



NTU Library

Citing references

A guide to NTU Library Harvard Style

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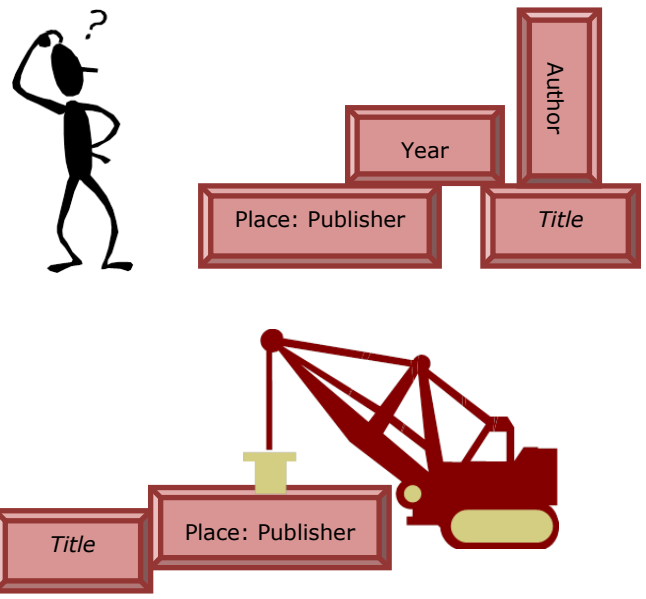
1. Introduction

Welcome to the 10th 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).

Helping you make sense of referencing

Use the rules outlined in this guide to build up consistent and accurate Harvard style references. Construct your reference from information about the Author, Date of Publication, Publisher etc., that is presented to you on the title page of the book or prominent on the resource you are using. [Library OneSearch](#) will also provide the information you need for an accurate reference for those sources made available by NTU Library .



1.1 Basic principles of the Harvard system

There are two tasks that you need to undertake:

Citing - to offer brief details of a source in your own writing to indicate that at this point you are using somebody else's ideas and/ or offering evidence to support your argument from the work of others:

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.

Referencing - to offer a clear, accurate description of each source that you have cited in the body of your work. In other words, you must provide a consistent record of the elements needed to identify and locate a specific source 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.

1.2 So, what will my assignment look like using Harvard?

Typically in the body of your text, your citation will include the author or creator of the source you have used along with the year it was created. Your references are listed at the end of your work and are arranged **alphabetically** by the author/creator's last name.

The citation clearly links your reader to the full details of that specific source in your references. It is, therefore, essential that you **proof read** the final version of your work! Always make sure there is a reference for your reader to find if you cite a source in your text.

Text of your work:

.. 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...

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.

Seek advice from your tutor about whether you should include a **reference list** or a **bibliography**. Although these terms are often used interchangeably they are strictly speaking two different things:

- **Reference List** – this includes only sources that you have mentioned or quoted from in your work.
- **Bibliography** – commonly includes *all* the sources which you have read and have informed your work *whether you have mentioned or quoted from them or not*.

Note also that the details included in the full reference of a source varies depending on the type of source it is. Details about referencing different types of sources are provided later in this guide.

2. Guidance on citation style

2.1 Incorporating citations into your writing

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

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

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

This was further **supported** by results from a recent survey (see Meningitis Research Foundation 2010).

Thornton and Brunton (2010) **endorse** the adoption of the Reggio approach in UK early years educational settings in the UK.

If a number of different sources corroborate or illustrate your point, you can include all citations within the same brackets separated by a semi-colon:

Research into retention, progression and attainment (Foster et al. 2011; Pears and Lawther 2015) suggests that students are most likely to succeed if....

2.2 Use of quotations

Occasionally, instead of summarising or paraphrasing the work of others, you may wish to use a phrase, sentence or excerpt from a source. This not only varies your citations, but can add power to the point you are making. Unless you receive specific guidance on the use of quotations in your work from your tutors, adopt the conventions outlined in this section.

Identify the page number(s) of the source on which the exact quotation appears in your citation:

Dow stated (1964, p. 41)...

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 (1964, pp. 127-128)...

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".

See how, in the example above, the quotation forms part of the text and is indicated by enclosing it within inverted commas- " ".

If quoting a longer passage, approximately three lines of text or longer, it is common practice for the whole quotation to be indented. Quotation marks are unnecessary:

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)

The next example demonstrates how you indicate that you have edited the quotation in some way. The use of ellipsis (...) informs the reader that you have omitted words from the quotation; and, any explanatory wording that you add to the quotation should be enclosed within square brackets []:

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...".

2.3 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

2.4 Citing items you have not actually read

Let's suppose you mention an article authored by Colin Smith in 2008, that is referred to in a book by Gibbs and Carroll, *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, so your citation should highlight this:

The work of Colin Smith (see Gibbs and Carroll 2011, p. 28) is very interesting...

Give the full details of Gibbs and Carroll's work in your references, 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.

The Harvard style: constructing accurate citations and references

This part of the guide will tell you how to create and format your citations and references. Constructing references is a straightforward, formulaic process. It helps if you think about the following:

- Who is the main author/ creator of the source?
- When was it published?
- What type of source is it?
- How did you access the source? Electronically or, physically, in print?

All the information you need for an accurate citation and reference on the source itself.

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, p.4).

The scheme outlined on the following pages is NTU Library's interpretation of the Harvard Style; there are several custom options available to you and these **optional** styles are indicated, where appropriate, in the guidance. For example, you could opt to use UPPER CASE for all your author entries in your references (see below).

3. Step one: identify both the author /creator & the date of publication

You will notice that the citation for most types of source as well as the first part of a full reference take the same format, requiring the author(s) and date of publication. Although the subsequent details for an accurate full reference will vary dependent on the source type, it is easy to start building your citation and reference by establishing who and when created the source that you are using.

3.1 Single authors

If a source has been written by one person, the first part of the full reference should follow this approach: author's last name followed by the initials of author/creator forenames; then, the year of publication:

Wells, H.G., 1898.

Optional: If preferred, the author surname can be capitalised for emphasis in all entries in your references:

WELLS, H.G., 1898.

Optional: If preferred, the date of publication may be enclosed by brackets and the comma separating the author and date should be omitted:

Wells, H.G. (1898)

In your text, the citation includes the last name and the date:

Wells (1898) writes....

A seminal novel (Wells 1898) captured the anxieties of people at this time.....

3.2 Two or three authors

If a source has two or three authors, the reference should name all of them, listing them in the same order as it appears on the source itself.

Two authors:

Pears, R. and Shields, G., 2010.

Three authors:

Baldock, P., Fitzgerald, D., and Kay, J., 2013.

The citation includes the last names of each author and the year:

The findings of a study by Pears and Shields (2010) failed to be corroborated by subsequent research (Baldock, Fitzgerald and Kay 2013).

3.3 Four or more authors

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

Budge, I., *et al.*, 1998.

Kotler, P., and others, 2009.

The citation includes the first author's last name, *et al* or "and others" along with the publication date:

This theory is based on the assumption that.... (Kotler *et al.* 2009).

Kotler and others (2009) claim that this theory is based on the assumption that...

Optional: Every author can be listed but use one system or the other, not both. Seek guidance from your tutor as to the preferred author style and the use of *et al* in italics or not:

Cresswell, L., Fielding-Smith, D., Goodier, A., and Sheehan, D., 2002.

The latest developments in product design have meant that... (Cresswell, Fielding-Smith, Goodier and Sheehan 2002).

3.4 Editors

If a source 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.

Elizabeth, L., and Adams, C., eds., 2005.

Mirzoeff (2013) offers an overview of the main theories on this topic.
The consensus is that.... (Elizabeth and Adams 2005).

If you are referring to a specific chapter or essay within an edited collection follow the conventions outlined in Section...

3.5 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. References for sources with a corporate author should start like this:

British Educational Research Association, 2011.

Nottingham Trent University, 2013.

World Economic Forum, World Bank and African Development Bank, 2011.

Simply add the name of the corporate author and the publication date to a citation in your text:

Policy at Nottingham Trent University (2013) stipulates that....

Researchers must recognise the right of any participant to withdraw at any stage of the research project (British Educational Research Association 2011).

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]

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

Trinity College (Cambridge),
Trinity College (Dublin),

See Section ... if the source is authored by a government department.

See Sections ... if you are referring to a parliamentary source or making a legal reference.

3.6 What do I do if I can't identify an author?

If the book does not appear to have an author, start your reference entry with Anon. to indicate Anonymous:

Anon., 2011.

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

If the author of an anonymous work is known even if not mentioned on the source, the author's name may be included but should be enclosed in brackets:

[Pain, A. G.], 1909.

3.7 Collaborative works

Sources such as encyclopaedias, dictionaries, films, television and radio broadcasts where no single, prominent author, creator or editor can be identified, should be referenced by the title:

The new Encyclopaedia Britannica in 30 volumes, 1982.
Man from U.N.C.L.E., 2015.

See Section [4.14](#) for further guidance on citing and referencing audio-visual collaborations.

3.8 What do I do if I can't find the publication date?

If the source 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] or [n.d.] where an approximation is not possible: Smith, A., [no date], or Smith, A., [n.d.]

4. Step two: establish full reference details for specific source type

After first identifying the author/creator and publication date, you can finalise the full reference details for your reference list by following the guidance for the specific type of source you are using. Simply go to the section in the guide that outlines the requirements for referencing the source in question.

4.1 Books

Print books

NTU Library recommends that each reference should include information in the order given, using the same punctuation; only add information about the edition if it is the second or later edition:

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: the title of the book should be highlighted using a method of your choice: either **bold type**, *italics* or underlining. NTU Library favours *italics*, but other highlighting formats are equally valid as long as consistency is maintained:

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.

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.

Electronic books

Electronic books: accessed via NTU Library or an eBook reader

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: Google Books or other web versions of books

The website address (URL) is an important component when referencing this type of source to help readers trace your source.

If the book is a digitised version of a print book, the year of publication should refer to the original publication date, rather than the date it was digitised or made available on a website. If necessary, you can add a note on the release date of the eBook, or any relevant details in square brackets at the end of your reference:

Author, Year of publication. Title [online]. Edition. Place of publication: Publisher. Available at: URL [Date accessed]. [Any relevant notes about dates if relevant].

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].

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.]

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.]

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].

4.2 Chapter from an authored book/ essay from an edited book

When citing a specific chapter or essay 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.

Moran (2013) claims....

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

4.3 Conference proceedings

Published 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*. London: RICS Foundation & Nottingham: Nottingham Trent University.

Published conference papers

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: Association for Computing Machinery, pp. 371-378.

Unpublished conference papers

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]

4.4 Government publications

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].

4.5 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.

Author, Year of publication. Title. Thesis type. Awarding institution.

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.

Indicate if you have accessed the thesis/ dissertation online by using this format:

Author, Year of publication. Title [online]. Thesis type. Awarding institution. Available at: URL [Date accessed].

Zafar, M.S., 2011. *Developing silica based Nanocomposites for dental applications using bombyx mori silk* [online]. Ph.D. thesis, Nottingham Trent University. Available at: http://irep.ntu.ac.uk/R/-?func=dbin-jump-full&object_id=213724&silo_library=GEN01 [Accessed 26 August 2015].

4.6 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. 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.

**Author or Editor, year. *Title* [online]. Place of publication: Publisher.
Available at: URL [Date accessed].**

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.

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.

Optional: place of publication: publisher. These may seem a little odd when talking of internet resources and often it is difficult to establish these details. Regard the organisation responsible for hosting the pages as the publisher. However, if you are unsure, 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.

4.7 Online documents and PDFs

For documents that are downloaded from websites, repositories and intranets follow these guidelines:

**Author or Editor, year. *Title* [online]. Place of publication: Publisher.
Available at: URL [Date accessed].**

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].

If the source has been downloaded from a site with restricted public access, for example a company intranet, then it is advisable to indicate this to the reader:

TOYOTA, 2006. *Hybrid technology* [online from company Intranet]. Southwold, Suffolk: Adnams PLC. Available at: http://about.adnams.co.uk/downloads/pdfs/Adnams_Annual_Report_2005.pdf [Accessed 28 May 2009].

4.8 Journal articles

Print journal articles

Author, Year of publication. Article title. *Journal title*, Volume number (Issue or part number), page the article starts-page the article finishes.

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

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.

Optional: For this guide we have elected to just present the pages numbers. You can opt to add p. for page or the plural abbreviation pp. for pages before page numbers in journal article references.

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.

Some journals have their own numbering system and/or 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 also part of your reference:

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

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

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.

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.

Electronic journal articles

Follow the guidelines for a print journal article as closely as possible, but it is important to add the name of the database through which you located the article or the website URL along with the date it was accessed:

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

Kelley, T., and Kelley, D., 2012. Reclaim your creative confidence. *Harvard Business Review* [online]. 90 (12) (December), 115-118. Available via: Business Source Complete [Accessed 07 January 2014].

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 2015].

If the article has been allocated a DOI (Digital Object Identifier), use this to direct readers to the article itself instead of referring to a specific database or offering a website URL:

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), 357-370. DOI: 10.1080/01439680701443127 [Accessed 26 July 2015].

Indicate if an article has been published exclusively on the journal website and does not appear in the print edition of the journal at all:

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].

If you are unsure whether the article appears in the journal or whether it has just been posted on the journal website, then you can add a note for clarification:

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].

Many journals exist only on the web and do not have print editions. Articles tend to be "posted" on the website rather than published in volumes and issues. Include the specific posting date in place of these in the reference following on from the journal title. Some of these type of journals do not have page numbers but section numbers that can be used instead:

Hazen, D., 2005. The hidden life of garbage. *AlterNet* [online]. (31 October). Available at: <http://www.alternet.org/mediaculture/27456/> [Accessed 26 August 2015].

4.9 Newspaper articles

Print newspaper articles

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.

Articles from electronic newspaper 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].

Newspaper articles from web editions

The availability of content can vary. Web articles sometimes do not appear in print so it is important to include the link and the date the website was accessed 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].

4.10 Blogs and wikis

Blogs

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].

4.11 Social networking websites

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.)

***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. [Youtube] HumanRightsWatch. 9 December. Available at: <http://www.youtube.com/watch?v=KLpHQGExt68> [Accessed 1 March 2013].

As with films, DVDs and other broadcasts, use the title of user-generated content in the citation:

..The recent documentary, *Children mining gold in Mali* (2011), exposed...

Discussion groups and bulletin boards

Author of message, year of message. Subject or title of message. *Name of electronic conference, discussion group or bulletin board* [online]. Date of message/ posting. Available at: URL [Date accessed].

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

4.12 Personal communications

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

Written communication: letters

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.

Written communication: emails

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).

Verbal communication: interviews and telephone conversations

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

Name of participant, year of conversation. Conversation with...name of other participant(s), Location of conversation, date of conversation.

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

4.13 Lectures and speeches

Name of lecturer/speaker, year of lecture/speech. *Title of lecture/speech.* [Lecture to... Course title or audience, Name of Institution]. Date of lecture.

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

4.14 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].

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.

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

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 referencing a DVD documentary extra or interview, use the following approach:

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

Broadcasts: television programmes

**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.

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

If you are using 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.

If the programme is available electronically, follow the above guidelines and include the online elements – a URL (or streaming service if appropriate) and access date:

'*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.

For a reference for a specific episode of a radio series:

'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:

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

Podcasts

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].

4.15 Visual resources

Cartoons

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

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

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 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].

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: Parr, M. *Home and abroad*. London: Cape, 1993, plate 2.

Sarfati, L., 2007. Gina #25, Oakland, California, 2007. In: Phillips, S., and Sarfati, L. She. *Aperture*, (194) (Spring 2009), p.79.

Sculpture

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 examples 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

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].

Illustrations, photographs, diagrams, tables or figures in books

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.].

Halloran, J.D., Elliott, P., and Murdock, G, 1970. *Demonstrations and communication: a case study*. Harmondsworth: Penguin, pp. 14-15 [map].

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)...

Higher Education Statistics Agency, 2007. *Resources of higher education institutions, 2005/06*. Cheltenham: Higher Education Statistics Agency, pp. 30-31, [table].

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

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

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

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

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

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

Illustrations, photographs, diagrams, tables or figures in electronic resources

Diagrams or tables from electronic resources should also be referenced in a similar way. In the following example, a graph from a database would be referenced, and cited, like this:

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

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

4.16 Performance

Dance

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

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

Name of band, Year of Performance. [Venue. Date performance seen.]

The Who, 2007. [Glastonbury Festival, 24 June.]

Plays

***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.]

4.17 Maps

Ordnance Survey maps

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

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

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].

4.18 Standards and Patents

British Standards publications

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

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

Designer, Year the design went into production. Name of product. Place of manufacturer: name of manufacturer. [Additional information as appropriate].

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

4.19 Parliamentary information

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)

**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

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].

4.20 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...

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.

4.21 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].

5. 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*.

6. Further support and help

Contact NTU Library's Learning & Teaching Team for advice on citing and referencing:
https://www.ntu.ac.uk/library/learning_teaching/contact_us/index.html

NTU Library provides training events for students on Harvard Referencing:
<http://librarybookings.ntu.ac.uk/>

Further details on RefWorks– a bibliographic management tool– that can help you cite and reference your work:
https://www.ntu.ac.uk/library/developing_skills/referencing_plagiarism/refworks/index.html

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

Nottingham Trent University
Burton Street Nottingham NG1 4BU UK
Tel +44 (0)115 941 8418

www.ntu.ac.uk/library

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