

“ “ **Cite them right:**
the essential guide
to referencing and plagiarism ” ”

Richard Pears and Graham Shields

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Contents

1. Introduction	1	D) Electronic information	9
What is referencing and why should you reference?	1	1. Electronic books (e-books)	10
What is plagiarism?	1	2. Internet pages	10
Plagiarism and the Internet	2	3. CD-ROMs	13
Plagiarism and copyright	3	4. E-mail	14
Common knowledge	3	5. Virtual Learning Environments (e.g. Blackboard, WebCT, etc.)	15
Use of confidential information	3	6. Computer programs	16
How to avoid plagiarism	3	E) Parliamentary and legal material ..	16
Why should you cite other people's work?	4	1. House of Commons and House of Lords Papers	16
Which citation system should you use?	4	2. Hansard	17
2. What should you include in references?	5	3. Bills	17
3. Using the Harvard (Author-date) system: the basics	6	4. UK Statutes (Acts of Parliament) ..	17
How to cite references in your text	6	5. Acts of the Scottish Parliament	18
How to cite references at the end of your text	6	6. Acts of the Northern Ireland Assembly	18
Secondary referencing	7	7. Statutory Instruments	18
4. How to cite specific sources using the Harvard (Author-date) system	8	8. Welsh Assembly legislation	18
A) Books	8	9. Statutory Rules of Northern Ireland	18
1. Citing information in a book	8	10. Command Papers	18
2. Reprint editions	8	11. Law Reports	19
3. Chapter/section of an edited book .	8	F) Non-parliamentary or departmental publications	19
4. Poem in an anthology	8	G) EU publications	19
5. Line within a play	9	H) United States Federal Acts	19
B) Journal articles	9	J) Publications of international organisations	20
C) Newspaper articles	9	K) Reference material (dictionaries, encyclopaedias, serial bibliographies and indexes)	20
		L) Reports	21

M) Conferences	21	X) Visual and audio-visual material	
1. Full conference proceedings	21	(microform, television, radio,	
2. Conference papers	21	audiocassette, audio CD, film,	
3. Papers from conference proceedings		videocassette, DVD and photographs	
published on the Internet	22	and slides)	26
N) Theses	22	1. Microform (microfiche and	
P) Sacred texts	22	microfilm)	26
1. Citing from the Bible	22	2. Television programme	27
2. Citing from the Torah	22	3. Radio programme	27
3. Citing from the Qur'an	22	4. Audiocassette	27
Q) Manuscripts	23	5. Audio CD	27
R) Cartographic material (atlases		6. Film/Movie	28
and maps)	24	7. Videocassette	28
1. Atlases	24	8. DVD	28
2. Ordnance survey maps	24	9. Photographs and slides	28
3. Geological survey maps	24	Y) Musical scores	29
S) Illustrations and tables	24	Z) Live performances	29
T) Standards and Patents	24	1. Dance	29
1. Standards	24	2. Play	29
2. Patents	25	5. Using the British Standard	
U) Reviews	25	(Numeric) system	30
1. Book	25	6. Supplementary information	31
2. Drama	25	Footnotes and endnotes	31
3. Film	25	Punctuation	31
4. Musical performances	25	Setting out quotations	31
V) Interviews	25	Common conventions	32
W) Communications	26	7. Glossary	32
1. Public communications		8. Further reading	34
(lectures, seminars, announcements,		Index	35
videoconferences, webinars)	26		
2. Personal communications			
(conversation, letter, e-mail,			
telephone, text message and fax) ...	26		

I. 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 reference 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 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 (or citing) them - both in the text of your assignment (called **in-text citation**) and in a list at the end of your assignment (called the **reference list** or **end-text citation**). The reference list only includes sources cited in the text of your assignment as in-text citations. 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 work. See the **Glossary** in section 7 for more information on these terms.

By providing references you:

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

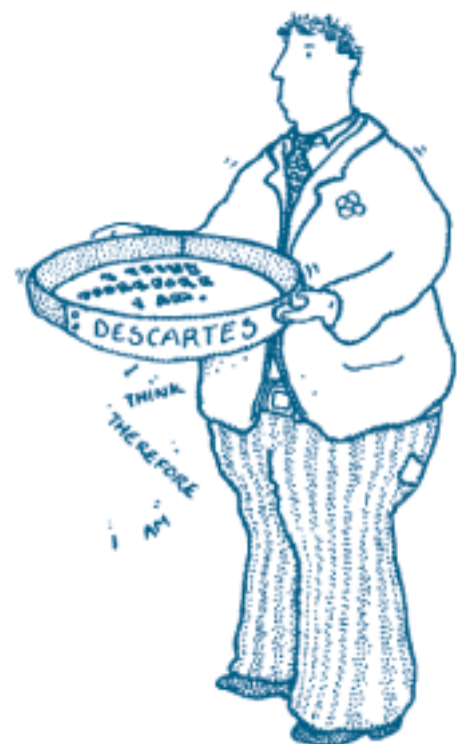
What is plagiarism?

Plagiarism is a specific form of cheating and is generally defined as presenting someone else's work as your own (by work we mean any kind of intellectual output: text, data, sound, images, computer programs, music and performance). This work may be in printed format or web-based and, in most cases, the same rules apply in relation to avoiding plagiarism. Many students find it difficult to understand fully the concept of plagiarism. Some believe that any information which they find on the web is free for anyone to use, or that changing a few words makes it their own work. This section on plagiarism aims to provide you with clear

information on what constitutes plagiarism and how to avoid it, primarily by getting into good habits of quoting and citing the sources that you use for your assignments.

If you misrepresent the work of another as your own and do not acknowledge or give credit to the author, you are guilty of academic dishonesty and all academic institutions view this extremely seriously. Simply put, plagiarism means:

- the use of any source of information, published or unpublished, without proper acknowledgement
- quoting, summarising or paraphrasing material in your work without citing the source (see glossary for definitions of these terms)
- paying a fee (online or in person) for someone else's work or downloading from free sites
- copying and pasting text
- copying someone else's work
- copying sections and just changing the odd word or phrase
- citing sources you did not use
- submitting the same piece of work for different assignments, even if they are for different tutors/lecturers



- unauthorised collaboration (collusion) with other students on a piece of work that requires individual work.

The growth of customised essay sites, paper mills and pseudo-scholarly resources has meant that incidences of plagiarism have risen sharply in recent years. A national body, the Plagiarism Advisory Service (<http://www.jiscpas.ac.uk>), has been set up to help combat plagiarism, and is tasked with providing staff and students in UK further and higher education institutions with generic advice and guidance on all aspects of plagiarism prevention and detection. The ease with which work can be copied electronically is a particular concern and the Service provides special software allowing institutions to detect instances of plagiarism.

There are a number of reasons why students plagiarise, for example:

- they do not know how to reference properly (one of the main reasons)
- they are in a hurry (poor time management)
- they feel under pressure to succeed and get better grades
- they do not understand what plagiarism is
- they lack confidence in their own abilities
- they come from countries with different academic traditions (e.g. in some countries there is a belief that knowledge is held communally and can be used by all without citing sources)
- they are deliberately trying to cheat and gain credit without doing the necessary work.

None of these is an acceptable excuse for plagiarism as **all** students are expected to read codes of conduct and regulations for submitting assignments. If a student is charged with plagiarism and academic misconduct, universities and colleges can impose severe penalties, including zero marks, non-award of qualifications and even expulsion from the institution.

Most institutions now have policies and regulations in place to deal with plagiarism and students usually receive advice and guidance on plagiarism, referencing and good writing techniques early on in their academic career (you can always ask your academic tutor or supervisor if you need help in these areas).

Particular help is now often given to international students where cultural differences can sometimes lead to false assumptions about citation practices and expectations.

Student assignments generally include a cover form or statement which is signed to confirm that the assignment is all their own work and that it does not contain any unacknowledged work from other sources.

It is important to remember then that, whether intentional or unintentional, plagiarism is cheating and the onus is on you to ensure that you avoid it. Plagiarism is also a serious offence as your qualification is regarded by employers as an indication of your knowledge and understanding of the subject(s) studied. By plagiarising, you not only deceive your tutor and prospective employers but also yourself.

Plagiarism and the Internet

You need to ensure that the sources you do use and cite are dependable and authoritative. This is relatively straightforward for printed sources like textbooks and academic journals but can be more difficult when you wish to use and cite web pages. However, your tutor or supervisor should be able to offer advice, and most academic institutions and their libraries now offer links to sites which provide guidance on evaluating Internet information.

The Internet has become a very popular source of information for students and questions often arise about how to avoid plagiarising these sources. As mentioned at the beginning of this section, in most cases the same rules apply as to a printed source.

For full details of **in-text citation of web pages** see section 3 and section 4D *Electronic information* (particularly pp. 10-11).

Plagiarism and copyright

It is important to understand the distinction between the rules governing plagiarism and those covering copyright. As already described, plagiarism is the use of another's original words or ideas as though they were your own. Copyright laws exist to protect intellectual property. They make it illegal to reproduce someone else's expression of ideas or information without permission. This can include music, images, written words, video and a variety of other media. Copyright ensures that the person who created something, whether a book or a piece of music, is remunerated for this work.

In effect then, by committing an act of plagiarism a student could be accused of academic misconduct and also of illegally violating someone's copyright.

Common knowledge

Common knowledge is generally defined as facts, dates, events, information and concepts that are generally known by an educated public, and clearly no one person owns the facts about history, politics, physics, geography and current events. Common knowledge refers to facts that can be found in numerous places and are likely to be known by a lot of people: for example, Margaret Thatcher was a British Prime Minister. This is commonly known information and you do not need to cite common knowledge. However, some students find it difficult to interpret common knowledge and some worry that they could be accused of plagiarising an idea they thought was their own which, in fact, had already been written about in a book. In addition, each academic discipline has its own common knowledge. If you have any doubts on these matters talk to your personal tutor or supervisor. Also, it is important to remember that you must reference facts that are not generally known and ideas that interpret facts.

Use of confidential information

If you wish to use source material that is confidential (for example some legal or medical information) you **must** obtain permission from all those who might be affected by its publication. If material is in the

public domain you are usually free to cite it but, **if in any doubt, ask.**

How to avoid plagiarism

The fundamental principle is to acknowledge the work of others by providing citations to your references so that the reader can refer to these and other works if they want. It is also helpful to note the following points:

- manage your time and plan your work – ensure you have time to prepare, read and write
- use your own ideas and words
- use the ideas of others sparingly and only to support or reinforce your own argument
- when taking notes, include complete citation information for each item you use
- when using material on the Internet make a note of the source (author, title, URL etc.) and the date that you accessed the page
- use quotation marks when directly stating another person's words and cite the source in your list of references. Doing none or only one of these is not acceptable
- avoid using someone else's work with only minor cosmetic changes, e.g. using "fewer" for "less" or changing a sentence around
- when paraphrasing, use words or a sentence structure different from the original work and acknowledge the source through **in-text citation** immediately following the paraphrase
- save all your notes, printouts etc. until you receive your final mark or grade for the assignment
- remember that your list of references (sources you have cited) at the end of your assignment is not the same as a bibliography which also includes items (books, articles, web pages etc.) that you used for your research but did not cite directly.

Remember, ultimate responsibility for avoiding plagiarism rests with you!

Why should you cite other people's work?

Besides adding weight to your discussion and arguments, citations also show that you have read widely on the subject and analysed the writings of others. Citations appropriately used can strengthen your writing and can help you attain a better mark or grade. Other reasons for citing works are:

- to show your tutor/supervisor what you have read and allow them to appreciate your contribution to the subject. They can also follow up the reference if they wish
- to receive credit for your research
- to establish the credibility and authority of your knowledge and ideas
- to demonstrate that you have located, read and analysed material and formed your own views and opinions.

Which citation system should you use?

There are two principal methods of citation used in higher education: 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 MLA (Modern Language Association) styles are also used, particularly for specific subject areas (for more information on these see **Further reading** in section 8). Your first step should be to find out which method is recommended by your School/Faculty. **Make sure that you apply the recommended method consistently throughout your work.** If you are writing for a publication, check its guidelines for authors. There are wide variations in styles between different publications. This guide will provide detailed examples of in-text and end-text citation using the Harvard system (section 4) and a separate section on the use of the British Standard system (section 5).

2. What should you 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.

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 authors, cite the first only followed by *et al.* (see page 32).
- Some publications are produced by organisations. You can use an organisation or company as a corporate author
- If the book is compiled by an editor, signify this by using (ed.) after the editor's name
- If no author can be identified the item should be cited by title.

Year of publication

- The year of publication, or year when a web site 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
- If no date can be identified, use (no date).

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 abbreviated 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 pages where that quote appears
- In order to avoid confusion insert the abbreviation p. before the page number (or pp. when more than one page).

Title of journal article / newspaper article

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

Title of journal / newspaper

- The title given on the journal front cover should be recorded
- Do not abbreviate the journal title unless the journal title actually is or contains an abbreviation
- Put the title of the journal in 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 (e.g. the Internet address - <http://www...>).

Date accessed

- The date that you last 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 – the basics

How to cite references in your text (in-text citation)

This section provides details on how to cite sources in your 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 (2005, p.47) argued that ...

In a recent study (Smith, 2005, p.47) it was argued that ...

Note that if you are naming the author in your running text the date and page reference will go in brackets. If you are summarising an author's work or not referring to the author directly in the running text, put all parts in brackets. Both methods are correct.

The author's surname/last name links the reader to the list of references at the end of your work where the full publication details are given.

For publications by up to three authors, all are given:

In a recent study (Smith & Jones, 2005) it was argued that ...

For publications by more than three authors, use the first one followed by et al. see p.32.

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. In the Harvard system, 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.

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*, 2004, 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>, 2005) revealed ...

For details of how to cite specific types of information sources in your text see Section 4.

How to cite references at the end of your text (end-text citation)

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

Harvard system reference list:

Apple QuickTime (2002) Available at:
<http://www.apple.com/quicktime/> (Accessed:
14 June 2005).

Bell, J. (2003) *Doing your research project: a guide for first-time researchers in education and the 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. 350-357.

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: 14 June 2005).

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: 14 June 2005).

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 the views of White 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, should you or your tutor wish to read it.

4. How to cite specific sources using the Harvard (Author - date) system.

A) Books

1. Citing information in a book

Citation order:

- Author/editor
- 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

In text:

According to Bell (2003, p.23) the most important part of the research process is...

Reference list:

Bell, J. (2003) *Doing your research project*. 3rd edn. Buckingham: Open University Press.

2. 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

In text:

In his biography of Bach, Schweitzer (1911) considered...

Reference list:

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

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

Example

In text:

One of the first critics of obfuscation (David, 1968)...

Reference list:

David, M. (1968) *Toward honesty in public relations*. London: Candor Publications. Reprint, London: B.Y. Jove, 1990.



3. Chapter/section of an edited 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

In text:

The view proposed by Franklin (2002, p.88)...

Reference list:

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

4. Poem within an anthology

Citation order:

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

Example

In text:

“The lion made a sudden stop
He let the dainty morsel drop.”
(Belloc, 1989)

Reference list:

Belloc, H. (1989) ‘Jim’, in West, C. (compiler and illustrator) *The beginner’s book of bad behaviour*. London: Beaver Books, pp. 88-92.

5. Line within a play

Citation order:

- Author (surname followed by initials)
- Year of publication (in round brackets)
- Title (in italics)
- Edition information
- Place of publication: Publisher
- Act. Scene: line.

Example

In text:

“I prithee do not mock me fellow student”
(Shakespeare, 1980, 1.2:177).

Reference list:

Shakespeare, W. (1980) *Hamlet*. Edited by T.J.B. Spencer. London: Penguin. 1.2:177.

B) Journal articles

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

In text:

...the customer playing the part of a partial employee (Dawes & Rowley, 1998).

Reference list:

Dawes, J. & Rowley, J. (1998) 'Enhancing the customer experience: contributions from information technology', *Management decision*, 36 (5), pp. 350-357.

C) 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 quotation marks)
- Title of newspaper (in italics)
- Day and month
- Page reference.

Example

In text:

McElvoy (2003) accused the Government of bad faith.

Reference list:

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 quotation marks)
- Day and month
- Page reference.

Example

In text:

The article (*Northern Echo*, 2003) reported...

Reference list:

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

Note: If you are citing several articles published in the same year use a, b, c, etc after the year, e.g.

The Times (2005a)...

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 to citing electronic information* (full details appear in **Further reading** in section 8).

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]
- Available at: URL
- (Accessed: date).

Example

In text:

Toad of Toad Hall (Grahame, 1917)...

Reference list:

Grahame, K. (1917) *The wind in the willows*.
Netlibrary [Online]. Available at:
<http://www.netlibrary.com> (Accessed: 14 July 2005).

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.

Note: do not include the URL in your **in-text** citation, **unless** this is the only piece of information you have.

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! Remember to evaluate all Internet information for accuracy, authority, currency, coverage and objectivity.

The ability to publish information on the Internet bears no relation to the author's academic abilities!

2a. Citing 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).

Example

In text:

Yau (2001) provided information about the Chinese community.

Reference list:

Yau, T. (2001) *Dragon project*. Available at:
<http://www.geocities.com/dragonproject2000/>
(Accessed: 14 June 2005).

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

Example

In text:

Apple QuickTime (2002) incorporates playback controls.

Reference list:

Apple QuickTime (2002) Available at:
<http://www.apple.com/quicktime/>. (Accessed:
14 June 2005).

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

Example

In text:

Video files may need to be compressed
(<http://www.newmediarepublic.com/dvideo/compression.html>, 2005)

Reference list:

<http://www.newmediarepublic.com/dvideo/compression.html> (2005) (Accessed: 14 June 2005).

If the web page has no obvious date of publication/revision, cite the URL (no date) and the date you accessed the page.

Example

In text:

Compression may be required
(<http://www.newmediarepublic.com/dvideo/compression.html>, no date).

Reference list:

<http://www.newmediarepublic.com/dvideo/compression.html> (no date) (Accessed: 14 June 2005).

2b. Blogs

Web logs, or 'blogs' as they are usually called, are produced by individuals and organisations to provide updates on issues of interest or concern. Beware that as blogs are someone's opinions they may not provide objective, reasoned discussion of an issue. Use blogs in conjunction with reputable sources. Note that due to the informality of the Internet, many authors give first names or aliases. Use the name they have used in your reference.

Citation order:

- Author of message
- Year that the site was published / last updated (in round brackets)
- Title of message (in quotation marks)
- Title of Internet site (in italics)
- Day / month of posted message
- Available at: URL
- (Accessed: date).

Example

In text:

One commentator (Ben, 2005) questioned whether educators would have time to acquire information literacy skills.

Reference list:

Ben (2005) 'Critical thinking and the Internet', *Alan November Weblog*, 13 June. Available at: <http://www.novemberlearning.com/blogs/alannovember/archive/2005/03/11/8849.aspx> (Accessed: 25 June 2005).

2c. 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*, *ScienceDirect*. You should refer to the fact that you obtained the title online, because online versions sometimes omit sections found in the printed version, such as advertisements and letters from readers.

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

In text:

Bright (1985) found the word 'poetry' ambiguous...

Reference list:

Bright, M. (1985) 'The poetry of art', *Journal of the history of ideas*, 46 (2), pp. 259-277 JSTOR [Online]. Available at: <http://uk.jstor.org/> (Accessed: 16 June 2005).

2d. 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

In text:

... whilst Cox and Currall (2001) reported...

Reference list:

Cox, A. & Currall, J. (2001) 'Do they need to know?' *Ariadne*, issue 30, December [Online]. Available at: <http://www.ariadne.ac.uk/issue30/> (Accessed: 16 June 2005).

2e. Articles from Internet newspapers

Many printed newspapers produce Internet editions. These are often selections of stories from the printed source and may exclude some material or add other features. You should therefore make it clear that you have used the Internet version.

Citation order:

- Author
- Year of publication (in round brackets)
- Title of article (in quotation marks)
- Title of newspaper (in italics)
- Day and month
- [Online]
- Available at: URL
- (Accessed: date).

Example

In text:

One commentator (Naidoo, 2005) believed the Education Secretary's plans...

Reference list:

Naidoo, B. (2005) 'Why Kelly's posse will get no respect', *Times Educational Supplement*. 17 June [Online]. Available at: <http://www.tes.co.uk/2108572> (Accessed: 23 June 2005).

2f. Images

Citation order:

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

Example

In text:

Wood's beautiful photographs (Wood, 2003)...

Reference list:

Wood, N. (2003) *London eye* [Online image].

Available at:

<http://www.nickwoodphoto.com/html/wheel-photos-p2/LE-MF-088.html> (Accessed: 14 June 2005).

2g. Extract from Internet database

Citation order:

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

The examples below illustrate the use of corporate authors in references, for example the suppliers of many online information sources.

Examples

- Market research report from Euromonitor database:

In text:

The latest research (Euromonitor, 2005) shows...

Reference list:

Euromonitor (2005) 'World market for retailing', *Euromonitor Global Market Information Database* [Online]. Available at: <http://www.euromonitor.com/GMID/default.asp> (Accessed: 14 June 2005).

- Company information from FAME database:

In text:

"BT's profit margin rose by over 2% in the financial year 2004-2005 (Bureau van Dijk, 2005)."

Reference list:

Bureau van Dijk (2005) 'BT Group PLC company report', *FAME* [Online]. Available at: <http://fame.bvdep.com> (Accessed: 2 July 2005).

- British Standard from BSI Online database:

In text:

Standards also apply to the use of timber (British Standards Institute, 1989) ...

Reference list:

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

- Remember that if you are citing several publications by the same author it will be necessary to use a, b, c, etc. after the year.

In text:

The home improvement market has expanded in the last year (Euromonitor, 2005a) but the furniture market has remained steady (Euromonitor, 2005b).

Reference list:

Euromonitor (2005a)...

Euromonitor (2005b)...

2h. Citing an entire Internet database

Citation order:

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

Example

In text:

Many libraries subscribe to large numbers of electronic journal titles. Business Source Premier (EBSCO, 2005) provides over five thousand titles...

Reference list:

EBSCO (2005) *EBSCO Business Source Premier* [Online]. Available at: <http://search.epnet.com/login.asp> (Accessed: 23 June 2005).



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: publisher/distributor.

Example

In text:

The student made extensive use of an authoritative source (*World development indicators*, 2002)...

Reference list:

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 quotation marks)
- Journal title (in italics)
- Date of article (day and month)
- [CD-ROM]
- Available: database title entry (in italics)
- Item number.

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

Example

In text:

At the end of the eighties Green (1989) investigated...

Reference list:

Green, P.S. (1989) 'Fashion colonialism: French export "Marie Claire" makes in-roads', *Advertising Age*, 23 October [CD-ROM]. Available: 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: publisher/distributor.

Example

In text:

The political situation had a detrimental impact on oil exports (Lascelles, 1999).

Reference list:

Lascelles, D. (1999) 'Oil's troubled waters'. *Financial Times*, 11 January, p.18 [CD-ROM]. Financial Times. Available: Chadwyck Healey.

4. E-mail

Personal e-mail correspondence is dealt with in **section W: Personal communications**. The following examples deal with e-mail correspondence made public in electronic conferences, discussion groups and bulletin boards.

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)
- Discussion group or bulletin board (in italics)
- Date posted: day / month
- [Online]
- Available e-mail: e-mail address.

Example

In text:

Debt cancellation was discussed by Peters (2003)...

Reference list:

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

4b. Citing an entire discussion group or bulletin board

Citation order:

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

Example

In text:

The *Photography News List* contains...

Reference list:

Photography News List [Online]. Available e-mail: pnl@btinfonet. (Accessed: 3 September 2004).



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

Virtual learning environments (e.g. Blackboard and WebCT) are used increasingly in further and 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 a tutor'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 quotation marks)
- Name of academic module (in italics)
- [Online]
- Available at: URL of virtual learning environment
- (Accessed: date).

Example

In text:

The need for preparation (Hollis, 2003)...

Reference list:

Hollis, K. (2003) 'Week 7: dissertation preparation materials'. *Research methods for MA History*, [Online]. Available at: <http://elearning.unn.ac.uk> (Accessed: 2 February 2005).

5b. Journal article

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 academic module (in italics)
- [Online]
- Available at: URL of virtual learning environment
- (Accessed: date).

Example

In text:

Bright (2003) believed...

Reference list:

Bright, M. (2003) 'The advance of learning', *Journal of Ideas*, 46 (2), pp. 259-277. *E-learning in higher education*, [Online]. Available at: <http://elearning.unn.ac.uk> (Accessed: 23 July 2005).

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

In text:

At least one author (Topping, 1986)...

Reference list:

Topping, S. (1986) *Forensic medicine*. Thomson Publishing, pp.245- 278. *Advanced Criminology*, [Online]. Available at: <http://elearning.unn.ac.uk> (Accessed: 14 June 2005).

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

In text:

It is advisable to check which referencing style is required (Thomas, 2003).

Reference list:

Thomas, D. (2003) 'Word count and referencing style', *Frequently Asked Questions discussion board in Housing studies*, [Online]. Available at: <http://elearning.unn.ac.uk> (Accessed: 14 May 2005).

6. Computer programs

Citation order:

- Author (if given)
- Date (if given)
- Title of program (in italics)
- Version (in round brackets)
- Form i.e. Computer Program (in square brackets)
- Availability i.e. Distributor, address, order number (if given) **OR** URL if downloaded from the Internet.

Example

In text:

Camtasia Studio (TechSmith, 2005) can be used to record tutorials.

Reference list:

TechSmith Corporation (2005) *Camtasia Studio* (Version 3) [Computer Program]. Available at: <http://www.techsmith.com/download/studiodefaut.asp> (Accessed: 21 June 2005).



E) Parliamentary and legal material

In many instances there are established guidelines for the citation of legal material. These may be at variance with the standard citation procedures used in the rest of this guide, but the established guidelines should be followed. For further information see French, D. (1996) *How to cite legal authorities*. London: Blackstone.

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 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

In text:

Parliamentary reports for the year included the criminal justice system (Great Britain. Parliament. House of Commons, 1999) and renewable energy (Great Britain. Parliament. House of Lords, 1999).

Reference list:

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. Available 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 brackets).

Example

In text:

Haulage companies expressed concern about the provisions of the *Transport Bill* (Great Britain. Parliament. House of Commons, 1999).

Reference list:

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

4. UK Statutes (Acts of Parliament)

A major change in the citation of UK legal sources took place in 1963. Before this, an Act was cited according to the regnal year (i.e. the number of years since the monarch's accession).

For pre-1963 statutes use

Citation order:

- Regnal year
- Name of sovereign
- Chapter number.

Example

In text:

With the Act of Supremacy (26 Hen.VIII, c.1)...

Reference list:

26 Hen.VIII, c.1

For post-1963 statutes use the short title of an Act, with the year in which it was enacted.

Citation Order:

- Great Britain
- Name of Act: Name of sovereign. Chapter number (in italics)
- Year of publication (in round brackets)
- Place of publication: Publisher.

Example

In text:

The statute (Great Britain. *Access to Justice Act 1999*) laid down...

Reference list:

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

5. Acts of the Scottish Parliament

For Acts of the post-Devolution Scottish Parliament, replace the Chapter number with “asp” (meaning Act of the Scottish Parliament).

Citation order:

- Title of Act, including year (in italics)
- asp number.

Example

In text:

The *Budget (Scotland) Act 2004*...

Reference list:

Budget (Scotland) Act 2004 asp 2.

6. Acts of the Northern Ireland Assembly

Citation order:

- Title of Act (in italics)
- (*Northern Ireland*) (in italics)
- Year (in italics)
- Chapter number

Example

In text:

The *Ground Rents Act (Northern Ireland) 2001*...

Reference list:

Ground Rents Act (Northern Ireland) 2001 c.5

7. Statutory Instruments

Citation order:

- Name/title (in italics)
- Year/SI number (in round brackets).

Example

In text:

The *Terrorism (United Nations Measures) Order 2001*...

Reference list:

Terrorism (United Nations Measures) Order 2001 (SI 2001/3365).

8. Welsh Assembly legislation

The Welsh Assembly is not enabled to pass Statutes. It may pass Statutory Instruments. As well as the SI number and year, Welsh Statutory Instruments have a W. number.

Citation order:

- Title of order (in italics)
- (*Wales*) (in italics)
- Year (in italics)
- Year/SI number (W. number).

Example

In text:

The *Bluetongue (Wales) Order 2003*...

Reference list:

The Bluetongue (Wales) Order 2003 Welsh Statutory Instrument 2003/326 (W.47).

9. Statutory Rules of Northern Ireland

Like the Welsh Assembly, the Northern Ireland Assembly may pass Statutory Instruments. These are called Statutory Rules of Northern Ireland.

Citation order:

- Title of Rule (in italics)
- (*Northern Ireland*) (in italics)
- Year (in italics)
- Year/SR number.

Example

In text:

The *Smoke Flavourings Regulations (Northern Ireland) 2005*...

Reference list:

Smoke Flavourings Regulations (Northern Ireland) 2005 (SR 2005/76).

10. 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 brackets).

Example

In text:

The latest advice (Great Britain. Lord Chancellor's Department, 1999)...

Reference list:

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

11. 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 legal material)

R. v. Edwards (John) (1991) 93 Cr.App. R. 48

(Date in round brackets because there is also a volume number).

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 brackets) - if applicable.

Example

In text:

The report *Working together to safeguard children* (Great Britain. Department of Health, 1999)...

Reference list:

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

In text:

The predicted migration of labour (European Commission, 2003)...

Reference list:

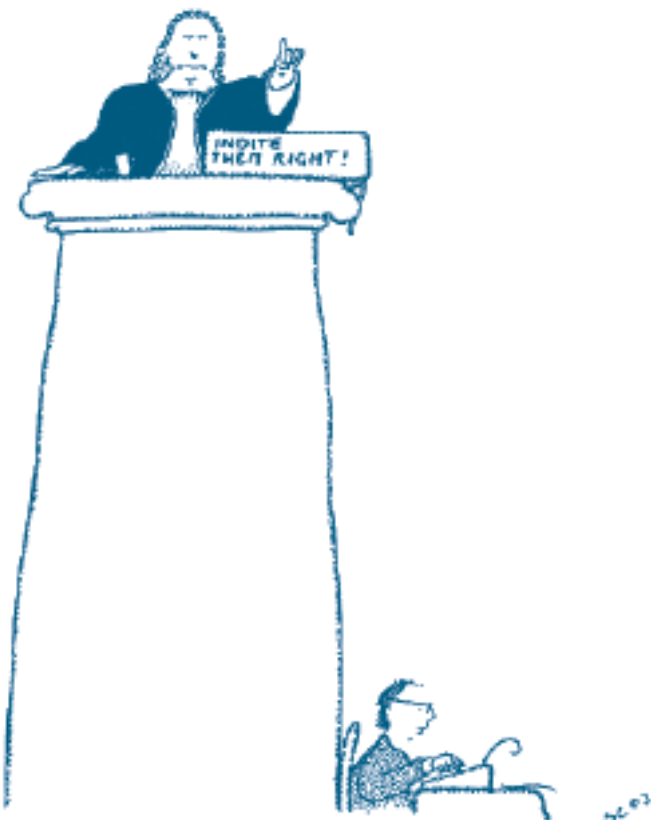
European Commission (2003) *Making globalisation work for everyone*. Luxembourg: Office for Official Publications of the European Communities.

H) United States Federal Acts

When their passage through the US Legislature is complete, Acts are published in the *United States Statutes at Large*.

Citation order:

- Title of Act including year (in italics)
- Year of publication (in round brackets)
- Public Law number (comprising Session of Congress and Act number)
- *Statutes at Large* citation.



Example

In text:

Applying the legislation (*Medicare Prescription Drug, Improvement, and Modernization Act of 2003*)...

Reference list:

Medicare Prescription Drug, Improvement, and Modernization Act of 2003 (2003) Public Law no. 108-173, 117 Stat. 2066.

J) Publications of international organisations

Citation order:

- Name of organisation or institution (e.g. United Nations)
- Year of publication (in round brackets)
- Title (in italics)
- Place of publication: Publisher.

Example

In text:

A report by the United Nations (2003)...

Reference list:

United Nations (2005) *Yearbook of the United Nations, 2003* vol. 57. New York: United Nations Department of Public Information.

If you have retrieved a document from the Internet omit the place of publication and add the following to the citation order:

- Available at: URL
- (Accessed: date).

Example

In text:

At least one transport organisation (International Chamber of Commerce. Commission for Air Transport, 2000)...

Reference list:

International Chamber of Commerce. Commission for Air Transport (2000) *The need for greater liberalization in international air transport*. International Chamber of Commerce (310/504 Rev.3). Available at: http://www.iccwbo.org/home/statements_rules/statements/2000/need_for_greater_liberalization.asp (Accessed: 9 Feb 2005).

K) 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.

To cite the entire volume:

Example

In text:

The definition (*Chambers twentieth century dictionary*, 1972)...

Reference list:

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

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

Example

In text:

Anastaplo (1986)...

Reference list:

Anastaplo, G. (1986) 'Censorship' in *New encyclopaedia Britannica*. Chicago: Encyclopaedia Britannica Inc. vol. 15, pp. 634-641.

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

Example

In text:

Using the *British Humanities Index 1991* (1992)...

Reference list:

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

If you are citing more than one volume:

Example

In text:

Referring to relevant sources (British National Bibliography 1987-90, 1988-91; *Current Technology Index* 1980-85, 1980-85)...

Reference list:

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:

Example

In text:

Using the *Cumulative Book Index* 1898- (1898-)...

Reference list:

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.

L) Reports

Citation order:

- Author or organisation
- Year of publication (in round brackets)
- Title of report (in italics)
- Place of publication: Publisher
- Report code and number (in brackets).

Example: Author

In text:

Earlier research (Woodward, 1981)...

Reference list:

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

Example: Organisation as author

In text:

One report (Dell Inc. 2004)...

Reference list:

Dell Inc. (2004) *Client and Server System*

Performance Benchmarks, Dell Technology

White Paper, April. Available at:

http://www1.us.dell.com/content/topics/global.aspx/vectors/en/2004_benchmarks?c=us&l=en&s=corp (Accessed: 1 May 2005).

M) 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

In text:

The conference (Institute for Small Business Affairs, 2000)...

Reference list:

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 15th-17th 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 quotation marks)
- Title of conference: subtitle (in italics)
- Location and date of conference
- Place of publication: Publisher
- Page references for the paper.

Example

In text:

Cook (2000) highlighted recent examples...

Reference list:

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. 127-136.

3. *Papers from conference proceedings published on the Internet*

Citation order:

- Author
- 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

In text:

A recent paper (Lord, 2002)...

Reference list:

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 15th October. AMCHAM-Shanghai.* Available at: <http://www.amcham-shanghai.org/add-ons/marketing-conference/default.aspx> (Accessed: 8 August 2003).

N) Theses

Citation order:

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

Example

In text:

Research by Tregear (2001)...

Reference list:

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

P) Sacred Texts

1. Citing from the Bible

There is a well-established system for citing references from the Bible in your text. This uses the book name, chapter and verse (not page number, as this will vary between printings). It also avoids stating authors, as the actual authorship of some books is unclear.

Citation order:

- Book of the Bible
- Chapter: verse
- Version of the Bible.

Example

In text:

The Beatitudes (Matthew 5: 3-12)...

Reference list:

- Add the version of the Bible you have read. Publisher and publication date are not required.

Matthew 5: 3-12, Revised Standard Version of the Bible.

2. Citing from the Torah

Citation order:

- Torah
- Book
- Chapter: verse.

Example

In text:

The reply (Shemot 3:14) is the most profound...

Reference list:

Torah. Shemot 3:14.

3. Citing from the Qur'an

Citation order:

- Qu'ran (not in italics)
- Surah (or Chapter): verse.

Example

In text:

"They are your brethren in faith" (Qur'an 9:11).

Reference list:

Qur'an 9:11.



Q) 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
- Location of manuscript in archive or repository.

Example

In text:

The architect enjoyed a close relationship with his patron (Newton, 1785).

Reference list:

Newton, W. (1785) *Letter to William Ord*, 23 June. 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
- Location of manuscript in archive or repository.

Example

In text:

Expenditure was high in this period (*Fenham journal*, 1795).

Reference list:

Fenham journal (1795) Ord Manuscripts, 324 E12, Northumberland County Record Office, Melton Park.

To refer to a whole collection of manuscripts (MS), use the name of the collection:

Citation order:

- Location of collection in archive or repository
- Name of collection.

Example

In text:

Consulting the family records (British Library, Lansdowne MS) the author discovered...

Reference list:

British Library, Lansdowne MS.

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.



R) Cartographic material (atlases and maps)

1. Atlases

Citation order:

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

Example

In text:

As illustrated in the text (*The Times Atlas of the World*, 2002)...

Reference list:

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

In text:

Archaeological sites are italicised (Ordnance Survey, 2002).

Reference list:

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

In text:

The landscape has undergone profound changes since the map (Ordnance Survey, 1980) was printed.

Reference list:

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

S) Illustrations and tables in a book

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

In text:

... a vision of horror (Melton, 1994).

Reference list:

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

T) Standards and Patents

1. Standards

Citation order:

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

Example

In text:

Loft conversions are subject to strict controls (British Standards Institute, 1989).

Reference list:

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

2. Patents

Citation order:

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

Example

In text:

...but a patent (Graham, C.P., Fonti, L. and Martinez, A.M. American Sugar Company, 1972) had already been approved.

Reference list:

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

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 (in italics).

Examples

1. Book reviews

In text:

Lardner (1980) considered the book...

Reference list:

Lardner, S. (1980) 'Third eye open'. Review of *The Salt Eaters*, by Toni Cade Bambara. *New Yorker*, 5 May, p.169.

2. Reviews of dramas

In text:

One reviewer (Thompson, 1999) wrote...

Reference list:

Thompson, S. (1999) 'Fool for love'. Review of *Fool for Love*, by Sam Shepard. Holborn Repertory Company, London. *Evening Standard*, 27 May, p.18.

3. Film reviews

In text:

Barnes (1989) considered it the greatest film of the year.

Reference list:

Barnes, L. (1989) 'Citizen Kane'. Review of *Citizen Kane*, directed by Orson Welles. (RKO). *New Vision*, 9 October, p. 24-25.

4. Reviews of musical performances

In text:

The New York Times reviewer thought the performance was 'sublime' (Rockwell, 1990).

Reference list:

Rockwell, J. (1990) 'Eve Queler conducts Verdi's *I Vespri Siciliani*.' Review of concert performance of *I Vespri Siciliani*, by Verdi, Carnegie Hall, Opera Orchestra of New York. *New York Times* (Living Arts Section), 18 January, p.18.

V) Interviews

Citation order:

- Name of person interviewed
- Year of interview (in round brackets)
- Title of the interview (if any) (in quotation marks)
- Interview by/with
- Interviewer's name
- Title of publication (in italics)
- [Medium] (if any) in which the interview appeared (journal, radio, video etc.)
- Publication details.

Examples

In text:

Interviews have often revealed surprising facts (Bellour, 1979; al-Hamed, 1989; Blair, 2003)...

Reference list:

Bellour, R. (1979) 'Alternation, segmentation, hypnosis: interview with Raymond Bellour'. By Janet Bergstrom. *Camera Obscura*, nos. 3/4 (summer), p.89-94.

al-Hamed, H. (1989) 'Alexandrian Archaeology'. Interview by Barker Comstock. *Egyptian Archaeology*. Directed by Nathan Goodhugh [Videocassette]. New York: Warberg Films.

Blair, A. (2003) Interviewed by Jeremy Paxman, in *Newsnight*, BBC2, 2 February.

W) Communications

1. Public communications (lectures, seminars, announcements, videoconferences, webinars)

Citation order:

- Author/speaker
- Year
- Title of communication (in italics)
- [Medium]
- Day/Month.

Example

In text:

Points of interest from the lecture (Brown, 2005)...

Reference list:

Brown, T. (2005) Contemporary furniture. [Lecture to BSc Design Year 4]. 21 April.

2. Personal communications

Personal communications by face-to-face conversation, letter, e-mail, telephone, text message or fax can be cited using:

Citation order:

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

Examples

In text:

This was disputed by Walters (2005).

Reference list:

Walters, F. (2005) Conversation with John Stephens, 13 August.

Walters, F. (2005) Letter to John Stephens, 23 January.

Walters, F. (2005) E-mail to John Stephens, 14 August.

Walters, F. (2005) Telephone conversation with John Stephens, 25 December.

Walters, F. (2005) Text message to John Stephens, 14 June.

Walters, F. (2005) Fax to John Stephens, 17 December.

Note that both the in-text and end-text references begin with the name of the sender of the communication. You may need to seek permission from other parties in the correspondence.

X) Visual and audio-visual material (microform, television, radio, audiocassette, audio CD, film, videocassette, DVD and 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]
- Place of publication: Publisher.

Example

In text:

...whilst Tauber (1958) and Voelke (1980)...

Reference list:

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).

Example

In text:

Vicky Pollard (*Little Britain*, 2005) exemplifies the temperamental teenager.

Reference list:

Little Britain (2005) BBC 2, 23 June.

To quote something a character has said:

Example

In text:

“yeah but no but...” (Pollard, 2005)

Reference list:

Pollard, V. (2005) *Little Britain*. BBC2, 23 June.

3. Radio programme

Citation order:

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

Example

In text:

The latest report (*Today*, 2005)...

Reference list:

Today (2005) BBC Radio 4, 15 August.

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

In text:

Determination is a key attribute (*It's your choice: selection skills for managers*, 1993).

Reference list:

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

5. Audio CD

Citation order:

- Artist
- Year of distribution (in round brackets)
- Title of album (in italics)
- [CD]
- Place of distribution: Distribution company.

Example

In text:

The band's finest album (*What's the story*) *Morning Glory* (2000)...

Reference list:

Oasis (2000) (*What's the story*) *Morning Glory* [CD] London: Big Brother.

To cite a lyric from a song:

Citation order:

- Lyricist
- Year of distribution (in round brackets)
- Title of song (in italics)
- Place of distribution: Distribution company.

Example

In text:

Lennon and McCartney (1966) expressed the frustration of every new author

Dear Sir or Madam will you read my book?

It took me years to write, will you take a look?

Reference list:

Lennon, J. and McCartney, P. (1966) *Paperback writer*. Liverpool: Northern Songs Ltd.

6. Film/movie

Citation order:

- Title of film (in italics)
- Year of distribution (in round brackets)
- Director
- Medium (in square brackets)
- Place of distribution: Distribution company.

Example

In text:

Movies have been used to attack the President's policies (*Fahrenheit 9/11*, 2004).

Reference list:

Fahrenheit 9/11 (2004) Directed by Michael Moore [Film]. Santa Monica, California: Lions Gate Films.

7. Videocassette

Citation order:

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

Example

In text:

When the story finally made it to the silver screen (*The Lord of the Rings: the two towers*, 2003)...

Reference list:

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

8. DVD

Citation order:

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

Example

In text:

Special effects can dominate a film (*The Matrix reloaded*, 2003).

Reference list:

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

9. Photographs and slides

Citation order:

- Photographer
- Year (in round brackets)
- Title (in italics)
- Place of publication: Publisher (if available).

Examples

In text:

The seasonal and architectural changes were captured on film (Bailey, 1996; Thomas, 2003).

Reference list:

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

Thomas, T. (2003) *Redevelopment in Newcastle* [Photograph]. 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

In text:

The composer's haunting evocation of the sea in *Fingal's Cave* (Dvorak, 1999)...

Reference list:

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



Z) Live performance

1. Dance

Citation order:

- Composer or choreographer
- Year of premiere (in round brackets)
- Title (in italics)
- Location. Date seen (in square brackets).

Example

In text:

The performance was true to the intentions of its creator (Ashton, 1937).

Reference list:

Ashton, F. (1937) *A Wedding Bouquet*. [Royal Opera House, London. 22 October 2004].

2. Play

Citation order:

- Title (in italics)
- 'by' Author
- Year of performance (in round brackets)
- Directed by
- Location. Date seen (in square brackets).

Example

In text:

One innovation was the use of Sellotape for the fairies' webs (*A midsummer night's dream*, 1995).

Reference list:

A midsummer night's dream by William Shakespeare (1995) Directed by Ian Judge. [Theatre Royal, Newcastle upon Tyne. 26 February].

5. 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-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.

How to cite references in your 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 study⁵ showed that ..."

How to cite references at the end of your text

Entries are listed in numerical order to match the sequence of references in the text. A sample piece of text with British Standard citations would look like this:

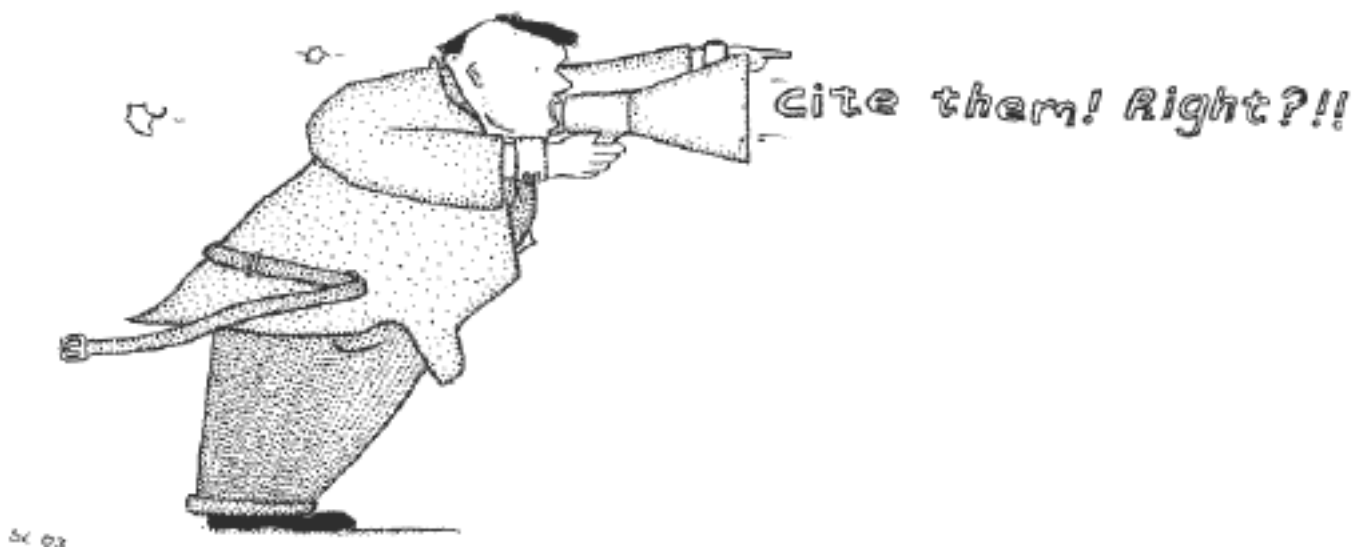
The opinions of professional colleagues (1) were used in conjunction with research guidance (2). The restaurant market was buoyant (3), a key factor being the attitude of catering staff (4).

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*. 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*. Ph.D thesis. University of Newcastle upon Tyne, 2001.

4. Dawes, J. and Rowley, J. 'Enhancing the customer experience: contributions from information technology', *Management decision*, 36 (5), 1998, pp. 350-357.
5. Yau, T. *Dragon project*. Available at: <http://www.geocities.com/dragonproject2000/>, 2001. (Accessed: 14 June 2005).
6. <http://www.newmediarepublic.com/dvideo/compression.html>. 2003, (Accessed: 14 June 2005).
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.

See also the following section on footnotes and endnotes.



6. Supplementary information

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-text citations. 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 modern word processing software 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
- 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**, section 8).

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 five 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.

Example using Harvard System:

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.

- ***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.

7. Glossary

Abstract: A brief summary of an article or a book that includes bibliographic information such as author, title, source and subject headings.

Annotated bibliography: A list of citations to books, articles, and documents in which each citation is followed by a brief descriptive and evaluative paragraph. The purpose of the annotation is to inform the reader of the relevance, accuracy and quality of the sources cited.

Bibliography: A list of all the sources that you consulted for your work, arranged alphabetically by author's last name, or when there is no author, by title. For web pages where no author or title is apparent the URL (see *below*) of the web page would be used.

Citation: A reference to another document or source that contains bibliographic information (author, title, URL etc.) so that the reader can locate the book, journal article, web page or other material.

Citing: The act of referring to or giving formal credit to an original source of information.

Common knowledge: Facts which are generally known.

Copyright: The legal protection given to authors which protects them against unauthorised copying of their work.

Direct quotation: A piece of text copied verbatim (see *below*) into another text, and enclosed by inverted commas (see *also* indirect quotation).

Endnotes: Explanatory notes and/or source citations that appear either at the end of individual chapters or at the end of a book's text.

End-text citation: An entry in the reference list at the end of your work which contains the full bibliographical information for the in-text citation.

Et al: see **Common conventions** section 6.

Footnotes: References listed at the bottom of a page.

HTTP: the abbreviation for hypertext transfer protocol. HTTP is the set of rules for transferring files (text, graphic images, sound, video, and other multimedia files) on the Internet.

Ibid: see **Common conventions** section 6.

Indirect quotation: A piece of text incorporated into another text through a paraphrase (see *below*).

In-text citation: A reference in parentheses within the body of your paper. It contains the author's surname/last name and the page number where you found your information.

Op. cit: see **Common conventions** section 6.

Paraphrase: A restating of someone else's thoughts or ideas in your own words. You must always cite your source when paraphrasing.

Parentheses: Another name for round brackets.

Plagiarism: To plagiarise is to take and use another person's thoughts, writings or inventions as one's own, without acknowledging or citing the source of the ideas and expressions. In the case of copyrighted material, plagiarism is illegal.

Primary source: An original source, such as someone's manuscript, diary or journal, a survey or interview, letters, autobiographies, and observations.

Quotation: The words or sentences from another information source used within your text (see *also* Direct quotation and Indirect quotation above).

Reference list: A list at the end of your assignment which includes all the information necessary to identify and retrieve each work (journal articles, books, web pages etc.) you have referred to in the text.

Secondary referencing: 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.

Secondary source: Material that is not the original manuscript, contemporary record or document associated with an event, but which critiques, comments on or builds upon primary sources. Some types of secondary sources are textbooks, journal articles, histories, criticisms, commentaries and encyclopaedias.

Summary: Similar to a paraphrase, except that a summary provides a brief account of someone else's ideas or words; only the main points are covered, with the details being left out.

URL: Abbreviation for **U**niform **R**esource **L**ocator, the global address of documents and other resources on the Internet (e.g. <http://...>)

Verbatim: An exact reproduction (word-for-word) of a sentence, phrase, quote or other sequence of text from one source into another such as your assignment.

8. Further reading

Plagiarism

Bone, A. (2004) *Plagiarism: a guide for law lecturers*. Available at: <http://www.ukcle.ac.uk/resources/plagiarism.html> (Accessed: 4 August 2005).

Carroll, J. (2002) *Handbook for deterring plagiarism in higher education*. Oxford: Oxford Centre for Staff and Learning Development.

The challenge of original work (2003) Available at <http://www.princeton.edu/pr/pub/integrity/pages/original.html> (Accessed: 4 August 2005).

Higher Education and Research Opportunities in the United Kingdom (2005) *Plagiarism*. Available at: http://www.hero.ac.uk/sites/hero/uk/studying/studying_and_learning/plagiarism.cfm (Accessed: 4 August 2005).

JISC Plagiarism Advisory Service (2005) Available at: <http://www.jiscpas.ac.uk> (Accessed: 4 August 2005).

Plagiarism.org (2005) Available at: <http://www.plagiarism.org/> (Accessed: 4 August 2005).

Pyper, H. S. (2000) *Avoiding plagiarism, advice for students*. Available at: http://www.jiscpas.ac.uk/images/bin/student_plagiarism_advice.doc (Accessed: 4 August 2005).

Citation

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

British Standards Institution. (1990). BS 5605:1990. *Recommendations for citing and referencing published material*. London: BSI.

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

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

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

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

Ritter, R.M. (2002) *The Oxford guide to style*. Oxford: Oxford University Press.

Thomson, K. (2005) *A guide to legal citations*. Available at: <http://www.library.stir.ac.uk/refdesk/lawrefer.html> (Accessed: 8 August 2005).

Thomson, K. (2005) *A guide to recommended citations for Scottish Parliament publications*. Available at: <http://www.library.stir.ac.uk/refdesk/spcite.html> (Accessed: 8 August 2005).

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/students/lrnsvcs/ref.asp#referencing> (Accessed: 31 July 2005).

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

Index

Abstracts	32	Dictionaries	20
Academic misconduct	2	Discussion groups	14-16
Acts of Parliament	17-18	Drama, see <i>also</i> Plays	29
Announcements	26	reviews	25
Anthologies	8	DVDs	28
Appendices	6	E-books	10
Atlases	24	E-mails	14, 26
Audiocassettes	27	Edited books	8
Audio-visual material	26-29	Editors	5
Author-date system see Harvard system		Electronic information	9-16
Bible	22	see <i>also</i> Internet, web pages and specific	
Bibliographical databases	13	types of electronic information	
Bibliographies	1, 3, 5-6, 20-21, 31-32	Electronic journals	11-12
Blackboard (VLE)	15	Encyclopaedias	20
Blogs	11	End-text citations	1, 6-32
Books	8	Endnotes	31-32
digitised	15	Essay sites	2
electronic	10	<i>Et al.</i>	32
reviews	25	EU material	19
Brackets see Parentheses		Fax messages	26
British Standard system	4, 30-32	Federal Acts (U.S.)	19-20
British Standards	12, 24-25	Films	28
Bulletin Boards	14	reviews	25
Cartographic material	24	Footnotes	31-32
CDs (audio)	27	Geological survey maps	24
CD-ROMS	13-14	Glossary	32
Checklist	5	Government department publications	19
Citations	1-2, 32	Hansard	17
end-text	1, 6-32	Harvard system	4, 6-29
in-text	1, 3, 6-30, 33	House of Commons material	16-17
systems	4	House of Lords material	16-17
Codes of conduct (academic)	2	HyperText Transfer Protocol (HTTP)	10, 33
Collusion	2	<i>Ibid.</i>	32
Command papers	18-19	Illustrations	24
Common conventions	32	Images from internet	12
Common knowledge	3, 32	Indexes	20-21
Communications	26	International organisations material	20
Company as author	5	International students	2
Computer programs	1, 16	Internet	3, 5-6, 10-14
Conferences	21-22	databases	12-13
Confidential information	3	in-text citations	6
Conversations	25	journals	11
Copyright	3, 32	newspapers	12
Corporate authors	5, 12-13	Interviews	25-26
Dance	29		
Databases	12-14		

In text citations	1, 3, 6-30, 33	Radio	27
JISC PAS see Plagiarism Advisory Service		Reference lists	1, 5-33
Journal articles	5, 9, 11, 14	Reference material	20-21
Law reports	19	Reports	21
Lectures	26	Reprints	8
Legal material	16-19	Reviews	25
Letters	26	Sacred texts	22
Live performances	25, 29	Same author	13
Manuscripts	23	Secondary referencing	7, 33
Maps	24	Secondary sources	33
Microform material	26-27	Seminars	26
MLA style	4	Serial bibliographies	20-21
Multiple authors	5-6, 32	Serial indexes	20-21
Multiple publications	6	Slides	28
Music	25, 29	Standards see British Standards	
reviews	25	Statutes	17-18
Newspaper articles	5, 9, 12, 14	Summaries	33
No author	5-6, 9-10	Tables	24
No date	5-6, 11	Telephone conversations	26
Northern Ireland Assembly material	18	Television	27
Numeric system see British Standard system		Text messages	26
<i>Op. cit.</i>	32	Theses	22
Ordnance Survey maps	24	Time management	2-3
Paper mills	2	Torah	22
Paraphrasing	3, 33	Tutors	2-3
Parentheses	5, 33	Uniform requirement system see Vancouver system	
Parliamentary material	16-19	Uniform Resource Locators (URLs)	10-11, 33
Patents	24-25	United States Federal Acts	19-20
Personal communications	26	Vancouver system	4
Photographs	12, 28	<i>Verbatim</i>	33
Plagiarism	1-4, 33	Videocassettes	28
Plagiarism Advisory Service	2	Videoconferences	26
Plays	9, 29	Virtual Learning Environments (VLEs)	15-16
Poetry	8-9	Visual material	26-27
Primary sources	33	Web pages see Internet	
Public communications	26	WebCT (VLE)	15
Punctuation	31	Webinars	26
Quotation marks	3	Weblogs see Blogs	
Quotations	1, 3, 7, 31-33	Welsh Assembly material	18
Qur'an	22		

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