Guidelines for bibliographic references and citations to information resources*) and BS 5605:1990 (*Recommendations for citing and referencing published material*).

However, as the Standards do not cover all materials equally thoroughly and are not always consistent, additional guidelines have been developed based on what is generally considered to be best practice. This is particularly true in the case of electronic resources.

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1.0 General information about referencing

1.1 Methods of Citation

Let us look first at how you refer within your text to the description of the documents you are using. You need a way of identifying each source you use in your text.

You will see that the Harvard and Numeric styles of citation are very different from one another.

Harvard System

This is by far the most straightforward way of citing references, because all you need to do is mention the author and date of publication:

The work of Dow (1964), Musgrave (1968) and Hansen (1969) concluded...

It has been argued (Foster 1972) that the essential...

...the results of the survey were inconclusive (see Kramer 1989).

The person reading your work can then locate the full description of the item you have cited by going to the alphabetical list of references you have provided at the end of your report, essay or dissertation.

You may need to cite more than one work by the same author published in the same year. You can do so by adding letters after the dates, e.g.,

Dow (1964a) and Dow (1964b).

If you are giving exact quotations from other works you should identify the page numbers, eg,

Dow (1964, p. 28).

Insertion of extra citations is no problem as the references are listed in one alphabetical sequence.

Numeric System

Numbers are inserted into the text which refer to a numerical sequence of references at the end of your document, eg,

Dow⁷ and Jenkins⁹, or Dow (7) and Jenkins (9).

You can also use numbers on their own, eg,

...it can be argued (10).

Page numbers can either be given in your list of references, or after the numbers in your text, eg,

Dow p. 27 or Dow (7 p. 27).

Quotations

If only a few words are being quoted, use the following approach:

- Hampton (1970, p.91) has described the relationship between local Members of Parliament and the City Council as being in "a state of tension".
- Baines (2005, p.12) argues that although Allen Lane originated the idea of publishing "...cheap, good-looking reprints of fiction and non-fiction in paperback [under the Penguin imprint]...it was refined and added to by his brothers...".

NB

Always provide page numbers when quoting from a document.

In the above examples the quotation forms part of the text and is indicated by enclosing it within inverted commas " "

Where sections of the original text have been omitted, use ... to indicate the omissions.

Where explanatory wording has been added to the quotation, indicate this by enclosing the words within square brackets [].

If quoting a longer passage, it is common practice for the whole quotation to be indented:

- The following passage is worth quoting in full:

Dame Irene Ward MP...demanded to know why the Librarian of the House of Commons was advertising for male assistants only. He gave as his excuse the rigours of all-night sittings and the fear that male members might be embarrassed by seeing women humping ladders. When Irene threatened to raise the matter again by carrying a ladder into the Chamber herself, the Librarian gave way with the result that there are now three or four efficient female assistants in the House of Commons Library. (Brookes 1967, p.202)

NB

As the passage has been quoted in full and indented, quotation marks are not necessary.

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1.2 Citing and referencing: examples

A few Harvard style examples.

Citing references in the text of an essay

Dow (1964) has produced a book of great value. However, the text could now do with updating to include recent events as described by Watt (2003). I would also suggest that the work of Albers (1994) and Greenfield (1990) is given careful consideration. Blasberg and Vishwanath (2003, p. 20) make a good point when stating that 'conventional wisdom holds that performance hinges on a brand's size, maturity, category, or leadership within a category'. Take a look at Tesco PLC (2002) for further information....

References at the end of the essay

ALBERS, J., 1994. *Interaction of color* [CD-ROM]. New Haven: Yale University Press.
BLASBERG, J. and VISHWANATH, V., 2003. Making cool brands hot. *Harvard Business Review* [online], 81(6), 20. Available via: Business Source Premier [Accessed 23 July 2003].
DOW, D., 1964. *A history of the world*. 3rd ed. London: Greenfield.
GREENFIELD, J., 1990. The Sevso Treasure: the legal case. *Apollo*, 132(341), 14-16.
TESCO PLC, 2002. *Annual report and financial statements 2002* [online]. Tesco PLC. Available at: http://81.201.142.254/presentResults/results2001_02/Prelims/Report/pdfs/Tesco_Report2002.pdf [Accessed 30 June 2003].
WATT, N., 2003. Will you still be sending me a valentine? Cherie's lead vocal rescues Blair in China. *The Guardian* [online], 23 July, 4. Available via: Nexis UK [Accessed 24 July 2003].

1.3 Citing references for items you have not actually read

How to cite works referred to in textbooks etc.

Let's suppose you mention an article by Colin Smith which has been referred to by Gibbs and Carroll in their book *One hundred interesting things to do with a cited reference*, written in 1978. You have not read the actual article by Smith, only what Gibbs and Carroll have written about it.

Using the **Harvard System**, you could do the following within your text:

The work of Colin Smith (see Gibbs and Carroll 1978, p. 28) is very interesting...

In the references at the end of your work, you would give the full details of Gibbs and Carroll but not Colin Smith because you have not read the article and your readers can find reference to it in Gibbs and Carroll.

Using the **Numeric System** you could do the following within your text:

The work of Colin Smith (see Gibbs and Carroll¹) is very interesting...

In the numbered references at the end of your work give full details of Gibbs and Carroll at 1 (or whatever the number happens to be). See references using the numeric system for examples.

1.4 Issues associated with dates

When looking in a book for a date to cite, chances are you will find more than one! You will always find a copyright date, but you may also have printing and different edition dates. Which one do you choose?

One of the reasons for giving references is so that others can locate works you have referred to, so you need to supply the date that most accurately reflects the particular version of the book you are using.

Editions - if you are using a 2nd or later edition of a book, always give the date of that edition, not the original publication date. The reason is quite simple - a new edition of a book indicates the text has been substantially revised (often with totally different page numbers from previous editions) and so you need to make it clear which edition you are referring to.

Reprints - as the name suggests, do not usually involve any change to the text, so it is normal practice to give the copyright (or originally published) date. However, if you believe that page numbers have changed during reprints and you have quoted pages in your work, then give the printing date of the version you are using to avoid any confusion.

If you cannot trace a date of publication you will have to enter [no date] within your reference.

1.5 Multiple authors

When you cite an item with 4 or more authors within your text the first named author should be listed followed by either the Latin abbreviation et al. (Latin meaning "and others") or the phrase "and others". Use one system or the other not both. There is more guidance in Section 2.1 of this guide on how to reference these items in your reference list.

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2.0 Referencing using Harvard

2.1 Books

Always use the title-page of the book rather than its cover as the source of information for your reference. Details of the edition and year of publication can usually be found on the reverse of the title page.

Each reference should include the following information in the order given below, using the same punctuation:

AUTHOR, Year of publication. *Title*. Edition. Place of publication: Publisher.

See the following examples:

HOLLINGTON, R., 2004. *Shareholders' rights*. 4th ed. London: Sweet & Maxwell.

WELLS, H.G., 1898. *The war of the worlds*. London: Heinemann.

Authors

The surname of the author should be in UPPER CASE followed by the initials of the author/s forenames.

Single Authors If a book has been written by one person, the reference should follow this approach:

MORRIS, P., 1994. *French politics today*. Manchester: Manchester University Press.

Multiple Authors If a book has 3 or fewer authors, the reference should name all of them, listing them in the same order as on the title page. For example:

CHENEY, D.L., and SEYFARTH, R.M., 2007. *Baboon metaphysics: the evolution of a social mind*. Chicago: University of Chicago Press.

COCKERELL, M., HENNESSY, P., and WALKER, D., 1985. *Sources close to the Prime Minister: inside the hidden world of the news manipulators*. London: Macmillan.

PELICANO, R., and TJADEN, L., 2004. *Bombproof your horse: teach your horse to be confident, obedient, and safe, no matter what you encounter*. North Pomfret, Vermont: Trafalgar Square Books.

Where a book has 4 or more authors there are 2 methods that may be used. The first named author can be listed followed by either the Latin abbreviation et al. (Latin meaning "and others") or the phrase "and others". Alternatively all names can be listed. Use one system or the other not both.

For example:

BUDGE, I., et al., 1998. *The new British politics*. Harlow (Essex): Addison Wesley Longman.

OR

KOTLER, P., and others, 2009. *Marketing management*. Harlow (Essex): Pearson Prentice Hall.

OR

CRESSWELL, L., FIELDING-SMITH, D., GOODIER, A., and SHEEHAN, D., 2002. *Product design : graphics with materials technology*. Oxford: Heinemann.

Editors Where a book has been compiled by an editor or a number of editors, follow the guidelines for authors provided above, adding the abbreviation ed. or eds. (for editor or editors) after the name of the editor or last named editor. For example:

FRANKLIN, B., ed., 1992. *Televising democracies*. London: Routledge.

ELIZABETH, L., and ADAMS, C., eds., 2005. *Alternative construction: contemporary natural building methods*. Hoboken (New Jersey): Wiley.

EPSTEIN, D., et al., eds., 1998. *Failing boys?: issues in gender and achievement*. Maidenhead: Open University Press.

Corporate authors Publications produced by organisations and companies should follow the guidelines above, substituting the name of the organisation or company for that of an individual author. For example:

ESTATES GAZETTE, 1997. *UK leisure parks report*. London: Estates Gazette.

BRITISH & IRISH ASSOCIATION OF LAW LIBRARIANS, 2000. *BIALl salary survey, 1999/2000*. London: TFPL Recruitment.

NOTTINGHAM TRENT UNIVERSITY, 2009. *Annual report, 2008*. Nottingham: Nottingham Trent University.

BOOTS COMPANY PLC, 1999. *Report and accounts for the year ended 31st March 1999*. Nottingham: Boots Company PLC.

WORLD RESOURCES INSTITUTE, UNITED NATIONS ENVIRONMENT PROGRAMME, and UNITED NATIONS DEVELOPMENT PROGRAMME, 1994. *World resources, 1994-95*. New York, Oxford: Oxford University Press, 1994.

If the name of the organisation appears as a group of initials, the full name may be added in square brackets. For example:

RSC [Royal Shakespeare Company]

PCC [Press Complaints Commission]

If the organisation is usually identified by its initials only, the full name may be ignored. For example:

BBC *rather than* BBC [British Broadcasting Corporation]

UNESCO *rather than* UNESCO [United Nations Educational, Scientific and Cultural Organisation]

Place names should be added to distinguish between different organisations with the same name. For example:

TRINITY COLLEGE (Cambridge)
TRINITY COLLEGE (Dublin)

Anonymous works If the book does not appear to have an author use ANON. to indicate Anonymous. For example:

ANON., 1999. *Asking for it*. London: Hodder & Stoughton.

If the author of an anonymous work is known, the author's name may be included but should be enclosed in brackets. For example:

[PAIN, A. G.], 1909. *Thistledown, or the black witches of the wild west: a collection of anecdotes of the West Country*. Bridgwater: Page & Son.

Collaborative Works Encyclopaedias, dictionaries and other publications where no single author or editor can be identified may be referenced by the title. For example:

Who's who 2002: an annual biographical dictionary. 154th ed. London: A. & C. Black.

The new Encyclopaedia Britannica in 30 volumes, 1982. 15th ed. Chicago, London: Encyclopaedia Britannica.

If an author or editor can be identified, follow the general guidance for books. For example:

DONIACH, N. S., ed., 1972. *The Oxford English-Arabic dictionary of current usage*. Oxford: Oxford University Press.

Year of publication

If the book does not provide a precise year of publication use one of the following options:

[ca. 1955] or [1947?] or [19th century] where an approximate year is known or can be deduced

[no date] where an approximation is not possible

The year should appear immediately after the name of the author. For example:

WELLS, H.G., 1898.

It may also be enclosed in brackets:

WELLS, H.G. (1898).

If brackets are used the comma separating the author's forename or initials should be omitted. For example:

WELLS, H.G. (1898). *The war of the worlds*. London: Heinemann.

Titles

The title of the book should be highlighted using **bold type**, *italics*, underlining etc. Italics have been used in this guide but other highlighting formats are equally valid as long as consistency is maintained.

Place of publication

For large towns and cities, the anglicised form of the name should be used. For example:

Florence *rather than* Firenze

For smaller towns, a qualifier such as a country, region or county can be provided if felt necessary. For example:

TUPMAN, S., 2000. *Why lawyers should eat bananas: inspirational ideas for lawyers wanting more out of life*. Byron Bay (New South Wales): Simon Tupman Presentations.

Where a city or town shares its name with another locality, a qualifier such as a country, region or county should be given. For example:

London (Ontario)

Newark (New Jersey)

Sheffield (Alabama)

If the place of publication is known but not mentioned in the publication, it can be included within square brackets in the reference. For example:

[Nottingham]

If more than one place of publication is mentioned, include only the first mentioned. However, if a United Kingdom place of publication is mentioned but is neither the first nor the most prominent, it may be included in the reference as well. For example:

BOGART, T. F., 1990. *Electronic devices and circuits*. 2nd ed., Columbus (Ohio), London: Merrill Publishing Company.

If the place of publication is not known and is not mentioned in the publication, use the abbreviation (s.l.) (from the Latin *sine loco* – without a place). For example:

PECK, J., [1984]. *Proportional representation*. (s.l.): Communist Party.

Publisher

The name of the publisher may be abbreviated by omitting details not essential for identification. For example:

Heinemann *rather than* William Heinemann

Penguin *rather than* Penguin Books

If more than one publisher is listed, include only the one named first. However, if a United Kingdom publisher is mentioned but is neither the one named first nor the most prominent, it may be included in the reference as well. For example:

DURKHEIM, E., 1964. *The division of labor in society*. New York: Free Press & London: Collier-Macmillan.

If the publisher is unknown and is not mentioned in the publication, use the abbreviation (s.n.) (from the Latin *sine nomine* – without a name). For example:

FRY, T., 1989. *The history of Sherwood: a Nottingham suburb*. [Nottingham]: (s.n.)

Translated works

The original title of a translated source, or a translation of the title, should be mentioned immediately after the original title. The original language of the source should also be mentioned and the name/s of the translator/s.

KAFKA, F., 1937, *The Trial* [Der Prozess]. Translated from the German by Willa and Edwin Muir. London: Victor Gollancz.

Citing individual chapters ("In" references)

When citing a specific chapter in a book, the author(s) of the chapter become the first element of your reference. The title of the chapter should differ typographically from the title of the book that it forms part of. The page numbers of the chapter should be included. For example:

BAWDEN, D., 1988. Citation indexing. *In*: C.J. ARMSTRONG and J.A. LARGE, eds. *Manual of online search strategies*. Aldershot: Gower, 1988, pp.44-83.

FRITZ, C. E., 1961. Disaster. *In*: R.K. MERTON and R.A. NISBET, eds.. *Contemporary social problems: an introduction to the sociology of deviant behaviour and social disorganization*. New York: Harcourt, Brace & World, 1961, pp.651-694.

When citing a chapter or article included in an anthology of writings originally published elsewhere, include the original year of publication in your reference in addition to the publication date of the anthology. You may also wish to include details of the original publication in a note at the end of the reference. For example:

PUTNAM, H., 1981. Brains in a vat. *In*: J. HEIL. *Philosophy of the mind: a guide and anthology*. Oxford: Oxford University Press, 2004, pp.478-493.

[Originally published in: Hilary Putnam, *Reason, truth and history*. Cambridge: Cambridge University Press, 1981.]

TEITEL, R., 1997. Human rights genealogy. *In*: R. McCORQUODALE, ed.. *Human rights*. Dartmouth: Ashgate, 2003, pp.37-53. [Originally published in *Fordham Law Review*, 66(2) (1997), pp.301-317.]

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2.2 Electronic Books

References should include the following information in the order given below, and using the same punctuation. Note that the name of the database and the date it was accessed should be provided:

AUTHOR, Year of publication. *Title* [eBook]. Edition. Place of publication: Publisher. Available via: database title [Date accessed].

For example:

HAPGOOD, M., ed. 2007. *Paget's law of banking* [eBook]. 13th ed. London: LexisNexis Butterworths. Available via: Lexis Library [Accessed 4 June 2009].

TAYLOR, I., FRASER, P. and EVANS, K., 1996. *A Tale of two cities: global change, local feeling and everyday life in the north of England* [eBook]. London: Routledge. Available via: Taylor & Francis Library [Accessed 28 May 2009].

WASHBURN, E., 1863. *Treatise on the American law of easements and servitudes* [eBook]. Philadelphia: Geo. W. Childs. Available via: HeinOnline [Accessed 5 June 2009].

WHEATLEY, K., 1999. *Shelley and his readers: beyond paranoid politics* [eBook]. Columbia, Missouri: University of Missouri Press. Available via: ebrary [Accessed 28 May 2009].

Websites – web versions of books

References should include the following information in the order given below, and using the same punctuation. Note that the website address (URL) and the date the website was accessed should be provided:

AUTHOR, Year of publication. *Title* [online]. Edition. Place of publication: Publisher. Available at: URL [Date accessed].

For example:

ADNAMS PLC, 2006. *Annual report and accounts for the year ended 31 December 2005* [online]. Southwold, Suffolk: Adnams PLC. Available at: http://about.adnams.co.uk/downloads/pdfs/Adnams_Annual_Report_2005.pdf [Accessed 28 May 2009].

DUPIN, C., 2002. *Free cinema: a selective filmo-bibliography* [online]. 2nd ed., London: British Film Institute. Available at: http://www.bfi.org.uk/filmtvinfo/publications/bibliographies/free_cinema.pdf [Accessed 12 January 2007].

Dates

Year of publication should refer to the original publication date rather than the date it was made available on a website. For example:

NASHE, T., 1600. *Summer's last will and testament* [online]. Kelowna, British Columbia: Oxford Authorship Site. Available at: http://www.oxford-shakespeare.com/drk/new_files_nov_29/Summers_Last_Will_And_T_2F.pdf [Accessed 15 January 2007].

You may wish to include the date it was made available on a website in a note at the end of the reference. For example:

DEFOE, D., 1772. *The fortunes and the misfortunes of the famous Moll Flanders...* [online]. Salt Lake City, (Utah): Project Gutenberg Literary Archive Foundation. Available at: <http://www.gutenberg.org/dirs/3/7/370/370.txt> [Accessed 4 June 2009]. ["The Project Gutenberg EBook of The Fortunes and Misfortunes of the Famous Moll Flanders &c., by Daniel Defoe...Release Date: March 19, 2008...EBook #370."]]

KAUTSKY, K., 1888. *Thomas More and his Utopia* [online]. Marxists Internet Archive. Available at: <http://www.marxists.org/archive/kautsky/1888/more/index.htm> [Accessed 3 April 2008]. ["...first published in English in 1927 by A.C. Black [and] translated from *Thomas More und seine Utopie* by Henry James Stenning. It was republished as a facsimile by Lawrence and Wishart in 1979..." Transcribed by Ted Crawford in 2002.]]

Date accessed refers to the date the website was visited. It is important to include this information as the location and existence of websites can change. Providing this information tells the reader that the website and its resources were available on the date stated.

Place of publication and publisher

Including the place of publication and publisher information is optional, as provision of the resource's URL will usually enable the site to be traced. If this information is included, the organisation responsible for hosting the pages can be assumed to be the publisher. For example:

NOTTINGHAMSHIRE COUNTY COUNCIL, 2006. *All together better: our strategic plan, 2006-2010* [online]. West Bridgford, Nottingham: Nottinghamshire County Council, Chief Executive's Department. Available at: <http://www.nottinghamshire.gov.uk/strategicplan.pdf> [Accessed 28 May 2009].

Additional information

This should be included in a note at the end of the reference. For example:

NASHE, T., 1600. *Summer's last will and testament* [online]. Elizabethan Authors. Available at: <http://www.elizabethanauthors.com/summ1.htm> [Accessed 15 January 2007]. ["Modern spelling. Transcribed by B[arboura] F[lues]. Copyright...2002."]

Google Books

Where a publication is made available in full on Google Books, provide the original publication details but also include a note of when the item was digitised at the end of the reference. For example:

MANSON, A., 1825. *Medical researches on the effects of iodine, in bronchocele, paralysis, chorea, scrophula, fistula lachrymalis, deafness, dysphagia, white swelling, and distortions of the spine* [online]. London: Longman, Hurst, Rees, Orme, Brown and Green. Available at: <http://books.google.com/books?id=jukGAAAAQAAJ&printsec=titlepage> [Accessed 4 June 2009]. [Digitised by Google Books 8 March 2007.]

2.3 Theses and dissertations

Citations for theses and dissertations are similar to those for books, but you need to indicate the type of thesis or dissertation (e.g. Ph.D., M.Phil, M.A., MSc) and include the name of the academic institution where the thesis or dissertation was written. Place of publication is not required except for clarification. For example:

CRAWFORD, H., 2003. *Picasso seizes Donald Duck: an analysis of the uses of Disney images by contemporary artists*. Ph.D. thesis, University of Essex.

WIDDOWSON, J. D. A., 1966. *A pronouncing glossary of the dialect of Filey in the East Riding of Yorkshire*. M.A. thesis, University of Leeds.

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2.4 Journal and newspaper articles

Journal and newspaper titles should always be highlighted. Suitable formats include **bold type**, *italics*, or underlining. *Italics* have been used in this guide but other highlighting formats are equally valid as long as consistency is maintained.

You can add p. for page or pp. for pages before page numbers in journal and newspaper article references if you wish. It is not essential but it does look neater.

BRUNSDON, C., 2006. 'A fine and private place': the cinematic spaces of the London Underground. *Screen*, 47(1) (Spring), pp.1-17.

ASHWORTH, P., 1988. Jobs for which boys? *The Guardian*, 1 December, p.20.

SMITH, A., 2006. Theatre 503 investigates hoax email messages. *The Stage*, (6529) (8 June), p.2.

Where an article is published over a series of individual pages rather than a series of consecutive pages, refer to each individual page. The example below lists the pages as pp.34, 36, 38, 40 not pp.34-40.

ABBOTT, J., 2006. Track renewal gets scientific. *Modern Railways*, 63(693) (June), pp.34, 36, 38, 40.

Journal article references

These should include the following information in the order given below, and using the same punctuation:

AUTHOR, Year of publication. Article title. *Journal title*, volume number (issue or part number), page numbers.

See the examples below:

MORDUE, T., 2001. Performing and directing resident/tourist cultures in *Heartbeat country*. *Tourist Studies*, 1(3), pp.233-252.

POPE, N., 2005. Practical considerations in securing electronic signatures. *e-Signature Law Journal*, 2(2), pp.105-108.

Remember that a journal's issue or part number should always be given in brackets. In the example below, 3 refers to the volume number and (1) refers to the issue number:

GHOSH, J., 2000. The jurisprudence of the European Court on tax and the fundamental freedoms. *The Corporate Tax Review*, 3(1), pp.43-70.

Some journals have their own numbering system - this should form part of your reference:

LEIGHTON, K. and GILLESPIE, M., 2006. Nottingham Express Transit Line 1: geometrical aspects. *Proceedings of the Institution of Civil Engineers: Transport*, 159 (TR2), pp.63-68.

MIRZOEFF, N., 2006. Disorientalism: minority and visuality in imperial London. *TDR: The Drama Review*, 50(2) (T190), pp.52-69.

Some journals include a specific date (such as a season or a month) in addition to or, instead of, a volume or issue number. For completeness sake this information should form part of your reference. See the examples below:

ALLEN, E., 2006. The water margin. *Caterer and Hotelkeeper*, 196(4427) (1 June), pp.22-24, 26.

BATY, P., 2006. Cheat experts in row over quote: an academic's error has led to a fierce debate on what constitutes plagiarism. *The Times Higher Education Supplement*, (1747) (16 June), p.2.

CUSTOS, D., 2006. Secularism in French public schools: back to war? The French statute of March 15, 2004. *The American Journal of Comparative Law*, 54(2) (Spring), pp.337-400.

FAWCETT, A. P., 2000. A tale of two cities: Sheffield and Nottingham - architecture and the provincial city in inter-war Britain. *Planning Perspectives*, 15(1) (January), pp.25-54.

FLETT, K., 1992. To make that future now: the land question in nineteenth century radical politics. *The Raven*, 5(1) (January-March), pp.63-70.

GRIFFIN, R., 2003. From slime mould to rhizome: an introduction to the groupuscular right. *Patterns of Prejudice*, 37(1) (March), pp.27-50.

JERREAT, P.G., 1980. Accidental death due to explosion of acetylene bird-scarer. *Medicine, Science and the Law*, 20(2) (April), pp.126-129.

KNIGHTON, L., 2009. Your swine flu-free summer. *Platform*, 17(12) (27 May), p.6.

ROBINSON, M., 2009. Biocompatibles' directors pile-in, *Investors Chronicle*, (20 March – 26 March), p.49.

WICK, J., 1992. Management services in crisis. *Management Services*, 36(9) (September), pp.12-14.

Multiple authors

Where an article has 3 or fewer authors, the reference should name all of them. For example:

MANCINI, L. and SHRIVASTAVA, S.K., 1991. Fault-tolerant reference counting for garbage collection in distributed systems. *The Computer Journal*, 34(6) (December), pp.503-513.

MASON, R., PEGLER, C., and WELLER, M. 2004. E-portfolios: an assessment tool for online courses. *British Journal of Educational Technology*, 35(6) (November), pp.717-727.

NUMEROF, R.E. and ABRAMS, M.N., 2002. Matrix management: recipe for chaos? *Directors & Boards*, 26(4) (Summer), pp.42-45.

N.B. The order in which authors are listed should be the same order as on the title page of the article.

Where a book has 4 or more authors there are 2 methods that may be used. The first named author can be listed followed by either the Latin abbreviation et al. (Latin meaning "and others") or the phrase "and others". Alternatively all names can be listed. Use one system or the other not both.

For example:

ABRANTES-METZ, R.M., et al., 2006. A variance screen for collusion. *International Journal of Industrial Organization*, 24(3) (May), pp.467-486.

OR

LI, X., CHEN, H., ZHANG, Z., LI, J., and NUNAMAKER, J. F., 2009. Managing Knowledge in Light of Its Evolution Process: An Empirical Study on Citation Network--Based Patent Classification. *Journal of Management Information Systems*, 26(1), pp.129-153.

Anonymous works

If the article does not appear to have an author use ANON. to indicate Anonymous.

ANON., 2002. Solar heating. *Which?*, (March), 52-53.

Ambiguous journal and newspaper titles

In the majority of cases the title of a journal or newspaper is obvious and can be transcribed from the front cover or title page. Occasionally there can be a degree of ambiguity, with some publications prominently displaying an abbreviated form of the title on the cover. If you are unsure of the exact title, examine the main editorial page for clarification. Many journals also provide bibliographic details – including the full title of the journal - at the beginning of each article. In extreme cases you may need to check a subject-related database to see how the editors and compilers of that resource refer to it. Here are some examples:

Local Government Chronicle not *LGC*

Local Government Chronicle has a large *LGC* logo on its front cover, with *Local Government Chronicle* in smaller lettering underneath. However, the editorial page refers to the content of the publication as being under the copyright of *Local Government Chronicle*.

Proceedings of the Institution of Civil Engineers: Transport not *Transport*

Although *Transport* is more prominent on the front cover, the title *Proceedings of the Institution of Civil Engineers* followed by the word *Transport* is featured at the beginning of each article.

FHM not *For Him* or *For Him Magazine*

GQ not *GQ: Gentlemen's Quarterly* or *Gentlemen's Quarterly*

Both *FHM* and *GQ* are now published under the abbreviated versions of their original titles.

TDR: The Drama Review not *TDR* or *The Drama Review*

The front cover simply has *TDR* whereas the title page has *TDR: The Drama Review*. To complicate matters the editorial page refers to *The Drama Review*. As both *TDR* and *The Drama Review* are equally prominent, the journal should be referred to as *TDR: The Drama Review*.

British Journal of Educational Technology not *BJET* or *BJET: British Journal of Educational Technology*

The front cover has *BJET* in large letters with *British Journal of Educational Technology* in smaller letters. However, both the editorial page and title page refer to *British Journal of Educational Technology*.

Electronic journal article references

Databases

References should include the following information in the order given below, and using the same punctuation. Note that the name of the database and the date it was accessed should be provided:

AUTHOR, Year of publication. Article title. *Journal title* [online]. volume (issue) (date if given), pages if given. Available via: database title [Date accessed].

For example:

BLASBERG, J., and VISHWANATH, V., 2003. Making cool brands hot. *Harvard Business Review* [online], 81(6) (June), pp.20-23. Available via: Business Source Premier [Accessed 28 May 2009].

HAYES, N., 2009. 'Calculating class': housing, lifestyle and status in the provincial English city, 1900-1950. *Urban History* [online], 26(1), pp.113-140. Available via: Cambridge Journals Online [Accessed 6 May 2009].

ROSENFELD, R., JACOBS, B.A. and WRIGHT, R., 2003. Snitching and the code of the street. *The British Journal of Criminology* [online], 43(2) (Spring), pp.291-309. Available via: Oxford Journals [Accessed 28 May 2009].

If the article has been allocated a DOI (Digital Object Identifier) you can use this to direct readers to the article itself instead of referring to a specific database. For example:

FREER, S., 2007. The Mythical method: Eliot's 'The Waste Land' and *A Canterbury Tale* (1944). *Historical Journal of Film, Radio and Television* [online], 27(3) (August), pp.357-370. DOI: 10.1080/01439680701443127 [Accessed 28 May 2009].

MEEKS, G., and MEEKS, J.G., 2009. Self-fulfilling prophecies of failure: the endogenous balance sheets of distressed companies. *Abacus* [online], 45(1) (March), pp.22-43. DOI: 10.1111/j.1467-6281.2009.00276.x [Accessed 28 May 2009].

Electronic journal articles available from websites

References should include the following information in the order given below, and using the same punctuation. Note that the website address (URL) and the date the website was accessed should be provided:

AUTHOR, Year of publication. Article title. *Journal title* [online]. volume if given (issue if given) (date if given), pages if given. Available at: URL [Date accessed].

See examples below:

KLINKENBORG, V., 2001. Refugees of time. *Mother Jones* [online], (November-December). Available at: <http://www.motherjones.com/news/feature/2001/11/stonearabia.html> [Accessed: 16 January 2007].

NELSSON, R., 2006. Credible and credited: the rise of media librarians. *Update* [online], 5(12) (December), pp.38-41. Available at: <http://www.cilip.org.uk/NR/rdonlyres/C6AB98A3-364D-4F24-8051-21CF640202C1/0/Nelsson.pdf> [Accessed: 16 January 2007].

POLIDORO, M., 2005. Facts and fiction in the Kennedy assassination. *Skeptical Inquirer* [online], 29(1) (January-February). Available at: <http://www.csicop.org/si/2005-01/strange-world.html> [Accessed: 16 January 2007].

REES, J., 2001. Anti-capitalism, reformism and socialism. *International Socialism Journal* [online], (90) (Spring). Available at: <http://pubs.socialistreviewindex.org.uk/isj90/rees.htm> [Accessed 16 January 2007].

THOMSON, P., 2006. *The Da Vinci Code*, shot by Salvatore Totino, brings a worldwide best-seller to the big screen. *American Cinematographer* [online], 87(6) (June). Available at: http://www.ascmag.com/magazine_dynamic/June2006/DaVinciCode/page1.php [Accessed: 16 June 2006].

Some websites are now using DOIs (Digital Object Identifiers) as these provide a more stable location than URLs. If your source is tagged with a DOI, reference it as follows:

ROSENBLATT, B., 1977. The Digital Object Identifier: solving the dilemma of copyright protection online. *The Journal of Electronic Publishing* [online], 3(2) (December). DOI:10.3998/3336451.0003.204 [Accessed: 28 May 2009].

Web only articles

Some articles are published exclusively on the journal website and do not appear in the print edition of the journal at all. In these instances you may wish to add a note at the end of the reference to emphasise that the article appeared only in the web version. For example:

SMITH, G., 2004. Michael Moore interviewed: a selection of exclusive outtakes from the interview with Michael Moore in our July/August issue. *Film Comment* [online], (July-August). Available at: <http://www.filmlinc.com/fcm/online/fahr911interview.htm> [*Film Comment* online exclusive"] [Accessed: 17 January 2007].

The provenance of certain articles can appear ambiguous and it is occasionally difficult to tell if they have only been published on the journal website. If in doubt, try to clarify matters by adding a note at the end of the reference. For example:

MACKENZIE, D., 2008. Bill Gates boosts fight against killer wheat fungus. *New Scientist* [online], (2 April). [Published on the *NewScientist.com* news service] Available at: <http://www.newscientist.com/article/dn13577-bill-gates-boosts-fight-against-killer-wheat-fungus.html> [Accessed: 3 April 2008].

Websites – web only journals

Many journals exist only on the web and do not have print editions. Articles tend to be “posted” on the website rather than published and usually provide a specific posting date. This should be included in the reference following on from the journal title. Some of these type of journals do not have page numbers but section numbers instead, use this in the place of page numbers in your reference. See the examples below:

HAZEN, D., 2005. The hidden life of garbage. *AlterNet* [online], (31 October). Available at: <http://www.alternet.org/mediaculture/27456/> [Accessed: 17 January 2007].

KEILLOR, G., 2007. Bush's white whale: as Ahab drove the Pequod and its crew into oblivion, so our maniacal president ignores sane advice and surges forward into chaos. *Salon* [online], (17 January). Available at: <http://www.salon.com/opinion/feature/2007/01/17/keillor/index.html> [Accessed: 17 January 2007].

PATTERSON, T., 2007. One nation, under 24: can Jack Bauer exist only in a decadent superpower? *Slate* [online], (12 January). Available at: <http://www.slate.com/id/2157491/?nav=ais> [Accessed: 16 January 2007].

Note that a number of academic journals are also published solely on the web. These will usually provide a volume number and issue or part number which should be included in the reference. For example:

HUBBARD, P., 2005. Freedom of information and security intelligence: an economic analysis in an Australian context. *Open government: a journal on freedom of information* [online], 1(3) (7 December). Available at: <http://www.opengovjournal.org/article/view/334/286> [Accessed: 17 January 2007].

KILPI, H., 2007. "When knighthood was in flower": Ivanhoe in austerity Britain. *Scope: an online journal of film & tv studies* [online], (7) (February). Available at: <http://www.scope.nottingham.ac.uk/article.php?issue=7&id=189> [Accessed: 3 April 2008].

If page numbers are supplied, these should also be included in the reference. For example:

RABIN, J., 1999. Organizational downsizing: an introduction. *M@n@gement* [online], 2 (3), pp.39-43. Available at: <http://www.dmsp.dauphine.fr/MANAGEMENT/PapersMgmt/23Rabin.pdf> [Accessed: 17 January 2007].

Newspaper article references

These follow the same approach as journal article references, but do not usually have a volume number or issue number. They require the following information:

AUTHOR, Year of publication. Article title. *Newspaper title*, date, page numbers.

See the following examples:

CONNOR, S., 2006. Prehistoric 'Sistine Chapel' under threat from fungus. *The Independent*, 10 May, p.3.

TAYLOR, J., 2006. £6 billion shopping spree in two days. *Metro*, 20 December, p.1.

Electronic newspaper articles

Databases

References should include the following information in the order given below, and using the same punctuation. Note that the name of the database and the date it was accessed should be provided:

AUTHOR, Year of publication. Article title. *Newspaper title* [online]. date, page numbers. Available via: database title [Date accessed].

For example:

ANON., 1933. Former Labour M.P.'s affairs: public examination in Bankruptcy Court. *The Times*, 20 October, p.14. Available via: The Times Digital Archive [Accessed 4 June 2009].

HALDANE, J., 1998. Don't call me Prof.: John Haldane wants a rethink of academic titles. *The Guardian*, 4 August, p.18. Available via: Nexis UK [Accessed 11 June 2009].

PARSONS, R., 2008. High-density homes 'destroying' Mapperley plains. *Nottingham Evening Post*, 15 July, p.18. Available via: Nexis UK [Accessed 4 June 2009].

TYSOME, T., 2001. Midlands go-getter adopts a new label. *The Times Higher Education Supplement* [online], 23 February, p.6. Available via: Nexis UK [Accessed 28 May 2009].

Websites – web versions of newspapers

Most newspapers have their own dedicated website. Some make available all or most of the articles published in their print versions. Others are more selective and only publish abridged versions of articles on their websites. Some newspapers maintain substantial archives of their articles whereas others make them available for a limited period of time. Including the date the website was accessed is therefore important. The reference should contain the following information:

AUTHOR, Year of publication. Article title. *Newspaper title* [online], date. Available at: URL [Date accessed].

See the following examples:

COOPER, T., 2007. The man who has kept Britain laughing for half a century. *The Independent* [online], 8 January. Available at: <http://news.independent.co.uk/media/article2132896.ece> [Accessed: 17 January 2007].

GAVAGHAN, C., 2009. Dog poisoned by dead badger. *Whitby Gazette* [online], 9 June. Available at: <http://www.whitbygazette.co.uk/news/Dog-poisoned-by-dead-badger.5344504.jp> [Accessed 11 June 2009].

KIRKBRIDE, J., 2009. I try to be a good mum and a good MP. *The Times* [online], 28 May. Available at: http://www.timesonline.co.uk/tol/comment/columnists/guest_contributors/article6374856.ece [Accessed: 28 May 2009].

LYTHE, R., 2006. Craftswomen campaign for right to use local wool. *The Westmoreland Gazette* [online], 8 December. Available at: http://www.thewestmorlandgazette.co.uk/farm/farming/display.var.1061171.0.craftswomen_campaign_for_right_to_use_local_wool.php [Accessed: 18 January 2007].

ROBERTS, J.J., 2006. Dismantling L.A.'s 'Walled City': Hong Kong tore down its patch of urban squalor in 1994; Los Angeles should do the same with skid row. *Los Angeles Times* [online], 27 September. Available at http://www.latimes.com/news/local/los_angeles_metro/la-oe-roberts27sep27,1,5897486.story?coll=la-commun-los_angeles_metro [Accessed: 18 January 2007].

Note that most newspaper websites are updated throughout the day and may contain articles that have not appeared in their print editions. Note also that some newspaper websites *imply* a connection with their print equivalent and do not necessarily refer to it by name.

For example, most if not all of the content published in *The Daily Telegraph* and *The Sunday Telegraph* is also made available on the *Telegraph.co.uk* website. However, as neither *The Daily Telegraph* nor *The Sunday Telegraph* are mentioned on the website it would be more appropriate to use *Telegraph.co.uk* as the name of the source when creating references. For example:

ALLEN, N. and BRITTEN, N., 2008. Satnav takes Earl's daughter to wrong Stamford Bridge. *Telegraph.co.uk* [online], 4 April. Available at: http://www.telegraph.co.uk/news/main.jhtml?xml=/news/2008/04/03/nsa_tnav303.xml [Accessed: 4 April 2008].

Some items on *The Guardian* website provide an Article History, giving details of where and when in the print version the article appeared. The details include the relevant page numbers, thus allowing this information to be included in the reference. For example clicking on the Article History link for an article written by Roger Protz on 4 April 2008 gives the following information:

This article appeared in *The Guardian* on Friday April 04 2008 on p32 of the Comment & debate section. It was last updated at 00:04 on April 04 2008.

and enables the following reference to be created:

PROTZ, R., 2008. A beery past imperilled: the closure of Britain's only national brewery museum will condemn a rich cultural history. *The Guardian* [online], 4 April, p.32. Available at: <http://www.guardian.co.uk/commentisfree/2008/apr/04/fooddrinks.foodanddrink> [Accessed: 4 April 2008].

Where an Article History is not provided, assume that the item may have only appeared in the web version. For example:

KINGSTON, P., 2008. Wanted: punctuality, literacy and numeracy. *EducationGuardian.co.uk* [online], 3 April. Available at: <http://education.guardian.co.uk/further/story/0,,2270486,00.html> [Accessed: 4 April 2008].

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2.5 Websites

Referencing websites is not so very different from referencing print materials. The aim, as usual, is to provide sufficient information to enable others to trace the information you have found. As with all referencing, consistency is the key. The examples below, which are consistent with the Harvard style, are merely suggestions and are not intended to be prescriptive.

The order of the elements (including upper and lower case and punctuation) of the reference is:

AUTHOR or EDITOR, year. *Title* [online]. Place of publication: Publisher. Available at: URL [accessed date].

The term publisher may seem a little odd when talking of internet resources. It seems usual to regard the organisation responsible for hosting the pages as the publisher. However, we view the place of publication/publisher sections as optional. As long as you supply the URL then the site can be traced.

For some websites their pages are dynamically generated which means that the web address is unique when one person views it. If somebody types in that same address later it will not bring them to the same page. For this reason if you are aware of a webpage like this it is better to give the homepage of the website instead, for example: www.cipd.org.uk

The 'accessed date' means the date you visited the site. It is important to include this as pages and their locations change with great frequency, and you are informing your readers that the information was accurate and accessible at the date stated. If you are not referencing a particular publication with a title but just content from a website then whatever the heading is at the top of the page is acceptable for the title.

BOOTS GROUP PLC, 2003. *Corporate social responsibility* [online]. Boots Group PLC. Available at: <http://www.boots-plc.com/information/info.asp?Level1ID=7&Level2ID=0> [Accessed 23 July 2010].

DEFOE, D., 1995. *The fortunes and the misfortunes of the famous Moll Flanders* [online]. Champaign, Illinois: Project Gutenberg. Available at: <http://promo.net/cgi-promo/pg/t9.cgi?entry=370&full=yes&ftpsite=http://www.ibiblio.org/gutenberg/> [Accessed 18 November 2009].

LIBRARY & INFORMATION SERVICES, 2003. *Electronic Resources: finding resources by subject* [online]. Nottingham: The Nottingham Trent University. Available at: <http://www.ntu.ac.uk/llr/eresources.htm> [Accessed 3 July 2010].

TESCO PLC, 2002. *Annual report and financial statements 2002* [online]. Tesco PLC. Available at: http://81.201.142.254/presentResults/results2001_02/Prelims/Report/pdfs/Tesco_Report2002.pdf [Accessed 30 June 2010].

If a web page does not appear to have an author, we would recommend referencing it by title.

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2.6 Blogs, wikis etc.

Blogs

The following information should be included:

AUTHOR, Year of posting. Title of blog post. *Blog name* [online blog]. Date of posting. Available at: URL [date accessed].

For example:

SNOW, J., 2009. Do politicians 'get' transparency? *Snowblog* [online blog], 28 May. Available at: <http://blogs.channel4.com/snowblog/2009/05/28/expenses-inquiries-do-politicians-%E2%80%98get%E2%80%99-transparency/> [Accessed 29 May 2009].

A number of bloggers use pseudonyms. If the real name of the blogger is not known, use the author's pseudonym and add [pseud.] after the name. For example:

CHARON QC [pseud.], 2009. Claim expenses for getting advice on expenses and tax liability... way to go..... brilliant!. *Charon QC – the blawg* [online blog]. 27 May. Available at: <http://charonqc.wordpress.com/2009/05/27/claim-expenses-for-getting-advice-on-expenses-and-tax-liability-way-to-go-brilliant/> [Accessed 28 May 2009].

If the blogger's real name is known, add that after the pseudonym. For example:

FAWKES, G. [pseudonym of Paul Staines], 2009. Kirkbride puts her case. *Guido Fawkes' blog...of plots, rumours and conspiracy* [online blog]. 27 May. Available at: <http://www.order-order.com/2009/05/kirkbride-puts-her-case/> [Accessed 28 May 2009].

If you are referencing a reply to a blog entry rather than the initial entry itself you will need to make this clear in your reference. For example:

JEFFWALSH, 2007. *Jeffwalsh says* [online blog comment], 20 November. Available at: <http://stephenfry.com/blog/?p=27> [Accessed 20 November 2007].

Wikis

The following information should be included:

AUTHOR, Year of latest revision. Title of entry. *Wiki name* [online]. Available at: URL [date accessed].

As most wikis are collaborative enterprises it is unlikely that there will be any identifiable author or authors for articles that you may want to cite. If that is the case use ANON. as the author. The year of latest revision can usually be found by scrolling to the end of the entry. For example:

ANON., 2009. History of Wikipedia. *Wikipedia* [online]. Available at: http://en.wikipedia.org/wiki/History_of_Wikipedia [Accessed 28 May 2009].

QUINLAN, D., 2006. Daniel Quinlan on gaming the system. *Wikitruth* [online]. Available at: http://www.wikitruth.info/index.php?title=Daniel_Quinlan_on_Gaming_the_System [Accessed 28 May 2009].

Social networking websites

If you feel the need to cite a social networking website the following information should be included in your reference:

AUTHOR, Year of posting. Title of message. *Title of page* [Name of social networking site]. Date of posting. Available at: URL [Date accessed].

For example:

ANON., 2009. Are you going to be an undergraduate NTU fresher in October 2009? *Nottingham Trent University* [Facebook]. 7 May. Available at: http://en-gb.facebook.com/note.php?note_id=79235208556&ref=mf [Accessed 29 May 2009].

Twitter

If you feel the need to cite a Tweet the following information should be included in your reference:

AUTHOR, Year of posting. Title of message. [Twitter]. Date of posting. Available at: URL [Date accessed].

For example:

NOTTINGHAMSHIRE COUNTY COUNCIL, 2009. Final results from Nottinghamshire. [Twitter], 5 June. Available at: <http://twitter.com/NottsCC> [Accessed 8 June 2009.]

Podcasts

AUTHOR, Year. Title of podcast. [Podcast]. Date. Available at: URL [Date accessed].

For example:

GARNER, K., 2007, For most bands a Peel session was everything. [Podcast]. 11 October. Available at: http://blogs.guardian.co.uk/podcasts/2007/10/for_most_bands_a_peel_session.html [Accessed 12 August 2009.]

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2.7 Personal communications

Electronic communications

Electronic conferences, discussion groups and bulletin boards

The following information should be included:

AUTHOR OF MESSAGE, year of message. Subject of message. *Name of electronic conference, discussion group or bulletin board* [email]. Date of message. Available at: <URL> [Date accessed].

For example:

ATKINSON, R., 2008. Yuppie Scum... *Gentrification* [email]. 5 August. Available at: <https://www.jiscmail.ac.uk/cgi-bin/webadmin?A0=GENTRIFICATION8> [Accessed 28 May 2009].

BARKER, M., 2009. British Technicolor Films by John Huntley. *PnP - Powell & Pressburger Appreciation Society* [email]. 20 January. Available at: <http://movies.groups.yahoo.com/group/PnP/message/33301> [Accessed 28 May 2009].

Personal emails

The following information should be included:

AUTHOR OF MESSAGE (email address), year of message. Subject of message. Date of message. Email to: recipient's name (email address).

For example:

SMITH, C. (clara.smith@ntu.ac.uk), 2009. Citing references. 22 April. Email to: Terry Hanstock (terry.hanstock@ntu.ac.uk).

As these are personal communications you may need to ask the sender's permission before quoting from them.

Verbal communications

Lectures and speeches

The following information should be included:

NAME OF LECTURER/SPEAKER, year of lecture/speech. *Title of lecture/speech*. [Lecture to... Course title, Name of Institution]. Date of lecture.

For example:

TRIGGS, C., 2004. Music subcultures and deviancy. [Lecture to Sociology of Deviance, Nottingham Trent University]. 23 April.

Interviews and telephone conversations

The following information should be included:

NAME OF INTERVIEWEE, year of interview. Job title of interviewee:
Interview with /Telephone conversation with...Name of interviewer,
Location of interview, date of interview.

For example:

BRANSON, R., 2009. CEO Virgin Media: Interview with Jeremy Paxman,
Glasgow, 15 June.

The same approach should be taken with face to face conversations. For example:

HANSTOCK, T., 2009. Conversation with Clara Smith, Boots Library,
Nottingham Trent University, 18 June.

Written communications

Letters

The following information should be included:

NAME OF LETTER WRITER, year the letter was written. Letter to... Name of
recipient, date of letter.

For example:

KEATS, J., 1809. Letter to Lord Byron, 19 June.

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2.8 Conference proceedings

The first element of the reference should be the individual(s) or organisation responsible for editing the proceedings. If these cannot be traced, begin your reference with the name of the conference. If possible, you should also include the date and location of the conference. For example:

ASSOCIATION OF SUPPLIERS TO THE BRITISH CLOTHING INDUSTRY, 2005. *Beyond China. Proceedings of the ASBCI conference, 17 May 2005, Hinckley*. [Halifax:] Association of Suppliers to the British Clothing Industry.

INTERNATIONAL CONFERENCE ON SCIENTIFIC INFORMATION, 1958. *Proceedings of the international conference on scientific information, 16-21 November, Washington D.C. 1959*. Washington, D.C.: National Academy of Sciences.

MORLEDGE, R., ed., 2002. *COBRA 2002. Proceedings of the RICS Foundation construction and building research conference, 5-6 September 2002, Nottingham*. London: RICS Foundation & Nottingham: Nottingham Trent University.

When citing an individual paper given at a conference, the author(s) of the conference paper become the first element of your reference. The title of the conference paper should differ typographically from the title of the conference proceedings that it forms part of. For example:

HILL, C., 2002. Developing a methodology for the examination of motivation. *In: Roy MORLEDGE, ed., 2002. COBRA 2002. Proceedings of the RICS Foundation construction and building research conference, Nottingham 5-6 September, 2002*. London: RICS Foundation & Nottingham: Nottingham Trent University, pp. 132-140.

ZWICKER, M. et al., 2001. Surface splatting. *In: ASSOCIATION FOR COMPUTING MACHINERY – SPECIAL INTEREST GROUP ON COMPUTER GRAPHICS, 2001. SIGGRAPH 2001. Computer graphics proceedings. SIGGRAPH 2001, Los Angeles August 12-17, 2001*. New York: Association for Computing Machinery, pp. 371-378.

If the conference proceedings have not been published, use the following approach for individual papers or presentations:

BROWN, L., 2005. *Korean honorifics, politeness and face*. Poster presentation given at the "Politeness: multidisciplinary perspectives on language and culture" conference hosted by the Linguistic Politeness Research Group on 12 March 2005 at the University of Nottingham [unpublished]

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2.9 Maps

Ordnance Survey maps

The following information should be included:

Map publisher, Year of publication. *Title*, sheet number, scale. Place of publication: publisher (Series).

For example:

ORDNANCE SURVEY, 2009. *Kendal & Morecambe*, sheet 97, 1:50,000. Southampton: Ordnance Survey. (Landranger series).

Geological Survey maps

The following information should be included:

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

For example:

BRITISH GEOLOGICAL SURVEY, 1998. *Scarborough, (solid and drift)*, sheet E054, 1:50,000. Keyworth: British Geological Survey. (Geological Survey of Great Britain [England and Wales]).

Online maps

The following information should be included:

Map publisher, Year of publication. 'Title of map section', Sheet number or tile, scale. [Online]. Available via: [Name of database] [Date accessed.]

For example:

ORDNANCE SURVEY, 2008. 'Iken, Suffolk', Tile tm44, 1:50,000. [Online]. Available via: Digimap [Accessed 8 June 2009.]

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2.10 Audio visual resources

Films

The following information should be included:

Film title, year the film was copyrighted. [Film]. Location of production company: name of production company or company owning copyright.

If you cannot trace the precise company location, use the country of production instead. Additional information, such as the name of the writer or director, can be included in a note at the end of the reference. See examples below:

Battleship Potemkin, 1925. [Film]. Moscow: Goskino. [Directed by Sergei Eisenstein. Original Russian title is *Bronenosets Potyomkin*.]

Carry on constable, 1960. [Film]. London: Peter Rogers Productions.

Drag me to hell, 2009. [Film]. Los Angeles: Ghost House Pictures. [Directed by Sam Raimi.]

Eyes without a face, 1960. [Film]. Paris: Champs-Élysées Productions. [Original French title is *Les yeux sans visage*.]

Funny face, 1957. [Film]. Hollywood, California: Paramount Pictures.

The Night of the hunter, 1955. [Film]. USA: Paul Gregory Productions.

Saturday night and Sunday morning, 1960. [Film]. London: Woodfall Film Productions.

Turn of the tide, 1935. [Film]. London: British National Films.

When citing the DVD version of a film include the above information, indicating that it is a DVD, and substitute the location and name of the company responsible for producing the DVD for the location and name of the production company. Also include the year that the DVD was released. Additional information - if the film is an extended version or director's cut, for example - can be included in a note at the end of the reference. See examples below:

Major Dundee, 1965. [DVD]. Culver City, California: Sony Pictures, 2005. [Extended version. Region 1 only.]

When citing a DVD commentary include the following information:

NAME OF COMMENTATOR, Year the commentary was recorded. 'Director's/Screenwriter's/Producer's etc commentary', *Title of film*, year the film was copyrighted. [DVD]. Location and name of the company responsible for producing the DVD, year of DVD release.

For example:

LEHMAN, E., 2004 'Screenwriter's commentary', *North by northwest*, 1959. [DVD]. Warner Home Video, 2006.

When citing a DVD extra or interview use the following approach:

'D Day revisited', 1968. [Documentary]. Available on: *The Longest day*, 1962. [DVD]. ...20th Century Fox Home Entertainment, 2004.

NB – the above rules also apply to Blu-Ray versions of films.

CD-ROMs

Each reference should include the following information in the order given below, using the same punctuation:

AUTHOR, year of publication. *Title* [CD-ROM]. Place of publication: Publisher.

For example:

ALBERS, J., 1994. *Interaction of color* [CD-ROM]. New Haven, London: Yale University Press.

ANDERSON, L., 1995. *Puppet motel* [CD-ROM]. New York: Canal Street Communications.

Broadcasts

Television programmes

The following information should be included:

Programme title, year of original broadcast. [broadcast medium i.e. TV] Name of broadcaster, full date of transmission.

For example:

Raphael: a mortal god, 2004. [TV] BBC One, 31 October 2004.

Additional information, such as the original transmission date or the name of the author of a play, can be included in a note at the end of the reference. For example:

Vote, vote, vote for Nigel Barton, 1965. [TV] BBC Four, 31 January 2005. [Written by Dennis Potter. Originally broadcast on BBC1, 15 December 1965.]

When citing a specific episode of a television series, include the following information:

'Episode title', year of original broadcast. *Programme title*, Series number and episode number [broadcast medium i.e. TV] Name of broadcaster, full date of transmission.

For example:

'Calendar geeks', 2008. *The IT crowd*, Series 3, episode 6. [TV] Channel 4, 26 December 2008.

'Oceans', 2007. *Earth: the power of the planet*, Episode 4. [TV] BBC Two, 11 December 2007.

If the programme is available electronically, follow the above guidelines and include the online elements – URL and access date – as a note at the end of the reference. For example:

'Is your MP working for you?', 2009. *Panorama*. [TV] BBC News Channel, 31 May 2009. [Available at: <http://www.bbc.co.uk/programmes/b00I0I06>. Accessed 5 June 2009.]

Radio programmes

Follow the same guidelines for television broadcasts and include the following information:

Programme title, year of original broadcast. [broadcast medium i.e. radio]
Name of broadcaster, full date of transmission.

For example:

...And it's goodnight from him: a tribute to Ronnie Barker, 2005 [radio]
BBC Radio 4, 5 October 2005.

Another fine mess: 80 years of Laurel and Hardy (2006) [radio] BBC Radio 2, 18 July 2006.

When citing a specific episode of a radio series, include the following information:

'Episode title', year of original broadcast. *Programme title*, Series number and episode number [broadcast medium i.e. radio] Name of broadcaster, full date of transmission.

For example:

'Reith at 60', 2008. *The Archive Hour*, Episode 2 [radio], BBC Radio 4, 24 May 2008.

'The wild man of the woods', 1957. *Hancock's Half Hour*, Series 4 Number 16 [radio] BBC Light Programme, 27 January 1957.

Additional information, such as the original transmission date or the name of the author of a play, should be included in a note at the end of the reference. For example:

'The entire history of theatre through the ages and how it is done' [sic], 2007. *The arts and how they was done* [sic], Episode 6 [radio] BBC Radio 4, 9 May 2007. [Presented by the National Theatre of Brent (Patrick Barlow and John Ramm).]

A warning to the furious, 2007. [radio] BBC Radio 4, 27 May 2009.
[Written by Robin Brooks. Originally broadcast on BBC Radio 4, 28
December 2007.]

If the programme is available electronically, follow the above guidelines and include the online elements – URL and access date - as a note at the end of the reference. For example:

'Africa's chance', 2007. *Analysis*, Episode 8 [radio] BBC Radio 4, 13
December 2007. [Available at: <http://www.bbc.co.uk/analysis/>. Accessed
21 December 2007]

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2.11 Visual resources

Illustrations, photographs, diagrams, tables or figures in books

The following information should be included:

AUTHOR OF BOOK, Year of publication. *Title*. Edition. Place of publication:
Publisher, page reference where illustration, photograph, diagram, map,
table or figure is printed, description of type of material [e.g.
illus./photo./diag./map/table/fig.].

For example:

"The protest march was originally scheduled to go from the West End of London to Hyde Park (Halloran, Elliot, and Murdock, 1970, pp.14-15)..."

would be cited as follows in the bibliography:

HALLORAN, J.D., ELLIOTT, P., and MURDOCK, G, 1970. *Demonstrations and communication: a case study*. Harmondsworth: Penguin, pp.14-15, map.

"Women's membership of trade unions was historically low (Fothergill and Vincent, 1985, p.53)..."

would be cited as follows in the bibliography:

FOTHERGILL, S., and VINCENT, J., 1985. *The state of the nation*. London: Pan Books, p.53, diag.

"HESA provides useful data on the origin of higher education funding (Higher Education Statistics Agency, pp.30-31)..."

would be cited as follows in the bibliography:

HIGHER EDUCATION STATISTICS AGENCY, 2007. *Resources of higher education institutions, 2005/06*. Cheltenham: Higher Education Statistics Agency, pp.30-31, table.

"The staircase of the Midland Grand Hotel is a masterpiece of Victorian Gothic (Lansley, et al., 2008, p.159)..."

would be cited as follows in the bibliography:

LANSLEY, A. et al., 2008. *The transformation of St. Pancras Station*. London: Laurence King Publishing, p.159, photo.

"Faroese farm buildings are noted for their turf roofs (Hroarsson, 2008, p.125)..."

would be cited as follows in the bibliography:

HROARSSON, B., ed. 2008. *Faroe Islands today*. Kopavogur, Iceland: Printskill, p.125, photo.

Diagrams or tables from electronic resources should also be referenced in a similar way. In the following example a graph from a database.

"The share price of the Royal Bank of Scotland Group headed precipitously downward" (Osiris, 2009)

Would be cited as follows in the bibliography:

OSIRIS, 2009. Royal Bank of Scotland Group equity pricing [online]. Available via Osiris [Accessed 13 August 2009], illus.

If page numbers are not provided, use the publication's numbering system instead. For example:

"Eric Ravilious created a very striking watercolour of the Cerne Abbas Giant (Powers, 2003, plate 56)..."

would be cited as follows in the bibliography:

POWERS, A., 2003. *Eric Ravilious: imagined realities*. London: Philip Wilson Publishers, plate 56, illus.

Cartoons

The following information should be included:

CARTOONIST, Year of publication. 'Title of cartoon' [Cartoon]. *Title of publication*, Date of publication.

For example:

AUSTIN, D., 2005. 'Harold Pinter wins Nobel Prize' [Cartoon]. *The Guardian*, 14 October.

If the cartoon is available electronically follow the examples below:

ADAMS, S., 2009. 'The Circle of Excellence' [Cartoon]. *The official Dilbert website*, 9 June [online]. Available at: <http://www.dilbert.com/2009-06-09/> [Accessed 12 June 2009.]

SCARFE, G., 2009. 'The sewer' [Cartoon]. *The Times*, 17 May [online]. Available at: <http://www.timesonline.co.uk/tol/comment/article6302143.ece> [Accessed 8 June 2009.]

Paintings and drawings

The following information should be included:

ARTIST, Date the painting or drawing was completed. *Title of painting or drawing*. [Medium]. Gallery or collection housing the painting or drawing, location.

For example:

BOSCH, H., 1504. *The garden of earthly delights* [Oil on wood]. Museo del Prado, Madrid.

If the painting or drawing is available electronically follow the examples below:

PICASSO, P., 1937. *Guernica* [Oil on canvas]. Museo Reina Sofia, Madrid [Online]. Available at: [http://en.wikipedia.org/wiki/Guernica_\(painting\)#External_links](http://en.wikipedia.org/wiki/Guernica_(painting)#External_links) [Accessed 8 June 2009.]

SPENCER, S., 1924. *Near Southwold* [Oil on canvas]. Bradford 1 Gallery, Bradford [Online]. Available via: Bridgeman Education [Accessed 8 June 2009.]

Photographs

The following information should be included:

PHOTOGRAPHER, Year the photograph was taken. *Title of photograph* [Photograph]. Place of publication: publisher.

For example:

ADAMS, A., 1950. *Golden Gate headlands* [Photograph]. Burlingame, California: Ansel Adams Gallery.

If the photograph has been published in a book or magazine, follow the examples below:

PARR, M., n.d. Tupperware party, Salford. *In: Martin PARR, Home and abroad*. London: Cape, 1993, plate 2.

SARFATI, L., 2007. Gina #25, Oakland, California, 2007. *In: Sandra S. PHILLIPS, Lise Sarfati: She. Aperture*, (194) (Spring 2009), p.79.

If the photograph is available electronically follow the examples below:

DIP3000 [pseud.], 2003. *Rush hour Mapperley top*. Flickr [Online]. Available at: <http://www.flickr.com/photos/17248968@N00/1258079497/> [Accessed 8 June 2009.]

MCPHEE, D., 1972. *The last pit ponies, Wheldale colliery* [Photograph]. [Online]. Available at: <http://www.guardian.co.uk/culture/gallery/2008/apr/17/photography?picture=333600802> [Accessed 8 June 2009.]

Sculpture

The following information should be included:

SCULPTOR, Date the sculpture was completed. *Title of sculpture*. [Sculpture]. Gallery or collection housing the sculpture, location.

For example:

CHANTREY, F., 1817. *The sleeping children* [Sculpture]. Lichfield Cathedral, Lichfield.

If the sculpture has been viewed online follow the example below:

ANON., n.d. *Snooks* [Sculpture]. Market Cross Place, Aldeburgh. Available at: <http://www.linnbarringer.co.uk/photogallery/displayimage.php?album=13&pos=0> [Accessed 11 June 2009.]

JOHNSON, L., 2008. *Brian Clough* [Sculpture]. Junction King Street and Queen Street, Nottingham. Available at: <http://www.flickr.com/photos/petethelens/3243002066/> [Accessed 8 June 2009.]

2.12 Exhibition catalogues

The following information should be included:

AUTHOR OF CATALOGUE/EXHIBITION CURATOR, Year of publication. *Title of exhibition*, Location(s) and dates of exhibition [Exhibition catalogue].

For example:

ELLIOTT, D. and BROWN, C., 1984. *Henri Cartier-Bresson: drawings and paintings*. Exhibition held at Museum of Modern Art, Oxford, 3 June – 29 July 1984. [Exhibition catalogue].

FRIEND, D., HITCHENS, C., and PEPPER, T., 2008. *Vanity Fair portraits*. Exhibition held at the National Portrait Gallery, London 14 February-18 May 2008; Scottish National Portrait Gallery, Edinburgh 14 June-21 September 2008; Los Angeles County Museum of Art, Los Angeles 26 October 2008-1 March 2009; Portrait Gallery, Canberra, Australia 12 June-30 August 2009. [Exhibition catalogue].

TAYLOR, H., 1989. *British impressionism*. Exhibition held at Nottingham Castle Museum, 1989. [Exhibition catalogue].

2.13 Performance

Dance

Include the following information:

CHOREOGRAPHER, Year of premiere. *Title*. [Venue. Company performing the work. Date performance seen.]

For example:

ASHTON, F., 1958. *Ondine*. [Royal Opera House, London. Royal Ballet. 6 December 2008.]

Orchestral concerts

Include the following information:

COMPOSER, Year of composition. *Title of work*. Performed by name of orchestra/performers...conducted by name of conductor. [Venue. Date performance seen.]

For example:

BRITTEN, B., 1945. *Four sea interludes*. Performed by the Nottingham Philharmonic Orchestra conducted by Tim Murray. [Albert Hall, Nottingham. 8 May 2006.]

Band concerts

Include the following information:

NAME OF BAND, Year of Performance. [Venue. Date performance seen.]

For example:

THE WHO, 2007. [Glastonbury Festival, 24 June.]

Plays

Include the following information:

Title of play, by name of author, Year of performance. Directed by name of director. Company performing the work. [Venue. Date performance seen.]

For example:

The Tempest, by W. Shakespeare, 2009. Directed by J. Honeyman. Royal Shakespeare Company/Baxter Theatre Centre. [Theatre Royal, Nottingham. 18 April.]

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2.14 Official publications

Parliament

References to Parliamentary proceedings have their own rules and these are outlined below. For further information see the publication listed in the references: GREAT BRITAIN. Parliament. House of Commons Information Office (2008).

Official Reports of Parliamentary Debates (Hansard)

References to Hansard should include the following:

Abbreviation of House of Commons (HC) or House of Lords (HL);
Abbreviation 'Deb' (for Debates); Date of the debate; Volume number (vol); Column number (c).

Where appropriate the column number should be suffixed with W (to indicate a House of Commons Written Answer), WH (to indicate that the debate took place in Westminster Hall), or WS (to indicate a Written Statement). If citing a House of Lords Written Answer use the prefix WA before the column number. If citing a House of Lords Written Statement use the prefix WS before the column number.

For example:

HC Deb 3 February 1977 vol 389 c973
HC Deb 17 December 1996 vol 596 cc18-19

HL Deb 4 July 1996 vol 280 c505W
HL Deb 14 March 2007 vol 690 cWA140
HL Deb 3 July 2007 vol 693 cWS86

If quoting a very old edition of Hansard, the series number should be included.
For example:

HC Deb (5th series) 13 January 1907 vol 878 cc69-70

Committee debates

References to Standing Committee proceedings should include the following:

Abbreviation 'SC Deb' (for Standing Committee Debate); Standing Committee identifying letter; Date of the debate; Column number (c).

For example:

SC Deb (A) 13 May 1998 c345

Standing Committees have now been replaced by Public Bill Committees and references to these should include the following:

Title of the Bill being debated; Deb (for Debate); Date of the debate; Column number.

For example:

Health Bill Deb 30 January 2007 c12-15

If the title of the Bill is inordinately long, use the abbreviation PBC Deb (for Public Bill Committee Debate) followed by the Bill number in brackets. For example:

PBC Deb (Bill 99) 30 January 2007 c12-15

Electronic versions should follow the example below. Note that the website address (URL) and the date the website was accessed should be provided:

HC Deb 1 April 2008 vol 474 c610 [online]. Available at:
<http://www.publications.parliament.uk/pa/cm200708/cmhansrd/cm080401/debtext/80401-0001.htm#08040156000017> [Accessed 8 June 2009.]

Parliamentary Papers

References should include the following:

GREAT BRITAIN. Parliament. House of Commons/House of Lords. Name of committee, Year of publication. *Title*. Place of publication: Publisher. (Paper number).

For example:

GREAT BRITAIN. Parliament. House of Lords. Select Committee on Televising the Proceedings of the House, 1985. *First report by the Select Committee of the House of Lords on Televising the Proceedings of the House, session 1984-85*. London: HMSO. (HL 1984-1985 (213)).

GREAT BRITAIN. Parliament. Joint Committee on Statutory Instruments, 1984. *Thirty-third report from the Joint Committee on Statutory Instruments, session 1983-84*. London: HMSO. (HL 1983-1984 (273); HC 1983-1984 41-xliii).

Electronic versions should follow the example below. Note that the website address (URL) and the date the website was accessed should be provided:

GREAT BRITAIN. Parliament. House of Commons. Business and Enterprise Committee, 2009. *Pub companies. Seventh report of session 2008-09. Volume 1, Report together with formal minutes* [online]. London: The Stationery Office. (HC 2008-2009 26-I). Available at:
<http://www.publications.parliament.uk/pa/cm200809/cmselect/cmberr/26/26i.pdf>. [Accessed 8 June 2009.]

GREAT BRITAIN. Parliament. House of Lords. Committee for Privileges, 2009. *The conduct of Lord Moonie, Lord Snape, Lord Truscott and Lord Taylor of Blackburn. 2nd report of session 2008-09. Volume 1, Report*. [online]. London: The Stationery Office. (HL 2008-2009 (88-I)). Available at:
<http://www.publications.parliament.uk/pa/ld200809/ldselect/ldprivi/88/88i.pdf>. [Accessed 8 June 2009.]

Command Papers

Command Papers are presented to Parliament 'by command of Her Majesty'. There are a number of different types, including statements of government policy (often referred to as 'White Papers') and consultation documents (often referred to as 'Green Papers',). References should include the following:

GREAT BRITAIN. Name of government department, Committee, Royal Commission etc., Year of publication. *Title*. Place of publication: Publisher. (Command Paper number).

For example:

GREAT BRITAIN. Home Office, 1992. *A National lottery: raising money for good causes*. London: HMSO. (Cm. 1861).

GREAT BRITAIN. Review Body on Top Salaries, 1981. *Ministers of the Crown and Members of Parliament and the Peers' expenses allowance*. London: HMSO. (Cmnd. 8244).

Electronic versions should follow the example below. Note that the website address (URL) and the date the website was accessed should be provided:

GREAT BRITAIN. Department of Health, 2006. *Our health, our care, our say: a new direction for community services* [online]. London: The Stationery Office. (Cm. 6737). Available at: <http://www.official-documents.gov.uk/document/cm67/6737/6737.pdf> [Accessed 8 June 2009.]

Publications issued by government departments

The following information should be included:

NAME OF COUNTRY. Name of government department, Year of publication. *Title*. Place of publication: Publisher. (Series, where applicable)

For example:

GREAT BRITAIN. School Curriculum and Assessment Authority, 1997. *The Parents guide to national tests...* London: The Stationery Office.

GREAT BRITAIN. Department for Education and Employment, 1996. *Setting targets to raise standards: a survey of good practice*. London: Department for Education and Employment

GREAT BRITAIN. National Audit Office, 1991. *Repair and maintenance of school buildings*. London: HMSO. (HC 1990-91 648).

SOUTH AFRICA. Department of Environment & Tourism, 2004. *National biodiversity strategy and action plan*. Pretoria: Department of Environment & Tourism.

Electronic versions should follow the example below. Note that the website address (URL) and the date the website was accessed should be provided:

GREAT BRITAIN. Parliament. House of Commons, 2009. *The Green book: a guide to Members' allowances* [online]. London: House of Commons. Available at: <http://www.parliament.uk/documents/upload/GreenBook.pdf>. [Accessed 5 June 2009.]

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2.15 Legal References

Acts of Parliament

Within the legal profession the generally accepted method of citing an Act of Parliament is by its short title:

Education Reform Act 1988

This should be sufficient when the Act is simply being mentioned in the text of an article or essay. However, if featured in a bibliography or list of references, the Act's chapter number should be added for completeness:

Further and Higher Education Act 1992 (c. 13)

Acts are numbered in sequence throughout the calendar year. Public General Acts are given Arabic numbers; Local and Personal Acts are given lower-case roman numerals. N.B. – Before 1 January 1963 a more complex system was in operation based on regnal years – the regnal year refers to the number of the year of the Sovereign's reign – and the dates of the Parliamentary session, the period from the state opening of Parliament until the end of the session.

Education Act 1944 (7&8 Geo 6 c. 31)

Parliamentary Bills

Each Parliamentary Bill has a serial number in the lower left hand corner of the title page. Formerly the number was enclosed in square brackets for Bills originating in the House of Commons and in round brackets for Bills originating in the House of Lords. House of Commons Bills are still numbered in this manner, but House of Lords Bills are now designated 'HL Bill' followed by a number without brackets.

References to Parliamentary Bills should include the following:

- Short title
- Parliamentary session in round brackets
- Serial number. Note that a Bill is renumbered whenever it is reprinted during its passage through Parliament

Education (Student Loans) Bill HC Bill (1989-90) [66]
Further and Higher Education Bill HL Bill (1991-92) 27

Statutory Instruments

References to Statutory Instruments should include the following:

- Short title
- The abbreviation 'SI'
- Year of publication
- Number

National Assistance (Assessment of Resources) Regulations 1992 SI
1992/2977

Law Reports

Every law report series has its own mode of citation. Citations for specific cases usually contain:

- The year the case was reported
- The volume number (where appropriate)
- The abbreviation of the law report series
- The number of the page where the report starts

[1989] 1 WLR 675

This refers to the case *Rayware Ltd v Transport & General Workers Union* which can be found in **volume 1** of the **Weekly Law Reports** for **1989** starting at **p 375**.

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2.16 Standards and Patents

British Standards Publications

The following information should be included:

BRITISH STANDARDS INSTITUTION, Year. Number of standard: Year. *Title of standard.*

BRITISH STANDARDS INSTITUTION, 1981. BS 5930: 1981. *Code of practice for site investigations.*

Patents

The following information should be included:

AUTHOR, Year. *Title.* Country of application and patent number. Date of application.

AZIZ, A., 1997. *Method and apparatus for a key management scheme for Internet protocols.* United States Patent Application 68-438. 27 May.

Manufactured products

The following information should be included:

DESIGNER, Year the design went into production. Name of product. Place of manufacturer: name of manufacturer.

For example:

MELLOR, D., 1953. 'Pride' cutlery. Hathersage: David Mellor Cutlery Factory.

Further information about the product can be included in a note at the end of the reference.

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2.17 Market Research Reports

For market research reports found on databases such as Mintel or Key Note they should be referenced as below. They mostly do not have individual authors so the author should be listed as the organisation which published the report. This is not always the same as the name of the database that you accessed the report from. For example there are reports created by the Datamonitor organisation that are listed on the Business Source Complete database.

The following information should be included:

AUTHOR, Year of publication. *Title*. [online]. Available via: database title [Date accessed]

For example:

MINTEL, 2003. *Music Festivals*. [online]. Available via: Mintel [Accessed 28 May 2009].

3.0 Referencing Using the Numeric System

An alternative method of creating references.

The only major difference between Numeric and Harvard references is the position of the date.

In the numeric system the date goes at the end of the monograph reference.

The order of the elements (including upper and lower case and punctuation) of the reference is:

AUTHOR. *Title*. Edition. Place: Publisher, Date. Numeration within item (only if a part is cited)

7. LAYDER, D. *Understanding social theory*. London: Sage, 1994.

The entries are numbered and run in numeric order. For the creation of particular types of reference eg, for official publications, conferences, journals etc. follow the examples given for the Harvard system but alter the place of the date.

Journal article references are sometimes confusing so here is an example:

12. GREENFIELD, J. The Sevso Treasure: the legal case. *Apollo*, 1990, 132(341), 14-16.

Points to note

All references are numbered (eg, 7 and 12 above) and are matched with the numbers used in the text.

Sometimes the author's name is not inverted as there is no need because the order is numerical and not alphabetical.

You will often see the terms **Ibid.** and **op. cit.** used in the references.

Ibid. means - in the same book or passage and is used when references are consecutive. eg,

1. DAWSON, J. *How to cite references*. London: Fictional Publications, 1922.
2. *Ibid.* p.24

Op. cit. means - in the work previously referred to and is used when other references intervene. eg,

1. DAWSON, J. *How to cite references*. London: Fictional Publications, 1922
2. JONES, K. *All your questions answered*. London: Fisher Publications, 1972
3. DAWSON, J. *Op. cit.* p. 26

The page references above refer to the books cited. If you think it is necessary you could also include the title of the book in the *Op. cit.* reference, eg,

DAWSON, *How to cite references*, *Op. cit.*

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4.0 Bibliography

BAINES, Phil, 2005. *Penguin by design: a cover story, 1935-2005*. London: Allen Lane.

BRITISH STANDARDS INSTITUTION, 1990. BS 5605:1990: *Recommendations for citing and referencing published material*.

BRITISH STANDARDS INSTITUTION, 2010. BS ISO 690:2010: *Information and documentation – Guidelines for bibliographic references and citations to information resources*.

BROOKES, P., 1967. *Women at Westminster: an account of women in the British Parliament, 1918-1966*. London: Peter Davies.

GREAT BRITAIN. Parliament. House of Commons Information Office (2008). *The Official Report* [online] London: House of Commons. [House of Commons Information Office Factsheet G17, General Series.] Available at: <http://www.parliament.uk/documents/upload/g17.pdf> [Accessed 5 June 2010].

HAMPTON, W., 1970. *Democracy and community: a study of politics in Sheffield*. Oxford: Oxford University Press.

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