



# Harvard Referencing

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## DISCLAIMER

This Harvard referencing handbook is designed to be used specifically by undergraduate students studying at Manchester Metropolitan University. However, all students are advised to check with their programme team as to which style of referencing is required as a few departments do not use the Harvard system.

Postgraduate students and those who are submitting material for publication should adhere strictly to guidelines or specifications provided by their supervisor or publishers of the relevant journal.

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## WHY SHOULD I REFERENCE?

The purpose of referencing is to enable others to find the information that you have used in your assignment.

You **MUST** cite and reference all the information that you have used in the main text of your assignment. It is important to acknowledge the work of others if you have referred to it in your assignments; if you do not, you will be accused of **PLAGIARISM**.

## PLAGIARISM

Plagiarism is a failure to acknowledge another person's work or idea and claiming this idea as your own. This is deemed as cheating/academic misconduct and is treated as a **SERIOUS OFFENCE**. See appendix 6 of the 'Assessment Regulations for Undergraduate and Taught Postgraduate Programmes of Study' in the programme regulations of your student handbook.

You can find more information on avoiding plagiarism in the **Skills Online** module in your Moodle Student Support Area

## WHAT ARE CITATIONS, REFERENCES AND A BIBLIOGRAPHY?

### CITATION

Acknowledging other people's work/ideas **within** your assignment or in the main body of your text is called '**citing**'. You will often come across citations when you are reading books or journals.

### REFERENCES

This is a **list of sources** that you have cited in the main text of your assignment. This list is produced at the **end of your assignment**.

## BIBLIOGRAPHY

This is a list of sources that you have read but have **not cited in the main text** of your assignment. This list is also produced at the end of your assignment after the reference section; **HOWEVER**, you only need to produce a bibliography alongside a reference list if you have been asked to do so.

## REFERENCING LIST FORMAT

**ALL** sources that have been mentioned in the main text need to be listed, **alphabetically**, in the referencing section using the correct format as listed in this guide.

If you have two or more authors with the **same name** you list them in alphabetical order according to the author's first name:

### EXAMPLE

Mullins, L. J. (2007) *Management and organisational behaviour*. 8th ed., Harlow: Financial Times Prentice Hall.

Mullins, R. (2007) 'iPhone: why one little gadget matters so much.' *Network World*, 24(50) p. 33.

If you have a single author, where the surname is the same but the publication year is different the sources should be listed in chronological order with the earliest publication first.

### EXAMPLE

Cottrell, S. (2005) *Critical thinking skills: developing effective analysis and argument*. Basingstoke: Palgrave Macmillan.

Cottrell, S. (2008) *The study skills handbook*. 3<sup>rd</sup> ed., Basingstoke: Palgrave Macmillan.

If you have two or more sources where the author's surname is the same, but one publication is written by a single author and the other is written by more than one author, the single authored publication will be listed first. This will be the case regardless of the author's first name.

#### EXAMPLE

Jameson, R. (1994) 'Making the connection.' *Housing*, 30(1) pp. 45-46.

Jameson, K. and Kidd, P. (1974) *Pre-school play*. London: Studio Vista.

In the above example Jameson, R. comes before Jameson, K. This is because a joint publication is always placed after the single author of the same name.

## QUOTES

### GENERAL RULES WHEN USING QUOTES

- When using quotes the wording that you have used in your assignment needs to be **EXACTLY** the same as the text from the source.
- **Quotation marks** must be used at the beginning and end of the quote so the reader knows where the quote begins and ends.
- Quotes should not be altered into italics, underlined or emboldened unless you want to **highlight/emphasise** a specific word in the quote. If you do this cite the quote as: (Egan, 2002:186 emphasis added) to show you have altered it.
- If you do not use the whole sentence, make sure you use **ellipses** which are the following: '...' to indicate which part of the sentence is missing; these may be at the start of the

quote, the end of the quote, or in the middle if you have shortened the wording.

- If you come across a **mistake** in a quote and do not want this mistake to be attributed to you, you can add the term [sic] next to the error.
- If you want to insert words into a quote you can add **square brackets** [ ] around the additional text but remember the sentence must make grammatical sense. It is important to use square brackets and not round brackets around the extra text because this indicates that this is your addition and not the authors.

### LENGTH OF QUOTES

#### LONG QUOTES

Quotes longer than 20 words should be indented and placed in a separate paragraph.

You DO NOT need to place quotation marks around the quote if it is classified as a long quote.

#### Instead of:

For an individual to manage their workload effectively, a plan can be devised to tackle daily, weekly and monthly commitments. Whitehead and Mason (2003:27) have argued 'the fundamental rules of balancing commitments and responsibilities are to anticipate problems, communicate with others, plan thoroughly, implement proactively, evaluate effectively and amend accordingly. Make a list of the main problems that you think will arise in the course of your study and prioritise them with the most serious on top.' Each aspect that has been mentioned will be addressed...

#### Write:

For an individual to manage their workload effectively, a plan can be devised to tackle daily,

weekly and monthly commitments. Whitehead and Mason (2003:27) have argued:

The fundamental rules of balancing commitments and responsibilities are to anticipate problems, communicate with others, plan thoroughly, implement proactively, evaluate effectively and amend accordingly. Make a list of the main problems that you think will arise in the course of your study and prioritise them with the most serious on top.

Each aspect that has been mentioned will be addressed...

### SHORT QUOTES

Quotes 20 words in length or shorter can be embedded into the text. You **MUST** put quotation marks around the text that you are inserting into your assignment. Remember, the sentence needs to make grammatical sense.

#### Instead of:

For an individual to manage their workload effectively, a plan can be devised to tackle daily, weekly and monthly commitments. Within this framework, individuals can identify issues that:

...arise in the course of your study and prioritise them with the most serious on top (Whitehead and Mason, 2003:27).

By setting time aside and identifying possible events that may occur...

#### Write:

For an individual to manage their workload effectively, a plan can be devised to tackle daily, weekly and monthly commitments. Within this framework, individuals can identify issues that

'...arise in the course of your study and prioritise them with the most serious on top' (Whitehead and Mason, 2003:27). By setting time aside and identifying possible events that may occur...

**The quote used in the above example is not the beginning of the original sentence. Thus, the ellipses '...' have been used to illustrate that the quote is only part of the original sentence.**

### CITATIONS: GENERAL RULES

The only information you will usually need when citing within the text is the **author's surname** and the **year of publication**. Please bear in mind:

- If there is no author but there is an **organisation's name** you use this instead.
- If there is **no date** state these words instead of the year.

For more complex citations examples are given next to the specific sources:

#### ONE AUTHOR:

Surnames or organisation's name and the year of publication.

#### EXAMPLE

It is clearly stated by Cottrell (2005) that...

...as this research shows (Association of Illustrators, 2011)

According to the Business Enterprise and Regulatory Reform (no date)....

#### TWO AUTHORS:

Both authors' surnames or two organisations'

names and the year of publication.

#### EXAMPLE

Lightbown and Spada (1993) believe that...

#### THREE OR MORE AUTHORS:

Surname of the first author **only** followed by et al. and the year of publication.

#### EXAMPLE

It has been found by Burrows et al. (2009)...

### DIRECT QUOTES: GENERAL RULES

When citing a direct quote you need to add in the page number or the word 'online', if you've used an online source, next to the citation. For more complex quotes examples are given next to the specific sources:

#### DIRECT QUOTES WITH PAGE NUMBERS

When citing a direct quote from a book you also need the page number which is written after the year in the following format:

#### EXAMPLE

When critically evaluating other's work it's important to use 'tact and a constructive approach...' (Cottrell 2005:97).

#### DIRECT QUOTES FROM ONLINE SOURCES

As many online sources have no page number when quoting directly you need to state that the information has been found online in the following way:

#### EXAMPLE

According to the Business Enterprise and Regulatory Reform (no date: online) pay-as-you go ensured that '...mobile phones are one of the most inclusive technologies'.

*For more information on how to present direct quotes please see p.6.*

### CITING AND REFERENCING SPECIFIC SOURCES

#### BOOKS

**IMPORTANT: Electronic books will be referenced in the same manner as a hard-copy of a book. This is because an electronic book is just a scanned copy of the original book. This means the information in the paper copy will be exactly the same as in the electronic copy.**

#### CITING BOOKS

When citing books by paraphrasing or using direct quotes the information will be presented as shown on pages 7-8.

#### REFERENCING BOOKS

##### Key Points

- If you have used *et al.* in your citation you need to list **all** authors in your reference list.
- The **year of publication**, for a book, refers to the year the book was first published and not the reprint date. If you are presented with a list of years, you need to select the year the book was first published.
- You may find that the **place of publication** lists a number of locations from all over the world in which case you need to select the



first location because this would be the place the book has been published.

- If there is no **edition** listed leave this out; if the book is listed as **1<sup>st</sup> edition** also leave this out.

Taking the above into account, to reference a published book you need to include the following information:

Author's surname/s, Initial/s. (Year of publication)  
*Title of book (in italics)*. Edition if applicable.,  
Place of publication: Publisher.

#### EXAMPLES

Association of Illustrators (2011) *Images 35: best of British illustration 2011*. London: Association of Illustrators.

Burrows, A., Parsons, A., Price, G. and Pilling G. (2009) *Chemistry<sup>3</sup>: Introducing inorganic, organic and physical chemistry*. Oxford: Oxford University Press.

Lightbown, P. and Spada, N. (1993) *How languages are learned*. Oxford: Oxford University Press.

Cottrell, S. (2011) *Critical thinking skills: developing effective analysis and argument*. 2<sup>nd</sup> ed., Basingstoke: Palgrave Macmillan.

#### CHAPTER IN AN EDITED BOOK

**IMPORTANT: The following rules DO NOT apply if you are referencing information in a chapter from a book entirely written by the same author/s. These rules only apply when the book is edited and the chapters are written by different authors.**

#### CITING A CHAPTER FROM AN EDITED BOOK

When citing chapters from an edited book by paraphrasing or using direct quotes the information will be presented as shown on pages 7-8.

Please bear in mind that you only need to cite the **author of the chapter** whose idea you have used in your assignment. For instance, if you have read a chapter by David Dickson in a book edited by Owen Hargie you use Dickson's name.

The book entitled 'The handbook of communication skills' is edited by Owen Hargie. The book was published in 2006 and there are a number of different chapters that are authored by other people. You do not need to mention, in the main body of your assignment, that the chapter was found in Hargie's book because this information will be provided in the reference list.

#### ONE OR TWO AUTHORS

Surname/s of chapter author and year of publication

#### EXAMPLE

Dickson (2006) asserts that to try to define or conceptualise 'reflecting' as an interactive skill is very complex.

#### THREE OR MORE AUTHORS:

Surname of the first author **only** followed by et al. and the year of publication.

#### EXAMPLE

Randall et al. (2006) state that non-verbal behaviour causes people to...

## DIRECT QUOTES

When citing a direct quote from a book chapter you also need the page number which is written after the year in the following format:

### EXAMPLE

Dickson (2006:167) believes reflection can be beset by problems such as ‘... conceptual confusion, terminological inconsistency, and definitional imprecision...’

## REFERENCING A CHAPTER FROM AN EDITED BOOK

To reference the work of an author who has written a chapter in an edited book you need to include the following information:

Surname of the author/s who wrote the chapter, Initial/s. (Year of publication) ‘Title of the chapter.’ *In (in italics)* Surname of the editor/s, Initial/s. (ed/s.) *Title of book (in italics)*. Edition if applicable., Place of publication: Publisher, first and last page numbers of the chapter.

### EXAMPLES

Dickson, D. (2006) ‘Reflecting.’ *In* Hargie, O. (ed.) *The handbook of communication skills*. 3<sup>rd</sup> ed., London: Routledge, pp. 165-194.

Randall A. G., Druckman, D., Rozelle, R.M. and Baxter, J.C. (2006) ‘Non-verbal behaviour as communication: Approaches, issues and research.’ *In* Hargie, O. (ed.) *The handbook of communication skills*. 3<sup>rd</sup> ed., London: Routledge, pp. 73-120.

## JOURNAL ARTICLES

**IMPORTANT: An electronic journal is referenced in the same way a paper copy of the journal is referenced. This means the information, in the paper copy, will be exactly the same as in the electronic copy. DO NOT reference an electronic journal as an internet source or online source.**

## CITING A JOURNAL ARTICLE

When citing journal articles by paraphrasing or using direct quotes the information will be presented as shown on pages 7-8.

## REFERENCING A JOURNAL ARTICLE

### Key Points:

- If you have used *et al.* in your citation you need to list **all** authors in your reference list.
- If there is **no volume/issue number** available instead use the month or season in which the journal was published.
- Ensure you use pp. and state the page numbers of the **whole article**. If you only state the first page number this will give the impression that the journal article is only a page long.
- If there is no author’s name present on an article use the publication title in place of this.

Taking the above into account, to reference a journal article you need to include the following information:

Author’s surname/s, Initial/s. (Year of publication) ‘Title of journal article.’ *Title of journal (in italics)*, Volume number (Issue number) first and last page numbers of whole journal article.

## EXAMPLES

Barnes, M. and Brannelly, T. (2008) 'Achieving care and social justice for people with dementia.' *Nursing Ethics*, 15(3) pp. 384-395.

Mar, R., DeYoung, C., Higgins, D. and Peterson, J. (2006) 'Self-liking and self-competence separate self-evaluation from self-deception: associations with personality, ability, and achievement.' *Journal of Personality*, 74(4) pp. 1047-1078.

Kitwood, T. (1988) 'The technical, the personal, and the framing of dementia.' *Social Behaviour: An International Journal of Applied Social Psychology*, 3, June, pp. 83-91. [issue number missing]

Income Data Services (2008) 'Establishing an employer brand.' *IDS HR studies*, (872), June, pp. 2-8. [volume number missing – issue number listed first, before month]

Accountancy. (2009) 'Innocent wants VAT relief on smoothies.' *Accountancy*, 143 (1389) p. 14. [no author's name]

## INTERNET SOURCES: WEBPAGES

### CITING WEBPAGES

When citing websites by paraphrasing or using direct quotes the information will be presented as shown on pages 7-8.

Please note that if the webpage has no date you use the wording 'no date', where you would usually write the year, to indicate this.

## REFERENCING WEBPAGES

### Key Points:

- If there is no author given use the organisation's name instead.
- If there is no publication date state *no date* in place of the year.

### WEBPAGE WITH AUTHOR

Author's surname/s, Initial/s. (Year of publication) *Title of page (in italics)*. Name of organisation. [Online] [Date accessed] URL

### EXAMPLE

Kerr, N. (2005) *Happy slapping*. Kidscape. [Online] [Accessed on 10<sup>th</sup> November 2011] <http://www.kidscape.org.uk/press/pressdetail.asp?PressID=7>

### WEBPAGE WITH NO AUTHOR

Name of organisation. (Year of publication) *Title of page (in italics)*. [Online] [Date accessed] URL

### EXAMPLE

BBC. (2009) *Teenage obesity link to future MS*. [Online] [Accessed on 13<sup>th</sup> January 2010] <http://news.bbc.co.uk/1/hi/health/8342585.stm>

## INTERNET SOURCES: PDF DOCUMENTS

**IMPORTANT:** This referencing format should **NOT** be used to reference journal articles that have been found on electronic databases. Electronic journal articles should be referenced in the same way as paper copies; see section on 'journal articles' on p. 10.

## CITING PDF DOCUMENTS

When citing PDF documents by paraphrasing or using direct quotes the information will be presented as shown on pages 7-8.

## REFERENCING PDF DOCUMENTS

### Key points:

- If the document **does not** state both a place of publication and the name of a publisher, you will need to say these **details are unavailable** and write: Publisher details not available.
- If only one of the publication details is missing you can use the following:
  - if the place of publication is not provided use: Unknown place of publication
  - if the publisher information is not provided use: Unknown publisher

If you would like to reference a PDF document that you have found on the internet then you will need to do so as follows:

Author's surname/s, Initial/s. or Name of organisation. (Year of publication) *Title (in italics)*. Edition if applicable. Place of publication if available: Publisher if ascertainable. [Online] [Date accessed] Available from: URL

### EXAMPLE

Department for Children, Schools and Families. (2008) *Working together: listening to the voices of children and young people*. Unknown place of publication: Department for Children, Schools and Families. [Online] [Accessed on 9<sup>th</sup> February 2009] Available from: <http://publications.teachernet.gov.uk/eOrderingDownload/DCSF-00410-2008.pdf>

## SECONDARY SOURCES

**IMPORTANT: Secondary sources are authors who have been cited in the book/journal etc. that you have read but whose original work you have not read.**

## CITING SECONDARY SOURCES

When citing within the text you need to include the surname of the author whose idea you are using **and** the surname of the author whose book/journal you found the information from.

### EXAMPLE

Extract taken from the book by Whitehead and Mason (2003:186):

A better way of appreciating the skills of reflective practice is to use Burns and Bulman's (2000) framework. This involves a five-element scheme for reflection in which the first is self awareness. Self-awareness is important for many walks of life and it is vital in nursing.

**If you wanted to mention Burns and Bulman's framework based on the information you have read in Whitehead and Mason's book you would cite the authors like so:**

Burns and Bulman (2000, cited in Whitehead and Mason, 2003) have developed a 5 step framework for reflection. The first stage of this framework focuses on self awareness.

In the above example you have shown that you are using Burns and Bulman's (2000) framework on reflection in your assignment. However, because you did not find this information from the original paper by Burns and Bulman that was published in 2000, you have made it clear that the information was found in Whitehead and

Mason's book which was published in 2003.

### DIRECT QUOTES FROM A SECONDARY AUTHOR

When quoting information in your assignment you might want to use the same direct quote that the author of the book/journal etc. used. For example:

The following information was taken from Mander (2009) on page 118. The information was presented as a direct quote from an original source:

Weeping alone is painful. Grief is most powerfully eased when it can be shared (Carmichael, 1991:107).

If you want to use this quote in your assignment you will **not** use the page number that is presented next to Carmichael's name i.e. 107. Instead you will need to present the page number of the source that you found the information from i.e. 118.

### EXAMPLE

Dealing with the loss of a loved one can be difficult, especially when an individual is grieving alone. Sharing this grief can help alleviate the distress according to Carmichael (1991 cited in Mander, 2009:118) who argued that 'weeping alone is painful. Grief is most powerfully eased when it can be shared'.

### PARAPHRASING A QUOTE FROM A SECONDARY SOURCE

You may wish to quote the work of a secondary author whose work has been paraphrased. For example:

The following information was taken from

Mander (2009) on page 118. The information was not a direct quote, but was instead presented in Mander's own words:

In their Turkish-based survey to identify factors associated with crying, Kukullu and Keser (2006) demonstrated that crying is culturally-influenced, even culturally-determined.

### EXAMPLE

Mourning the loss of a loved one has been found to be '...culturally-influenced, even culturally-determined' according to Kukullu and Keser (2006 cited in Mander, 2009:118).

## REFERENCING SECONDARY SOURCES

### Key points:

- When referencing a secondary source, you only need to mention the author/s of the source (be it a book, journal, internet article etc.) of where the information was found **and not** the author whose idea you cited.

In your reference list you only need to reference the original source you used

### EXAMPLE

If you used Burns and Bulman's idea in your assignment, but did not find this information from the original source and instead found the information in Whitehead and Mason's book, you need to reference Whitehead and Mason's book.

### EXAMPLE

Author's surname/s, Initial/s. (Year of publication) *Title of book (in italics)*. Edition if applicable., Place of publication: Publisher.

Whitehead, E. and Mason, T. (2003) *Study skills for nurses*. London: SAGE Publications Ltd.

If Whitehead and Mason's publication was a journal then you would reference the information as a journal.

#### EXAMPLE

Author's surname/s, Initial/s. (Year of publication) 'Title of journal article.' *Title of journal (in italics)*, Volume number (Issue number) Page numbers of whole journal article.

Whitehead, E. and Mason, T. (2003) 'Study skills for nurses.' *Social Science and Medicine*, 58(2) pp. 369-378.

## NEWSPAPERS

### CITING A NEWSPAPER ARTICLE

When citing newspaper articles by paraphrasing or using direct quotes the information will be presented as shown on pages 7-8.

### REFERENCING A PAPER COPY NEWSPAPER ARTICLE

#### Key points:

- If you have used information from the **supplement section** you must state that you have done so, as shown in the first example below.
- Some newspapers produce different editions throughout the day (e.g. First edition, Second edition, Evening edition etc.); if your copy has an edition you must state this, as shown in the first example below.
- If there is no author then use the publication title in place of this.

Taking the above into account to reference a paper copy of a newspaper you need to include the following information:

Author's surname/s, Initial/s. (Year of publication) 'Title of article.' *Name of newspaper (in italics)*. Name of supplement if applicable. Date of publication. Edition if applicable. Page number of article.

#### EXAMPLES

Moore, S. (2007) 'Careers are calling.' *Manchester Evening News*. MEN job search supplement. 18<sup>th</sup> January. City edition. p. 3.

Travis, A. and Topham, G. (2012) 'Airlines raise pressure to relax border controls.' *The Guardian*. 24<sup>th</sup> April. p.8.

Accountancy. (2009) 'Innocent wants VAT relief on smoothies.' *Accountancy*, 143(1389) p. 14.

### REFERENCING AN ONLINE NEWSPAPER ARTICLE

When referencing a newspaper article that you have found online, you need to put the information in the following format:

Author's surname/s, Initial/s. (Year of publication) 'Title of article.' *Name of newspaper (in italics)*. [Online] Date of publication. [Date accessed] URL

#### EXAMPLE

Arthur, C. (2012) 'YouTube loses music clip copyright battle in court.' *The Guardian*. [Online] 24<sup>th</sup> April [Accessed 24<sup>th</sup> April 2012] <http://www.guardian.co.uk/technology/2012/apr/20/youtube-music-clip-copyright-court>

## LECTURE NOTES

**IMPORTANT: Citing and referencing information from lecture notes is not recommended by certain courses. Please check with your programme team to clarify whether this is acceptable practice before you use this source.**

### CITING LECTURE NOTES

When citing lecture notes by paraphrasing or using direct quotes the information will be presented as shown on pages 7-8.

### REFERENCING LECTURE NOTES

#### Key points:

- If the lecture notes do not have a title then write 'no title' where the title should be.
- If there is no place of publication and publishing information it is safe to assume these will be the university you attend.
- If you do not have the lecture number or module name you can leave this information out of the reference.

Using the guidelines above you can reference lecture notes like so:

Author's surname/s, Initial/s. (Year of production) *Title of the lecture notes (in italics)*. Place of publication: Publisher. Number of pages in handout, distribution date, the lecture number, module name.

#### EXAMPLE

Patel, H., Shields, E. and Inala, P. (2011) *Using Harvard referencing to reference online sources*. Manchester: Manchester Metropolitan University. 2-page handout, distributed on 15<sup>th</sup> March 2011.

Robinson, J. (2004) *No title*. Wolverhampton: University of Wolverhampton. 3-page handout, distributed on 13th March 2005 in lecture 3 for module "Teaching gymnastics".

## GUEST PRESENTATION

### CITING A GUEST PRESENTATION

When citing guest presentations by paraphrasing or using direct quotes the information will be presented as shown on pages 7-8.

Please note that it is the presenter's surname/s you will use.

You would present a direct quote like so:

#### DIRECT QUOTES

And Jones (2012: presentation) prophetically stated that '...the two departments would merge by April this year'.

### REFERENCING A GUEST PRESENTATION

If you would like to use information from a guest seminar/lecture/presentation the information in your reference list would be presented like so:

Author's surname/s, Initial/s. (Year of presentation) 'Title of lecture.' Name of institution where the presentation has taken place, City of presentation, Date of presentation.

#### EXAMPLES

Jones, R. (2012) 'The future of IT and Library Services.' Presentation at Wessex University, Wessex, 10 January.



## CONFERENCE PROCEEDINGS AND CONFERENCE PAPERS (PUBLISHED AND UNPUBLISHED)

When using information from conferences you may need to reference:

- The whole conference proceedings (this would usually only appear in a bibliography rather than as a cited source, as you would normally cite from a conference paper)
- Conference paper (published in conference proceedings)
- Paper presented at conference (unpublished)

## CITING A CONFERENCE PAPER (PUBLISHED OR UNPUBLISHED) OR CONFERENCE PROCEEDINGS

When citing conference papers or proceedings by paraphrasing or using direct quotes the information will be presented as shown on pages 7-8.

Please note that when using information from conference papers, you need to cite the author (for published material) or presenter (for unpublished material) of the paper and **not** the organisation who held the conference or the editor of the conference proceedings (for published conference proceedings).

When referencing conference proceedings, you need to include the following information:

Name of organisation. (Year of publication) *Title of conference (including number of annual conference if given) (in italics)*. Volume number if applicable. Location of conference (including venue and city), date of conference. Editor/s (or Chair's) Surname, Initial (if given). Place of publication: Publisher.

## EXAMPLE

Academy of International Business. (2001) *Proceedings of the 28<sup>th</sup> annual conference of the Academy of International Business (UK chapter) International business in the 21st century: change and continuity - strategies, institutions, regulations and operations*. Vol. 1. Manchester Metropolitan University Business School, Manchester, 6<sup>th</sup> – 7<sup>th</sup> April 2001. McDonald, F. and Tuselman, H. Manchester: Manchester Metropolitan University Business School.

## REFERENCING A PUBLISHED CONFERENCE PAPER

When referencing a paper from conference proceedings you need to include the following information:

Author's surname/s, Initial/s. (Year of publication) 'Title of conference paper.' *In (in italics) Name of organisation. Title of conference (including number of annual conference if given) (in italics)*. Volume number if applicable. Location of conference (including venue and city), date of conference. Editor's (or Chair's) Surname, Initial. (if given) Place of publication: Publisher, article page numbers.



## EXAMPLES

Kuznetsov, A. and Kuznetsova, O. (2001) 'The progress of market culture in Russia and managerial response'. In Academy of International Business. *Proceedings of the 28<sup>th</sup> annual conference of the Academy of International Business (UK chapter) International business in the 21st century: change and continuity - strategies, institutions, regulations and operations*. Vol. 1. Manchester Metropolitan University Business School, Manchester, 6<sup>th</sup> – 7<sup>th</sup> April 2001. McDonald, F. and Tuselman, H. Manchester: Manchester Metropolitan University Business School, pp. 471-488.

## REFERENCING AN UNPUBLISHED CONFERENCE PAPER

To reference an unpublished conference paper you need to include the following information:

Author's surname/s, initial/s. (Year of conference) 'Title of paper.' Paper presented at: *Title of conference (in italics)*. Location of conference (including venue and city), date of conference. [NB: no page numbers are needed]

### EXAMPLE

Meagher, K. (2007) 'The importance of public affairs in the business training sector.' Paper presented at: *The Regional Public Affairs Conference: Giving the North a voice in Westminster: adding value through public affairs*. Manchester Metropolitan University Business School, Manchester, 20<sup>th</sup> March.

## GOVERNMENT COMMAND PAPERS

Command papers include: White Papers, which present a statement of the government's policy; Green Papers, which are discussion papers or reports that are presented to the Royal commission or departmental committees.

It is also useful to know that sometimes the word 'command', on command papers and in some reference lists may be abbreviated to 'cmd' or 'cm'.

## CITING COMMAND PAPERS

When using a command paper you can cite the information by referring to the government department/organisation for which the publication was produced or the chairperson's name, if there is one. The chairperson's name is normally used if the report is commonly known by this person's name but you still need to include the organisational information.

### EXAMPLE

An abbreviation of the department's name must be introduced, when you first refer to the department, if you do not want to repeat the department's full name throughout the assignment. This can be shown as follows:

The Department of Education and Science (DES, 1985) claims that... {*The government department name has been used and has been abbreviated to DES in the brackets*}

### OR

The Swann Report (Department of Education and Science, DES, 1985) has found that... {*In this example, the chairperson's name has been used, thus the department's name must be mentioned*}

*to show that this department commissioned the report. Again, an abbreviation has been included}*

If you have already abbreviated the department's name the command paper will be cited as follows:

The DES (1985) claims that... *{The government department's name has been abbreviated to DES}*

**OR**

The Swann Report (DES, 1985) has found that... *{The chairperson's name has been used and the department's name has been abbreviated and inserted into the bracket along with the year}*

### DIRECT QUOTES

When citing a direct quote from a command paper you need the page number, which is written after the year in the following format:

### EXAMPLE

The Swann Report (DES, 1985:399) highlights that terminology was already shifting and '...some educationists now talk of home and/or community or national languages rather than mother tongues'.

## REFERENCING COMMAND PAPERS

### Key points:

- Most government publications will have an **official reference number**. If the paper you have read does not have a number, do not make one up, instead leave this field blank.
- Usually, government White and Green papers are published by either Her Majesty's Stationery Office (HMSO) or by The Stationery Office (TSO). The abbreviated versions of the

publisher's name can be used in the reference list.

Using the above information you reference a command paper as follows:

Government department/organisation for which the publication was produced. (Year of publication) *Title (in italics)*. The word or an abbreviation of the word 'Command'. Official reference number if there is one, place of publication: Publisher (Name of chairperson if there is one and the word Report).

### EXAMPLES

Department of Education and Science. (1985) *Education for all: report of the committee of inquiry into the education of children from ethnic minority groups*. Cmnd. 9453, London: HMSO. (Swann Report)

Department of Trade and Industry. (2005) *Our energy future: Creating a low carbon economy*. Cmnd. 5761, London: TSO.

## ACTS OF PARLIAMENT

### CITING AN ACT OF PARLIAMENT

When citing Acts in the main text of an assignment you must write the full name of the Act and the year.

### EXAMPLES

According to the 1996 Housing Act, there are....

The Charities Act 1960 clearly stated that....

### DIRECT QUOTES

When citing a direct quote from an Act of Parliament you need the page number, which is written in brackets after the full citation in the following format:

#### EXAMPLE

The 1996 Housing Act (:13) states that tenants have the right to purchase their property as long as 'the dwelling was provided with public money and has remained in the social rented sector'

**IMPORTANT: Unlike the other referencing formats the year of publication does not need to be placed in brackets as this forms part of the title of the Act.**

#### REFERENCING AN ACT OF PARLIAMENT

When referencing an Act, the following information must be presented:

Title of the Act and Year (chapter number of the act; abbreviated to 'c.') Place of publication: Publisher.

#### EXAMPLE

Housing Act 1996 (c.52) London: HMSO.

**IMPORTANT: Unlike the other referencing formats the year of publication does not need to be placed in brackets as this forms part of the title of the Act.**

#### ACTS INTRODUCED PRIOR TO 1963

If you are using an Act that was introduced prior to 1963, you will need to include some additional information alongside the chapter number.

Title of the Act and Year (Year of reign of the monarch at the time the Act was introduced, the monarch's name which can be abbreviated, chapter number of the Act) Place of publication: Publisher.

#### EXAMPLE

Statistics of Trade Act 1947 (10&11 Geo. 6, c.39) London: HMSO.

Charities Act 1960 (8&9 Eliz. 2, c.58) London: HMSO.

#### MARKET RESEARCH REPORTS

##### CITING MARKET RESEARCH REPORTS

When citing market research reports by paraphrasing or using direct quotes the information will be presented as shown on pages 7-8.

Please note that to cite a market report you will generally have to use the organisation's name as an author name is usually not present.

##### REFERENCING PAPER COPY MARKET RESEARCH REPORTS

To reference market research reports you need the following information:

Name of research company or organisation. (Year of publication) *Title of report (in italics)*. Date of report (month and year- if available). Edition if available. Place of publication: Publisher. Report number if applicable.

#### EXAMPLE

Mintel. (2012) *Coffee shops: UK*. February 2012. London: Mintel Group.

## REFERENCING ONLINE MARKET RESEARCH REPORTS

### Key points:

- If the URL for the webpage where the report was found requires you to login with a username and password, you need to use the homepage of the market report database in your reference, as in the example below. This will be the first page you view after you have logged in to the database.

Using the above information when referencing a market research report that you have accessed from an online database such as Mintel, you need to put the information in the following format:

Name of research company or organisation. (Year of publication) *Title of report (in italics)*. Date of report (month and year – if available). [Online] [Date accessed] URL

### EXAMPLE

Mintel. (2012) *Coffee shops: UK*. February 2012. [Online] [Accessed on 14<sup>th</sup> April 2012] <http://academic.mintel.com>

## ANNUAL REPORTS

### CITING ANNUAL REPORTS

When citing annual reports by paraphrasing or using direct quotes the information will be presented as shown on pages 7-8.

Please note that to cite an annual report you will generally have to use the organisation's name as an author name is usually not present.

## REFERENCING PAPER COPY ANNUAL REPORTS

To reference annual reports you need to use the following information:

Name of company. (Year of publication) *Title of annual report*. Place of publication: Publisher.

### EXAMPLE

eBay. (2011) *Annual Report 2011*. San Jose: eBay Inc.

## REFERENCING ONLINE ANNUAL REPORTS

When referencing an annual report that you have found online, you need to put the information in the following format:

Name of company. (Year of publication) *Title of annual report (in italics)*. [Online] [Date accessed] URL

### EXAMPLE

British Geological Survey. (2010) *Annual report 2010- 2011*. [Online] [Accessed on 24<sup>th</sup> April 2012] <http://www.bgs.ac.uk/downloads/>

## REPORTS: OTHERS

### CITING GENERAL REPORTS

When citing general reports by paraphrasing the information will be presented as shown in the section *Citations: general rules* on p. 7.

## REFERENCING PAPER COPY GENERAL REPORTS

### Key points:

- If there is no report code or number on the report that you have used leave this field blank as in the example below.

If you want to reference a report that is not a market research or annual report you must present the information in the following manner:

Author's surname/s, Initial/s. or Name of organisation. (Year of publication) *Title of report (in italics)*. Place of publication: Publisher. (Report code and number).

### EXAMPLE

Lowden, K., Hall, S., Elliot, D. and Lewin, J. (2011) *Employers' perceptions of the employability skills of new graduates*. London: Edge Foundation.

## REFERENCING ONLINE GENERAL REPORTS

If you want to reference a report that is not a market research or annual report that you have found on the internet you must present the information in the following manner:

Author's surname/s, Initial/s. or Name of organisation. (Year of publication) *Title of report (in italics)*. [Online] [Date accessed] URL

### EXAMPLE

RIBA. (2011) *Good design – it all adds up*. [Online][Accessed on 24<sup>th</sup> April 2012]  
<http://www.architecture.com/Files/RIBAHoldings/PolicyAndInternationalRelations/Policy/Gooddesignitalladdsup.pdf>

## RELIGIOUS TEXTS

### CITING RELIGIOUS TEXTS

To cite a religious text you would do so as follows, **whether or not** it is a direct quote or a paraphrase:

Name of religious text, Book, text marker (eg. chapter: verse)

### EXAMPLE

...is a Bible quote often stated (John 3:16).

...is a tenet of the faith (The Koran, The Cow 2:238)

A powerful affirmation is found in the Torah (Devarim, 4:35)...

### REFERENCING RELIGIOUS TEXTS

*Full title of text, including sub-title*. (Year of publication) Place of publication: Publisher.

### EXAMPLES

*The Bible: Authorized King James Version*. (2008) Oxford: Oxford Paperbacks.

*The Torah: The Five Books of Moses: Pocket edition*. (2000) Philadelphia: Jewish Publication Society.

## DISSERTATIONS

### CITING DISSERTATIONS

When citing dissertations by paraphrasing or using direct quotes the information will be presented as shown on pages 7-8.

### REFERENCING DISSERTATIONS

#### Key points:

- **Degree statement** refers to whether the dissertation/thesis was for the award of B.A, B.Sc., M.A., M.Sc., M.Sc. by research, M.phil., Ph.D.

Using the above information you reference a dissertation as follows:

Author's surname/s, initial/s. (Year of submission) *Title of thesis (in italics)*. Degree statement. Name of the awarding institution.

#### EXAMPLE

Gillen, J.K. (1998) *An investigation into young children's telephone discourse*. Ph.D. Manchester Metropolitan University.

## DVDS/VIDEOS

### CITING DVDS/VIDEOS

When citing DVDs/videos that have **NOT** been found online you will need to cite the information as follows:

You must state the title and year when citing information taken from a DVD/video. If the title of the DVD/video is long, it can be abbreviated as long as the full title is initially listed in your

assignment, as in the first example below.

#### EXAMPLES

To kill a burglar: the Tony Martin story (TM story, 2006) addressed the issue of...

The Matrix Reloaded (2003) highlights...

#### DIRECT QUOTES

To quote directly you need the time at which the words were spoken within the film or programme.

#### EXAMPLE

...states Vine, 'the classroom can't compete with the PlayStation' (Panorama: is TV bad for my kids, 2007: 15mins 36)

### REFERENCING DVDS/VIDEOS

#### Key points:

- Please note that the order in which the surname and forename of the directors are presented is opposite to the order in which the names of authors from books/journals/internet sources etc. are presented. Here the director's forename is presented before the surname.
- If the place of distribution of a DVD or videocassette is unknown then you may leave this field blank, as in the example below of the programme 'To kill a burglar: the Tony Martin story'.

Using the above information you would reference a DVD or video in your assignment like so:

*Title of the DVD/video (in italics)*. (Year of distribution) Director of the film/programme.

Type of media, either [DVD] or [Videocassette]  
Place of distribution: Distribution Company.

### EXAMPLES

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

*To kill a burglar: the Tony Martin story.* (2006) Directed by R. Bond. [DVD] BBC.

*Domestic violence prevention video for schools.* (2003) Directed by T. Debbonaire. [Videocassette] London: Westminster Domestic Violence Forum.

## ONLINE VIDEOS

### CITING ONLINE VIDEOS

To cite videos that have been found online such as YouTube videos, you will need to cite the information as follows:

Creator/owner and year

### EXAMPLE

This video (MMU Degree Skills, 2010) briefly illustrates how to avoid.....

### DIRECT QUOTES

To quote directly you need the time at which the words were spoken within the film or programme.

### EXAMPLE

Using the North West Film Archive would be 'a fascinating way to get to know a new city better' (MMU Library, 2010: 1min 56)

## REFERENCING ONLINE VIDEOS

If you have used information from an online video in your assignment, for example from YouTube, you can reference the information as follows:

Owner/creator. (date) *Title. (in italics)* [Online] [Access date] URL

### EXAMPLE

MMU Degree Skills. (2010) *How to avoid plagiarism.* [Online] [Accessed on 10<sup>th</sup> June 2010] <http://www.youtube.com/user/MMUDegreeSkills>

## ONLINE IMAGES OR PHOTOS

### CITING ONLINE IMAGES OR PHOTOS

When citing images the information will be presented as shown on pages 7-8. Instead of author's name/s you will use the creator or organisation's name.

## REFERENCING ONLINE IMAGES OR PHOTOS

### Key points:

- Occasionally, a year of publication may not be provided. If this is the case, you must not make up the year or state the year you accessed the work, instead you must state there is (no date).
- If no title is available, instead provide a brief description of the image/photo. If there are a number of images/photos on the page where you accessed the information and they all show the same image, you do not need to distinguish between them. However you must make sure you do provide a description.

Author's surname/s, Initial/s. OR name of organisation. (Year of publication) *Title of image or description of the image (in italics)*. Name of organisation (if not already stated). [Online image] [Date accessed] URL

#### EXAMPLES

Allison, C. (2007) *Tornado picture*. Oklahoma weather stock: photo and video stock by Charles Allison. [Online image] [Accessed on 16<sup>th</sup> February 2009]  
<http://www.oklahomalightning.com/TornadoPics/TornadoPics.htm>

Oxford Illustrated Science Encyclopaedia. (no date) *Volcano*. [Online image] [Accessed on 16<sup>th</sup> February 2009]  
<http://www.oup.co.uk/oxed/children/oise/pictures/earth/volcano/>

### LEAFLETS/POSTERS

**IMPORTANT: Please check with your programme team to assess the suitability of using these sources in your work, as they may not be an acceptable form of reference for some programmes.**

#### CITING LEAFLETS/POSTERS

When citing leaflets or posters the information will be presented as shown on pages 7-8. If there is no creator's name on the item use the organisation's name that produced it.

#### REFERENCING LEAFLETS/POSTERS

If you are using these sources, you should reference them as follows:

Author's surname/s, Initial/s. or Name of organisation. (Year of publication) *Title or description (in italics)*. [Type of source e.g. leaflet or poster] Place of publication if ascertainable or location the medium was viewed: Publisher if available or date the information was viewed.

#### EXAMPLES

Counselling Service. (no date) *Need to talk?* [Leaflet] Manchester: Manchester Metropolitan University.

The National Student Survey. (no date) *Be heard*. [Poster] Reception area, Gaskell campus: Date viewed 29 January 2009.

If an author or organisation's name is not present then you will need to present the reference as below:

*Description of the source (in italics)*. (Year of publication) [Type of source e.g. Leaflet, poster] Place of publication if ascertainable or location the medium was viewed: Publisher if available or date the information was viewed.

#### EXAMPLE

*The Foyer-UNIAID accommodation bursaries*. (2009) [Poster] Student services notice board, Didsbury campus: Date viewed 9 February 2009.



## WORKS OF ART

### CITING WORKS OF ART

To cite a work of art in your text you may include the title of the work and the date of creation as well as the artist's name if these are important to the point you are making. Include the abbreviation c. if this is how the date is given in an exhibition catalogue or other source. This stands for "circa" and is used when the exact date of creation is not known by art historians.

Artist name (year of production)

#### EXAMPLE

Tanguy is thought to have been inspired as an artist by *Portrait of Apollinaire as a Premonition* (Chirico, c.1914).

### REFERENCING WORKS OF ART

Works of art should be referenced as follows:

Artist name (Year of production) *Title (in italics)*. Medium, Size, Location of exhibition.

#### EXAMPLE

Chirico, Giorgio de (c.1914) *Portrait of Apollinaire as a Premonition 1914*. Oil on canvas, 81.5 x 65 cm, National Museum of Modern Art, Pompidou Centre, Paris.

## ORIGINAL WORK OF ART SHOWING IN A TEMPORARY EXHIBITION

## CITING A WORK OF ART SHOWING IN A TEMPORARY EXHIBITION

To cite this information you include:

The artist's surname and year the work was produced.

#### EXAMPLE

On entering the gallery the viewer is confronted with this piece (Parker, 2007).

## REFERENCING A WORK OF ART SHOWING IN A TEMPORARY EXHIBITION

Original works of art that are showing in a temporary exhibition should be referenced as follows:

Artist's surname, Initial. (Year of production) *Title (in italics)*. Medium, Size (if given), At: Location of exhibition. Dates of exhibition.

#### EXAMPLE

Parker, C. (2007) *Bullet Drawing*. Lead from a bullet drawn into wire, At: Whitechapel Laboratory, Whitechapel Art Gallery. 13 February - 30 March 2008.

## REPRODUCTION IN A BOOK

### CITING A REPRODUCTION IN A BOOK

To cite a reproduction you should include:

The artist, the year the work was produced, the

author and date of the book and the page it was reproduced on.

#### EXAMPLE

Klee (1929) in Partsch (2000:47) can be seen to have used...

### REFERENCING A REPRODUCTION IN A BOOK

Reproductions in books should be referenced as follows:

Artist's surname, Initial. (Year of production) Title. Medium, Size (if given). In: Author / Editor. (Year of publication) *Title (in italics)*. Edition (if not the first edition). Page numbers. Place of publication: Publisher.

#### EXAMPLE

Klee, P. (1929) Old Man Calculating. Etching on copper, 29.9x23.7cm. In: Partsch, S. (2000) *Klee*. p.47. Koln: Taschen.

### SOURCES WITH NO AUTHOR

**IMPORTANT: There may be rare instances where no author's name is present and the information was not produced by an organisation. You may come across examples of this in both printed and internet sources. In these instances the instructions below should be used.**

#### CITING A SOURCE WITH NO AUTHOR

If the piece of work states 'Anonymous' or 'Anon' on the title page then cite the item as follows:

Anonymous/Anon and the date of publication.

#### EXAMPLE:

There was great speculation about the author of Primary Colours (Anonymous, 1996).

#### DIRECT QUOTES

When citing a direct quote from a source with no author you would present the quote in the correct format for the type of source (i.e. for a book, journal, webpage etc.)

For all other examples of sources where no author's name or organisation's name is present use the following format:

Author unknown and the date of publication.

#### FICTIONAL EXAMPLE:

It is not always possible to locate an author's name on the source (Author unknown, 2008)

#### DIRECT QUOTES

When citing a direct quote from a source with an unknown author you would present the citation in the correct format for the type of source (i.e. for a book, journal, webpage etc.)

### REFERENCING A SOURCE WITH NO AUTHOR

Depending on the source that you had used you would replace the author/ organisation's name with either 'Anonymous' or 'Author unknown' as follows:

#### BOOK EXAMPLE:

Anonymous. (1996) *Primary Colours*. New York: Vintage.

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JOURNAL EXAMPLE (FICTONAL):

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Author unknown. (2008) 'Writing anonymously to protect sources.' *Unknown publications*, 24 (3) pp.34-54.