"Cite them right: referencing made easy"

Richard Pears and Graham Shields

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"In this world of internet information the use of scholarly documents has plummeted and the use of undependable web resources has soared."

Cornell University (2003) *Newswise.*

Available at:

http://www.newswise.com/articles/2003/2/WEBCITE.CNS.html

Acknowledgements

Contents

1. Introduction

What is referencing and why should you reference?

When writing a piece of work, whether essay, seminar paper, dissertation or project it is essential that detailed and precise information on all sources consulted is included in the text and in the reading list at the end of the piece. This allows the reader to locate the information used and to check, if necessary, the evidence on which any discussion or argument is based. References and citations should, therefore, enable the user to find the source of documents as quickly and easily as possible.

You need to identify these documents by making reference to them — both in the text of your assignment (called in-text referencing) and in a list at the end of your assignment (called the reference list or end-text referencing). The reference list only includes sources cited in the text of your assignment as in-text references. It is not the same thing as a bibliography, which uses the same format or reference system as a reference list, but also includes all material used in the preparation of your assignment. Thus, a bibliography will repeat everything in your reference list and will also include all of the other sources which you read or consulted but did not cite.

By providing references you:

- demonstrate the breadth of your research
- allow the reader to independently consult and verify your sources of information
- avoid plagiarism.

What is plagiarism?

Plagiarism is using someone else's words or ideas without properly acknowledging them or, put another way, presenting someone else's words or ideas as your own. It is a serious academic offence and will lead to work being disregarded or disciplinary action being taken.

Plagiarism can be deliberate or inadvertent and even if you reference an author but your words are considered 'too close' to the original work you can be accused of plagiarism. The simplest way to avoid plagiarism is by providing a correct reference to the original source of information or statement.

The national Plagiarism Advisory Service, based at Northumbria University, offers advice and guidance on all aspects of plagiarism prevention and detection.
Their information is freely available on their website at:
http://www.jiscpas.ac.uk

Which referencing system should you use?

There are two principal methods of referencing at British universities: the Harvard system (also known as the Author-date system) and the British Standard (also known as the Numeric system). Other systems such as the Vancouver (also known as the Uniform Requirements system — for medical and scientific references) and the Modern Language Association of America (MLA) styles are also used, particularly for specific subject areas (for more information on these see section 'Further reading' on p. 20). Your first step should be to find out which method is recommended by your school/faculty. This guide will provide detailed examples for using the Harvard system (pp. 3–16) and a separate section on the use of the British Standard system (p. 17).

2. What should I include in references?

For each reference you make in a reference list or bibliography, it is essential that you record various pieces of information, so that you can keep track of all your references. The key elements to include are:

Authors/editors

- Put the surname first, followed by initial(s) of forename(s)
- If there are two or three contributing names, include them all in the order they appear on the title page
- If there are more than three, record the first followed by *et al.*
- If the book is edited, signify this by using (ed.) after their name.

Year of publication

- The year of publication, or year when a website was last updated, is given in round brackets.
- Other date information, e.g. day and month of publication for journal and newspaper articles, or for forms of personal correspondence, is given after the publication title.

Title

- Use the title given on the title page and sub-title (if any)
- Capitalise the first letter of the first word and any proper nouns
- Use italics for the publication title.

Edition

- Only include the edition number if it is not the first. 'Edition' is usually contracted to edn.

Place of publication and publisher

- You will usually find these two pieces of information on the back of the title page.

Series

- Include series and individual volume number where relevant.

Page reference

- If quoting a specific section include the page(s) where that quote falls
- In order to avoid confusion insert the abbreviation p. before the page number (or pp. when more than one).

Title of journal/newspaper article

- Use the title given at the beginning of an article
- Use quotation marks.

Title of journal/newspaper

- The title given on the journal front should be recorded
- Do not abbreviate journal title unless the journal title actually is, or contains, an abbreviation
- Use italics.

Issue information

- Volume number
- Issue, part number, month or season
- Year of publication.

Page reference

- Same as for books (see above).

URL

- The Uniform Resource Locator (URL) (e.g. the internet address — http://www…).

Date accessed

- The date that you found/used the web page (in round brackets).

Checklist of what to include for the most common information sources

	Author	Year of publication	Title of article/ chapter	Title of publication	Issue information	Place of publication	Publisher	Edition	Page number(s)	URL	Date accessed
Book	✓	✓		✓		✓	✓	✓			
Chapter from book	✓	✓	✓	✓		✓	✓	✓	✓		
Journal article	✓	✓	✓	✓	✓				✓		
Electronic journal article	✓	✓	✓	✓	✓				✓	✓	✓
Internet site	✓	✓		✓						✓	✓
Newspaper article	✓	✓	✓	✓	✓				✓		

3. Using the Harvard (Author-date) system: how should I quote references in my text?

This section provides details on how to cite the references in your text (in-text) using the Harvard (Author-date) system.

Cited publications are referred to in the text by giving the author's name, year of publication and page number(s) if appropriate, in either of the forms shown below:

- Smith (2003, p. 47) argued that...
- In a recent study (Smith, 2003, p. 47) it was argued that...

For publications by two authors, both are given:

- In a recent study (Smith & Jones, 2003) it was argued that...

In cases where the name of the author cannot be identified, the item should be referred to by title:

- Figures in a recent survey (*Trends in tourism*, 2003, p. 12) showed that...

In cases where the date of an item cannot be identified, the item should be cited:

- The earliest report (Smith, no date, p. 321) stated...

Or if the author and date are unknown:

- A survey (*Trends in tourism*, no date) showed that...

If you are citing a web page in your text, it should follow the guidelines above, citing by author if available, by title if there is no identifiable author, or by URL if neither author nor title are available. For example:

- 'The latest study (http://www.onlinesurvey.org, 2003) revealed...'

For details of citing publications by the same author in the same year, see p.19.

4. Using the Harvard (Author-date) system: how should I cite references at the end of my text?

Bibliographical references sufficient to identify items must be listed in your **reference list** or **bibliography**. Works cited in **appendices**, but not in the main body of the text, should still be included in your **reference list** or **bibliography**.

Entries are listed in alphabetical order by author's name and then by date. In the absence of an author, the item would be listed by title. When listing web pages with no identifiable author or title you would list under http.

An example of a **reference list** for the Harvard system is given below.

Harvard system reference list:

Apple quick time (2002) Available at: http://www.apple.com/quicktime/ (Accessed: 23 August 2003).

Bell, J. (2003) *Doing your research project: a guide for first-time researchers in education and social sciences*. 3rd edn. Buckingham: Open University Press.

Dawes, J. & Rowley, J. (1998) 'Enhancing the customer experience: contributions from information technology', *Management decision*, 36 (5), pp. 350–57.

Franklin, A. W. (2002) 'Management of the problem', in Smith, S.M. (ed.) *The maltreatment of children*. Lancaster: MTP, pp. 83–95.

http://www.newmediarepublic.com/dvideo/ compression.html (2003) (Accessed: 3 September 2003).

Peters, W.R. (2003) 'International finance questions', *British Business School Librarians Group discussion list*, 11 August [Online]. Available e-mail: lis-business@jiscmail.com

Police and Criminal Evidence Act 1984 (Codes of Practice) (No. 2) order 1990, SI 1990/2580.

Tregear, A. E. J. (2001) *Speciality regional foods in the UK: an investigation from the perspectives of marketing and social history*. Ph.D thesis. University of Newcastle upon Tyne.

Yau, T. (2001) *Dragon project*. Available at: http://www.geocities.com/ dragonproject2000/ (Accessed: 18 July 2003).

A) Books

Citation order (NB. see p. 2 for more details on each element of the citation order):

- Author (surname followed by initials)
- Year of publication (in round brackets)
- Title (in italics)
- Edition (only include the edition number if it is not the first edition)
- Place of publication: publisher
- Series and volume number (where relevant).

Example:

Bell, J. (2003) *Doing your research project: a guide for first-time researchers in education and social sciences*. 3rd edn. Buckingham: Open University Press.

B) Chapter/section of a book

Citation order:

- Author of the chapter/section (surname followed by initials)
- Year of publication (in round brackets)
- Title of chapter/section (in quotation marks)
- 'in' plus author/editor of book
- Title of book (in italics)
- Place of publication: publisher
- Page reference.

Example:

Franklin, A. W. (2002) 'Management of the problem', in Smith, S.M. (ed.) *The maltreatment of children*. Lancaster: MTP, pp. 83–95.

C) Journal article

Citation order:

- Author (surname followed by initials)
- Year of publication (in round brackets)
- Title of article (in quotation marks)
- Title of journal (in italics)
- Issue information (volume, part number, month or season)
- Page reference.

Example:

Dawes, J. & Rowley, J. (1998) 'Enhancing the customer experience: contributions from information technology', *Management decision*, 36(5), pp. 350–57.

D) Electronic information

The proliferation of documents created, stored and disseminated in electronic format has introduced a need to specify standards for citing such material. Below you will find advice on citing some of the most frequently used types of electronic documents. For fuller details of the complete range of electronic citation formats you should refer to Li and Crane's *Electronic styles: an expanded guide for citing electronic information* (full details appear in 'Further reading' on p.20).

1. Electronic books (e-books)

Citation order:

- Author
- Year of publication of book (in round brackets)
- Title of book (in italics)
- Name of e-book supplier
- Online (in square brackets)
- Available at: URL
- (Accessed: date.)

Example:

Grahame, K. (1917) *The wind in the willows*, Netlibrary [Online]. Available at: http://emedia.netlibrary.com/reader/reader.asp?product_id= 2010827 (Accessed: 23 August 2003).

2. Internet pages

The internet is based on hypertext documents (using http — HyperText Transfer Protocol), and is structured by links between pages of these documents. To link its data it uses Uniform Resource Locators, or URLs, which are used to cite material on the web.

When citing information you have retrieved from the internet you must distinguish what you are referring to. The internet is made up of journal articles, organisation internet sites, personal internet sites, government publications, images, company data, presentations — a vast range of material. The nature of what you are referring to will govern how you reference it. You should aim to provide all of the data that a reader would require to locate your information source. As material on the internet can be removed or changed, you should also note the date when you viewed the information — it might not be there in a few months time!

2a. Referencing organisation or personal internet sites

Citation order:

- Author
- Year that the site was published/last updated (in round brackets)
- Title of internet site (in italics)
- Available at: URL
- (Accessed: date).

Examples:

Yau, T. (2001) *Dragon project.* Available at: http://www.geocities.com/dragonproject2000/ (Accessed: 18 July 2003).

- For web pages where no author can be identified, you should use the web page's title, e.g.

Apple quick time (2002) Available at: http://www.apple.com/quicktime/ (Accessed: 23 August 2003).

- For web pages where no author or title can be identified, you should use the web page's URL, e.g.

http://www.newmediarepublic.com/dvideo/compression.html (2003) (Accessed: 5 September 2003).

- If the web page has no obvious date of publication/revision, cite the URL and the date you accessed the page, e.g.

http://www.newmediarepublic.com/dvideo/compression.html (Accessed: 5 September 2003).

2b. Articles in Electronic journals

The great majority of electronic journals available through library web pages are part of journal collections, e.g. *Ebsco, Ingenta, Emerald, Infotrac, JSTOR, Proquest, Science Direct.* You should refer to the fact that you obtained the title online.

Citation order:

- Author
- Year of publication (in round brackets)
- Title of article (in quotation marks)
- Title of journal (in italics)
- Volume, issue, page numbers
- Name of collection (in italics)
- [Online]
- Available at: URL of collection
- (Accessed: date).

Example:

Bright, M. (1985) 'The poetry of art', *Journal of the history of ideas*, 16(2), pp. 259–77, *JSTOR* [Online]. Available at: http://uk.jstor.org/ (Accessed: 23 November 2002).

2c. Articles in internet journals

There are a growing number of journals that are published solely on the internet, with no printed issue available.

Citation order:

- Author
- Year of publication (in round brackets)
- Title of article (in quotation marks)
- Title of journal (in italics)
- Volume, issue.
- [Online]
- Available at: URL of web page
- (Accessed: date).

Example:

Cox, A. & Currall, J. (2001) 'Do they need to know', *Ariadne*, issue 30, December [Online]. Available at: http://ariadne.ac.uk/issue30/ (Accessed: 23 November 2002).

2d. Images

Citation order:

- Author/artist
- Year of publication (in round brackets)
- Title of image (in italics)
- [Online image]
- Available at: URL
- (Accessed: date).

Example:

Wood, N. (2003) *London eye* [Online image]. Available at: http://www.nickwoodphoto.com/html/wheel-photos-p2/LE-MF-088.html (Accessed: 4 November 2003).

2e. Extract from internet database

Citation order:

- Title of extract (in quotation marks)
- Year of publication (in round brackets)
- Name of database (in italics)
- [Online]
- Available at: URL
- (Accessed: date).

Examples:

- Market research report from Euromonitor database:

  'McDonalds Corporation report' (2003) *Euromonitor Global Market Information Database* [Online]. Available at: http://www.euromonitor.com/gmidv1/frame.asp (Accessed: 29 August 2003).

- Company information from FAME database:

  'MyTravel Group PLC company report' (2002) *FAME* [Online]. Available at: http://fame.bvdep.com (Accessed: 21 December 2002).

- British Standard from BSI Online database:

  'Structural use of timber BS5268–7' (1989) *British Standards Online* [Online]. Available at: http://bsonline.techindex.co.uk (Accessed: 13 January 2002).

2f. Citing an entire internet database

Citation order:

- Database title (in italics)
- Year of publication (in round brackets)
- [Online]
- Available at: URL
- (Accessed: date).

Example:

Ebsco Business Source Premier (2003) [Online]. Available at: http://search.epnet.com/login.asp (Accessed: 23 November 2003).

3. CD-ROMs

3a. Citing an entire CD-ROM bibliographical database

Citation order:

- Database title (in italics)
- Year of publication (in round brackets)
- [CD-ROM]
- Producer (where identifiable)
- Available.

Example:

World development indicators (2002) [CD-ROM]. The World Bank Group. Available: SilverPlatter.

3b. Citing a journal abstract/index entry from a CD-ROM bibliographical database

Citation order:

- Author
- Year of publication (in round brackets)
- Title of article (in single quotation marks)
- Journal title (in italics)
- Date of article (day and month)
- [CD-ROM]
- Abstract/index entry from
- Database title (in italics).

Give information sufficient for retrieval of the abstract/index entry from the database.

Example:

Green, P.S. (1989) 'Fashion colonialism: French export "Marie Claire" makes in-roads', *Advertising Age*, 23 October [CD-ROM]. Abstract from: *ABI/INFORM* Item: 89–41770.

3c. Citing a journal/newspaper article from a full-text CD-ROM database

Citation order:

- Author
- Year of publication (in round brackets)
- Title of article (in quotation marks)
- Journal/Newspaper title (in italics)
- Volume, date (day/month), page references
- [CD-ROM]
- Producer (where identifiable)
- Available.

4. E-mail

Personal e-mail correspondence is dealt with on p.14: Personal communications. The following examples deal with e-mail correspondence made public in electronic conferences, bulletin boards and discussion lists.

4a. Electronic discussion groups and bulletin boards

Citation order:

- Author of message
- Year of message (in round brackets)
- Subject of the message (in quotation marks)
- [Online]
- Electronic conference or bulletin board (in italics)
- Date posted: day/month
- Available e-mail: e-mail address.

4b. Citing an entire discussion group or bulletin board

Citation order:

- Listname (in italics)
- [Online]
- Available e-mail: e-mail address.

5. Virtual Learning Environments (e.g. Blackboard, WebCT, etc.)

Virtual learning environments (e.g. Blackboard and WebCT) are used increasingly in Higher Education as stores for course documents and teaching materials, and for discussion between tutors and students and between students. You will need to distinguish what it is you are citing, for example lecturer's notes, a journal article, text extracted from a book and digitised for use in VLEs, or an item from a discussion board.

5a. Tutor's notes

Citation order:

- Author or tutor
- Year of publication (in round brackets)
- Title of item (in single quotation marks)
- Name of academic module (in italics)
- [Online]
- Available at: URL of virtual learning environment
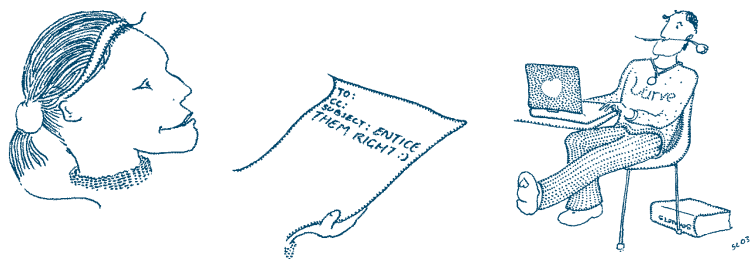- (Accessed: date).

5b. Journal article

Citation order:

- Author
- Year of publication (in round brackets)
- Title of article (in single quotation marks)
- Title of journal (in italics)
- Volume, issue, page numbers
- Name of academic module (in italics)
- [Online]
- Available at: URL of virtual learning environment
- (Accessed: date).

5c. Text extract from book digitised for use in Virtual Learning Environments

Citation order:

- Author
- Year of publication of book (in round brackets)
- Title of book (in italics)
- Place of publication: publisher (if available)
- Page numbers of extract
- Name of academic module (in italics)
- [Online]
- Available at: URL of virtual learning environment
- (Accessed: date).

Example:

Topping, S. (1986) *Forensic medicine*. Thomson Publishing, pp. 245–78, *Advanced Criminology* [Online]. Available at: http://elearning.northumbria.ac.uk (Accessed: 14 August 2003).

5d. Message from course discussion board

Citation order:

- Author
- Year of publication (in round brackets)
- Title of message (in quotation marks)
- Title of discussion board (in italics)
- Name of academic module (in italics)
- [Online]
- Available at: URL of virtual learning environment
- (Accessed: date).

Example:

Thomas, D. (2003) 'Word count and referencing style', *Frequently Asked Questions discussion board* in *Housing studies* [Online]. Available at: http://elearning.northumbria.ac.uk (Accessed: 14 May 2003).

6. Computer programmes

Citation order:

- Author (if given)
- Date (if given)
- Title of programme (in italics)
- Version (in round brackets)
- Form, i.e. computer programme (in square brackets)
- Availability, i.e. distributor, address, order number (if given).

Example:

MacConcord 1. (1995) *KJV* (Apple MacIntosh version 1.2) [Computer Programme]. Available Distributor: Medina Software, Longwood, Florida, Order no. 48842–500.
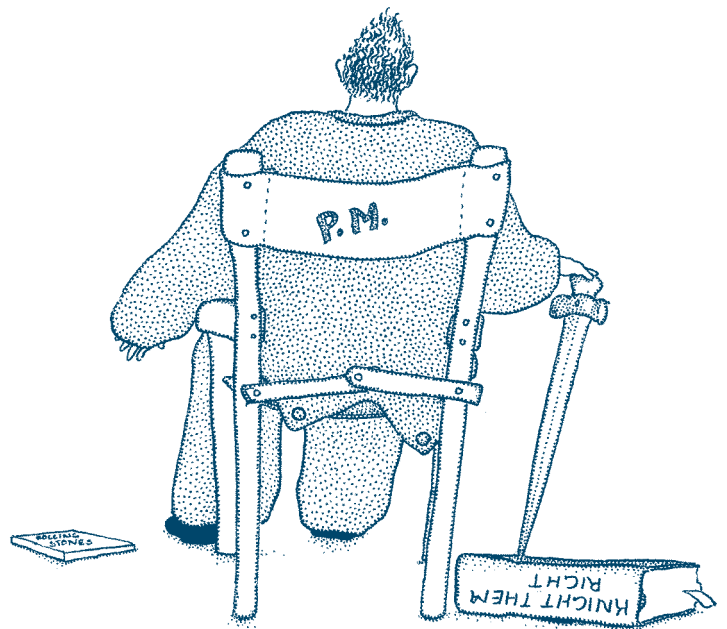
E) Parliamentary publications

1. House of Commons and House of Lords Papers

Citation order:

- Great Britain.
- Parliament. House of...
- Year of publication (in round brackets)
- Title (in italics)
- Place of publication: publisher
- Paper number (in round brackets). For House of Lords papers, the paper number is also in round brackets to distinguish it from identical House of Commons paper numbers (see example below).

Examples:

Great Britain. Parliament. House of Commons (1999) *Criminal justice: working together, Session 1999–2000*. London: The Stationery Office. (HC 1999–2000 29).

Great Britain. Parliament. House of Lords (1999) *Electricity from renewables: first report from the Select Committee on the European Union*. London: The Stationery Office. (HL 1999–2000 (18)).

2. Hansard

References to *Hansard*, the official record of debates and speeches given in Parliament, should be given in the following form:

HC Deb 13 November 2001 c345.

- If you are citing more than one chapter:
  HC Deb 13 November 2001 cc345–6.
- Use the suffix W if you are citing a Written Answer:
  HC Deb 13 November 2001 c134W.
- Use the suffix WS if you are citing a Written Statement:
  HC Deb 13 November 2001 c134WS.
- Use the suffix WH if you are citing a debate in Westminster Hall: *HC Deb* 13 November 2001 c101WH.

Note that *Hansard* on the internet also gives column numbers and these should be used in quotations. If quoting any *Hansard* for a year or more ago it is helpful to quote the volume number:

  HC Deb 3 February 1977 vol. 389 c973.

  HC Deb 17 December 1996 vol. 596 cc18–19.

  HC Deb 4 July 1996 vol. 280 c505W.

If quoting very old *Hansards* it is usual, although optional, to include the series number:

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

Standing Committee *Hansard* should be cited as follows:

  SC Deb (A) 13 May 1998 c345.

In *Hansard* itself, citations are given in the form [*Official Report*, 17 December 1979; Vol. 976, c. 37].

For more information on the use of *Hansard*, see *Factsheet G17 The Official Report* produced by the House of Commons Information Office. It is available on the internet at http://www.parliament.uk/documents/upload/g17.pdf (Accessed: 21 October 2003).

3. Bills (either House of Commons or House of Lords)

Citation order:

- Great Britain
- Parliament. House of...
- Year of publication (in round brackets)
- Title (in italics)
- Place of publication: publisher
- Bill number (in round brackets).

Example:

Great Britain. Parliament. House of Commons (1999) *Transport Bill*. London: The Stationery Office. (Bills 1999–2000 (8)).

4. Acts of Parliament

Citation order:

- Great Britain
- Name of Act: Elizabeth II. Chapter No. (in italics)
- Year of publication (in round brackets)
- Place of publication: publisher.

Example:

Great Britain. *Access to Justice Act 1999: Elizabeth II. Chapter 22* (1999) London: The Stationery Office.

5. Command Papers

Citation order:

- Great Britain.
- Name of Committee or Royal Commission
- Year of publication (in round brackets)
- Title (in italics)
- Place of publication: publisher
- Paper number (in round brackets).

Example:

Great Britain. Lord Chancellor's Department (1999) *Government policy on archives*. London: The Stationery Office. (Cm. 4516).

F) Non-parliamentary or departmental publications

Citation order:

- Great Britain
- Name of Government Department
- Year of publication (in round brackets)
- Title (in italics)
- Place of publication: publisher
- Series (in round brackets) — if applicable.

Example:

Great Britain. Department of Health (1999) *Working together to safeguard children*. London: The Stationery Office.

G) EU publications

Citation order:

- Name of EU Institution (e.g. Council of the European Union, European Commission)
- Year of publication (in round brackets)
- Title (in italics)
- Place of publication: publisher.

Example:

European Commission (2003) *Making globalisation work for everyone*. Luxembourg: Office for Official Publications of the European Communities.

H) Legal material

In many instances there are established guidelines for the citation of legal materials. These are often at variance with standard citation practice. For further information on citing legal material please see French, D. (1996) *How to cite legal authorities*. London: Blackstone.

1. Law Reports

Citation order:

- Case (in italics)
- Date, volume number and abbreviation for name of Report and first page of Report.

Examples:

Hazell v. Hammersmith and Fulham London Borough Council [1992] 2 A.C. 1
(Date in square brackets — in accordance with the convention used for Law Reports.)

R. v. Edwards (John) (1991) 93 Cr. App. R. 48
(Date in round brackets because there is also a vol. number.)

2. Statutes

Citation order:

- Title of Act, including year (in italics)
- Year of publication (in round brackets)
- Section
- Schedule (if applicable)
- Part (if applicable).

Examples:

Children and Young Persons Act 1933, s53(1).

Police and Criminal Evidence Act 1984, s119(2), Sch. 7, Pt 5.

N.B. In accordance with convention used for legal material, the date appears as part of the title and does not appear in round brackets as is usual in the Harvard system.

3. Statutory Instruments

Citation order:

- Name/Title (in italics)
- SI no.

Example:

Police and Criminal Evidence Act 1984 (Codes of Practice) (No 2) Order 1990, SI 1990/2580.
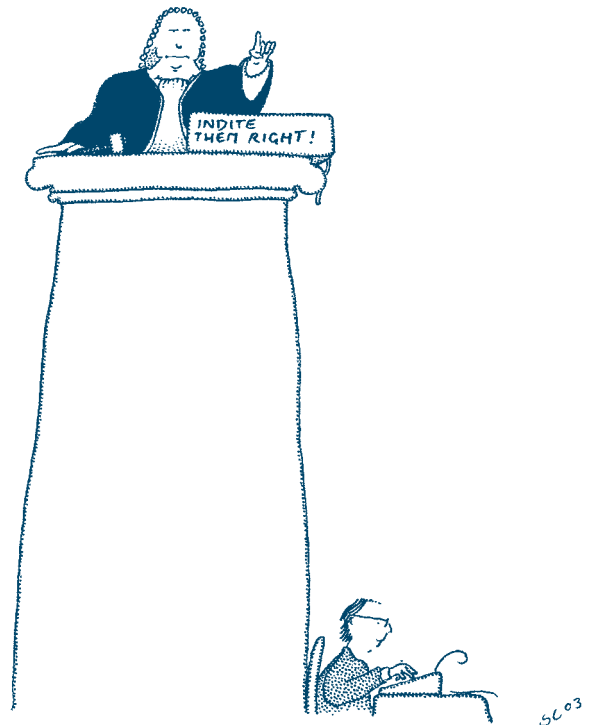
J) Reference material (dictionaries, encyclopaedias, serial bibliographies and indexes)

In many cases reference material (e.g. encyclopaedias, bibliographies, etc.) does not have an obvious author or editor, and is usually known and therefore cited by its title.

The citation order reflects the amount of detail you need to include depending on the works you have actually used. For many general encyclopaedias you may omit the place of publication and publisher as they are well-known reference works (eg. *Britannica, World Book*).

To cite the entire volume:

Chambers twentieth century dictionary (1972) Edinburgh: W.&R. Chambers.

To cite a specific article, where an author is identified:

Anastaplo, G. (1986) 'Censorship', in *New Encyclopaedia Britannica*. 15th edn, vol.15, pp.634–41.

If you are citing just one volume of a printed serial:

British Humanities Index 1991 (1992) London: Bowker Saur.

If you are citing more than one volume:

British National Bibliography 1987–90 (1988–91) London: British Library, Bibliographic Services.

Current Technology Index 1980–85 (1980–85) London: Library Association Publishing.

If you are citing the complete set:

Cumulative Book Index 1898– (1898–) New York: H.W. Wilson.

Some serial bibliographies, indexes, etc. number their volumes; others just date them. If volumes are numbered, this should be included in the citation.

K) Reports

Citation order:

- Author (surname followed by initials)
- Year of publication (in round brackets)
- Title of report (in italics)
- Place of publication: publisher
- Report code and number (in round brackets).

Example:

Woodward, R.J. (1981) *Case studies of the corrosion of reinforcement in concrete structures.* Crowthorne: Transport and Road Research Laboratory (TRRL-LR-981).

L) Conferences

1. Full conference proceedings

Citation order:

- Author/Editor
- Year of publication (in round brackets)
- Title of conference: subtitle (in italics)
- Location and date of conference
- Place of publication: publisher.

Example:

Institute for Small Business Affairs (2000) *Small firms: adding the spark: the 23rd ISBA National Small Firms Policy and Research Conference.* Robert Gordon University, Aberdeen 15–17 November. Leeds: Institute for Small Business Affairs.

2. Conference papers

Citation order:

- Author of paper
- Year of publication (in round brackets)
- Title of paper (in single quotation marks)
- Title of conference: subtitle (in italics)
- Location and date of conference
- Place of publication: publisher
- Page references for the paper.

Example:

Cook, D. (2000) 'Developing franchised business in Scotland', *Small firms: adding the spark: the 23rd ISBA National Small Firms Policy and Research Conference.* Robert Gordon University, Aberdeen 15–17 November. Leeds: Institute for Small Business Affairs, pp. 127–36.

3. Papers from conference proceedings published on the internet

Citation order:

- Author of the paper
- Year of publication (in round brackets)
- Title of paper (in quotation marks)
- Title of conference: subtitle (in italics)
- Location and date of conference
- Publisher
- Available at: URL
- (Accessed: date).

Example:

Lord, J. (2002) 'What do consumers say?', *Changing attitudes, changing strategies: reaching China's dynamic consumer markets. American Chamber of Commerce in Shanghai conference,* Shanghai 15 October. AMCHAM-Shanghai. Available at: http://www.amcham-shanghai.org/add-ons/marketing-conference/default.aspx (Accessed: 8 August 2003).

M) Theses

Citation order:

- Author (surname followed by initials)
- Year of submission (in round brackets)
- Title of thesis (in italics)
- Degree statement
- Degree-awarding body.

Example:

Tregear, A.E.J. (2001) *Speciality regional foods in the UK: an investigation from the perspectives of marketing and social history.* Ph.D thesis. University of Newcastle upon Tyne.

N) Manuscripts

If the author of a manuscript is known.

Citation order:

- Author
- Year (in round brackets)
- Title of manuscript (in italics)
- Date (if available)
- Name of collection containing manuscript and reference number (in italics)
- Location of manuscript in archive or repository.

Example:

Newton, W. (1785) *Letter to William Ord*, 23 June in *Ord Manuscripts 324 E11/4*, Northumberland County Record Office, Melton Park.

Where the author of a manuscript is not known.

Citation order:

- Title of manuscript (in italics)
- Year (if known, in round brackets)
- Name of collection containing manuscript and reference number (in italics)
- Location of manuscript in archive or repository.

Example:

Fenham journal (1784–95) *Ord Manuscripts 324 E12*, Northumberland County Record Office, Melton Park.

To refer to a whole collection of manuscripts, use the name of the collection.

Citation order:

- Name of collection (in italics)
- Location of collection in archive or repository.

Example:

Ord Manuscripts, Northumberland County Record Office, Melton Park.

Note that no date is given for a collection in the text or in the reference list as the collection contains items of various dates.

P) Cartographic material (atlases and maps)

1. Atlases

Citation order:

As for books, using the title page to find the information.

Example:

The Times Atlas of the World (2002) London: Times Books.

2. Ordnance Survey maps

Citation order:

- Ordnance Survey
- Year of publication (in round brackets)
- Title (in italics)
- Sheet number, scale
- Place of publication: publisher
- Series (in brackets).

Example:

Ordnance Survey (2002) *Preston and Blackpool*, sheet 102, 1:50,000. Southampton: Ordnance Survey. (Landranger series).

3. Geological Survey maps

Citation order:

- Corporate author and publisher
- Year of publication (in round brackets)
- Title (in italics)
- Sheet number, scale
- Place of publication: publisher.
- Series (in brackets).

Example:

Ordnance Survey (1980) *Bellingham, (solid)*, sheet 13, 1:50,000. Southampton: Ordnance Survey. Geological Survey of Great Britain (England and Wales).

Q) Illustrations and tables

When citing illustrations and tables the abbreviation *illus*. or *fig*. is used but the terms table and map are given in full.

Citation order:

- Author (surname followed by initials)
- Year of publication (in round brackets)
- Title (in italics)
- Place of publication: publisher
- Page reference
- illus./fig./table/map.

Example:

Melton, J.G. (1994) *The vampire book: the encyclopedia of the undead*. London: Visible Ink Press, p.348, illus.

R) Standards and patents

1. Standards

Citation order:

- Number and title of standard (in italics)
- Year of publication (in round brackets)
- Place of publication: publisher (even if this is the same as the organisation listed as the author).

Example:

BS5268–7: *Structural use of timber* (1989) London: British Standards Institute.

2. Patents

Citation order:

- Inventor(s)
- Assignee
- Year of publication (in round brackets)
- Title (in italics)
- Patent number.

Example:

Graham, C.P., Fonti, L. & Martinez, A.M. American Sugar Company (1972) *Tableting sugar and compositions containing it*. U.S. Pat. 3,642, 535.

S) Newspaper articles

Where the author of a newspaper article is identified, use the following citation order:

- Author
- Year of publication (in round brackets)
- Title of article (in single quotation marks)
- Title of newspaper
- Day and month
- Page reference.

Example:

McElvoy, A. (2003) 'Can they ever stop the spin?', *The Evening Standard*, 30 July, p.11.

Where no author is given, use the following citation order:

- Title of publication (in italics)
- Year of publication (in round brackets)
- Title of article (in single quotation marks)
- Day and month
- Page reference.

Example:

The Northern Echo (2003) 'Mixed fortunes for schoolboy racer', 11 July, p. 8.

T) Reprint editions

For reprints of very old books, usually only the year of the original publication is given along with the full publication facts of the reprint.

Example:

Schweitzer, A. (1911) *J.S. Bach*. Translated by Ernest Newman. Reprint, Dover: Dover Publications, 1966.

In the case of more recently published originals, you should try to give original publication data as well as reprint data.

U) Reviews

Citation order:

- Name of the reviewer (if indicated)
- Year of publication of the review (in round brackets)
- Title of the review (in single quotation marks)
- Review of
- Identification of the work reviewed (in italics)
- Author/director of work being reviewed
- Publication details (title in italics).

V) Interviews

Citation order:

- Person interviewed
- Year of interview (in round brackets)
- Title of the interview (if any) (in single quotation marks)
- Interview by
- Interviewer's name
- Title of publication (in italics)
- Medium (if any) in which the interview appeared (in square brackets)
- Publication details.

W) Personal communications (conversation, live lecture, letter, e-mail, telephone, text message and fax)

Personal communications by face-to-face conversation, letter, e-mail, telephone, text message or fax can be cited as below. Live lectures should also be cited in this way, but published lectures should be cited according to the publication media (i.e. journal, television or internet).

Citation order:

- Sender/speaker/author
- Year of communication (in round brackets)
- Medium
- Receiver of communication
- Day/month of communication.

X) Visual and audiovisual material (microform, television, radio, audiocassette, film, videocassette, DVD, photographs and slides)

The many varieties of visual and audio-visual materials now available make it virtually impossible to set a universal standard. The nature of the material and the facts necessary to identify or retrieve it should dictate the substance of your in-text and end-of-text citations.

1. Microform (microfiche and microfilm)

Citation order:

- Author
- Year of publication (in round brackets)
- Title of microform (in italics)
- Medium (in square brackets)
- Place of publication: publisher.

Examples:

Tauber, A. (1958) *Spelling reform in the United States* [Microfilm]. Kent, Ohio: Kent State University.

Voelke, W. (ed.) (1980) *Masterpieces of medieval painting: the art of illumination* [Microfiche]. Chicago: University of Chicago Press.

2. Television programme

Citation order:

- Title of programme (in italics)
- Year of publication (in round brackets)
- Name of channel
- Date of transmission (day/month/time).

Example:

Eastenders (2003) BBC2, 30 August. 20.00hrs.

3. Radio programme

Citation order:

- Title of programme (in italics)
- Year of publication (in round brackets)
- Name of channel
- Date of transmission (day/month/time).

Example:

The Archers (2002) BBC Radio 4, 1 September. 19.00hrs.

4. Audiocassette

Citation order:

- Author (if available, if not use title first)
- Year of publication (in round brackets)
- Title of recording (in italics)
- [Audiocassette]
- Place of publication: publisher.

Example:

It's your choice: selection skills for managers (1993) [Audiocassette]. London: Video Arts.

5. Film

Citation order:

- Title of film (in italics)
- Year of distribution (in round brackets)
- Director
- [Film]
- Place of distribution: distribution company.

Example:

Taxi driver (1976) Directed by Martin Scorsese [Film]. New York: Columbia-Warner.

6. Videocassette

Citation order:

- Title of programme/film (in italics)
- Year of distribution (in round brackets)
- Director
- [Videocassette]
- Place of distribution: distribution company.

Example:

The Lord of the Rings: the two towers (2003) Directed by Peter Jackson [Videocassette]. New York: New Line Productions Inc.

7. DVD

Citation order:
- Title of film (in italics)
- Year of distribution (in round brackets)
- Director
- [DVD]
- Place of distribution: distribution company.

Example:

The matrix reloaded (2003) Directed by A. & L. Wachowski [DVD]. Los Angeles: Warner Brothers Inc.

8. Photographs and slides

Citation order:
- Photographer
- Year (in round brackets)
- Title (in italics)
- Medium (in square brackets)
- Place of publication: publisher (if available).

Examples:

Bailey, P. (1996) *Snow scene* [Photograph]. Sunderland: Centre for Visual Effects.

Thomas, T. (2003) *Redevelopment in Newcastle* [Slides]. Newcastle upon Tyne: Then & Now Publishing.

Y) Musical scores

Citation order:
- Composer
- Year of publication (in round brackets)
- Title of score (in italics)
- Notes
- Place of publication: publisher.

Example:

Dvořák, A. (1999) *Fingal's cave*. Edited from composer's notes by John Wilson. London: Initial Music Publishing.


5. Secondary referencing

In some cases you may wish to quote a piece of work that has been referred to in something you have read. This is called 'secondary referencing' as you have not read the original piece of work. You are relying on the author you are reading giving a fair reflection of the contents of the original work. Wherever possible, it is important to read the original work but this may prove difficult in some instances. Nevertheless, if you still have to refer to it, your text must make it clear that you have not read the original but are referring to it from a secondary source, e.g.

Murray's conclusion (2003, p. 65) supported White's views on genetic abnormalities in crops.

In your list of references at the end of your work you should only include the reference where you read about the original work. You cannot include details about the original work (in this example, by White) as you have not read it. Your reference would therefore be:

Murray, D. R. (2003) *Seeds of concern: the genetic manipulation of plants*. Sydney: UNSW Press.

Note that the full bibliographic reference for White's work will appear in Murray's references, thus allowing the reader to follow it up if necessary.

cite them! Right?!!
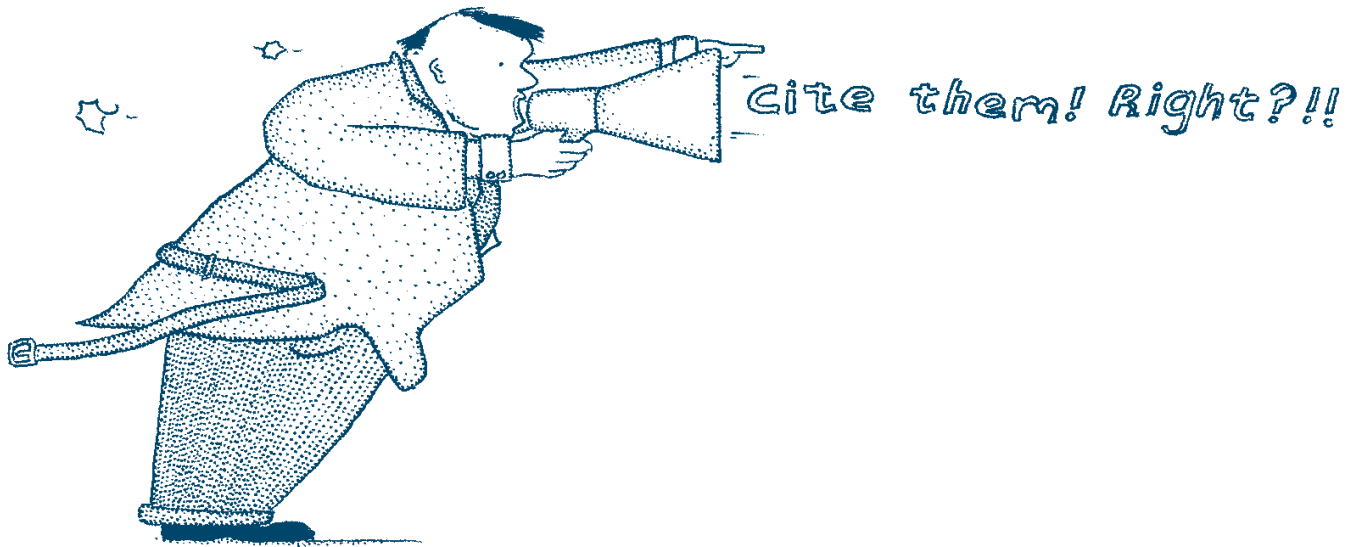
6. Using the British Standard (Numeric) system

The British Standard or Numeric system of citation is often used for publications in the humanities. Instead of naming authors in the running text each reference is allocated a number. The end-of-text reference list provides full bibliographic details. This system has the advantage that when reading the text the reader's attention is not diverted by author names. Alternatively, use of the footnote system is becoming increasingly popular amongst authors in the humanities field (see next page).

How do I cite references in the text?

Cited publications are numbered in the order in which they are first referred to in the text. They are identified by a number given either:

- in round brackets, e.g. In a recent study, Yau (5) argued that...
- in square brackets, e.g. In a recent study, Yau [5] argued that...
- as a superscript numeral, e.g. A recent study[5] showed that...

How do I cite references at the end of the text?

Entries are listed in numerical order to match the sequence of references in the text. A sample reference list using the British Standard (Numeric) system would look like this:

1. Peters, W.R. 'International finance questions', *British Business School Librarians Group discussion list* [Online]. (11 August 2003). Available e-mail: lis-business@jiscmail.com

2. Bell, J. *Doing your research project: a guide for first-time researchers in education and social sciences.* 3rd edn. Buckingham: Open University Press, 2003.

3. Tregear, A.E.J. *Speciality regional foods in the UK: an investigation from the perspectives of marketing and social history.* PhD thesis. University of Newcastle upon Tyne, 2001.

4. Dawes, J. & Rowley, J. 'Enhancing the customer experience: contributions from information technology', *Management decision*, 36(5), 1998, pp.350–57.

5. Yau, T. *Dragon project.* Available at: http://www.geocities.com/dragonproject2000/, 2001. (Accessed: 18 July 2003).

6. http://www.newmediarepublic.com/dvideo/ compression.html, 2003. (Accessed: 5 September 2003).

7. *Police and Criminal Evidence Act 1984* (Codes of Practice) (No. 2) order 1990, SI 1990/2580.

8. Franklin, A.W. 'Management of the problem', in Smith, S.M. (ed.) *The maltreatment of children.* Lancaster: MTP, 2002, pp.83–95.

9. *Apple Quicktime.* Available at: http://www.apple.com/quicktime/, 2002. (Accessed: 23 August 2003).

7. Bits and Pieces

Footnotes and endnotes

In the British Standard (Numeric) system authors often use a system of footnotes, particularly for writing in humanities, e.g. history, fine art and art history. Numbers are inserted in the text with corresponding footnotes inserted at the bottom of each page, giving the bibliographic details of the works to which the author is referring. Alternatively, these notes can be listed at the end of the work (or less commonly at the end of each chapter), in which case they are called endnotes or end-of-text references. If you use footnotes, these take the place of an end-of-text reference list, although a separate bibliography will be required for works not directly cited in footnotes. Although footnotes went out of fashion for a while, thanks to 'Microsoft Word' the use of footnotes is now replacing endnotes in the British Standard (Numeric) system within the humanities subjects.

The main advantage of footnotes is that the reader can see the reference without having to turn to a separate list. However, disadvantages include: fragmentation of the text making it off-putting to read; it is impossible to view all cited texts in a single list; and a separate bibliography is still needed for works not directly cited in the footnotes. (For more information on the footnote system please see Turabian in 'Further reading', p.20).

Punctuation

- In general, the various parts of a bibliographical reference are best separated by full stops.
- A colon (:) should be used to divide the title from the sub-title.

Setting out Quotations

- Exact quotations of a well-explored or controversial statement can be telling, but extensive word-for-word quotations should be avoided.
- Quotations, if short (say up to three lines), can be set in quotation marks and included in the body of the text, e.g.

> Franklin (2002) has pointed out that 'as no-one can predict the timing of family crisis, support has to be on a continuous 24 hour basis'.

- Longer quotations should be entered as a separate paragraph and indented from the main text — quotation marks are not required, e.g.

> MacDonald (1996) observed that:
> Drug prevention efforts...utilising positive peer pressure and young people's desire may be divided into four general groups: (1) peer groups, (2) peer participation programme, (3) kids teaching kids and (4) peer counselling. There are few, if any mature and effective programmes for 5-year-olds.

- If part of the quotation is omitted then this can be indicated using three dots (as in the example above).

Common conventions

- ***Et al.*** (from Latin, meaning 'and others'). It is most commonly used for works having more than three authors, with the citation giving the name of the first-listed author followed by *et al.* It is also acceptable to use 'and others' instead of '*et al.*' As shown here, '*et al.*' should be italicised.

> *Example using British Standard:*
> Marcus, C. *et al. Investigations into the phenomenon of limited-field criticism*. Boston: Broadview Press, 2001.
> - *Et al.* can also be used in the **Harvard** system, e.g.
> Marcus, C. *et al.* (2001) *Investigations into the phenomenon of limited-field criticism*. Boston: Broadview Press.

The following conventions, ***ibid***. and ***op.cit.*** are not used in Harvard style citations, where items will appear only once in an alphabetical list of references. Directions to individual pages within a publication are given as part of the in-text reference (see p.3).

- ***Ibid.*** (from Latin, *ibidem*, meaning 'in the same place'). If two (or more) consecutive references are from the same source then the second (or others) is cited *ibid.*

> *Example:*
> 1. Gester, P. *Finding information on the internet*. London: John Wiley, 1999, pp.133–81.
> 2. *Ibid*. p.155.
> 3. *Ibid*. p.170.

- ***Op. cit.*** (from Latin, *opere citato*, meaning 'in the work cited'). It is used after an author's name to mean the same work as last cited for this author.

> *Example:*
> 1. Gester, P. *Finding information on the internet*. London: John Wiley, 1999, pp.133–81.
> 2. Manger, J.J. *The essential internet information guide*. London: McGraw-Hill, 1995.
> 3. Gester, P. *op.cit.* p.175.

Multiple publications published in the same year by the same author

Sometimes you may need to cite two publications by an author published in the same year. This is not a problem in the British Standard system, where you would allocate different numbers to each. In the Harvard system however, you will need to distinguish between multiple items in the text and in the reference list. You do this by allocating letters, e.g.

In his interim report (Smith, 2002a) it was claimed that income had risen. However, final results (Smith, 2002b) showed that income had actually fallen.

In your reference list, the publications would be shown thus:

Smith, B. (2002a) *Interim report on company performance*. London: Business Press.

Smith, B. (2002b) *Company performance* 2001–2002. London: Business Press.

8. Further reading

- *The bluebook: a uniform system of citation* (2000) Cambridge, Massachusetts: Harvard Law Review Association.

- *The Chicago manual of style.* 15th edn (2003) Chicago: University of Chicago Press.

- French, D. (1996) *How to cite legal authorities.* London: Blackstone.

- Gibaldi, J. & Franklin, P. (2003) *MLA handbook for writers of research papers.* 6th edn. New York: Modern Language Association of America.

- Lester, J.D. (2000) *Citing cyberspace: a quick-reference guide to citing electronic sources in MLA and APA style.* 2nd edn. New York: Longman.

- Lester, J.D. (2004) *Writing research papers: a complete guide.* 11th edn. New York: Longman.

- Li, X. & Crane, N.B. (1996) *Electronic styles: an expanded guide for citing electronic information.* 2nd edn. Medford: Information Today.

- *MHRA style guide: a handbook for authors, editors and writers of theses* (2002) London: Modern Humanities Research Association.

- *Publication manual of the American Psychological Association.* 5th edn (2001) Washington, DC: APA.

- Radford, M.L. & Barnes, S.B. (2002) *Web research: selecting, evaluating and citing.* London: Allyn and Bacon.

- Turabian, K.L. (1996) *A manual for writers of term papers, theses and dissertations.* 6th edn. Chicago: University of Chicago Press.

- University of South Australia (2003) *Students: referencing resources* [Online]. Available at: http://www.unisanet.unisa.edu.au/learningconnection/resed/referencing/index.htm (Accessed 31: July 2003). Includes information on alternative citation methods such as Vancouver, CIBA and the American Psychological Association.

- Walker, J.R. & Taylor, T. (1998) *The Columbia guide to online style.* New York: Columbia University Press.

"Cite them right: referencing made easy"

Richard Pears and Graham Shields

Cite them right has become essential reading for students and academics. With the explosion of internet information and the growing awareness of plagiarism the need for a clear guide to providing correct references is vital. This is that guide.

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Providing students with the guidance they need in this essential part of their academic development, *Cite them right* will be of equal relevance to academics, researchers and prospective authors.

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