

Referencing Guide

Type of Evidence	Citation Order	How To Write It In Your Main Body As A Citation	How To Write It In The Reference List
Book	<ul style="list-style-type: none"> • Author/editor • Year of Publication (in round brackets) • Title (in italics) • Place of Publication: Publisher • Series and volume number (if relevant) 	According to Bell (2014: p.17), the most important part of the research process is...	Bell, J. (2014) <i>Doing your research project</i> . Maidenhead: Open University Press.
Academic Journal	<ul style="list-style-type: none"> • Author • Year of Publication (in round brackets) • 'Title of article' (in single quotation marks) • <i>Title of Journal</i> (in italics and capitalise first letter of each word except linking words) • Issue information (volume - unbracketed and month, number or season if applicable - in brackets) • Page reference (if available) <p>If accessed online:</p> <ul style="list-style-type: none"> • DOI or Available at: URL (Accessed: date) 	In their review of the literature (Norrie et al., 2012).	<p>Norrie, C., Hammond, J., D'Avray, L., Collington, V. And Fook, J. (2012) 'Doing It Differently? A review of literature on teaching reflective practice across health and social care professions', <i>Reflective Practice</i>, 13(4) pp. 565-578.</p> <p>If it has a DOI or website - add at the end.</p>
Webpage with Individual or Organisations Authors	<ul style="list-style-type: none"> • Author or Organisation • Year the site was published/last updated (in round brackets) • <i>Title of web page</i> (in italics) • Available at: URL (Accessed: date) 	After identifying symptoms (National Health Service, 2018).	National Health Service (2018) <i>Check your symptoms</i> . Available at: http://www.nhsdirect.nhs.uk/checksymptoms (Accessed: 10 June 2021).

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Webpages with no Authors, Titles or Dates - Using these sources are questionable	<ul style="list-style-type: none"> No Author <ul style="list-style-type: none"> <i>Title of webpage</i> (in italics) Year (in brackets) Available at: URL (Accessed: date) No Title or Author: <ul style="list-style-type: none"> Use the URL's title Year (in brackets) (Accessed: date) 	<p>No Author: Illustrations of the houses can be found online (Palladio's Italian Villas, 2005)</p> <p>Not Title or Author: Video files may need to be compressed (http://www.newmediarepublic.com/dvideo/compression.html, 2018)</p>	<p><i>Palladio's Italian Villas</i> (2005) Available at: http://boglewood.com/palladio/ (Accessed: 10 June 2021).</p> <p>http://www.newmediarepublic.com/dvideo/compression.html (2018) (Accessed: 10 June 2021).</p>
Newspaper Articles	<ul style="list-style-type: none"> Author/byline Year of Publication (in round brackets) 'Title of article' (in single quotation marks) <i>Title of Newspaper</i> (in italics and capitalise first letter of each word except linking words) Edition if required (in round brackets) Day & Month Page reference (if available) 	<p>Financial incentives were offered to graduates (Mennell and Bloom, 2018)</p> <p>US-led air strikes appeared to be imminent (Roberts and Ackerman, 2013).</p>	<p>Printed: Mansell, W. and Bloom, A. (2013) '£10,000 carrot to tempt physics experts', <i>The Guardian</i>, 20 June, p. 5.</p> <p>Online: Roberts, D. and Ackerman, S. (2013) US draft resolution allows Obama 90 days for military action against Syria', <i>The Guardian</i>, 4 September. Available at: http://www.theguardian.com/world/2013/sep/04/syria-strikes-draftresolution-90-days (Accessed: 10 June 2021).</p>
Magazine Articles	<ul style="list-style-type: none"> Author Year of publication (in round brackets) 'Title of article' (in single quotation marks) Title of Magazine (in italics - same as Newspapers) Issue information (volume - unbracketed and month, number or season if applicable - in brackets) Page reference (if available) <p>If accessed online:</p> <ul style="list-style-type: none"> DOI or Available at: URL (Accessed: date) 	<p>Bletcher (2017: p.9) discussed body image...</p>	<p>Bletcher, K. (2017) 'Matters of the heart', <i>Heart Matters</i>, (August/September), pp. 9-11.</p>

Type of Evidence	Citation Order	How To Write It In Your Main Body As A Citation	How To Write It In The Reference List
PowerPoint Presentations/ Lectures/ Notes	<ul style="list-style-type: none"> • Author or Tutor • Year of Publication (in round brackets) • 'Title of item' (in single quotation marks) • Module code: <i>module title</i> (in italics) • Available at: URL of VLE (Accessed: date) 	Elias argued Marx is only half right (Davis, 2021).	Davis, W. (2021) 'Process Sociology Lecture' [PowerPoint Presentation] SY3: <i>Sociological Theories and Their Application to Contemporary Society</i> . Available at: https://vle.gloscol.ac.uk/mod/folder/view.php?id=441790 (Accessed: 10 June 2021).
Published Reports, Working Papers, Briefing Papers	<ul style="list-style-type: none"> • Author or Organisation • Year of publication (in round brackets) • <i>Title of report, working paper, briefing paper</i> (in italics) • Place of publication: Publisher. <p>If accessed online:</p> <ul style="list-style-type: none"> • DOI or Available at: URL (Accessed: date) 	The guidance was helpful (NHS England and NHS Improvement, 2016)	NHS England and NHS Improvement (2016) <i>NHS Operational Planning and Contracting Guidance 2017-2019</i> . Available at: https://www.england.nhs.uk/wp-content/uploads/2016/09/NHS-operational-planning-guidance-201617-201819.pdf (Accessed: 10 June 2021).
Twitter	<ul style="list-style-type: none"> • Author • Year tweet posted (in round brackets) • Full text of tweet (unless it is very long, then use ellipsis [...] to shorten) • [Twitter] • Day & Month tweet posted • Available at: URL (Accessed: date) 	Laura Kuenssberg (2018) tweeted on the party conference.	Kuenssberg, L. [@bbclaurak] (2018) anyone might imagine that inside he's a tiny bit pleased [Twitter] 25 September. Available at: https://twitter.com/bbclaurak/status/1044553972277817344 (Accessed: 10 June 2021).
Instagram	<ul style="list-style-type: none"> • Author (Instagram account holder/ poster) • Year posted (in round brackets) • 'Title of post' (in single quotation marks) • [Instagram] • Day & Month of posted message • Available at: URL (Accessed: date) 	His comedic talent was on show when advertising his products for Christmas (Reynolds, 2021).	Reynolds, R. (2021) 'Made a last minute video for all the last minute shoppers' [Instagram]. 24 December. Available at: https://www.instagram.com/p/CJKWhigBxRk/?utm_medium=share_sheet (Accessed: 10 June 2021).

FAQ

1. What if a book has more than one author?

- If there are two (2) or three (3) authors, then you need to cite each one in your main body and in the reference list
 - For example, (Davis and Jelfs, 2021).
- If there are more than three (3) authors, then in the **MAIN BODY** you use the Latin phrase 'et al.' at the end of the first author's surname. Then you would write out all of their names in the reference list at the end of the assignment
 - For example, Davis, W., Jelfs, G., Rogers, C., Sharp, E., Ball, S., Towbridge, D. and Hart, L. (2021)...

2. What if there is no date?

- You write: (no date).
- Check to see if there is no date as many websites have the date at the bottom of the page highlighting when the page was last updated.

3. How much should you directly quote?

- Ideally the less we directly quote, the stronger the quality of work is.
 - Students with stronger grades paraphrase the work they are citing.
- Directly quoting is sometimes necessary as rewording things can change the whole meaning, but to this sparingly!

4. What is paraphrasing?

- Paraphrasing is when you use someone's work, but reword it in a way which summarises/articulates the main argument without having to directly quote it. Doing this demonstrates a deeper understanding of what is being discussed as you will be able to explain why that is being cited is relevant and important to what you are discussing.
- You can directly quote important phrases or words if paraphrasing them will change the whole meaning of what is being discussed, but this should be done at a minimum.