



Your library

Citing References:
a guide to NTU Library Harvard style

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NOTTINGHAM
TRENT UNIVERSITY 

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Introduction

Welcome to the 9th edition of Citing References

This guide has developed into a resource that offers recommendations and practical examples for in-text citation and referencing using the Harvard system. Accurate citation and references are both cornerstones of good academic writing and you will be directed by your tutors to adopt the style used by your particular course or module. **If you need advice about what method to use, contact your tutor.** There are many methods of citation and this guide outlines aspects of the **Harvard** system guidelines given in BS ISO 690 ([British Standards Institution 2010](#)).

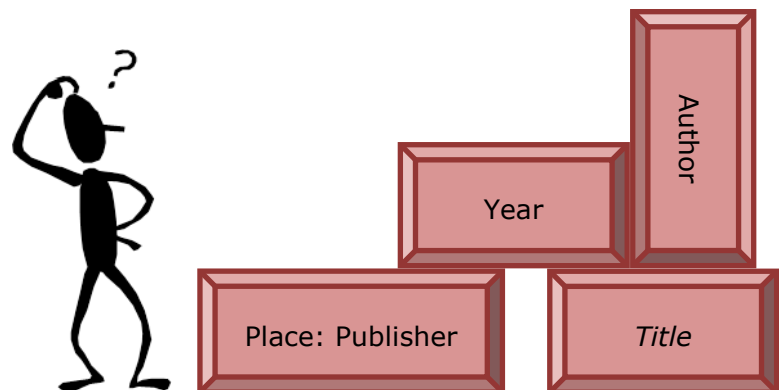
Examples of Harvard style citations and references are highlighted. You may find that some of the examples in this guide are available to you via Library OneSearch. They are, however, illustrative and should not be seen as recommendations.

Why cite at all?

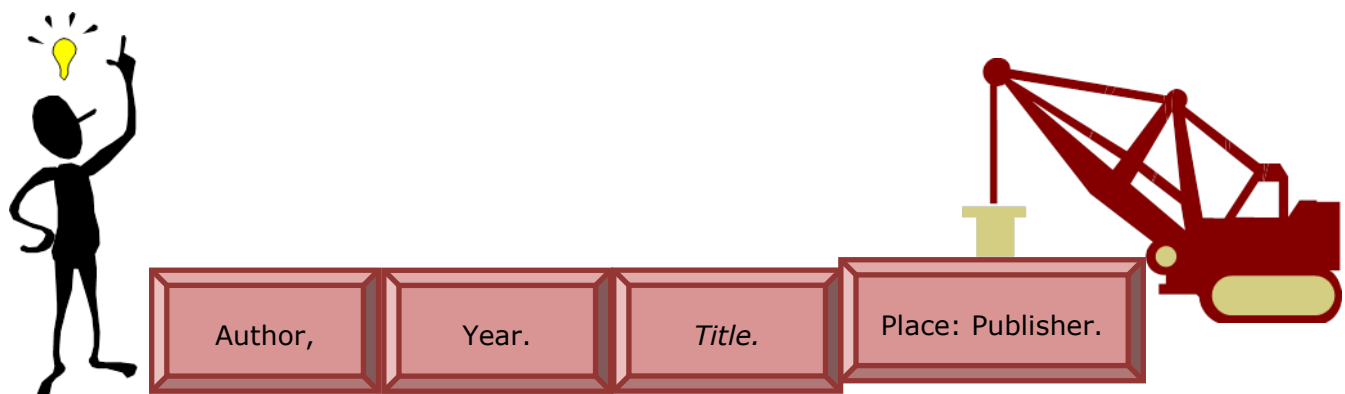
- to acknowledge debts to other writers;
- to avoid accusations of plagiarism;
- to demonstrate the body of knowledge upon which your research is based; and
- to enable all those who read your work to locate your sources easily.

Making sense of Referencing

It is important to demonstrate within your text which sources you are referring to (**the citation**) and link them to full reference details in your reference list or bibliography (**the reference**).



Use the rules outlined in this guide to build up consistent and accurate references. Often you will construct your reference from information about the Author, Date of Publication, Publisher etc., that you have available to you. This will often be presented to you on the title page of the book or prominent on the resource you are using. Library OneSearch may also provide helpful detail.



What is citing and referencing?

There are two tasks that you need to undertake to include an accurate citation and reference in your work:

Citing - the way a writer refers in their text to the sources listed in the reference list. Commonly by incorporating the author of the cited work in your text.

Murray and Hughes (2008) assert that the Harvard style is the most commonly used system whilst at the same time they recognise the variety of styles available to students.

Your citation links your reader to ...

Referencing - the process of creating a clear, accurate description of each source. In other words, providing a consistent record 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 and arranged alphabetically.



...the full reference in your reference list at the end of your work.

Murray, N. and Hughes, G., 2008. *Writing up your university assignments and research projects: a practical handbook*. Milton Keynes: Open University Press.

Other citation methods

You should follow any guidance given in the assessment criteria for your module or course handbooks. Very often subjects have particular reasons for using a system different to Harvard. Other systems employed at NTU include:

- APA (American Psychological Association)
- MHRA
- Nottingham Law School— NLS House style for referencing
- NTU Design, Culture and Context style
- NTU History Style
- Numeric
- RSC (Royal Society of Chemistry)
- Vancouver

Remember check with you tutor if in doubt as to which style and what format is required.

Reference List or Bibliography?

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

- **Reference List** – this includes only sources that you have mentioned or quoted from in your work. Typically, an alphabetical list by Author of the citations you have made in the body of your text.
- **Bibliography** – this commonly includes all the sources which you have read and have informed your work whether you have mentioned or quoted from them or not.

It is possible to get asked to produce both or you may wish to keep a full bibliography as a reminder of all that you have read during your course. It is good practice to keep a record of literature used as you may need to cite works later in your course and it is handy to have the reference to hand. NTU provides RefWorks software to assist you in creating an online record of your reading.

What will my assignment look like using Harvard?

Typically in the body of your text, you will mention the author (sometimes know as the creator) of the work being cited, followed by the year. Your references are placed at the end of your text.

Text:

...Murray and Hughes (2008) assert that the Harvard style is the most commonly used system whilst at the same time they recognise the variety of styles available to students. It is important that students gain an early understanding of referencing. Early research undertaken by students is characterised as "standing on the shoulders of giants" (Davies 2008, p. 335). Correct acknowledgment of the body of knowledge they present in assignments is therefore important. Research has shown that students sometimes have difficulty in referencing correctly (Brown et al., 2008) and that can correlate with problems in transition to writing in an academic style. Web based resources (LearnHigher 2012) and texts (Bailey 2011, Brunner 2011) offer some solutions...

Proof read! Always make sure there is a reference for your reader to find if you cite in your text.

References:

Bailey, S., 2011. *Academic writing: a handbook for international students*. 3rd ed. London: Routledge.

Brown, C.A., et al., 2008. Promoting academic writing/referencing skills: Outcome of an undergraduate e-learning pilot project. *British Journal of Educational Technology*, 39 (1), 140-156.

Brunner, J.T., 2011. *I don't get it!: helping students understand what they read*. Lanham: Rowman & Littlefield Education.

Davies, W.M., 2008. 'Not quite right': helping students to make better arguments. *Teaching in Higher Education*, 13 (3), 327-340.

LearnHigher, 2012. *Referencing - Resources for students* [online]. LearnHigher-Association for Learning Development in Higher Education. Available at: <http://www.learnhigher.ac.uk/Students/Referencing/Assess-your-skills.html> [Accessed 20 August 2012].

Murray, N. and Hughes, G., 2008. *Writing up your university assignments and research projects: a practical handbook*. Milton Keynes: Open University Press.

What if I am a returning student and used the old 8th edition?

You do not need to change the Harvard style you are familiar with from using the previous 8th edition. It may be you are used to using upper case letters for the author. You can continue to do so and indeed that remains an optional choice in the 9th edition. We have sought feedback and updated the guidance to try and reflect current practice and developments in how information is provided.

There are several custom options available to you and these optional styles are indicated, where appropriate, in the guidance.

1 General information about citation

1.1 Style

Try to vary your approach so that the inclusion of citations works well with the text that you are writing. Try different descriptive words or verbs of expression to explain the inclusion of a cited quote or work. Try to avoid repetition. The author name may occur naturally in the text to be followed by the year in parentheses – Dow (1964). You may prefer to put both the author name and year in parentheses if it reads better – (Dow 1964).

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).

By using a clear citation 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.

1.2 More than one citation from the same author within the same year

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.

...Dow (1964a) and Dow (1964b) also provided evidence...

Your References will reflect your citation.

Dow, D., 1964a. *A history of the world*. 3rd ed. London: Greenfield

Dow, D., 1964b. *Alternative history*. London: Greenfield

1.3 Quotations and page numbers

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

Dow stated (1964a, p. 28)...

You can cite different page numbers from the same source in your text because there is always one reference to the author in your list of references.

Dow further discusses the causes of the conflict (1964a, p. 127)...

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...".

General advice on quoting:

- always provide page numbers when quoting from a document;
- in the 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; and
- 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)

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

The above is general advice and should not be a substitute for specific guidance on quotation given to you by your tutors.

1.4 Citing references for items you have not actually read

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 2011. 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 2011, 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.

Gibbs, A. and Carroll, B., 2011. *One hundred interesting things to do with a cited reference*. Nottingham: Example Press.

1.5 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 being - 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 citation.

1.6 Multiple authors (et al. or and others)

When you cite an item with four or more authors within your text the first named author can be followed by either the Latin abbreviation et al. (Latin et alii meaning "and others") or the phrase "and others". Use one system or the other, not both. There is guidance in Section 3.0 of this guide on how to reference such items in your reference list.

...the theory can be explained (McDonald et al. 2012).

...the theory can be explained (McDonald and others 2012).

Remember that you may be asked to acknowledge all authors in your reference so follow any guidance on style that you are given.

2 The Harvard System: Style options

A note on punctuation and typography

The standard which forms the basis for this guidance instructs that “a consistent system of punctuation and typography should be used throughout a list of references. Each element of a reference should be clearly separated from subsequent elements by punctuation or change of typeface” (British Standards Institution 2010). The scheme outlined on the following pages is one interpretation of the Harvard Style and where there are obvious alternative approaches to any particular **Optional** element this is noted, for example, using UPPER Case in author entries.

Make sure the punctuation and style options you use are consistent and do not mix style options.

3 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.

NTU Library recommends that each reference should include information in the order given, using the same punctuation; add edition only if appropriate to do so.

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

Spence, J.D., 2013. *The search for modern China*. 3rd ed. New York: W.W. Norton.

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

Optional: If preferred, the author surname can be capitalised for emphasis e.g.

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

Optional: If preferred, the date of publication may be enclosed by brackets e.g.

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

If brackets are used, the comma separating author and date should be omitted as above.

Books: single authors

If a book has been written by one person, the reference should follow this approach: Surname followed by the initials of author/creator forenames.

Neville, C., 2010. *The complete guide to referencing and avoiding plagiarism*. 2nd ed. Maidenhead: Open University Press.

Books: two or three authors

If a book has two or three authors, the reference should name all of them, listing them in the same order as on the title page.

Two authors:

Pears, R. and Shields, G., 2010. *Cite them right: the essential referencing guide*. 8th ed. Basingstoke: Palgrave.

Three authors:

Baldock, P., Fitzgerald, D., and Kay, J., 2013. *Understanding early years policy*. London: SAGE.

Books: four or more authors

Where a book has four or more authors, the first named author can be listed followed by either: the Latin abbreviation et al. (Latin et alii meaning "and others");

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

or the phrase "and others".

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

Optional: all authors can be listed but use one system or the other, not both.

Cresswell, L., Fielding-Smith, D., Goodier, A., and Sheehan, D., 2002. *Product design: graphics with materials technology*. Oxford: Heinemann.

Books: 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.

Mirzoeff, N., ed., 2013. *The visual culture reader*. 3rd ed. London: Routledge.

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

Books: corporate authors

Publications produced by organisations and companies should follow the same guidelines, substituting the name of the organisation or company for that of an individual author.

British Educational Research Association, 2011. *Ethical guidelines for educational research*. London: BERA.

Nottingham Trent University, 2013. *Annual report 2012*. Nottingham: Nottingham Trent University.

World Economic Forum, World Bank and African Development Bank, 2011. *The Africa competitiveness report 2011*. Geneva: World Economic Forum.

Books: corporate authors: abbreviated names

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

RSC [Royal Shakespeare Company],

PCC [Press Complaints Commission],

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

BBC, *rather than* BBC [British Broadcasting Corporation]

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

Books: corporate authors: place names

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

Trinity College (Cambridge),

Trinity College (Dublin),

Books: anonymous works

If the book does not appear to have an author use Anon. to indicate Anonymous.

..as shown in the diary account "Go Ask Alice" (Anon. 2011).

Anon., 2011. *Go ask Alice*. London: Arrow.

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

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

Books: collaborative works

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

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.

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

Books: year of publication

The year should appear immediately after the name of the author.

Wells, H.G., 1898.

Optional: if preferred, the year 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.

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

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: Smith, A., [no date].

Books: Titles

Optional: the title of the book should be highlighted using a method of your choice **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.

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

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

Note that the above two examples demonstrate how a mix of date format and title format can provide alternative stylistic options for your reference list.

Once you decide on your style make sure you consistently apply it to all of your references as appropriate for the type of resource you are referencing. Example of NTU Harvard style below:

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

Books: place of publication

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

Florence: *rather than* Firenze

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

Byron Bay (New South Wales):

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

London (Ontario):

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

[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.

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

Books: without a place of publication (*sine loco*)

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).

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

Books: publisher

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

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.

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

Books: publisher details not known (sine nomine)

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).

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

Books: 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.

Books: citing individual chapters (often known as "In" references)

When citing a specific chapter in a book, the author(s) of the chapter become the first element of your reference and hence cited in your text. 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.

The work outlined by Moran (2013) explores...

Moran, M., 2013. Exploring the possibilities of children's voice. *In*: A. Woods, ed. *Child initiated play and learning: planning for possibilities in the early years*. London: Routledge, 2013, pp. 37-49.

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.

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.]

3.1 Electronic books

Electronic books: provided by publisher electronic resources and eBook readers

References should include the following information in the order given below, and using the same punctuation.

Author, Year of publication. *Title* [eBook type]. Edition. Place of publication: Publisher. Available via: source [Date accessed].

Hapgood, M., ed. 2007. *Paget's law of banking* [eBook]. 13th ed. London: LexisNexis. Available via: Lexis Library [Accessed 9 July 2013].

Murthy, D., 2013. *Twitter: Social communication in the Twitter age* [eBook]. Cambridge: Polity. Available via: MyiLibrary [Accessed 9 July 2013].

Darwin, C., 2010. *On the origin of species*. [Kindle version]. (s.l.): Bunny Books. Available at: www.amazon.co.uk. [Accessed 10 July 2013].

Electronic books: other web versions of books, reports, and other monographs

References should include the following information in the order given below, and using the same punctuation. The website address (URL) is an important addition to the reference.

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

Rowson, J. and McGilchrist, I., 2013. *Divided brain, divided world: why the best part of us struggles to be heard* [online]. London: RSA: Action and Research Centre. Available at: <http://www.thersa.org/action-research-centre/learning,-cognition-and-creativity/social-brain/reports/the-divided-brain> [Accessed 9 July 2013].

Electronic books: dates

Year of publication should refer to the original publication date, rather than the date it was made available on a website. You may wish to add a note on the release date of the eBook at the end.

Rae, J., 1850. *Narrative of an Expedition to the Shores of the Arctic Sea in 1846 and 1847* [online]. London: T & W Boone. Available at: <http://www.gutenberg.org/ebooks/39917> [Accessed 10 July 2013]. [Project Gutenberg release date 5 June 2012.]

You may wish to include further important or relevant detail on dates of eBooks as a note at the end of the reference.

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 10 July 2013]. ["...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.]

Electronic books: 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.

Nottinghamshire County Council, 2011. *Strategic plan 2010-2014: proud of our past, ambitious for our future* [online]. West Bridgford, Nottingham: Nottinghamshire County Council, Policy, Planning and Corporate Services. Available at: <http://www.nottinghamshire.gov.uk/thecouncil/plans/councilplansandpolicies/strategicplan/> [Accessed 10 July 2013].

Electronic books: Google Books

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

Douglass, F., 1851. *Narrative of the life of Frederick Douglass: an American slave*. 6th ed. London: Collins. Available at: <http://books.google.co.uk/books?id=U69bAAAAQAAJ> [Accessed 04 January 2013]. [Digitised by Google Books 2 April 2009.]

4 Journal articles

References to articles 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.

Students can require help with developing their arguments (Davies 2008).....

Davies, W.M., 2008. 'Not quite right': helping students to make better arguments. *Teaching in Higher Education*, 13 (3), 327-340.

Optional: journal 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.

Numeration (p. and pp.)

For this guide we have elected to just present the page numbers.

Optional: you can add p. for page or the plural abbreviation pp. for pages before page numbers in journal article references if you prefer to annotate your reference in this manner.

Davies, W.M., 2008. 'Not quite right': helping students to make better arguments. *Teaching in Higher Education*, 13 (3), pp. 327-340.

The use of pp. is also appropriate when 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.

Volume and part information

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

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.

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

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), 337-400.

Journal articles: multiple authors

Where an article has three or fewer authors, the reference should name all of them.

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

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

Where an article has four or more authors there are two methods that may be used. The first named author can be listed followed by either the Latin abbreviation et al. (Latin et alii meaning "and others") or the phrase "and others".

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

Optional: All authors can be listed but use one system or the other, not both.

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), 129-153.

Journal articles: 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.

Journal articles: ambiguous titles

In the majority of cases, the title of a journal 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.

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

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*.

Journal articles: electronic journals: 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].

Kelley, T., and Kelley, D., 2012. Reclaim your creative confidence. *Harvard Business Review* [online]. 90 (12) (December), pp. 115-118. Available via: Business Source Complete [Accessed 07 January 2012].

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.

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 08 January 2013].

Journal articles: electronic journals: publisher 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].

Hope-Jones, M., 2012. MI6 under siege. *American Cinematographer* [online]. 93 (12) (December). Available at: http://www.theasc.com/ac_magazine/December2012/current.php [Accessed 9 January 2013].

Journal articles: electronic journals: web editions

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.

Fishetti, M., 2012. Olympic athletes feel the hurt. *Scientific American* [online]. (25 July 2012). Available at: <http://www.scientificamerican.com/article.cfm?id=graphic-science-olympic-athletes-feel-hurt> ["Web exclusive content"] [Accessed 9 January 2013].

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

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 9 January 2013].

Journal articles: electronic journals: web only titles

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].

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.

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 4 February 2013].

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

Mabrito, M., 2012. Student as avatar: A study of informational preferences in a virtual world class. *Journal of online learning and teaching* [online]. 8 (2), pp. 110-121. Available at: http://jolt.merlot.org/vol8no2/mabrito_0612.htm [Accessed 4 February 2013].

5 Newspaper articles

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.

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

Electronic newspapers: databases

Add in the details of the Newspaper database that provided the content.

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

Anon., 1964. Mods and Rockers in the 1880s. *The Times*, 3 October, p.10. Available via: The Times Digital Archive [Accessed 4 February 2013].

Maddern, K., 2013. Deprivation double risk of being lost for words. *The Times Educational Supplement* [online]. 18 January, p.16. Available via: Nexis UK [Accessed 4 February 2013].

Electronic newspapers: web editions

The availability of content can vary. Web articles sometimes do not appear in print so include the link. Including the date the website was accessed is important as access is not always perpetual.

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

Garner, R., 2013. Chalk talk: If any one knows a gender-neutral pronoun can he or she speak up?. *The Independent* [online]. 30 January. Available at: <http://www.independent.co.uk/news/education/schools/chalk-talk-if-anyone-knows-a-genderneutral-pronoun-can-he-or-she-speak-up-8473827.html> [Accessed 4 February 2013].

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 *The Telegraph* website. However, as neither *The Daily Telegraph* nor *The Sunday Telegraph* are mentioned on the website, it would be more appropriate to use *The Telegraph* as the name of the source when creating references.

Chapman, P., 2012. Entire nation to be relocated. *The Telegraph* [online]. 7 March. Available at: <http://www.telegraph.co.uk/news/worldnews/australiaandthepacific/kiribati/9127576/Entire-nation-of-Kiribati-to-be-relocated-over-rising-sea-level-threat.html> [Accessed 30 August 2013].

6 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 [Date accessed].

Optional: place of publication: publisher. 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 and host can be traced.

For some websites their pages are dynamically generated, which means that the web address (URL) 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.

The 'date accessed' 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.

Bank of England, 2013. *Annual Report 2013* [online]. London: Bank of England. Available at: <http://www.bankofengland.co.uk/publications/Documents/annualreport/2013/2013report.pdf> [Accessed 30 August 2013].

Google, 2012. Code of conduct [online]. Google: Investor relations. Available at: <http://investor.google.com/corporate/code-of-conduct.html> [Accessed 30 August 2013].

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

7 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.

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.

8 Blogs and wikis

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].

Snow, J., 2013. Seamus Heaney: a great poet, full of light and life. *Snowblog* [online blog]. 30 August. Available at: <http://blogs.channel4.com/snowblog/seamus-heaney-great-poet-full-light-life/20898#more-20898> [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.

Charon QC [pseud.], 2013. Dealing with commonplace injuries in industry. *Charon QC: UK Law blog* [online blog]. 27 June. Available at: <http://charonqc.wordpress.com/2013/06/27/dealing-with-commonplace-injuries-in-industry/> [Accessed 30 August 2013].

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

Chromasia [pseudonym of David Nightingale], 2013. Town life, bulgaria. *Chromasia photoblog* [online blog]. 23 August. Available at: <http://www.chromasia.com/iblog/archives/1308130640.php> [Accessed 30 August 2013].

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.

Bluecloud, 2013. *Bluecloud* [online blog comment], 29 August. Available at: <http://www.theguardian.com/environment/blog/2013/aug/29/meaningless-word-sustainability-banned> [Accessed 30 November 2013].

Wikis

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.

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

Anon., 2013. History of Wikipedia. *Wikipedia* [online]. Available at: http://en.wikipedia.org/wiki/History_of_Wikipedia [Accessed 30 August 2013].

9 Social networking websites

If you wish to cite contributions to social networking websites the following may be used as a guide to the form of reference you may wish to use.

Facebook and similar social networking sites

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

Anon., 2013. Freshers– your first term in numbers. *Nottingham Trent University* [Facebook]. 28 August. Available at: <https://www.facebook.com/NottinghamTrentUniversity?fref=ts> [Accessed 29 August 2013].

Twitter

Author, Year of posting. *Title or description of message* [Twitter]. Date of posting/tweet. Available at: URL [Date accessed].

Obama, B. 2013. *@BarackObama #MLKDream50 tweet* [Twitter]. 28 August. Available at: <https://twitter.com/BarackObama> [Accessed 29 August 2013].

User generated content (YouTube etc.)

..a recent HumanRights watch documentary, *Children mining gold in Mali* (2011)...

Title of content, Date. [user generated content description] Name of user or creator. Date of posting/broadcast. Available at: URL [Date accessed].

Children mining gold in Mali, 2011. [user generated content Youtube] HumanRightsWatch. 9 December 2011. Available at: <http://www.youtube.com/watch?v=KLpHQGExt68> [Accessed 1 March 2013].

There is a wide variety of types of social media content that you may wish to refer to and further guidance on items such as;

- photo sharing sites ([refer to page 37](#));
- podcasts ([refer to page 33](#));
- blogs ([refer to page 25](#)).

You may find you need to construct a reference from available information that is totally unique in its form and presentation. If in doubt you can consult your Liaison Librarian (see further help at the end of this guide).

10 Personal communications

Electronic communication: 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].

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].

Electronic communication: 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).

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 communication: 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.

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

Verbal communication: 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.

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

Verbal communication: face to face conversations

The same approach should be taken with face to face conversations.

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

Written communication: letters

The following information should be included:

Name of letter writer, year the letter was written. Letter to... Name of recipient, date of letter.

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

11 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.

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*.

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.

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 Graphics, 2001. *SIGGRAPH 2001. Computer graphics proceedings. SIGGRAPH 2001, Los Angeles August 12-17, 2001*. New York:

Unpublished conferences

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]

12 Maps

Ordnance Survey maps

The following information should be included:

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

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).

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: source title [Date accessed].

Ordnance Survey, 2008. 'Iken, Suffolk', Tile tm44, 1:50,000. [online]. Available via: Digimap [Accessed 8 June 2009].

13 Audiovisual resources

This guide offers general guidance citing and referencing audiovisual materials. For students heavily utilising such materials for their studies, we would recommend consulting the very detailed guidance produced by the British Universities Film and Video Council.

British Universities Film and Video Council, 2013. *Audiovisual citation: BUFVC guidelines for referencing moving images and sound* [online]. London: BUFVC. Available at: <http://bufvc.ac.uk/projects-research/avcitation> [Accessed 23 July 2013].

Films

The following information should be included. Information can be found by viewing the credits of the film you are watching. A useful source of film credit information is <http://www.imdb.com>. If you cannot trace the precise company location, use the country of production.

Film title, year of release. [Film]. Production credit (Director normally). Location of production company: Production company name. [Additional information as appropriate].

...as demonstrated in a scene from *Battleship Potemkin* (1925).....

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

Le Grande Illusion, 1937. [Film]. Directed by Jean Renoir. France: RAC.

DVD

The year of DVD release is included as this can differ from the date of the film release.

Film title, original year of release. [DVD]. Production credit (Director normally). Location of DVD production company: Production company name. Year of DVD release. [Additional information as appropriate.]

The Hobbit: an unexpected journey, 2012. [DVD]. Directed by Peter Jackson. United States: Warner Home Video, 2013. [Region 2 only.]

When citing a DVD documentary 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.

Broadcasts: television programmes

The following information should be included:

...portrayal of humour in the trenches (*The Wipers Times*, 2013).

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

The Wipers Times, 2013. [TV] BBC Two, 11 September 2013.

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.

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.

'The big score', 2013. *Sound of cinema: the music that made the movies*, Episode 1. [TV] BBC Two, 12 September 2013.

'Back to Earth 1', 2013. *Stargazing live*, Series 3, Episode 2. [TV] BBC Two, 9

If the programme is available electronically, follow the above guidelines and include the online elements – URL (or streaming service if appropriate) and access date - as a note at the end of the reference.

'*Alive: Rankin faces death*', 2013. *Culture show*. [TV] BBC Two, 13 July 2013. Available at: Box of Broadcasts [Accessed 30 August 2013].

Broadcasts: 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.

Another fine mess: 80 years of Laurel and Hardy, 2006. [radio] BBC Radio Two, 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.

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

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.

'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.

'Just deserts', 2013. *Analysis* [radio] BBC Radio 4, 21 January 2013. Available at: <http://www.bbc.co.uk/analysis/> [Accessed 30 August 2013].

Podcasts

The following is suggested:

Title of podcast, Date. *Main title* [Podcast]. Podcast date. Available at: URL [Date accessed].

Media plurality, the Guardian and Press Regulation, 2013. *The Media Show* [Podcast]. 7 August 2013. Available at: <http://www.bbc.co.uk/podcasts/series/media> [Accessed 29 August 2013].

14 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. ill./photograph./diag./map/table/fig.].

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)...

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)...

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)...

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)...

Lansley, A., et al., 2008. *The transformation of St. Pancras Station*. London: Laurence King Publishing, p.159, [photograph].

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)

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.

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

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.

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

If the cartoon is available electronically, follow the example below:

Adams, S., 2013. 'Disaster preparedness' [Cartoon]. *The official Dilbert website*, 25 August [online]. Available at: <http://dilbert.com/strips/comic/2013-08-25/> [Accessed 30 August 2013].

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.

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

If the painting or drawing is available electronically, add electronic source as appropriate:

Monet, C., 1873. *Sunrise (Marine)* [oil on canvas]. J. Paul Getty Museum [online]. Available at: Getty Open Content <http://search.getty.edu/museum/records/musobject?objectid=133580> [Accessed 30 august 2013].

Spencer, S., 1924. *Near Southwold* [oil on canvas]. Bradford 1 Gallery, Bradford [online]. Available via: Bridgeman Education [Accessed 30 August 2013].

Photographs

The following information should be included:

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

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

If the photograph has been published in a book or magazine, add page or other detail as appropriate:

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 [digital image], follow the examples below:

The Getty [pseud.], 2010. *Getty Ranch House, Long Salon, 1968–73* [digital image]. Flickr. Available at: <http://www.flickr.com/photos/thegetty/4334177984/> [Accessed 29 August 2013].

Charles, G., 1954. *Children enjoying their school dinner* [digital image]. National Library of Wales. Available at: <http://delwedd.llgc.org.uk/delwedddau/gch/gch07015.jpg> [Accessed 1 July 2013].

Sculpture

The following information should be included:

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

Chantry, 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].

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].

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].

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

15 Performance

Dance

Include the following information:

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

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.]

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.]

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.]

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

16 Parliamentary information

Parliament

References to Parliamentary proceedings have their own rules and these are outlined below. For further information visit <http://www.parliament.uk/>.

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.

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.

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

Committee debates

References to Public Bill Committee debates should include the following:

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

Health Bill Deb 30 January 2007 c12-15

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

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 30 August 2013].

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).

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)).

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 30 August 2013].

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).

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

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 30 August 2013].

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)

Great Britain. Department for Education, 2013. *School Teachers' Pay And Conditions Document 2013 And Guidance On School Teachers' Pay And Conditions 2013*. London: TSO.

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, 2012. *The Code of Conduct together with The Guide to the Rules relating to the conduct of Members* [online]. London: House of Commons. Available at: <http://www.publications.parliament.uk/pa/cm201012/cmcode/1885/188501.htm> [Accessed 30 August 2013].

17 Legal references

Acts of Parliament

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

The Marriage (Same Sex Couples) Act 2013 received Royal Assent in July 2013...

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:

Marriage (Same Sex Couples) Act 2013 (c. 30)

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

Details about titles and enumeration of Parliamentary Bills can be found at <http://www.parliament.uk/business/bills-and-legislation/>

References to Parliamentary Bills should include the following:

- short title;
- parliamentary session in round brackets;
- serial number (House of Commons Bills are currently labelled Bill and House of Lords Bills labelled HL Bill).

Gambling (Licensing and Advertising) Bill (2012-13) Bill 8

Children and Families Bill (2013-14) HL Bill 32

Note that a Bill is renumbered whenever it is reprinted during its passage through Parliament

Anti-social Behaviour, Crime and Policing Bill (2013-14) Bill 7

Anti-social Behaviour, Crime and Policing Bill (2013-14) Bill 93

Statutory Instruments

Mention the title and year of the Statutory instrument (SI) in your text

The Control of Noise (Code of Practice on Noise from Ice-Cream Van Chimes Etc.) (England) Order 2013 comes into force on 1 October 2013 revoking previous orders.

References to Statutory Instruments should include the following:

- short title;
- the abbreviation 'S.I.';
- year of publication;
- number.

The Control of Noise (Code of Practice on Noise from Ice-Cream Van Chimes Etc.) (England) Order 2013 S.I. 2013/2036.

Law reports

Every law report series has its own mode of legal 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 case citation 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 **page 675**.

A mention of a legal case in your text should direct your reader to an appropriate legal citation in your reference list.

Rayware Ltd v Transport & General Workers Union (1989) was an important case for several reasons...

Reference:

Rayware Ltd v Transport & General Workers Union [1989] 1 WLR 675

Note: Harvard style is not strictly appropriate for legal citation but this guidance may be helpful if you are making occasional mention of legal case reports in your text. It is likely that if you are studying a Law module or course you will be directed to use correct style for legal citation as part of that course of study.

18 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.

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.

19 Market research reports

For market research reports found on databases such as Mintel or Key Note, reference as below. Such reports mostly do not have individual authors, so the author should be listed as the organisation which published the report.

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

Mintel, 2012. *Music concerts and festivals - UK August 2012* [online]. Available via: Mintel [Accessed 28 August 2013].

Source material

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*). Both are available in the British Standards Online service. Library OneSearch provides access to this database. 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.

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

BRITISH STANDARDS INSTITUTION, 1994. BS ISO 832:1994: *Information and documentation – Bibliographic description and references – Rules for the abbreviation of bibliographic terms*

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

Further support and help

You can contact your Liaison Librarian for advice on citing and referencing:
http://ntu.ac.uk/library/help_support/liaison_team/index.html

NTU Library provides training events for students on Harvard Referencing:
http://www3.ntu.ac.uk/library/news_events/events_for_students/index.cfm

You can find further details on RefWorks bibliographic management tool:
http://www.ntu.ac.uk/library/resources_collections/refworks/index.html

The **Student Learning Room** located in the Guidance and Help menu on your NOW homepage contains this guide and further guidance.

NTU Library Referencing and Plagiarism web pages:
http://www.ntu.ac.uk/library/developing_skills/referencing_plagiarism/index.html

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