

# Harvard Referencing

## The Wrexham University Guide

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## What is referencing?

Referencing is a system used in academic writing to acknowledge the published work that you have used in your academic assignments.

Referencing is more than simply providing a list of the books that you have used at the end of your assignment.

It is a technique used within your work to show the source of all the ideas and information that you have used.

## Why do I need to reference?

Referencing is important. Using references in your work:

* Demonstrates you have conducted thorough research and that your arguments are presented in the context of published work.

* Shows you can substantiate the information and arguments that you have presented.

* Allows the reader to locate the source of the information for themselves.

* Protects you from accusations of academic malpractice - plagiarism. This is where you present material as if it is your own work when in fact it has been taken from another source without you acknowledging this.

What do I need to reference?

The general rule to remember is that you should reference everything unless it is

‘common knowledge’.

This would be something that is so well known that is does not need a reference. For example, you would not need to reference a statement such as ‘a day has 24 hours’ or

‘The UK is made up of Wales, England, Scotland and Northern Ireland’.

Therefore, anything that you have used in your work should be referenced and this would include books, journals, newspapers, websites, television programmes, etc.

How do I reference?

A reference has two parts.

Firstly, you make a brief reference to the work in the main body of your writing. This is called a citation. See pages 3 - 5 for examples of in-text citations.

Secondly, you include a fuller list of references at the end of your written work. See page 5.

## In-text Citations

Within the main body of your assignment you need to include a reference to the cited work.

This takes the format of the author’s name and the year the work was published, which can be passive (enclosed in brackets) or active. For example:

**Passive** – It has been reported that the limit per card transaction in the UK will increase from £45 to £100 in October (BBC, 2021).

**Note** - the name of the author and the date of publication are separated by a comma within the brackets. If the citation is at the end of a sentence the full stop would be placed after the brackets.

**Active** – According to the BBC (2021), the limit per card transaction in the UK will increase from £45 to £100 in October.

**Note:** In rare cases, both author and date may appear in the narrative. In this case, do not use brackets:

In 2021, the BBC reported that the limit per card transaction in the UK would increase from £45 to £100 in October.

**TIP** - When using the active style, **remember to vary the reporting verb**. Here are some ideas on how you might approach this:

Smith (2020) describes…

Jones *et al*. (2021) found that…

Davis and Morris (2019) suggest…

Chang’s (2018) theory supports the need for…

Ashton *et al*. (2020) conclude…

On occasion, you may wish to include an acronym in the brackets to avoid having to write the name of the organisation in full for subsequent citations. Here’s an example:

As outlined by the Nursing and Midwifery Council (NMC, 2018)…

When an author has published more than one work in the same year, the works should be identified with lower case letters after the date, like this:

(NHS, 2019a)

(NHS, 2019b)

(NHS, 2019c)

Letters should be decided based on the order in which the sources appear within the main body of your work. The first instance would be a, followed by b and so on. Corresponding letters should be used in your reference list to help your marker identify which source your citation is drawn from.

### Multiple Authors

If listing two authors within the body of your writing, use ‘and’ between their surnames. For example:

**…(Wood and Smith, 2018).**

**Wood and Smith (2018) argue…**

For three or more authors, use *et al*. (in italics) after the first named author on the document. For example:

**…. (Wood *et al.*, 2019).**

**Wood *et al*. (2019) suggest…**

**Note:** You will need to list all the authors, in full, in the reference list.

### Multiple Citations

If there is more than one source that supports your argument, cite them inside the same set of brackets, separated by a semi-colon. Within the brackets, place them in chronological order, with the earliest date first. For example:

Recent reports suggest trends within the global food market are changing (Forgrieve, 2018; Simpson, 2020; Smith, 2020).

As in the example above, if there are two sources with the same year of publication, these should be placed in alphabetical order.

This will also help you to avoid sweeping, generalising statements in your work, such as:

Studies have shown that children learn better in mixed ability groups.

Recent research suggests a rise in GP referrals.

Your marker will always want to know which studies and which research, so remember to cite them carefully, as shown.

### Secondary References

A secondary source in academic writing refers to a work that analyses, interprets, or synthesises information derived from primary sources, thereby providing a second-hand perspective on the topic.

While useful for gaining insights, perspectives, and scholarly interpretations that contribute to a comprehensive understanding of a subject, it is advisable to refer to the primary source, where possible, to ensure the source supports the point you are making.

Where this is not possible, it is accepted practice to use the term ‘cited by’ in your in-text citation, as follows:

Sustainable farming practices can significantly reduce the environmental impact of agriculture (Williams, 2017, cited by Green, 2020).

Research by Williams (2017, cited by Green, 2020) demonstrated how…

In your reference list, insert the secondary source. In this instance, Green would appear as an entry in your reference list.

## Using direct quotations

Material quoted from the work of another author should normally be reproduced word for word.

Direct quotations must include the page number within the in-text citation. The quotation should be enclosed in single quotation marks. This applies to short quotations of a few words only. For example:

**This research has been described as ‘the most significant contribution to our understanding of this question’ (Smith, 2020, p.125).**

For longer quotations use a block of text in a smaller font, without any quotation marks. The quotation should be indented and started on a new line. For example:

**Pears and Shields (2021) argue that:**

**When you paraphrase, you express someone else’s writing in your own words, usually to achieve greater clarity. This is an alternative way of referring to an author’s ideas or arguments without using direct quotations from their text. Used properly, it has the added benefit of fitting more neatly into your own style of writing and allows you to demonstrate that you really do understand what the author is saying (p.16).**

If the quoted source is not cited in the introductory sentence (as in the previous example), then the full citation would be included at the end of the paragraph. For example:

**It is argued that:**

**When you paraphrase, you express someone else’s writing in your own words, usually to achieve greater clarity. This is an alternative way of referring to an author’s ideas or arguments without using direct quotations from their text. Used properly, it has the added benefit of fitting more neatly into your own style of writing and allows you to demonstrate that you really do understand what the author is saying (Pears and Shields, 2021, p.16).**

## List of References

The second element is the list of references at the end of your document. This is a list of all the sources you have cited in your writing.

The reference list is organised alphabetically, by author.

For example:

Chartered Institute for IT (2010), *Universal broadband needs to arrive sooner for UK economy*, *says CIT*. Available from: http://www.bcs.org/server.php?show=conWebDoc.34391 [Accessed 26th February, 2010.]

Fill, C. (2009), *Marketing Communications: Interactivity, Communities and Content*. London: Prentice Hall.

Muth, C., Hesslinger, V.M. and Carbon, C. (2015), 'The appeal of challenge in the perception of art: How ambiguity, solvability of ambiguity, and the opportunity for insight affect appreciation', *Psychology of Aesthetics*, *Creativity, and the Arts*, Vol. 9, No. 3, pp. 206-216. DOI: <http://dx.doi.org/10.1037/a0038814>

Oddner, F. (2010), ‘The character of sport and the sport of character’, *Sport in Society*, Vol.13, No.2, pp. 171-185.

### Using punctuation, capitalisation and italics

* There should be a full stop between an author’s initials.
* When listing multiple authors, there should be a comma between each author.
* Book titles are italicised. All words in the title and the sub-title should have a capital letter.
* Journal titles are also italicised and capitalised.
* Journal article titles are placed between single inverted commas and capitals should only be used if they appear in the given article title.

## Examples of commonly referenced items

### Books

**Basic format:**

Author, A.B. (Year of publication), *Title of Book.* Place of publication: Publisher.

| **Single author** |  |
| --- | --- |
| In-text citation | Reference list |
| Fill (2009) argues that…      Recent research (O’Neill, 2008) suggests that | Fill, C. (2009), *Marketing Communications: Interactivity, Communities and Content*. London: Prentice Hall.    O’Neill, P. (2008), *Surfaces and Textures: A Visual Sourcebook*. London: A&C Black. |

| **Two authors** |  |
| --- | --- |
| In-text citation | Reference list |
| …as argued by Coaffee and Lee (2016).    …research (Mearns and Thorne,  2013) suggest that counselling… | Coaffee, J. and Lee, P. (2016), *Urban Resilience*. London: Palgrave.    Mearns, D.B. and Thorne, B. (2013), *Person-Centred Counselling In Action*. 4th ed. London: Sage. |

| **Three or more authors** |  |
| --- | --- |
| In-text citation | Reference list |
| …as argued by Sanders *et al*. (2016).      …research (Kenny *et al.,* 2013) suggests that sport and exercise can… | Sanders, P.A., Frankland, A. and Wilkins, P. (2009), *Next Steps in Counselling Practice: A Students’ Companion for Degrees, HE Diplomas and Vocational Courses*. Ross-on-Wye: PCCS Books.    Kenney, W.L., Wilmore, J.H. and Costill, D.L. (2016), [*Physiology of Sport and Exercise*.](http://unicat.bangor.ac.uk/record=b1893006~S2) 6th ed. Champaign, IL : Human Kinetics. |

| **Book with an edition number** | **Basic format**:  Author, C.D. (Year or publication), *Title of Book.* Edition. Place of publication: Publisher |
| --- | --- |
| In-text citation | Reference list |
| …as argued by Baines (2019).    …research (Geldard *et al.,* 2017) suggests that counselling can support children… | Baines, D. (2019), *Marketing*. 2nd ed. Oxford: Oxford University Press.    Geldard, K., Geldard, D. and Yin Foo, R. (2017), *Counselling Children: A Practical Introduction*. 5th ed. London: Sage.    **NOTE:** the edition number is not included when the book is the first edition. |

| **Book with editors**  (Where no chapter authors are specified) | **Basic format**:  Editor, I.J. (ed.) (Year of publication), *Title of Book*. Place of publication: Publisher.    Editor, I.J. and Editor, K.L. (eds.) (Year of publication), *Title of Book*. Place of publication: Publisher. |
| --- | --- |
| In-text citation | Reference list |
| Wood (2017) suggests that…    …as argued by Black and Brown (2015). | Wood, R. (ed.) (2017), *Healthcare Management.* London: Routledge.    Black, S.T. and Brown, A.B. (eds.) (2015), *Sport and Exercise Science*. 3rd ed.  Maidenhead: Open University Press. |

| **Chapter in an edited book**  (Where chapters are written by  different authors) | **Basic format**:  Author, I.J. (Year of publication), ‘Title of Chapter’in Editor, A. and Editor, B. (eds.), *Title of Book*. Place of publication: Publisher. pp. xx-xx.  **Note** – if you use 2 different chapters each will need its own citation and reference |
| --- | --- |
| In-text citation | Reference list |
| Merry (2012) suggests that… | Merry, T. (2012), ‘Classical Client-Centred Therapy’ in Sanders, P. and Baker, N. (eds.), *The Tribes of the Person-Centred Nation: An Introduction to the Schools of Therapy*. 2nd ed. Chichester: Wiley. pp. 21-45. |

| **eBook** | **Basic format**:  Author, A.B. (Year of publication), *Title of Book.* Edition. Place of publication: Publisher. Available from: URL . [Accessed date Month, year.] |
| --- | --- |
| In-text citation | Reference list |
| … as demonstrated in recent research (Hughes, 2013). | Hughes, P. (2013), *Public Health*. 2nd ed. London: Best Books. Available from: http://www.dawsonera.com/depp/reader/protected/direct/SearchResults,buttons.eBo okView.sdirect?sp=S9781444302585 . [Accessed 26th February, 2018.] |

**Note:**

The format for an eBook will follow the guidelines for a printed book (as above) if there is an edition number, multiple authors or if you have used a chapter in an edited book.

### Journals

**Basic format:**

Author, A.B. (Year of publication), ‘Title of article’*, Title of Journal*, Volumenumber, Part number, page numbers.

| In-text citation | Reference list |
| --- | --- |
| …as argued by Oddner (2010) in recent research into… | Oddner, F. (2010), ‘The character of sport and the sport of character’, *Sport in Society*, Vol.13, No.2, pp. 171-185. |

| **Electronic journal article with DOI** | **Basic format**:  Author, A.B. (Year of publication), ‘Title of article’*, Title of Journal*, Volume number, Part number, page numbers. DOI: xxxxxxxxxxxxxxxxxxxxxx |
| --- | --- |
| In-text citation | Reference list |
| Christensen *et al.* (2013) examines the experiences of … | Christensen, H., Batterham, P. J., Griffiths, K. M., Gosling, J and Hehir, K. H. (2013), ‘Research Priorities in Mental Health’, *Australian and New Zealand Journal of Psychiatry*, Vol.47, No.4, pp. 355-362. DOI: <http://dx.doi.org/10.1177/0004867412474072> |

| **Electronic journal article without**  **DOI** | **Basic format**:  Author, A.B. (Year of publication), ‘Title of article’*, Title of Journal*, Volume number, Part number, page numbers. Available from: URL . [Accessed date Month, year.] |
| --- | --- |
| In-text citation | Reference list |
| … as examined by Hodgkinson *et al.* (2014). | Hodgkinson, S., Beers, L. and Lewin, A. (2014), ‘Addressing the Mental Health Needs of Pregnant and Parenting Adolescents’, *Paediatrics*, Vol.133, No.1, pp. 114-122. Available from:  https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3876179/ . [Accessed 16th December, 2019.] |

### Internet – document or page on a website

**Basic format:**

Author, A.B. (Year), *Title.* Available from: URL . [Accessed date Month, year.]

| In-text citation | Reference list |
| --- | --- |
| A recent report (Kings Fund, 2020) demonstrates that students… | Kings Fund (2020), *Mental Health and Primary Care Networks*. Available from: <https://www.kingsfund.org.uk/publications/mental-health-primary-care-networks> . [Accessed 16th December, 2023.] |

| **Document on a website** | **Basic format**:  Author, A.B. (Year), *Title.* Available from: URL . [Accessed date Month, year.] |
| --- | --- |
| In-text citation | Reference list |
| …as evident in advances made in medical ethics (World Health Organisation, 2021). | World Health Organisation (2021), *Ethics & Governance of Artificial Intelligence for Health.* Available from: <https://www.who.int/publications/i/item/9789240029200>. [Accessed 16th November, 2021.] |

| **Page on a website – with author** | **Basic format**:  Author, A.B. (Year of publication), *Title.* Available from: URL . [Accessed date Month, year.] |
| --- | --- |
| In-text citation | Reference list |
| …with minority groups experiencing considerable challenges (Adebiyi, 2021) as a result of lockdown. | Adebiyi, D. (2021), *One Year of Lockdown*. Available from: <https://www.savethechildren.org.uk/blogs/2021/one-year-of-lockdown>. [Accessed 24th February, 2021.] |

| **Page on a website – without author** | **Basic format**:  Organisation name (Year), *Title*. Available from: URL . [Accessed date Month, year.]  **Note:** If there is no individual author for a web page use the organisation’s name |
| --- | --- |
| In-text citation | Reference list |
| The captive environment can be challenging to maintain (RSPCA, 2021) and … | RSPCA (2021), *Wild animals in captivity.* Available from: <https://www.rspca.org.uk/adviceandwelfare/wildlife/captivity>. [Accessed 26th March, 2021.] |

| **Page on a website – with date** | **Basic format**:  Author, A.B. (Year), *Title.* Available from: URL . [Accessed date Month, year.] |
| --- | --- |
| In-text citation | Reference list |
| Ingle (2019) highlights the importance for elite athletes of … | Ingle, S. (2019), *Elite sport and mental health*. Available from:  <https://www.theguardian.com/sport/blog/2019/mar/04/elite-sport-mental-health>.  [Accessed 30th January, 2021.] |

| **Page on a website – without date** | **Basic format**:  Author, A.B. (no date), *Title.* Available from: URL . [Accessed date Month, year.] |
| --- | --- |
| In-text citation | Reference list |
| Etherington (no date) emphasises the importance of remaining active during… | Etherington, J. (no date), *Staying Active at Home.* Available from:  https://www.fsem.ac.uk/staying-active-at-home/ . [Accessed 30th February, 2021.] |

### Local Health Board Policies

For documents not in the public domain, or where anonymity is required, details should be withheld to maintain confidentiality. This is especially relevant for health and social care students wanting to reference local health board policies and forms in their academic work.

**Basic format:**

Local Health Board – details withheld (Year), *Title* [intranet].

|  |  |
| --- | --- |
| In-text citation | Reference list |
| As stated by local policy, any initial assessments must be completed under supervision with a more senior member of the nursing team present (Local Health Board, 2021). | Local Health Board – details withheld (2021), *Mental Health Assessment* [intranet]. |

**Note:** If there is no obvious date on a website page you may need to check the currency of the information.

### Conference papers

**Basic format:**

Author, A.B. (Year),‘Title of paper’*.* [Paper presented at *Xxxxx Conference* held at Location and Date]. Place of publication: Publisher.

| In-text citation | Reference list |
| --- | --- |
| Wilkinson (1999) suggests that … | Wilkinson, R. (1999), ‘Sociology as a marketing feast’. [Paper presented at *The British Sociological Association Conference* held at Glyndwr University 7th December 2009.] Wrexham: Glyndwr University. |

| **Conference paper – online** | **Basic format**:  Author, A.B. (year),‘Title of paper’*.* [Paper presented at *xxxxxxx conference* held at Location, date.] Available from: URL . [Accessed date Month, year.] |
| --- | --- |
| In-text citation | Reference list |
| …as highlighted by Jeffrey and Kelly (2011) in their paper on students’ digital… | Jeffrey, L. and Kelly, O. (2011), ‘Developing Digital Information Literacy in Higher Education’. [Presented at *LILAC Conference* held at UCL, London 4th June,  2011.] Available from: <https://www.learntechlib.org/p/111528/>. [Accessed 14th January, 2020.] |

| **Conference paper – print** | **Basic format**:  Author, A.B. (year),‘Title of paper’*.* [Paper presented at *xxxxxxx conference* held at Location, date.] page numbers. |
| --- | --- |
| In-text citation | Reference list |
| …demonstrating the importance of students’ digital literacy (Jeffrey and Kelly, 2011). | Jeffrey, L. and Kelly, O. (2011), ‘Developing Digital Information Literacy in Higher  Education’. [Presented *at LILAC Conference* held at UCL, London 4th June, 2011.] pp. 21-30. |

### Newspaper article

**Basic format:**

Author, A.B. (Year),‘Title of article’, *Name of Newspaper*, Date Month, Page.

| In-text citation | Reference list |
| --- | --- |
| Merrick (2021) states the government may miss targets for easing social distancing as a result of …. | Merrick, J. (2021), ‘Target for announcing easing could be missed’, *The Independent,* 25th May, p. 9. |

| **Newspaper article – online** | **Basic format**:  Author, A.B. (Year),‘Title of article’, *Name of Newspaper*, Date Month, page. Available from: URL . [Accessed date Month, year.] |
| --- | --- |
| In-text citation | Reference list |
| By limiting travel to certain areas, the government is accused of imposing stealth lockdowns (Stewart, 2021). | Stewart, H. (2021), ‘UK government accused of lockdown by stealth in variant hotspots’, *The Guardian,* 24th May. Available from:  <https://www.theguardian.com/world/2021/may/25/uk-government-accused-of-lockdowns-by-stealth-in-covid-variant-hotspots>. [Accessed 24th May, 2021.] |

### Government Publications (including Legislation)

#### Government Papers *Including Green and White papers, strategy documents, reports found online.*

|  | **Basic format**:  Government Department (year), *Title.* Available from: URL . [Accessed date Month, year.] |
| --- | --- |
| In-text citation | Reference list |
| … as evidenced in a recent report  (Department of Health and Social Care,  2020) the response… | Department of Health and Social Care (2020), *UK pandemic preparedness*. Available from: [https://www.gov.uk/government/publications/uk-pandemic-preparedness/ukpandemic-preparedness](https://www.gov.uk/government/publications/uk-pandemic-preparedness/uk-pandemic-preparedness) . [Accessed 3rd November, 2020.] |
| The Department for Environment, Food &  Rural Affairs (2013) suggest… | Department for Environment, Food & Rural Affairs (2013), *Dangers to marine species and measures to protect them*. Available from: [https://www.gov.uk/guidance/dangersto-marine-species-and-measures-to-protect-them](https://www.gov.uk/guidance/dangers-to-marine-species-and-measures-to-protect-them) . [Accessed 4th January, 2021.] |
| As stated in the Child Poverty Progress  Report (Welsh Government, 2019) … | Welsh Government (2019), *Child Poverty Progress Report 2019*. Available from: <https://gov.wales/child-poverty-strategy-2019-progress-report>. [Accessed 2nd February, 2021.] |

#### Legislation (includes statutes, statutory instruments, and acts of parliament available online)

**Basic format:**

*Title of the Act including year, chapter number.* Available from: URL. [Accessed date Month, year.]

| In-text citation | Reference list |
| --- | --- |
| According to the *Mental Health Act* *1983 (*ch.7) | *Mental Health Act 1983.* [Online]. Available from: <https://www.legislation.gov.uk/ukpga/1983/20/section/7>. [Accessed 25th January, 2021.] |
| …as suggested in the *Health and Social Care Act (Quality and Engagement) (Wales) 2020* (ch.15). | *Health and Social Care (Quality and Engagement) (Wales) Act 2020.*  [Online]. Available from: <https://www.legislation.gov.uk/asc/2020/1/section/15/enacted>.  [Accessed 25th December, 2020.] |

#### Law Reports (includes reports of court cases)

**Basic format:**

‘Name of case’ (year of publication) *Title of law report,* volume number, page number.

| In-text citation | Reference list |
| --- | --- |
| The case of ‘R v. Smith’ (2010) was especially important… | ‘R v. Smith’ (2010), *Legal Briefings,* 3, pp. 332-340.    **Note:** If the report was found online you will need to add the URL and date accessed.    ‘R v. Smith’ (2012), *United Kingdom Supreme Court*, case 15. [Online]. Available from:  <http://www.courtcases/uk/2012/15>. [Accessed 25th December, 2020.] |

#### Statutory Instruments

**Basic format:**

*Title of Statutory Instrument including year,* (S.I. No. of Year). Available from: URL. [Accessed Date Month, Year.]

| In-text citation | Reference list |
| --- | --- |
| …as outlined in *The Health Protection*  *(Coronovirus Restrictions) (No.5) (Wales) (Amendment) (No.2) Regulations 2021*. | *The Health Protection (Coronovirus Restrictions) (No.5) (Wales) (Amendment) (No.2) Regulations 2021*. (SI 2021/ No.103 (W.28). Available from: <https://www.legislation.gov.uk/wsi/2021/103/contents/made>. [Accessed 25th January, 2021.] |
| *The Terrorism Order 2004* includes… | *Terrorism Order 2004* (SI 2004/3354). Available  from:<http://www.legislation.gov.uk/uksi/2004/3354/contents/made>. [Accessed 25th January, 2021.] |

### Teaching Materials

#### Recorded Lectures

**Basic format:**

Speaker, A. (Year), ‘Title of lecture’ [Medium]. *Module code: Module Title.* Institution. Date Month. Available from: URL. [Accessed Date Month, Year.]

| In-text citation | Reference list |
| --- | --- |
| …as highlighted by Jones (2021) in their  lecture on mental health. | Jones, A. (2021), ‘Approaches to mental health’ [Lecture]. *AAA111: Mental Health.* Wrexham University. 13 January. Available from:  http://www.wrexham.ac.uk/lectures [Accessed 30th January, 2021.] |

**Live Lectures**

**Basic format:**

Speaker, A. (Year), ‘Title of lecture’ [Medium]. *Module code: Module Title.* Institution. Date Month.

| In-text citation | Reference list |
| --- | --- |
| An important point from the lecture (Smith, 2021) emphasises the need for… | Smith, B. (2021), ‘Women in Management’ [Lecture]. *BBB222: Contemporary Issues in Business.* Wrexham University. 13 January. |

#### Tutor Handouts

**Basic format:**

Tutor, K. (Year), ‘Title of handout’. *Module code: Module Title.* Institution. Unpublished.

| In-text citation | Reference list |
| --- | --- |
| …as stated by Harrison (2019) in their handout. | Harrison, S. (2019), ‘Engine parts’. *ENG999: Combustion Engines.* Wrexham University. Unpublished. |

#### PowerPoint Presentation

**Basic format:**

Author, A. (Year), ‘Title of presentation’ [Medium]. *Module code: Module Title.* Institution. Available from: URL. [Accessed Date Month, Year.]

| In-text citation | Reference list |
| --- | --- |
| …as demonstrated in their presentation on youth engagement (Bodley, 2020). | Bodley, M. (2020), ‘Youth engagement in rural communities’ [PowerPoint presentation]. *YYY444: Youth Engagement.* Wrexham University. Available from: http://www.wrexham.ac.uk/lectures. [Accessed 10th March, 2020.] |

### Theses

**Basic format:**

Author, A. (Year), *Title.* Award. University. Available from: URL. [Accessed Date Month, Year.]

| In-text citation | Reference list |
| --- | --- |
| Dewi (2009) compares Rowling to… | Dewi, C. N. (2009), *The Portrait of J.K. Rowling’s Life on Harry Potter and the Philosopher’s Stone.* Ph.D. Thesis. State Islamic University Jakarta. Available from: <https://scholar.google.com/scholar?hl=en&as_sdt=0%2C5&q=The+Portrait+of+J+K+Rowling%27s+life+on+Harry+Potter&btnG=> . [Accessed 18th December, 2023.] |

### Personal Communication (email, letter, phone call)

**Basic format:** Author, A. (Year), *Subject of email*. Personal email/letter/phone call to Recipient, B., Date Month.

| In-text citation | Reference list |
| --- | --- |
| Smith (2021) advised the first step in any grievance procedure involves… | Smith, A. (2021), RE: Raising a grievance. Personal e-mail to Jones, M., 04 December.  Note – if the communication is a letter or phone call, do not include a subject. |

### Images

An image is an illustration, drawing, photo, diagram, chart, graph, map, picture, example of an artwork etc.

**Basic format:**

Artist, X.Y. (Year), *Title of the Work* [Description of the medium]. Location: Name of Gallery.

| In-text citation | Reference list |
| --- | --- |
| Degas’ interest in movement is evident (*Woman Ironing*, 1892) in his use of…    **Note** – this format is used when you refer to the image and do not include it as a figure in your written work. | Degas, E. (1892), *Woman Ironing* [Painting]. Liverpool: Walker Art Gallery.    **Note** – if the image was retrieved from a website, add the URL    Degas, E. (1892), *Woman Ironing* [Painting]. Available from: <https://www.liverpoolmuseums.org.uk/walker/collections/paintings/19c/item242794.aspx>. [Accessed 6th January, 2020.] |

| **Image from a book** | **Basic format**:  Originators surname, INITIALS. (Year), *Title of image* [Type of image]. In Author, D. (Year), *Title.* Place of publication: Publisher.    **Note** – originator is the creator of the original image. This could be an artist, photographer, illustrator, sculptor, for example. |
| --- | --- |
| In-text citation | Reference list |
| …as shown by Rossetti’s painting, *Beata Beatrix,* 1864, in Smith and Heron (2015, p.50).    **Note** – this format is used when you refer to the image and do not include it as a figure in your written work. | Rossetti, D.G. (1864), *Beata Beatrix* [Painting] in Smith, L. and Heron, C. (2015), *Romantic Painters*. Oxford: Oxford University Press.    **Note** – if the book was accessed electronically, add the URL    Rossetti, D.G. (1864), *Beata Beatrix* [Painting]. In Smith, L. and Heron, C. (2015), *Romantic Painters*. Oxford: Oxford University Press. Available from: http://www.dawsonera.com/depp/reader/protected/direct/SearchResults,buttons.eBo okView.sdirect?sp=S9781444302585 . [Accessed 26th February, 2018.] |

| **Image from a journal** | **Basic format**:  Originators surname, INITIALS. (Year), *Title of image* [Type of image]. In ‘Title of journal article’, *Journal Title*, Volume number, part number, pages. |
| --- | --- |
| In-text citation | Reference list |
| Cox and Brewster’s diagram (2020,  p.8, fig.1) shows a holistic approach to… | Cox, A. and Brewster, L. (2020), *Fig. 1.* *A holistic model of library support to mental health* [Diagram]. In ‘Library support for student mental health and wellbeing in the UK’, *The Journal of Academic Librarianship,* Vol. 46, No. 2, pp. 1-9. DOI: [https://doi.org/10.1016/j.acalib.2020.102256.](https://doi.org/10.1016/j.acalib.2020.102256)    Note – if the journal article was accessed online you will need to include the URL or DOI. See page 9 for further information. |

| **Image from online source** | **Basic format**:  Originators surname, INITIALS. (Year), *Title of image* [Type of image]. Available from: URL. [Accessed date Month, year.] |
| --- | --- |
| In-text citation | Reference list |
| … as shown in Figure 2 (Brown, 2016, *Cistercian Monastery*). | Brown, J. (2016), *Cistercian Monastery* [Photograph]. Available from:  https://pixabay.com/photos/fountains-abbey-cistercian-monastery-1589091/ .  [Accessed 17th January, 2021.] |

| **Own personal photographs** | **Basic format**:  Your surname, INITIALS. (Year), *Description of photograph* [Photograph]. Unpublished. |
| --- | --- |
| In-text citation | Reference list |
| Figure 3 (Thomson, 2023, *Dog with allergic reaction to a flea bite*) shows an example of… | Thomson, K. (2023), *Dog with allergic reaction to a flea bite* [Photograph]. Unpublished.  Note – If the photograph has been published, please refer to previous three examples (Image from a book, journal, online source). |

**Inserting images into an assignment**

If you insert an image into your assignment, report, poster, or presentation you will need to assign a figure number and caption to it **and** include a reference in your reference list. When you refer to the figure directly in your writing in the main body of your assignment, report, poster or presentation, you need to include an in-text citation.

**For example:**



Figure 1. *Squares with Concentric Circles* by Vassily Kandinsky, 1913, (Nimmer, 2017).

**Note – The caption includes a citation, detailing the source of the image.**

**In-text citation:**

As demonstrated in Figure 1 (Nimmer, 2017, *Squares with Concentric Circles* by Vassily Kandinsky, 1913) abstract art involves a move away from literal representation.

**Note – the in-text citation refers to the source where the image was found, including additional information to help identify the image. This should include figure number, title, and page number, if available.**

**Reference list:**

Nimmer, D. (2017), *What is Abstract Art? And Why Should I Care?* Available from: [https://www.artistsnetwork.com/arthttps://www.artistsnetwork.com/art-inspiration/what-is-abstract-art/inspiration/what-is-abstract-art/](https://www.artistsnetwork.com/art-inspiration/what-is-abstract-art/) . [Accessed 10th September, 2020.]

**Note – the reference list will include full details of the source where the image was found.**

**Using images for decorative purposes**

Often, especially when creating a presentation or poster, you may wish to use images to add decoration to your work. If the image is not conveying any specific information or adding anything to the content of your work, then it’s considered to be decorative.

When you find an image online or elsewhere, you should assume it is protected by copyright. Determining whether an image is within the public domain i.e., is freely available to use, can be tricky and time-consuming. Therefore, it is best practice to only use images which are shared under a Creative Commons (CC) license, allowing use of images for education purposes.

Two good sources for images that are within the public domain are Pixabay.com and Stock Images in PowerPoint. When using images from either source, you should mark them as decorative, which involves right-clicking on the image and selecting Alt Text. You do not need to provide captions or acknowledge the owner of the image(s) in your reference list.

You may wish to simply acknowledge the source of your decorative images at the end of your reference list with the following line:

All decorative images sourced from Pixabay.com/Stock images in PowerPoint.

However, some courses ask for ALL images to be cited and included in the reference list. Below are guidelines for referencing Stock Images from PowerPoint:

| **PowerPoint Stock Images** | **Basic format**:  Your surname, INITIALS. (Year), *Description of photograph* [Photograph]. Unpublished. |
| --- | --- |
| Caption | Reference list |
| Figure 3. *Brightly coloured teacups on a white table* (Microsoft Office 365, 2024). | Microsoft Office 365 (2024) *Brightly coloured teacups on a white table* [PowerPoint Stock Image]. Available from: <https://www.office.com/> . [Accessed: 28th March, 2024.] |

If in doubt, check your brief or ask your course leaders.

### Tables

**Basic format:**

Originators Surname, INITIAL. (Year), *Title of table* [Description of the medium].

| **Table from a book** | **Basic format**:  Originator, INITIAL. (Year), *Title of table* [Description]. In Author, D. *Title.* Place of publication: Publisher. |
| --- | --- |
| In-text citation | Reference list |
| Cottrell (2013, Table 1, p.48) encourages students to prioritise… | Cottrell, S. (2013), *Study skills: priorities* [Table]. In Cottrell, S. *The Study Skills Handbook.* 4th ed. London: Palgrave Macmillan. |

| **Table from a journal article** | **Basic format**:  Originators surname, INITIALS. (Year), *Title of table* [Description]. In ‘Title of journal article’, *Journal Title*, Volume number, part number, pages. |
| --- | --- |
| In-text citation | Reference list |
| Park *et al. (*2006, Table 4, p.310) demonstrate an increase in the number of… | Park, J., Mulye, T., Adams, S.H., Brindis, C.D. and Irwin, M.D. (2006), *Young adult health indicators by gender* [Table]. In ‘The Health Status of Young Adults’, *Journal of Adolescent Health,* Vol. 39, No. 3, pp. 305-317.    **Note** - if the journal article was accessed online you will need to include the URL or DOI. See page 9 for further guidance |

| **Table from online source** | **Basic format**:  Originator’s surname, INITIALS. (Year), *Title of image* [Type of image]. Available from: URL. [Accessed date Month, year.] |
| --- | --- |
| In-text citation | Reference list |
| …shows an increase in obesity relate admissions (NHS, 2019, Table 3). | National Health Service (2019), *Obesity related hospital admissions* [Table]. Available from: https://digital.nhs.uk/data-and-  information/publications/statistical/statistics-on-obesity-physical-activity-anddiet/england-2020 . [Accessed 3rd February, 2021.] |

### Audio and Visual Material

#### Radio

**Basic format:**

*Title of Programme* (year of transmission), Name of channel, day, month, time of transmission.

| **Live broadcast** | **Basic format**:  *Title of Programme* (year of transmission), Name of channel, day month, time of transmission.  **Note** – use the 24-hour clock for the time format. |
| --- | --- |
| In-text citation | Reference list |
| As discussed in the panel interview (*World at One*, 2021, 13:45) parents... | *World at One* (2021),Radio 4, 4th June, 13:45. |

| **Online broadcast** | **Basic format**:  *Title of Programme* (year of original transmission), Name of channel, day, month, time of original transmission. Available from: URL . [Accessed day month, year.] |
| --- | --- |
| In-text citation | Reference list |
| …as demonstrated by genetic sequencing (*Science in Action*, 2020, 10:30). | *Science in Action* (2020), World Service, 13th September, 10:30. Available from: https://www.bbc.co.uk/sounds/play/live:bbcworldservice . [Accessed 5th June, 2021.] |

#### Podcast

**Basic format:**

Presenter, A. (year), ‘Title of episode’, *Title of podcast* [Podcast]. Available from: URL or App. [Accessed Date Month, Year.]

|  | **Basic format**:  Presenter, A. (year), ‘Title of episode’, *Title of podcast* [Podcast]. Available from: URL or App. [Accessed Date Month, Year. |
| --- | --- |
| In-text citation | Reference list |
| …is suggested to become an important topic (Maitlas *et al*., 2024) | Maitlas, E., Sopel, J. and Goodall, L. (2024), ‘Q&A general election special’, *The News Agents* [Podcast]. Available from: Spotify [Accessed 6th June, 2024.] |

#### Television

**Basic format:**

*Title of Programme* (year of broadcast), Name of channel, day, month, time of broadcast.

|  | **Basic format**:  *Title of Programme* (year of broadcast), Name of channel, day, month, time of broadcast. |
| --- | --- |
| In-text citation | Reference list |
| The documentary *Road to Partition*  (2021) argues that… | *Road to Partition* (2021), BBC2, 3rd June, 21:00. |

| **Live broadcast of an episode from a series** | **Basic format**:  ‘Title of episode’ (Year of broadcast), *Title of Programme,* Series number, episode number. Name of channel, day, month, time of broadcast. |
| --- | --- |
| In-text citation | Reference list |
| …explores her life from a new perspective (‘Road to Royalty’, 2021). | ‘Road to Royalty’ (2021), *Anne Boleyn,* Series 1, episode 1. Channel 5, 5th June, 21:00. |

| **Episode viewed via streaming service** | **Basic format**:  ‘Title of episode’ (Year of broadcast), *Title of Programme,* Series number, episode number. Name of channel, day, month, time of original broadcast. Available from: Name of streaming service. [Accessed date Month, year.] |
| --- | --- |
| In-text citation | Reference list |
| Julia Grant (‘George – The Big Decision’, 1980), shares her experience of…    ...as Elizabeth settles into her new role (‘Windsor’, 2016). | ‘George – The Big Decision’ (1980), *A Change of Sex,* episode 1. BBC1, 15th October, 22:00. Available from: BBC iPlayer. [Accessed 6th March, 2020.]    ‘Windsor’ (2016), *The Crown,* Series 1, episode 3. Netflix. Available from: Netflix. [Accessed 6th March, 2020.] |

| **Episode viewed on DVD** | **Basic format**:  ‘Title of episode’ (Year of broadcast), *Title of Programme,* Series number, episode number. Day, month, time of original broadcast (if known). [DVD, catalogue number]. Place of distribution, Distributor. |
| --- | --- |
| In-text citation | Reference list |
| …as Walt (‘Crazy Handful of Nothin’, 2008) increasingly turns to illegal ways to… | ‘Crazy Handful of Nothin’ (2008), *Breaking Bad,* Series 1, episode 6. 2nd March. [DVD, VFD23879]. London, Sony. |

#### Film

**Basic format:**

*Title of Film* (year of distribution), Directed by Initial. Surname. [Medium]. Place of distribution: distribution company.

| **Film viewed at cinema** | **Basic format**:  *Title of Film* (year of distribution), Directed by Initial. Surname. [Medium].  Place of distribution: distribution company. |
| --- | --- |
| In-text citation | Reference list |
| The interaction of the characters in *A Quiet Place* (2018) emphasises… | *A Quiet Place* (2018), Directed by J. Krasinski. [Feature Film]. Hollywood, CA: Paramount Pictures. |

| **Film viewed on streaming service** | **Basic format**:  *Title of Film* (year of distribution), Directed by Initial. Surname. [Medium].  Available from: URL or name of streaming service. [Accessed date Month, Year.] |
| --- | --- |
| In-text citation | Reference list |
| …emphasises the interaction between the characters (*Nomadland*, 2020). | *Nomadland* (2020), Directed by C. Zhao. Available from: Disney+. [Accessed 21st January, 2021.] |

| **Film viewed on DVD** | **Basic format**:  *Title of Film* (year of distribution), Directed by Initial. Surname. [Medium].  Place of distribution: distribution company. |
| --- | --- |
| In-text citation | Reference list |
| The use of humour in animated film is evident (*Minions, 2015)* through the use of… | *Minions* (2015), Directed by P. Coffin and K. Balda. [DVD]. Universal City: CA: Universal Pictures. |

### Music

**Basic format:**

Artist (year of release), ‘Title of Track’, *Title of album* [Medium]. Place of distribution: Distributor.

| **Whole album** | **Basic format**:  Artist (year of release), *Title of album* [Medium]. Place of distribution: Distributor. |
| --- | --- |
| In-text citation | Reference list |
| …marked a change in direction for the band (Metalllica, 1991).    The album Sgt. Pepper’s Lonely Hearts Club Band (1967) contains innovative songwriting… | Metallica (1991), *Metallica* [CD]. New York: Elektra.      The Beatles (1967), *Sgt. Pepper’s Lonely Hearts Club Band* [Vinyl]. London: Parlaphone. |

| **Track from an album** | **Basic format**:  Artist (year of release), ‘Title of Track’, *Title of album* [Medium]. Place of distribution: Distributor. |
| --- | --- |
| In-text citation | Reference list |
| The song ‘Live Forever’ (Oasis, 1994) is representative of… | Oasis (1994), ‘Live Forever’, *Definitely Maybe* [CD]. London: Creation Records. |

#### Music from a streaming service

| **Single track or song** | **Basic format**:  Artist (year of release), ‘Title of Track’,Available from: Name of streaming service. [Accessed date Month, Year.] |
| --- | --- |
| In-text citation | Reference list |
| …in their outstanding track (Paper Planes, 2021). | Paper Planes (2021), ‘Fly’. Available from: Spotify. [Accessed 9th June, 2021.] |

| **Track from an album** | **Basic format**:  Artist (year of release), ‘Title of Track’, *Title of album.* Available from: Name of streaming service. [Accessed date Month, Year.] |
| --- | --- |
| In-text citation | Reference list |
| The opening track from their third album  (Wolf Alice, 2021) shows how… | Wolf Alice (2021), ‘Smile’, *Blue Weekend.* Available from: Spotify. [Accessed 9th June, 2021.] |

| **Whole album** | **Basic format**:  Artist (year of release), *Title of album.* Available from: Name of streaming service. [Accessed date Month, Year.] |
| --- | --- |
| In-text citation | Reference list |
| Their acclaimed third album ‘Blue Weekend’ (Wolf Alice, 2021) is a different.... | Wolf Alice (2021), *Blue Weekend.* Available from: Spotify. [Accessed 9th June, 2021.] |

### Live Performance

| **Music** | **Basic format**:  Artist or Composer (Year of performance), *Title of performance* [Live  Performance]. Name of performing artist. [Venue, Location. Date Month.] |
| --- | --- |
| In-text citation | Reference list |
| …as evidenced in their stage performance (Black Rebel Motorcycle Club, 2011).    The premiere of the lost piano concerto  (Bach, 2019)… | Black Rebel Motorcycle Club (2010), *Beat the Devil’s Tattoo* [Live  Performance]. Black Rebel Motorcycle Club. [O2 Apollo, Manchester. 15th May.]    Bach, S. (2019), *Piano concerto 15* [Live Performance]. WGU Orchestra, conducted by A. Brown [William Aston Hall, Wrexham. 30th July.] |

| **Dance** | **Basic format**:  Choreographer (Year of premiere), *Title of performance* [Live Performance]. Name of performing artist. [Venue, Location. Date Month.] |
| --- | --- |
| In-text citation | Reference list |
| In the ground-breaking performance  (Bruce, 1981) the company… | Bruce, C. (2018), *Ghost Dances* [Live Perfomance]. Ballet Rambert. [Sadler’s Wells Theatre, London. 8th November.] |

| **Plays** | **Basic format**:  Author, A. (Year of performance), *Title* [Play]. Directed by A. Director. Theatre Company. [Venue, Location. Date Month.] |
| --- | --- |
| In-text citation | Reference list |
| …with the innovative use of trapeze artists (*A Midsummer Night’s Dream,*  2019) in the staging shows… | Shakespeare, W. (2019), *A Midsummer Night’s Dream* [Play]. Directed by N.  Hytner. London Theatre Company. [Bridge Theatre, London. 19th November.] |

### Social Media

| **Facebook** | **Basic format**:  Author, A. **OR** Organisation (Year), *Title of page.* [Facebook]. Day Month of post. Available from: URL . [Accessed Day Month, Year.] |
| --- | --- |
| In-text citation | Reference list |
| …showing the stunning scenery of the Welsh countryside (BBC, 2021). | BBC (2021), *Summer in Wales is just spectacular!* [Facebook]. 20th June. Available from: [https://www.facebook.com](https://www.facebook.com/) . [Accessed 21st June, 2021.] |

| **Instagram**  Note – if the post does not have a title use the text of the post. If this is longer than 20 words use … to indicate words have been omitted. | **Basic format**:  Author, A. **OR** Organisation (Year), *Title of page.* [Instagram]. Day Month of post.  Available from: URL . [Accessed Day Month, Year.] |
| --- | --- |
| In-text citation | Reference list |
| The environmental problems impacting the Great Barrier Reef are affecting its status (BBC, 2021) as a … | BBC (2021), *Great Barrier Reef should be listed as ‘in danger,’ Unesco says.*  [Instagram]. 22nd June. Available from: [https://www.bbcnews.com](https://www.bbcnews.com/) . [Accessed 22nd June, 2021.] |

| **X (formally Twitter)**  Note – if post is longer than 20 words use … to indicate words have been omitted. | **Basic format**:  Author, A. **OR** Organisation (Year), *Full text of post.* [X]. Day Month of post.  Available from: URL. [Accessed Day Month, Year.] |
| --- | --- |
| In-text citation | Reference list |
| Ali’s (2021) report highlighted how… | Ali, T (2021), *Hong Kong leader hits back after criticism of Apple Daily newspaper raid* [X]. 23rd June. Available from:  <https://twitter.com/theipaper/status/1407623749445226499>. [Accessed 30th June, 2021.] |

| **YouTube**  Note – this format should be used for other video sharing platforms such as TED or Vimeo | **Basic format**:  Author, A. **OR** Organisation (Year), *Title of video.* [Online]. Available from: URL.  [Accessed Day Month, Year.] |
| --- | --- |
| In-text citation | Reference list |
| ...emphasises the importance of individual voice in academic writing (Lawson, 2017). | Lawson, M. (2017), *Academic Insights – 9 top tips for academic writing.*  [Online]. Available from: <https://www.youtube.com/watch?v=LEi8Cs2z0Q4>.  [Accessed 3rd June, 2021.] |

| **Blog post** | **Basic format**:  Author, A. **OR** Organisation (Year), ‘Title of message/post’*. Title of page,* Day, Month. [Online]. Available from: URL. [Accessed Day Month, Year.] |
| --- | --- |
| In-text citation | Reference list |
| Thomson (2021) suggests dealing ethically with people is… | Thomson, P. (2021), ‘a qual. research strategy – empathy mapping’. *Patter,* 21st June. [Online]. Available from: <https://patthomson.net/>. [Accessed 23rd July, 2021.] |

| **LinkedIn Learning** | **Basic format**:  Instructor, A.B. (Year), *Title* [Video file]. Available from: URL . [Accessed Date Month, Year.] |
| --- | --- |
| In-text citation | Reference list |
| …as stated by Minto (2021) in relation to the importance of… | Minto, H. (2021), *Digital Accessibility for the Modern Workplace* [Video file]. Available from: [https://www.linkedin.com/learning/digital-accessibility-for-themodern-workplace/accessibility-at-](https://www.linkedin.com/learning/digital-accessibility-for-the-modern-workplace/accessibility-at-work?contextUrn=urn%3Ali%3AlyndaLearningPath%3A1~AAAAAARrzWw%3D1742620&u=74173804)  [work?contextUrn=urn%3Ali%3AlyndaLearningPath%3A1~AAAAAARrzWw% 3D1742620&u=74173804](https://www.linkedin.com/learning/digital-accessibility-for-the-modern-workplace/accessibility-at-work?contextUrn=urn%3Ali%3AlyndaLearningPath%3A1~AAAAAARrzWw%3D1742620&u=74173804) . [Accessed 12th May, 2021.] |

### Dictionaries and Encyclopaedias

| **Printed (with authors or editors)** | **Basic format**:  Author, A.B. or Editor A.B. (ed.) (Year of publication), *Title of Dictionary/Encyclopaedia*. Edition. Place of publication: Publisher |
| --- | --- |
| In-text citation | Reference list |
| As defined by Gonzalez (1995), sobremesa describes the Spanish tradition of… | Gonzalez, M. (ed.) (1995), *Collins Pocket Spanish Dictionary.*2nd ed. Glasgow: HarperCollins. |

| **Online (with authors or editors)** | **Basic format**:  Author, A.B. or Editor A.B. (ed.) (Year of publication), *Title of Dictionary/Encyclopaedia*. Edition. Place of publication: Publisher. Available from: URL . [Accessed date Month, year.] |
| --- | --- |
| In-text citation | Reference list |
| The term ‘after-hours trading’ refers to the practice of trading after closure of the Stock Exchange (Collins, 2007, p.11). | Collin, P. (2007), *Dictionary of Business*. London: Bloomsbury Publishing PLC. Available from: [https://ebookcentral.proquest.com/lib/glyndwr-ebooks/detail.action?pq-origsite=primo&docID=320241#](https://ebookcentral.proquest.com/lib/glyndwr-ebooks/detail.action?pq-origsite=primo&docID=320241) . [Accessed 23rd January, 2024.] |

| **Online (without authors or editors or date)** | **Basic format**:  ‘Title of entry’, *Title of Dictionary/Encyclopaedia*. Available from: URL . [Accessed date Month, year. |
| --- | --- |
| In-text citation | Reference list |
| ‘Metamorphosis’, defined as an extraordinary change in appearance (Merriam-Webster)… | ‘Metamorphosis’, Merriam-Webster. Available from: <https://www.merriam-webster.com/dictionary/metamorphosis> . [Accessed 23rd January, 2024.] |

### Generative Artificial Intelligence (AI)

As a student at Wrexham University, you are joining and contributing to, an academic community. This brings with it the expectation that you will adopt the values of academic integrity, principles that should guide your learning and academic writing. [For more information have a look at the Student Support pages on Academic Integrity.](https://students.glyndwr.ac.uk/home-2/academic-integrity/)

All work that you submit should be your own work. Submitting a piece of work generated by AI, and claiming it as your own, could result in claims of academic misconduct.

AI is becoming an increasingly integral part of everyday life and higher education, and is being mentioned increasingly in the news and on social media. It is important that you are aware of how it may influence how you learn, and how academic staff may use it in teaching and in your skills development. Your tutors will provided help and support on when it is appropriate to use AI and how to use it effectively. [Have a look at our guidelines and principles on the Student Support pages](https://students.glyndwr.ac.uk/home-2/academic-integrity/generative-artificial-intelligence/).

You must acknowledge any use of generative AI output in your work. You need to provide a full and proper citation within the body of your work, and a reference list entry. There are a variety of generative AI tools – ChatGPT, DALL-E, Google Bard, for example – and these require refencing to avoid plagiarism.

The advice below is provisional and is subject to change as official guidance for referencing AI is formalised.

#### AI generated response to a query of prompt you submitted

If the AI’s end product is only available to you – use of ChatGPT, for example – this should be cited and referenced as a personal communication. This is because tools such as ChatGPT create different answers each time and cannot be retrieved by others.

|  |  |
| --- | --- |
| **Basic format**:  Name of AI (Year of communication), Medium of communication and receiver of communication, (personal communication, day/Month) | |
| In-text citation | Reference list |
| When prompted ChatGPT provided a ‘definition of academic integrity’ (Open AI ChatGPT, 2023). | Open AI ChatGPT (2023), ChatGPT response to Fred Bassett, (personal communication, 14th September)    **Note:** Consult your lecturer in case they require you to provide a copy of AI work as an appendix. |

#### AI generated content found in another source

If the AI material is available online you should cite and reference as an electronic version of the source – an image, for example.

|  |  |
| --- | --- |
| **Basic format**:  Name of AI (Year of creation), *Title of work* [Medium]. Available form: URL . [Accessed 14th September, 2023.] | |
| In-text citation | Reference list |
| The AI generated image (OpenAI, 2021) shows… | OpenAI (2021), *Photo of teddy bears working on computers underwater* [Digital art]. Available from: <https://cdn.openai.com/dall-e-2/demos/text2im/teddy_bears/ai_research/underwater/4.jpg> . [Accessed 14th September, 2023.] |

## Developing good referencing skills

* Keep a note of everything you consult when writing an assignment. This could be a card index, notebook, or folder on your computer.

* Create your reference list as you write your assignment. Add your references to the end of your document to be reviewed and refined before you submit.

* RefWorks is a web-based referencing tool that allows you to create your own reference list and personal database from online databases and other sources. You can use these references in writing assignments and format your reference list automatically. **However, please make sure that punctuation and style match this guide.**

* Use ‘favourites’ on Resource Finder to save articles and other resources.
* Always note down the details you will need to reference any source before you begin to make notes from it (including page numbers).
* If you photocopy a page from a book or a journal article, remember to write the reference details on the photocopy ready for when you write your references.
* Do not forget to reference diagrams, images, tables, graphs etc.
* Paraphrase what you have read to demonstrate your understanding. Remember that even if you have put ideas into your own words, you still need to acknowledge your source.
* Read journals and textbooks to become familiar with how references look.
* Use information from reputable sources. Some websites provide opinion rather than peer-reviewed research. If in doubt, ask your lecturer if an online source is well regarded within your area of study.
* Use a variety of sources in your work. This could include books, journal articles, internet sources, government reports, manuals, guidelines from professional bodies etc.

### Consistent Use

It is important to be consistent in the use of format, punctuation, capitals, brackets, and italics. This demonstrates a conscious use of Harvard and understanding of how to format a reference depending on the material cited. Follow the examples in the WU Harvard Referencing Guide. If a reference is copied and pasted from another source, it will need to be amended to follow the style as detailed in the WU Harvard Referencing Guide.

## FAQs

## 

**What do I do if there is no author?**

First consider whether the source is reputable – why has nobody put their name to this information?

If your source is from the internet, and there is no author, then the organisation which is responsible for the website is considered to be the author (e.g. the Department of Health, Wrexham University, the BBC).

**There is no date – what do I do?**

You need to think carefully about whether to use undated sources – can you be sure the information is accurate?

Make sure you identify resources with no dates in your citations. You need to indicate that there is no date of publication - (Jones, no date).

**How many references should I use? How old should they be?**

There are no definitive answers to these questions as requirements will vary according to the subject you are studying and the type of assignment you are writing. Seek guidance from your lecturer.

**What is the difference between a reference list and a bibliography?**

A reference list contains details of all the sources you have cited in your assignment.

A bibliography is a list of other sources you have consulted or have found helpful but which you have not cited in your work. These may be sources which may be of additional interest to your reader if they wish to read more on the topic you have written about.

**Note:** sometimes people use the terms ‘reference list’ and ‘bibliography’ interchangeably. Check with your lecturer exactly what is required in your assignment.

## For more help

Contact Learning Skills – [learningskills@wrexham.ac.uk](mailto:learningskills@wrexham.ac.uk)

**Mae’r ddogfen hon ar gael yn y Gymraeg**