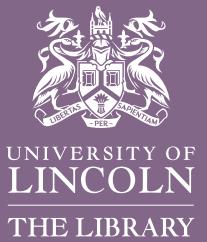


Referencing Handbook

Harvard



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Foreword

This is the 2nd edition of the University of Lincoln's guide to Harvard Referencing, which is the main referencing standard in use in the University (guides for other styles are also available from the Library).

Referencing is a key academic skill, and an important way to avoid accusations of plagiarism, so this Handbook will play a key role in supporting you throughout your study.

Should you need it, further support is available from your Academic Subject Librarian – just see the Library website for contact details.

Ian Snowley
University Librarian

Authors' notes

Following feedback from students and academic staff, the 2nd edition now features:

- extended guidance on how to reference
- all new examples
- additional annotated diagrams
- an index to help you locate sources

The main sources that you will use are likely to be books, journals and websites and although we have included a large selection of information sources, it is impossible to cover everything that you may use in your academic work. We recommend therefore, that you use our examples as a basis for referencing other types of information not included in this handbook.

Your School may use another referencing style and the Library has produced the following guides APA, IEEE, MHRA and OSCOLA. You should check with your School which referencing style to follow and your Academic Subject Librarian can also advise you. There is also a Harvard referencing tutorial available at <http://library.lincoln.ac.uk>

The University of Lincoln Library subscribes to referencing management software, which can help you gather and organise your references; for more information go to <http://library.lincoln.ac.uk>. There are also a number of services offering this, e.g. Microsoft Word, Mendeley and Zotero.

Judith Elkin
Academic Writing
Support Manager

Marishona Ortega
Senior Academic Subject
Librarian - Research

Helen Williams
Academic Subject Librarian

Referencing

You need to reference to:

- demonstrate that you have undertaken research for your academic work
- avoid accusations of plagiarism
- acknowledge the work of other authors

Each information source in this handbook has an example of an in-text citation, a reference list entry as well as a checklist outlining what to include in your reference.

The most efficient way to reference your academic work is to keep a record of the necessary information at the point of using it.

Harvard style

There are two parts to Harvard referencing:

1. In-text citation
2. Reference list

1. In-text citation

An in-text citation does not give full publication details, such as the title or publisher: this information should be in your reference list. Your in-text citation should go after a quotation, paraphrase or summary and should include the author's surname, the year of publication and a page number (see page 3 for examples). If you use the author's name in the sentence you don't need to repeat it in the in-text citation.

- All your in-text citations should have a corresponding entry in your reference list. If, for example, you cite from page 83 of a book by Goldacre (Goldacre, 2009, 83) and then cite from page 7 of the same book (Goldacre, 2009, 7), you only put one reference to the author in your reference list and do not include any page numbers, e.g.

Goldacre, B. (2009) *Bad science*. London: Fourth Estate.

- For sources with three or more authors, give the surname of the first author, followed by et al. (Latin for and others)
- Acronyms such as the CPS (Crown Prosecution Service) or NHS (National Health Service) can be given either in full or as the acronym, but you need to be consistent and make sure your in-text citation matches your reference list entry
- Some Schools may not require page numbers in the in-text citations. If you are unsure, please contact your tutor.

Examples of in-text citations

A short quotation in double quotation marks, followed by an in-text citation for an information source with one author.

Social media is deeply intertwined and analogous with open education and is “authored, critiqued and reconfigured by a mass of users” (Selwyn, 2014, 106).

If the source has two authors, name them both in your in-text citation. This is also an example of summarising.

The open education movement grew out of the open source movement in software development (Deimann and Farrow, 2013, 345).

You can combine in-text citations by separating them with a semi-colon. If there are three or more authors, give the surname of the first author followed by et al.

Online resources offer opportunities for people living with disabilities but also create challenges (McAndrew et al., 2012, 345; Seale et al., 2015, 127).

If you include the author's surname within your text, only give the year (and page number if necessary) in brackets. You can give this information either at the end of the sentence or directly after the author's name as long as it is clear to whom the citation is referring.

Baggaley writes quite sceptically about MOOCs, describing the inconclusive results of some evaluations (2013, 373).

Baggaley (2013, 373) writes quite specifically about MOOCs, describing the inconclusive results of some evaluations.

2. Reference list

Your reference list gives the full details of the information sources (such as books, journal articles and websites) that you have cited in your text. Put your reference list at the end of your academic work. It should be in alphabetical order by the surname of the first author/editor or corporate author.

Author/editor

- If there is no author, use the title of publication instead
- List the authors in the order they are given in the source of information

- The standard format for an author's name is their surname, a comma, followed by their initials with a full stop after each initial e.g.

Joanne Kathleen Rowling should be listed as Rowling, J.K.

- Do not use the format above for corporate authors, e.g.

Tate Modern should be listed as Tate Modern

- If the source has two authors put 'and' between their names. If there are three or more authors the last name should be preceded by 'and' e.g.

Atrill, P. and McLaney, E.

Toomey, R., Panisson, M.S., Kremen, W.S., Franz, C.E. and Lyons, M.J.

- Double-barrelled surnames should be listed under the first part of the name, e.g.

Baeza-Yates should be listed under B

- Surnames with prefixes should be listed under the prefix, retaining any lower case letters e.g.

Guy de Maupassant should be listed as de Maupassant, G.

- Titles such as Dr, Prof, Sir do not need to be given unless the source gives a title instead of a first name e.g.

Lord Justice Leveson

- Postnominals such as MD, RN, PhD, CBE do not need to be given

- The names of editors should be followed by (ed.) for a single editor or (eds.) where there is more than one

- Disregard the apostrophe within surnames such as O'Sullivan when putting them in alphabetical order in your reference list, e.g.

Ortega

O'Sullivan

Otterly

- If you use more than one source by the same author, list them in date order starting with the earliest

- If you have referred to works by the same author but with different co-authors, list their individual work first followed by their jointly authored work in alphabetical order of the next author, e.g.

Creswell, J.W. (2013)

Creswell, J.W., Clark, V.L.P. and Gutmann, M.L. (2011)

Creswell, J.W. and Miller, D.L. (2000)

- If you refer to an organisation that has changed its name e.g. NICE, which was formerly known as National Institute for Health and Clinical Excellence and is now known as National Institute for Health and Care Excellence - you should use the name that it was known as at the time of publication

- Company/organisation names which start with words such as A, An or The, e.g. The Big Give and The White Company should be listed under the first major word e.g.

Big Give, The

White Company, The

Year

- If the information source has no date, put undated in round brackets, e.g.
Clinch, M. (undated)...
- If you use more than one source by the same author, from the same year, you will need to differentiate between them, e.g.

In-text citation

(Ogunyemi, 2012a)

(Ogunyemi, 2012b)

Reference list

Ogunyemi, O. (2012a) Sourcing and representation routines in the black African press in the United Kingdom. In: I. Rigoni and E. Saitta (eds.) *Mediating cultural diversity in a globalised public space*. Basingstoke: Palgrave Macmillan, 153-168.

Ogunyemi, O. (2012b) *What newspapers, films, and television do Africans living in Britain see and read?: the media of the African diaspora*. Lampeter: Edwin Mellen Press.

Title

- Titles for books, journals and websites should be in italics
- Titles should be in sentence case, with main titles being separated from subtitles with a colon
e.g. *Forensic science: current issues, future directions*.

There are two exceptions to this:

1. academic convention is that all major words in journal titles have an initial capital, e.g.
Social Work Education: an International Journal
2. proper nouns should keep their capital letter, e.g. *The California gold rush*

Edition

- You can use either the number or the word for the edition number e.g. 8th edition or eighth edition. However, you need to be consistent throughout your reference list

Place of publication and publisher

- If multiple locations are given for the place of publication, only use the first listed
- If an information source is not published in the UK, you should also give the country, e.g. Boston, USA
- If a book gives the name of the imprint (a department within a larger publishing company) along with the main publishing house, give the imprint name in your reference
- Do not include company designations such as Limited, Ltd, PLC, corp, inc.

Date of access

This is the date that you looked at an online source and can be given as 6 July 2015 or 6th July 2015 or 6/7/15. Whichever style you choose, be consistent throughout your reference list.

PDFs

A Portable Document Format (PDF) is a file format which is usually referenced as a website unless there is a more appropriate source type.

Works not in English

You may need to check with your tutor before using works not in English. However, if you do translate works yourself, provide in-text citations and reference list entries in the usual way but also give the name of the language in round brackets after the reference list entry, e.g.

Reference list

Houellebecq, M. (2015) *Soumission*. Paris, France: Editions Flammarion. (French).

Bibliography

Your School may ask you to provide a bibliography as well as a reference list. A bibliography can be defined as either a list of:

- additional sources of information not referred to in your reference list
- all the sources of information that you have consulted, including the items in your reference list

A bibliography should be formatted in exactly the same way as your reference list. Please check with your tutor whether you need to include a bibliography after your reference list and which type is expected.

Plagiarism

Plagiarism is the use of another author's idea and words, either intentionally or unintentionally, without acknowledging the source of the information. It is an academic offence and will be treated seriously by the University (see University General Regulations).

You can avoid plagiarism by referencing correctly. For more advice about how to avoid plagiarism go to the Library's tutorial <http://library.lincoln.ac.uk>

Turnitin is software that detects plagiarism and can be used by your tutors to ensure academic integrity. Please contact your School for more details.

Quoting, paraphrasing and summarising

Quoting

Quoting is copying a short section of text, word for word, directly from an information source into your work. You should:

- use double quotation marks at the beginning and end of the text
- follow the quotation with the in-text citation
- use ellipses (...) if you omit part of the text

An example of a short quotation

...it has frequently been identified that “the search for unattainable perfection could mean missing deadlines” (Williams and Reid, 2011, 94). The implication of this is...

Long quotations

Long quotations are generally longer than two lines. You should:

- start the quotation on a new line
- indent the quotation
- follow the quotation with the in-text citation
- start your analysis of the quotation on a new line

An example of a long quotation

When discussing your findings it is essential that you follow a pattern:

“The important point to remember is that in your review you should present a logical argument...justifying both the need for work and the methodology that is going to be used.” (Ridley, 2012, 100)

Without this structure you will struggle to...

Paraphrasing

Paraphrasing is when you put a short section of text from an information source into your own words. Although the words are your own, you are still using ideas from the original text. You must acknowledge the source using the in-text citation, giving a page number.

Summarising

Summarising gives a broad overview of an information source. It describes the main ideas in your own words. You must acknowledge the source using the in-text citation, giving a page number.

Secondary referencing (citing a source within another source)

Education providers should exploit the versatility of technology to create accessibility via multiple means of representation, expression and engagement (The Universal Design for Learning, 2012, cited in McAndrew et al., 2012, 345).

Above is an example of how to cite a work (The Universal Design for Learning) that you have not read directly but have read about in another source (McAndrew et al.). This is known as secondary referencing and you should try to avoid it where possible by reading the original work. If you are unable to locate the original, your in-text citation should state the details of the source that you have not been able to get hold of, along with the correct details of the work that you have read. You should only list the source that you have read in your Reference List, e.g. McAndrew et al.

Information sources





Advertisements

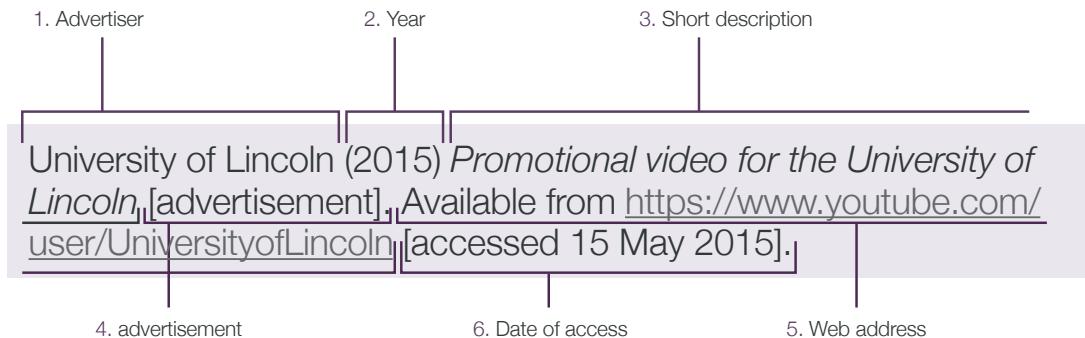
Online

In-text citation

(University of Lincoln, 2015)

Reference list

University of Lincoln (2015) *Promotional video for the University of Lincoln* [advertisement]. Available from <https://www.youtube.com/user/UniversityofLincoln> [accessed 15 May 2015].



Checklist:

- Advertiser
- Year of publication in round brackets
- A short description of the advert in italics
- In square brackets put advertisement, followed by a full stop
- Put Available from, followed by the web address
- In square brackets put accessed and the date you saw the advert, followed by a full stop

Print

In-text citation

(Friends of the Honey Bee, 2015)

Reference list

Friends of the Honey Bee (2015) Bee a hero: bee-come a friend and help get Britain buzzing again [advertisement]. *The Big Issue*, 4-10 May (1152) 32.

Checklist:

- Advertiser
- Year of publication in round brackets
- Headline of the advertisement (or a short description if more appropriate)
- In square brackets put advertisement, followed by a full stop
- Title of the publication where you found the advert, in italics, followed by a comma
- Day and month of publication (if given)
- Volume number, followed by a comma (only if there is no part/issue/month/season)
- If there is a part/issue/month/season, put this in round brackets
- Page number(s), followed by a full stop

Broadcast

In-text citation

(British Red Cross, 2015)

Reference list

British Red Cross (2015) *Appeal for donations* [advertisement]. ITV, 14 May, 14:30.

Checklist:

- Advertiser
- Year of broadcast in round brackets
- A short description of the advert in italics
- In square brackets put advertisement, followed by a full stop
- Broadcast channel where you saw/heard the advert, followed by a comma
- Day and month of broadcast, followed by a comma
- Time of broadcast (if relevant) using the 24 hour clock, followed by a full stop



Art

Art

In-text citation

(Monet, 1896)

Reference list if seen in a gallery/collection/museum

Monet, C. (1896) *Flood waters* [oil on canvas]. London: The National Gallery.

Reference list if seen online

Monet, C. (1896) *Flood waters*. London: The National Gallery. Available from <http://www.nationalgallery.org.uk/paintings/clause-monet-flood-waters> [accessed 30 June 2015].



Checklist:

- Artist (surname, initials)**
- Year of composition in round brackets. If the exact date is not known use c. for circa e.g. (c.1986)**
- If you viewed the art in a gallery/collection/museum**
 - Title of composition in italics, or a description if more appropriate
 - In square brackets provide details of the format, followed by a full stop
 - Location, followed by a colon
 - Gallery/collection/museum, followed by a full stop
- If you viewed the art online**
 - Title of composition in italics, or a description if more appropriate, followed by a full stop
 - Location, followed by a colon
 - Gallery/collection/museum, followed by a full stop
 - Put Available from, followed by the web address
 - In square brackets put accessed and the date you accessed the art, followed by a full stop

Art in books

In-text citation

(Rodchenko, 1936, 107)

Reference list

Rodchenko, A. (1936) Ready for work and defence. In: W.A. Ewing (ed.) (2000) *The century of the body: 100 photoworks 1900-2000*. London: Thames & Hudson, 107.

Checklist:

- Artist (surname, initials)
- Year of composition in round brackets; if no date is given, put undated in round brackets
- Title of the composition
- In, followed by a colon
- Editor(s)' initials followed by their surname(s)
- In round brackets put ed. (or eds. if more than one editor)
- Year of publication in round brackets
- Title (and subtitle if applicable) of the book in italics, followed by a full stop if it is the first edition or a comma if it is a subsequent edition
- Edition (only if not the first edition) followed by a full stop
- Place of publication, followed by a colon
- Publisher, followed by a comma
- Page number/range, followed by a full stop
- If accessed online
 - Put Available from, followed by the web address
 - In square brackets put accessed and the date you accessed the book, followed by a full stop



Books

Book with a single author

In-text citation

(Goldacre, 2009) for the whole book

(Goldacre, 2009, 83) when referring to a single page

(Goldacre, 2009, 83-85) when referring to a range of pages

Reference list

Goldacre, B. (2009) *Bad science*. London: Fourth Estate.

1. Author	2. Year	3. Title	4. Place of publication	5. Publisher
-----------	---------	----------	-------------------------	--------------

Goldacre, B. (2009) *Bad science*. London: Fourth Estate.

Checklist:

- Author (surname, initials)
- Year of publication in round brackets
- Title (and subtitle if applicable) of book in italics, followed by a full stop if it is the first edition or a comma if it is a subsequent edition
- Edition (only if not the first edition) followed by a full stop
- Place of publication, followed by a colon
- Publisher, followed by a full stop

Book with two authors

In-text citation

(Atrill and McLaney, 2015) for the whole book

(Atrill and McLaney, 2015, 30) when referring to a single page

(Atrill and McLaney, 2013, 226-266) when referring to a range of pages

Reference list

Atrill, P. and McLaney, E. (2015) *Management accounting for decision makers*, 8th edition. Harlow: Pearson Education.

Checklist:

- Authors (surnames, initials)
- Year of publication in round brackets
- Title (and subtitle if applicable) in italics, followed by a full stop if it is the first edition or a comma if it is a subsequent edition
- Edition (only if not the first edition) followed by a full stop
- Place of publication, followed by a colon
- Publisher, followed by a full stop

Book with three or more authors

In-text citation

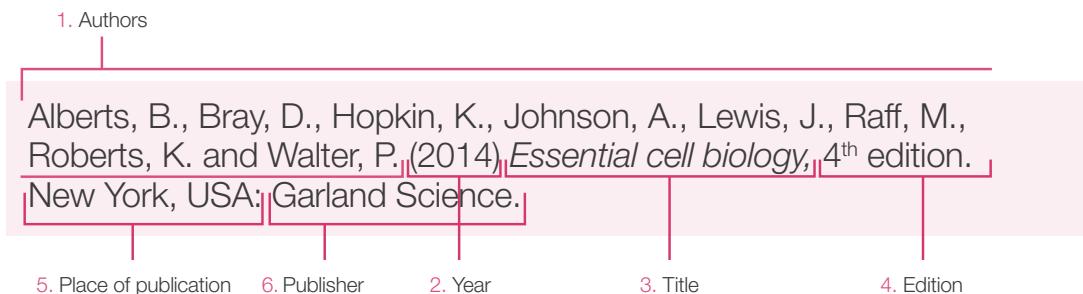
(Alberts et al., 2014) for the whole book

(Alberts et al., 2014, 171) when referring to a single page

(Alberts et al., 2014, 171-195) when referring to a range of pages

Reference list

Alberts, B., Bray, D., Hopkin, K., Johnson, A., Lewis, J., Raff, M., Roberts, K. and Walter, P. (2014) *Essential cell biology*, 4th edition. New York, USA: Garland Science.



Checklist:

- Authors (surnames, initials)
- Year of publication in round brackets
- Title (and subtitle if applicable) in italics, followed by a full stop if it is the first edition or a comma if it is a subsequent edition
- Edition (only if not the first edition) followed by a full stop
- Place of publication, followed by a colon
- Publisher, followed by a full stop

Book without a named author

If a book has no author use the title instead.

In-text citation

(A-Z Nottingham: Ilkeston, Long Eaton, West Bridgford, 2004) for the whole book

(A-Z Nottingham: Ilkeston, Long Eaton, West Bridgford, 2004, 44) when referring to a single page

(A-Z Nottingham: Ilkeston, Long Eaton, West Bridgford, 2004, 44-45) when referring to a range of pages

Reference list

A-Z Nottingham: Ilkeston, Long Eaton, West Bridgford, 5th edition. (2004) Sevenoaks: Geographers' A-Z Map Company.

Checklist:

- Title (and subtitle if applicable) in italics, followed by a full stop if it is the first edition or a comma if it is a subsequent edition
- Edition (only if not the first edition) followed by a full stop
- Year of publication in round brackets
- Place of publication, followed by a colon
- Publisher, followed by a full stop

Edited book

In-text citation

(Ewing, 2000) for the whole book

(Ewing, 2000, 13) when referring to a specific page

(Ewing, 2000, 13-28) when referring to a range of pages

Reference list

Ewing, W.A. (ed.) (2000) *The century of the body: 100 photoworks 1900-2000*. London: Thames & Hudson.

Checklist:

- Editor (surname, initials)
- In round brackets put ed. (or eds. if more than one editor)
- Year of publication in round brackets
- Title (and subtitle if applicable) of book in italics, followed by a full stop if it is the first edition or a comma if it is a subsequent edition
- Edition (only if not the first edition) followed by a full stop
- Place of publication, followed by a colon
- Publisher, followed by a full stop

Chapter in an edited book

In-text citation

(Hannum and Wang, 2012) for the whole chapter

(Hannum and Wang, 2012, 158) when referring to a specific page

(Hannum and Wang, 2012, 158-161) when referring to a range of pages

Reference list

Hannum, E. and Wang, M. (2012) China: a case study in rapid poverty reduction. In: G.H. Hall and H.A. Patrinos (eds.) *Indigenous peoples, poverty and development*. New York, USA: Cambridge University Press, 149-204.



Checklist:

- Chapter author (surname, initials)**
- Year of publication in round brackets**
- Title of chapter, followed by a full stop**
- In, followed by a colon**
- Editor(s)' initials followed by their surname(s)**
- In round brackets put ed. (or eds. if more than one editor)**
- Title (and subtitle if applicable) of book in italics, followed by a full stop if it is the first edition or a comma if it is a subsequent edition**
- Edition (only if not the first edition) followed by a full stop**
- Place of publication, followed by a colon**
- Publisher, followed by a comma**
- Page range, followed by a full stop**

Introduction to a book

Use this when citing from an introduction, foreword, afterword or preface.

In-text citation

(Byatt, 1983)

Reference list

Byatt, A.S. (1983) Introduction. In: E. Bowen *The house in Paris*. Harmondsworth: Penguin.

Checklist:

- Introduction author (surname, initials)**
- Year of publication in round brackets**
- Introduction/Foreword/Afterword/Preface, followed by a full stop**
- In, followed by a colon**
- Author(s)' initials followed by their surname(s)**
- Title (and subtitle if applicable) of book in italics, followed by a full stop if it is the first edition or a comma if it is a subsequent edition**
- Edition (only if not the first edition) followed by a full stop**
- Place of publication, followed by a colon**
- Publisher, followed by a full stop**

Booklet

In-text citation

(Tate Modern, 2013)

Reference list

Tate Modern (2013) *The EY exhibition - Paul Klee: making visible*. London: Tate Modern.

Checklist:

- Author (surname, initials)**
- Year of publication in round brackets**
- Title (and subtitle if applicable) in italics, followed by a full stop**
- Place of publication (if known) followed by a colon**
- Publisher (if known) followed by a full stop**

Ebook with page numbers

In-text citation

(Ubelaker, 2013) for the whole book

(Ubelaker, 2013, 226) when referring to a specific page

(Ubelaker, 2013, 158-161) when referring to a range of pages

Reference list

Ubelaker, D.H. (ed.) (2013) *Forensic science: current issues, future directions* [ebook]. Chichester: John Wiley & Sons. Available from <https://www-dawsonera-com.proxy.library.lincoln.ac.uk/abstract/9781118373873> [accessed 14 May 2015].

Checklist:

- Author/editor (surname, initials)
- If the book has an editor, put ed. in round brackets (or eds. if more than one editor)
- Year of publication in round brackets
- Title (and subtitle if applicable) of book in italics
- In square brackets put ebook, followed by a full stop if it is the first edition or a comma if it is a subsequent edition
- Edition (only if not the first edition) followed by a full stop
- Place of publication, followed by a colon
- Publisher, followed by a full stop
- Put Available from, followed by the web address
- In square brackets put accessed and the date you accessed the ebook, followed by a full stop

Ebook without page numbers

Ebooks on hand-held readers may not have page numbers but give the percentage/chapter number/section instead.

In-text citation

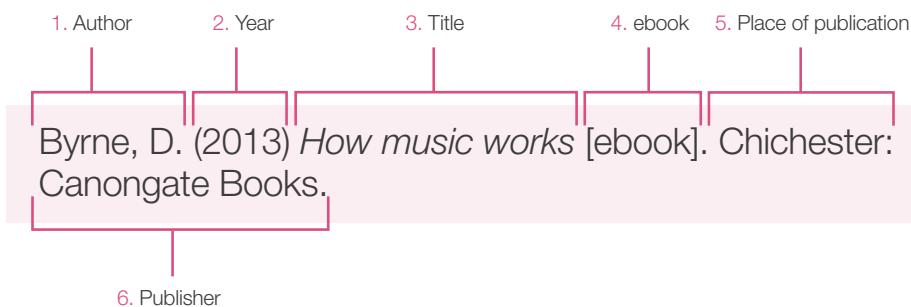
(Byrne, 2013) for the whole book

(Byrne, 2013, 48%) when referring to a specific page

(Byrne, 2013, 51-53%) when referring to a range of pages

Reference list

Byrne, D. (2013) *How music works* [ebook]. Chichester: Canongate Books.



Checklist:

- Author/editor (surname, initials)
- If the book has an editor, put ed. in round brackets (or eds. if more than one editor)
- Year of publication in round brackets
- Title (and subtitle if applicable) in italics
- In square brackets put ebook, followed by a full stop if it is the first edition or a comma if it is a subsequent edition
- Edition (only if not the first edition) followed by a full stop
- Place of publication (if known), followed by a colon
- Publisher, followed by a full stop

Sacred texts

Your in-text citation should include the name of the book, chapter and verse (or equivalent).

In-text citation

(*Holy Bible*, Revelation, 1.8)

Reference list

Holy Bible [authorised King James version]. London: Collins Bible.

Checklist:

- Title in italics**
- In square brackets put the version (if applicable), followed by a full stop**
- Place of publication, followed by a colon**
- Publisher, followed by a full stop**

Classical or ancient text - translated

In-text citation

(Virgil, *The Aeneid*) for the whole text

(Virgil, *The Aeneid*, 6) when referring to a single book

(Virgil, *The Aeneid*, 6.268) when referring to a single line in a single book

(Virgil, *The Aeneid*, 6.268-273) when referring to a range of lines in a single book

Reference list

Virgil, *The Aeneid* (1990). Translated by D. West. London: Penguin.

Checklist:

- Author**
- Title (and subtitle if applicable) of book in italics**
- Year of publication of translation in round brackets, followed by a full stop**
- Translated by followed by the translator(s)' initials and surname(s), followed by a full stop**
- Place of publication, followed by a colon**
- Publisher, followed by a full stop**

Case studies and reports



Case study

In-text citation

(Lee et al., 2007) for the whole case study

(Lee et al., 2007, 10) when referring to a specific page

(Lee et al., 2007, 10-12) when referring to a range of pages

Reference list

Lee, H.L., Duda, S., LaShawn, J., Mackwani, Z., Munoz, R. and Volk, D. (2007) *Starbucks Corporation building a sustainable supply chain*. Harvard, USA: Harvard Business Publishing.

1. Authors

Lee, H.L., Duda, S., LaShawn, J., Mackwani, Z., Munoz, R. and Volk, D. (2007) *Starbucks Corporation building a sustainable supply chain*. Harvard, USA: Harvard Business Publishing.

2. Year

4. Place of publication

5. Publisher

3. Title

Checklist:

- Author/editor (surname, initials)
- If the case study has an editor, put ed. in round brackets (or eds. if more than one editor)
- Year of publication in round brackets
- Title (and subtitle if applicable) in italics, followed by a full stop
- Place of publication, followed by a colon
- Publisher, followed by a full stop
- If accessed online
 - Put Available from, followed by the web address
 - In square brackets put accessed and the date you accessed the case study, followed by a full stop

Report

In-text citation

(Mintel, 2015)

Reference list

Mintel (2015) *Online grocery retailing – UK*. Mintel. Available from <http://academic.mintel.com/display/733739/> [accessed 23 April 2015].

Checklist:

- Author (surname, initials)
- Year of publication in round brackets
- Title (and subtitle if applicable) in italics, followed by a full stop
- Place of publication (if known) followed by a colon
- Publisher (if known) followed by a full stop
- If accessed online
 - Put Available from, followed by the web address
 - In square brackets put accessed and the date you accessed the report, followed by a full stop



Conferences

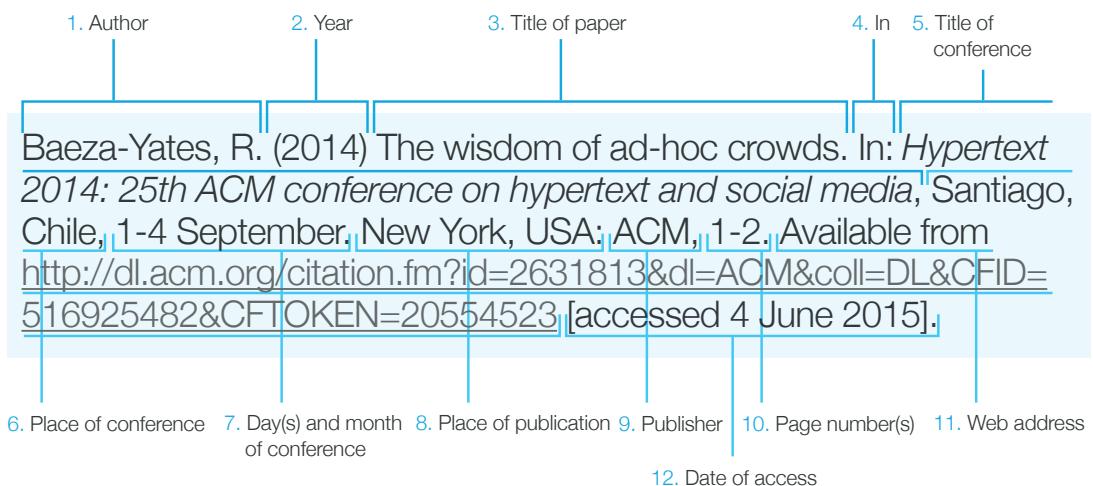
Conference paper

In-text citation

(Baeza-Yates, 2014)

Reference list

Baeza-Yates, R. (2014) The wisdom of ad-hoc crowds. In: *Hypertext 2014: 25th ACM conference on hypertext and social media*, Santiago, Chile, 1-4 September. New York, USA: ACM, 1-2. Available from <http://dl.acm.org/citation.cfm?id=2631813&dl=ACM&coll=DL&CFID=516925482&CFTOKEN=20554523> [accessed 4 June 2015].



Checklist:

- Author (surname, initials)
- Year of conference in round brackets
- Title (and subtitle if applicable) followed by a full stop
- In, followed by a colon
- If editor(s) are given,
 - Put their initials followed by their surname(s)
 - In round brackets put ed. (if it has more than one editor, use eds.)
- Title of the conference in italics, followed by a comma
- Place of conference, followed by a comma
- Day(s) and month of conference, followed by a full stop
- Place of publication, followed by a colon
- Publisher, followed by a comma
- Page number(s), followed by a full stop
- If accessed online
 - Put Available from, followed by the web address
 - In square brackets put accessed and the date you accessed the conference paper, followed by a full stop

Conference poster

In-text citation

(Phung et al., 2013)

Reference list

Phung, V., Booth, A., Coster, J., Turner, J., Wilson, R. and Siriwardena, A.N. (2013) Prehospital outcomes for ambulance service care: systematic review. In: *Making an impact: what is new in emergency prehospital care research?*, 27 February, Cardiff. Available from <http://eprints.lincoln.ac.uk/7805/1/999EMSPHOEBSR2poster.pdf> [accessed 27 June 2015].

Checklist:

- Author (surname, initials)
- Year of conference in round brackets
- Title of the poster, followed by a full stop
- In, followed by a colon
- Title (and subtitle if applicable) of the conference in italics, followed by a comma
- Day and month of conference, followed by a comma
- Location of conference, followed by a full stop
- If accessed online
 - Put Available from, followed by the web address
 - In square brackets put accessed and the date you accessed the poster, followed by a full stop



Conference presentation

In-text citation

(Jackson, 2015)

Reference list

Jackson, A. (2015) Towards a macroscope for UK web history. In: *10th International Digital Curation Conference*, 9-12 February, London. Available from <http://www.dcc.ac.uk/sites/default/files/documents/IDCC15/Presentations%20Day%201/BOFs/IDCC15-Macroscope-Demo.pdf> [accessed 28 June 2015].

Checklist:

- Author (surname, initials)
- Year of conference in round brackets
- Title of the presentation, followed by a full stop
- In, followed by a colon
- Title (and subtitle if applicable) of the conference in italics, followed by a comma
- Day and month of conference, followed by a comma
- Location of conference, followed by a full stop
- If accessed online
 - Put Available from, followed by the web address
 - In square brackets put accessed and the date you accessed the presentation, followed by a full stop



Correspondence

Email

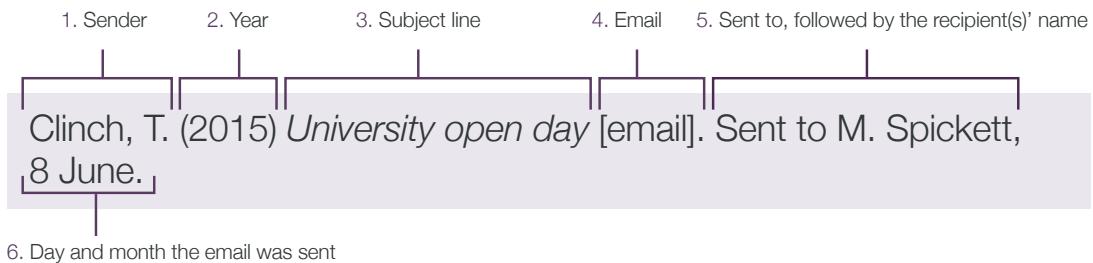
You should get permission from the sender before referring to personal emails in your academic work.

In-text citation

(Clinch, 2015)

Reference list

Clinch, T. (2015) *University open day* [email]. Sent to M. Spickett, 8 June.



Checklist:

- Sender (surname, initials)**
- Year the email was sent in round brackets**
- Subject line or short description, if more appropriate, in italics**
- In square brackets put email, followed by a full stop**
- Sent to, the recipient(s)' initials, followed by their surname(s)**
- Day and month the email was sent, followed by a full stop**

Letter

You should get permission from the sender before referring to unpublished, personal letters in your academic work.

In-text citation

(Snowley, 2015)

Reference list

Snowley, I. (2015) *The library lives* [letter]. Sent to Times Higher Education, 18 June. London: Times Higher Education. Available from <https://www.timeshighereducation.co.uk/the-library-lives> [accessed 6 July 2015].

Checklist:

- Sender (surname, initials)
- Year the letter was sent in round brackets
- Short description in italics
- In square brackets put letter, followed by a full stop
- Sent to, followed by the organisation or personal recipient
- Day and month the letter was sent, followed by a full stop
- If the letter is in a collection put location of collection, followed by a colon
- Name of the collection (if applicable) or publisher, followed by a full stop
- If accessed online
 - Put Available from, followed by the web address
 - In square brackets put accessed and the date you accessed the letter, followed by a full stop

Mailing list

In-text citation

(Campbell, 2015)

Reference list

Campbell, L. (2015) *Using Skype in the HE learning environment* [mailing list]. Sent to LEARNING-IN-HE, 25 February. Available from <https://www.jiscmail.ac.uk/cgi-bin/webadmin?A2=ind1502&L=LEARNING-IN-HE&F=&S=&P=3330> [accessed 11 June 2015].

Checklist:

- Sender (surname, initials)
- Year of post in round brackets
- Subject line or short description, if more appropriate, in italics
- In square brackets put mailing list, followed by a full stop
- Sent to, followed by the mailing list name, followed by a comma
- Day and month of the post, followed by a full stop
- Put Available from, followed by the web address
- In square brackets put accessed and the date you accessed the mailing list, followed by a full stop

Diagrams, figures, images and tables



If you reproduce any diagrams, figures, images or tables you should provide a short description. Refer to your School's guidelines as to how this should be laid out.

Short description

Consumer and business marketing channels (Kotler and Armstrong, 2016, 379).

Reference list

Kotler, P. and Armstrong, G. (2016) *Principles of marketing*, 16th edition. Harlow: Pearson.



Checklist:

- Author (surname, initials)**
- Year of publication in round brackets**
- Title (and subtitle if applicable) of book in italics, followed by a full stop if it is the first edition or a comma if it is a subsequent edition**
- Edition (only if not the first edition) followed by a full stop**
- Place of publication, followed by a colon**
- Publisher, followed by a full stop**
- If accessed online**
 - Put Available from, followed by the web address**
 - In square brackets put accessed and the date you accessed the diagram, followed by a full stop**



Film, radio and television

Film

The example below is a film on DVD, change the information in square brackets to the format you are viewing e.g. download or film viewed at a cinema.

In-text citation

(Lean, 1945)

Reference list

Lean, D. (dir.) (1945) *Brief encounter* [DVD]. Granada Ventures.

1. Director 2. dir. 3. Year 4. Title 5. DVD 6. Distributor

Lean, D. (dir.) (1945) *Brief encounter* [DVD]. Granada Ventures.

Checklist:

- Director (surname, initials)
- Put dir. (abbreviation for director) in round brackets. If there is more than one director, put dirs.
- Year of release in round brackets
- Title (and subtitle if applicable) in italics
- In square brackets put DVD/film/download, followed by a full stop
- Location of distributor (if known), followed by a colon
- Distributor (if known), followed by a full stop
- If accessed online
 - Put Available from, followed by the web address
 - In square brackets put accessed and the date you accessed the film, followed by a full stop

Radio or television programme

In-text citation

(David Attenborough meets President Obama, 2015)

Reference list

David Attenborough meets President Obama (2015) [television]. BBC One. 28 June 2015, 22:30.

Checklist:

- Title of the programme in italics
- Year of original broadcast in round brackets
- In square brackets put radio/television, followed by a full stop
- Broadcast channel, followed by a full stop
- Day, month and year of transmission, followed by a comma
- Time of transmission (if relevant), using the 24 hour clock, followed by a full stop

Radio or television series

This includes live radio and television series as well as DVD boxsets or downloads.

In-text citation

(Game of thrones, 2012) for a whole series

(Game of thrones: winter is coming, 2012) when referring to a specific episode

Reference list for a whole series

Game of thrones (2012) [download]. Sky Atlantic, Season 1.

Reference list for an episode

Game of thrones: winter is coming (2012) [download]. Sky Atlantic, Season 1, episode 1.

1. Title

2. Year

3. Download

4. Broadcast channel

Game of thrones: winter is coming (2012) [download]. Sky Atlantic, Season 1, episode 1.

5. Season and episode

Checklist:

- Title of the programme (and episode title if applicable) in italics
- Year of first broadcast/publication date in round brackets
- In square brackets put radio/television/DVD/download, followed by a full stop
- Broadcast channel (if available) followed by a comma
- Season/series/episode followed by the number (if applicable) followed by a full stop
- If accessed online
 - Put Available from, followed by the web address
 - In square brackets put accessed and the date you downloaded the series, followed by a full stop

Recorded programme in an online archive

This is an example from BoB (Box of Broadcasts), which is available from <http://guides.library.lincoln.ac.uk/databases>

In-text citation

(*Women's World Cup quarter-final: England v Canada*, 2015)

Reference list

Women's World Cup quarter-final: England v Canada (2015) [television]. BBC One. 27 June, 00:05. Available from <http://bobnational.net/record/302674> [accessed 30 June 2015].

Checklist:

- Title of the programme (and episode title if applicable) in italics
- Year of first broadcast in round brackets
- In square brackets put radio/television, followed by a full stop
- Season/series/episode followed by the number (if applicable) followed by a full stop
- Broadcast channel, followed by a full stop
- Day and month of transmission, followed by a comma
- Time of transmission (if relevant) using the 24 hour clock, followed by a full stop
- Put Available from, followed by the web address
- In square brackets put accessed and the date you accessed the programme, followed by a full stop



Interviews

Interview on radio or television

This example focuses on the person being interviewed. If you want to reference the television programme, follow the checklist for a radio/television programme.

In-text citation

(Sturgeon, 2015)

Reference list

Sturgeon, N. (2015) Interviewed by E. Davies. *The leader interviews*. BBC One, 27 April.



Checklist:

- Interviewee (surname, initials)
- Year of interview in round brackets
- Interviewed by, followed by the interviewer's initials, their surname, followed by a full stop
- Programme name in italics, followed by a full stop
- Broadcast channel, followed by a comma
- Day and month of the interview, followed by a full stop
- If accessed online
 - Put Available from, followed by the web address
 - In square brackets put accessed and the date you accessed the interview, followed by a full stop

Personal interview

You should get permission from the interviewee/interviewer before referring to a personal interview in your academic work.

In-text citation

(Clinch, 2015)

Reference list

Clinch, M. (2015) *The art of referencing*. Interviewed by T. Spickett, 4 June.

Checklist:

- Interviewee (surname, initials)
- Year of interview in round brackets
- Short description of the interview in italics, followed by a full stop
- Interviewed by, the interviewer's initials, their surname, followed by a comma
- Day and month of the interview, followed by a full stop

Journals



Print journal article with a volume number

In-text citation

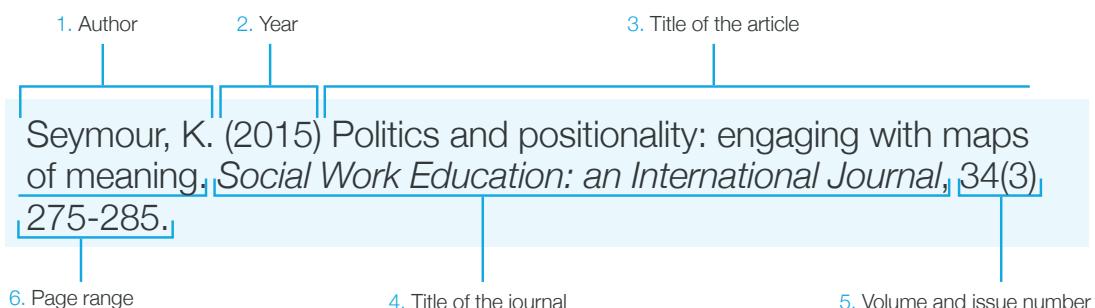
(Seymour, 2015) for the whole article

(Seymour, 2015, 275) when referring to a single page

(Seymour, 2015, 275-277) when referring to a range of pages

Reference list

Seymour, K. (2015) Politics and positionality: engaging with maps of meaning. *Social Work Education: an International Journal*, 34(3) 275-285.



Checklist:

- Author (surname, initials)**
- Year of publication in round brackets**
- Title (and subtitle if applicable) of the article, followed by a full stop**
- Title of the journal in italics, followed by a comma**
- Volume number, followed by a comma only if there is no part/issue/month/season**
- If there is also a part/issue/month/season, put this information in round brackets**
- Page range of the whole article, followed by a full stop**

Print journal article without a volume number

In-text citation

(Griggs, 2014) for the whole article

(Griggs, 2014, 82) when referring to a single page

(Griggs, 2014, 82-84) when referring to a range of pages

Reference list

Griggs, M. (2014) Set up a scene with Cineware. *3D World*, (179) March, 80-85.

Checklist:

- Author (surname, initials)
- Year of publication in round brackets
- Title (and subtitle if applicable) of the article, followed by a full stop
- Title of the journal in italics, followed by a comma
- Put the part/issue in round brackets
- Include the month/season (if applicable) followed by a comma
- Page range of the whole article, followed by a full stop

Online journal article with a single author

In-text citation

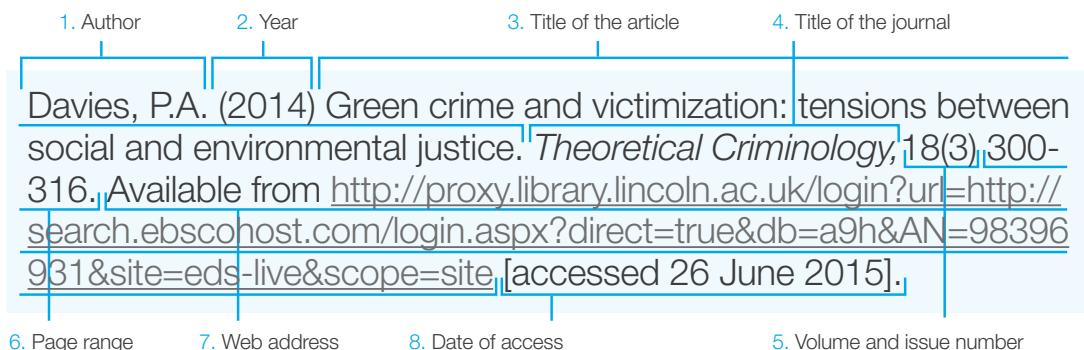
(Davies, 2014) for the whole article

(Davies, 2014, 300) when referring to a single page

(Davies, 2014, 300-302) when referring to a range of pages

Reference list

Davies, P.A. (2014) Green crime and victimization: tensions between social and environmental justice. *Theoretical Criminology*, 18(3) 300-316. Available from <http://proxy.library.lincoln.ac.uk/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=a9h&AN=98396931&site=eds-live&scope=site> [accessed 26 June 2015].



Checklist:

- Author (surname, initials)
- Year of publication in round brackets
- Title (and subtitle if applicable) of the article, followed by a full stop
- Title of the journal in italics, followed by a comma
- Volume number, followed by a comma only if there is no part/issue/month/season
- If there is a part/issue/month/season, put this in round brackets
- Page range of the whole article, followed by a full stop
- Put Available from, followed by the web address
- In square brackets put accessed and the date you accessed the journal article, followed by a full stop

Online journal article with two authors

In-text citation

(Pattie and Johnston, 2012) for the whole article

(Pattie and Johnston, 2012, 55) when referring to a single page

(Pattie and Johnston, 2012, 55-60) when referring to a range of pages

Reference list

Pattie, C. and Johnston, R. (2012) The growing efficacy of telephone political canvassing at the 2005 and 2010 British general elections. *International Journal of Market Research*, 54(1) 49-70. Available from <http://proxy.library.lincoln.ac.uk/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=bth&AN=70466750&site=ehost-live> [accessed 4 June 2015].

1. Authors	2. Year	3. Title of the article	
Pattie, C. and Johnston, R. (2012) The growing efficacy of telephone political canvassing at the 2005 and 2010 British general elections,	<i>International Journal of Market Research</i> , 54(1)	49-70. Available from http://proxy.library.lincoln.ac.uk/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=bth&AN=70466750&site=ehost-live [accessed 4 June 2015].	
8. Date of access	4. Title of the journal	5. Volume and issue number	6. Page range
7. Web address			

Checklist:

- Authors (surnames, initials)
- Year of publication in round brackets
- Title (and subtitle if applicable) of the article, followed by a full stop
- Title of the journal in italics, followed by a comma
- Volume number, followed by a comma only if there is no part/issue/month/season
- If there is a part/issue/month/season, put this in round brackets
- Page range of the whole article, followed by a full stop
- Put Available from, followed by the web address
- In square brackets put accessed and the date you accessed the journal article, followed by a full stop

Online journal article with three or more authors

In-text citation

(Toomey et al., 2015) for the whole article

(Toomey et al., 2015, 303) when referring to a single page

(Toomey et al., 2015, 303-304) when referring to a range of pages

Reference list

Toomey, R., Panizzon, M.S., Kremen, W.S., Franz, C.E. and Lyons, M.J. (2015) A twin-study of genetic contributions to morningness-eveningness and depression. *Chronobiology International*, 32(3) 303-309. Available from <http://proxy.library.lincoln.ac.uk/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=psyh&AN=2015-13377-001&site=eds-live&scope=site> [accessed 26 June 2015].

Checklist:

- Authors (surnames, initials)
- Year of publication in round brackets
- Title (and subtitle if applicable) of the article, followed by a full stop
- Title of the journal in italics, followed by a comma
- Volume number, followed by a comma only if there is no part/issue/month/season
- If there is a part/issue/month/season, put this in round brackets
- Page range of the whole article, followed by a full stop
- Put Available from, followed by the web address
- In square brackets put accessed and the date you accessed the journal article, followed by a full stop

Pre-print

You may find articles in a repository or on a publisher's website, which have been made available online before they have been submitted for peer review or published in a journal.

In-text citation

(Peters et al., 2015)

Reference list

Peters, J.R., Surana, A. and Bertuccelli, L. (2015) Eye-tracking metrics for task-based supervisory control [pre-print]. Available from <http://arxiv.org/ftp/arxiv/papers/1506/1506.01976.pdf> [accessed 9 June 2015].

Checklist:

- Author (surname, initials)
- Year of submission in round brackets
- Title (and subtitle if applicable) of the article
- In square brackets put pre-print, followed by a full stop
- If the title of the journal is available put Submitted to, followed by the journal title in italics, followed by a full stop
- Put Available from, followed by the web address
- In square brackets put accessed and the date you accessed the pre-print, followed by a full stop



Post-print and in press

These articles are peer reviewed and have been accepted for publication but have not been assigned a volume/issue number. Publishers will often assign a DOI (digital object identifier) to uniquely identify the record.

In-text citation

(Harris et al., 2015)

Reference list

Harris, M., Albers, E. and Swan, T. (2015) The promise of treatment as prevention for hepatitis C: meeting the needs of people who inject drugs? [in press]. *International Journal of Drug Policy*. Available from <http://dx.doi.org/10.1016/j.drugpo.2015.05.005> [accessed 25 June 2015].

Checklist:

- Author (surname, initials)
- Year of submission in round brackets
- Title (and subtitle if applicable) of the article
- In square brackets put post-print/in press, followed by a full stop
- Title of the journal in italics, followed by a full stop
- Put Available from, followed by the web address/DOI
- In square brackets put accessed and date you accessed the article, followed by a full stop



Cases (Law Reports)

You should include the party names, year and information about where the case has been heard in your reference list; this information will be at the top of the law report/transcript.

In-text citation

(*Giggs v News Group Newspapers Ltd*, 2012) for the whole case

(*Giggs v News Group Newspapers Ltd*, 2012, para 5) when referring to a specific paragraph

(*Giggs v News Group Newspapers Ltd*, 2012, 117-118) when referring to a range of pages

Reference list

Giggs v News Group Newspapers Ltd [2012] EWHC 431 (QB).

1. Party names

2. Year

3. Abbreviation
of the court

4. Case
number

5. Division

Giggs v News Group Newspapers Ltd [2012] EWHC 431 (QB).

Checklist:

- Party names (separated by a v) in italics**
- Year the case was heard (in round or square brackets – follow the style given in the Law Report)**
- Volume number (if applicable)**
- Abbreviation of Law Report series or court where the case was heard e.g. EWHC**
- Page number/case number**
- Division (if known) in round brackets e.g. QB, followed by a full stop**



Unreported Cases

Unreported cases are judicial decisions that have not been published in any Law Report series.

In-text citation

(Edginton v Sekhon, 2015)

Reference list

Edginton v Sekhon (2015) [unreported] Court of Appeal (Civil Division), 23 June.

Checklist:

- Party names (separated by a v) in italics**
- Year the case was heard in round brackets**
- In square brackets put unreported**
- The court where the case was heard, followed by a comma**
- Day and month the case was heard followed by a full stop**



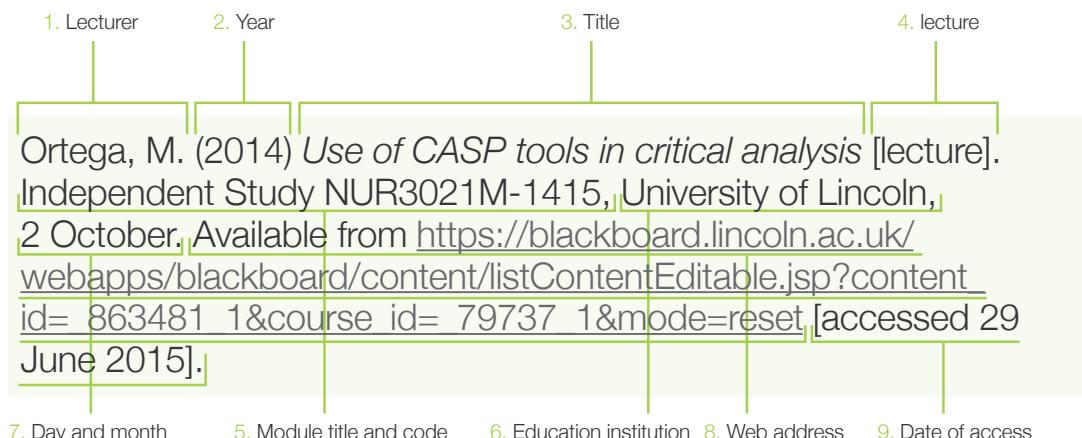
Lectures and seminars

In-text citation

(Ortega, 2014)

Reference list

Ortega, M. (2014) *Use of CASP tools in critical analysis* [lecture]. Independent Study NUR3021M-1415, University of Lincoln, 2 October. Available from https://blackboard.lincoln.ac.uk/webapps/blackboard/content/listContentEditable.jsp?content_id=863481_1&course_id=79737_1&mode=reset [accessed 29 June 2015].



Checklist:

- Lecturer (surname, initials)**
- Year the lecture/seminar was presented in round brackets**
- Title or short description of the lecture/seminar in italics**
- In square brackets put lecture/seminar, followed by a full stop**
- Module title and code, followed by a comma**
- Education institution, followed by a comma**
- Day and month of lecture/seminar (if known), followed by a full stop**
- If accessed online**
 - Put Available from, followed by web address**
 - In square brackets put accessed and the date you accessed the lecture/seminar, followed by a full stop**



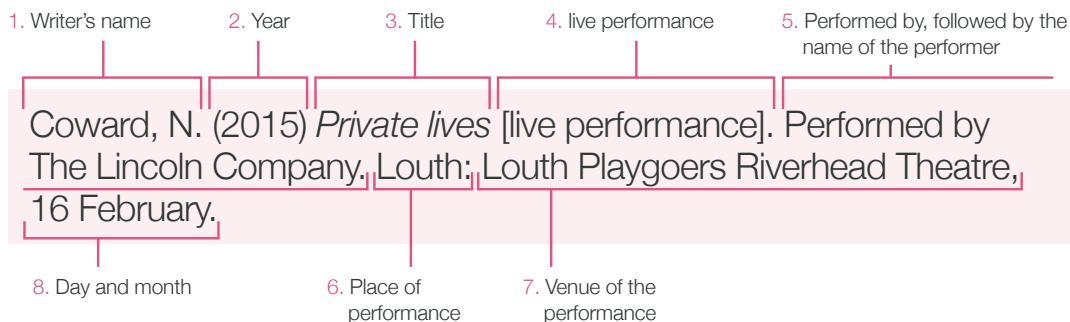
Live performance

In-text citation

(Coward, 2015)

Reference list

Coward, N. (2015) *Private lives* [live performance]. Performed by The Lincoln Company. Louth: Louth Playgoers Riverhead Theatre, 16 February.



Checklist:

- Artist/composer/choreographer/writer(s)' name. If the performer uses a stage name, give the name in full e.g. Florence and The Machine or Jess Glynne. Otherwise, use the standard format e.g. Wagner, R.
- Year of performance in round brackets
- Title of the performance, or short description, if more appropriate, in italics
- In square brackets put live performance, followed by a full stop
- For dance and dramatic performances, put Performed by, followed by the name of the performer, followed by a full stop
- Place of performance followed by a colon
- Venue of the performance followed by a comma
- Day and month of the performance, followed by a full stop



Maps

In-text citation

(Google, 2015)

Reference list

Google (2015) *University of Lincoln* [map]. Available from <https://www.google.co.uk/maps/place/University+of+Lincoln/@53.2283446,-0.5496785,16z/data=!3m1!4b1!4m2!3m1!1s0x48785b27c23b160d:0xd4016d4c2c43e9ae> [accessed 25 June 2015].

1. Cartographer 2. Year 3. Title 4. map 5. Web address

Google (2015) *University of Lincoln* [map]. Available from <https://www.google.co.uk/maps/place/University+of+Lincoln/@53.2283446,-0.5496785,16z/data=!3m1!4b1!4m2!3m1!1s0x48785b27c23b160d:0xd4016d4c2c43e9ae> [accessed 25 June 2015].

6. Date of access

Checklist:

- Cartographer (corporate or personal)**
- Year of publication in round brackets**
- Title of map in italics**
- In square brackets put map, followed by a full stop**
- If it is a print map**
 - Series (if applicable) followed by a comma
 - Sheet number (if applicable) followed by a comma
 - Scale, followed by a full stop
 - Place of publication, followed by a colon
 - Publisher, followed by a full stop
- If accessed online**
 - Put Available from, followed by the web address
 - In square brackets put accessed and the date you accessed the map, followed by a full stop

Music



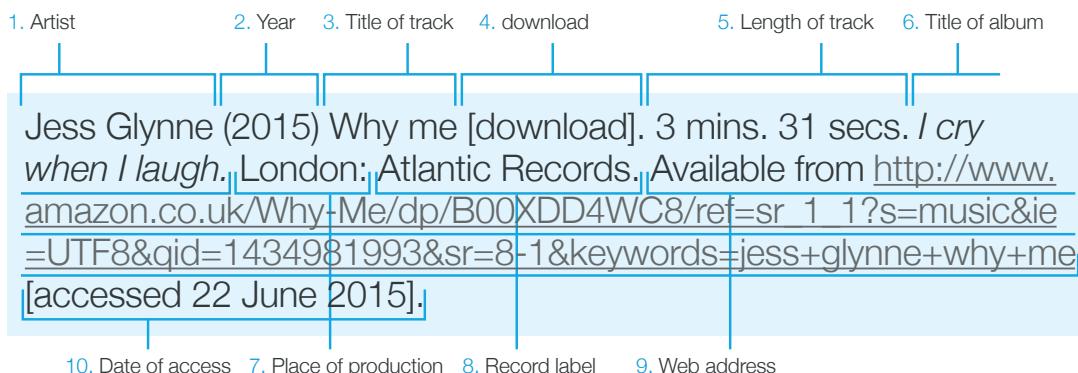
Contemporary track

In-text citation

(Jess Glynne, 2015)

Reference list

Jess Glynne (2015) Why me [download]. 3 mins. 31 secs. *I cry when I laugh*. London: Atlantic Records. Available from http://www.amazon.co.uk/Why-Me/dp/B00XDD4WC8/ref=sr_1_1?s=music&ie=UTF8&qid=1434981993&sr=8-1&keywords=jess+glynne+why+me [accessed 22 June 2015].



Checklist:

- Artist(s)' stage name**
- Year of release in round brackets**
- Title of track (in italics only if it is not from an album)**
- In square brackets put CD/download, followed by a full stop**
- Length of track in minutes and seconds (if available) followed by a full stop**
- Title of album (if applicable) in italics, followed by a full stop**
- Place of production (if known), followed by a colon**
- Record label, followed by a full stop**
- If accessed online**
 - Put Available from, followed by the web address**
 - In square brackets put accessed and the date you accessed the music track, followed by a full stop**

Contemporary album

In-text citation

(Florence and The Machine, 2015)

Reference list

Florence and The Machine (2015) *How big, how blue, how beautiful* [download]. London: Island Records. Available from <https://itun.es/gb/q-CF5> [accessed 25 June 2015].

Checklist:

- | | |
|--|---|
| <input type="checkbox"/> Artist(s)' stage name | <input type="checkbox"/> Record label, followed by a full stop |
| <input type="checkbox"/> Year of release in round brackets | <input type="checkbox"/> If accessed online |
| <input type="checkbox"/> Title of album in italics | <input type="checkbox"/> Put Available from, followed by the web address |
| <input type="checkbox"/> In square brackets put CD/
download, followed by a full stop | <input type="checkbox"/> In square brackets put accessed and the date you accessed the album, followed by a full stop |
| <input type="checkbox"/> Place of production (if known),
followed by a colon | |

Classical track

In-text citation

(Mozart, 1989)

Reference list

Mozart, W.A. (1989) Benedictus [CD]. 5 mins. 14 secs. *Requiem*. Deutsche Grammophon.

Checklist:

- | | |
|--|--|
| <input type="checkbox"/> Composer (surname, initials) | <input type="checkbox"/> If the performer is significant put Performed by, followed by the performer(s)' name (first initial, a full stop and their surname) followed by a full stop |
| <input type="checkbox"/> Year of release in round brackets | <input type="checkbox"/> Place of production (if known), followed by a colon |
| <input type="checkbox"/> Title of track | <input type="checkbox"/> Record label, followed by a full stop |
| <input type="checkbox"/> In square brackets put CD/
download, followed by a full stop | <input type="checkbox"/> If accessed online |
| <input type="checkbox"/> Length of track in minutes and
seconds (if available) followed by a
full stop | <input type="checkbox"/> Put Available from, followed by the web address |
| <input type="checkbox"/> Title of album (if applicable) in
italics, followed by a full stop | <input type="checkbox"/> In square brackets put accessed and the date you accessed the music track, followed by a full stop |

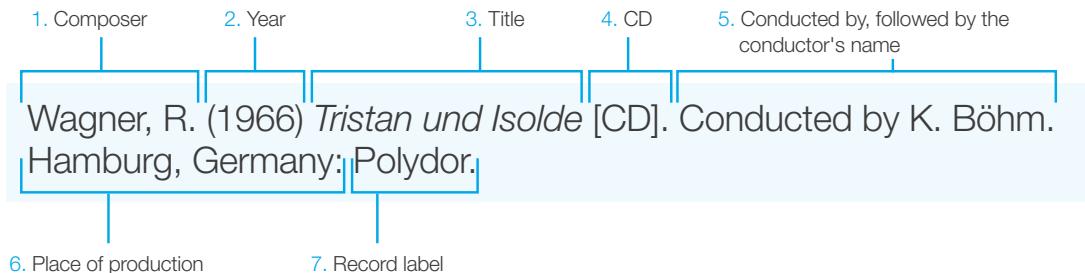
Classical album

In-text citation

(Wagner, 1966)

Reference list

Wagner, R. (1966) *Tristan und Isolde* [CD]. Conducted by K. Böhm. Hamburg, Germany: Polydor.



Checklist:

- Composer (surname, initials)
- Year of release in round brackets
- Title of album in italics
- In square brackets put CD/download, followed by a full stop
- If the performer/composer is significant put Performed/Conducted by, followed by the performer/conductor's name (first initial, a full stop and their surname) followed by a full stop
- Place of production (if known), followed by a colon
- Record label, followed by a full stop
- If accessed online
 - Put Available from, followed by the web address
 - In square brackets put accessed and the date you accessed the album, followed by a full stop

Score

In-text citation

(Berlin, 1994)

Reference list

Berlin, I. (1994) There's no business like show business [score]. In: *The Irving Berlin anthology*. Milwaukee, USA: The Irving Berlin Music Company, 236-241.

Checklist:

- Composer (surname, initials)
- Year of publication in round brackets
- Title (and subtitle if applicable) of score (in italics only if it is a single score)
- In square brackets put score followed by a full stop
- If part of a collection
 - Put In, followed by a colon
 - Title of the collection in italics, followed by a full stop
- Place of publication (if available)
- Publisher, followed by a comma
- Page range (if available) followed by a full stop



Newspapers

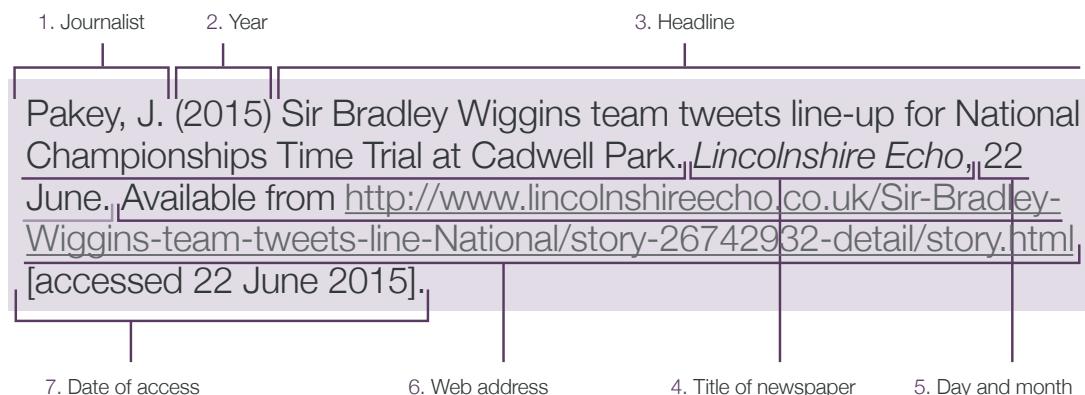
Online

In-text citation

(Pakey, 2015)

Reference list

Pakey, J. (2015) Sir Bradley Wiggins team tweets line-up for National Championships Time Trial at Cadwell Park. *Lincolnshire Echo*, 22 June. Available from <http://www.lincolnshireecho.co.uk/Sir-BRADLEY-Wiggins-team-tweets-line-National/story-26742932-detail/story.html> [accessed 22 June 2015].



Checklist:

- Journalist (surname, initials)**
- Year of publication in round brackets**
- Headline of the article, followed by a full stop**
- Title of the newspaper in italics, followed by a comma**
- Day and month of publication, followed by a full stop**
- Put Available from, followed by the web address**
- In square brackets put accessed and the date you accessed the article, followed by a full stop**

Print

In-text citation

(Ratcliffe, 2015) for the whole article

(Ratcliffe, 2015, 6) when referring to a specific page

(Ratcliffe, 2015, 6-9) when referring to a range of pages

Reference list

Ratcliffe, R. (2015) 39 people taken to hospital after chemical leak in holiday park pool. *The Guardian*, 22 June, 6.

Checklist:

- Journalist (surname, initials)**
- Year of publication in round brackets**
- Headline of the article, followed by a full stop**
- Title of the newspaper in italics, followed by a comma**
- Day and month of publication, followed by a comma**
- Page number (or page range) of the article, followed by a full stop**



Official publications

Act of Parliament (Statute)

In-text citations for Acts of Parliament are slightly different from other publications because the year is part of the title of the Act and therefore should be in italics.

In-text citation

(*Modern Slavery Act 2015*) for the whole Act

(*Modern Slavery Act 2015*, s.3) when referring to a specific section

(*Modern Slavery Act 2015*, s.3(4)) when referring to a specific subsection

Reference list

Modern Slavery Act 2015 (c.30). London: TSO. <http://www.legislation.gov.uk/ukpga/2015/30/contents/enacted> [accessed 15 June 2015].



Checklist:

- Title of the Act, including the year, in italics**
- In round brackets put c. (the abbreviation for chapter) and the chapter number, followed by a full stop**
- Place of publication, followed by a colon**
- Publisher, followed by a full stop**
- If accessed online**
 - Put Available from, followed by the web address**
 - In square brackets put accessed and the date you accessed the Act, followed by a full stop**

Statutory Instrument (SI)

Statutory Instruments, also known as SIs, are a form of legislation which allow Acts of Parliament to be altered without a new Act having to be passed.

In-text citations for SIs are slightly different from other publications because the year is part of the title of the SI and therefore should be in italics.

In-text citation

(*The Child Trust Funds (Amendment No.3) Regulations 2015*)

Reference list

The Child Trust Funds (Amendment No.3) Regulations 2015, SI 2015/1371. London: TSO. Available from <http://www.legislation.gov.uk/uksi/2015/1371/contents/made> [accessed 6 July 2015].

Checklist:

- | | |
|--|---|
| <input type="checkbox"/> Title of the SI, including the year, in italics, followed by a comma | <input type="checkbox"/> Publisher, followed by a full stop |
| <input type="checkbox"/> SI, followed by the year of enactment, a forward slash, then the SI number and a full stop | <input type="checkbox"/> If accessed online <ul style="list-style-type: none"> <input type="checkbox"/> Put Available from, followed by the web address <input type="checkbox"/> In square brackets put accessed and the date you accessed the SI, followed by a full stop |
| <input type="checkbox"/> Place of publication, followed by a colon | |

Bill before Parliament

A Bill is a proposal for a new law, or a proposal to change an existing law, presented for debate before Parliament.

In-text citation

(Access to *Palliative Care Bill*, 2015-16)

Reference list

Access to Palliative Care Bill. [HL] Bill 13, 2015-16. London: TSO. Available from <http://services.parliament.uk/bills/2015-16/accessiblepalliativecare.html> [accessed 26 June 2015].

Checklist:

- | | |
|--|---|
| <input type="checkbox"/> Title of the Bill in italics followed by a full stop | <input type="checkbox"/> The Parliamentary session, followed by a full stop |
| <input type="checkbox"/> In square brackets put the abbreviation of the House it was heard in e.g. HC for House of Commons or HL for House of Lords | <input type="checkbox"/> Place of publication, followed by a colon |
| <input type="checkbox"/> Bill followed by the number, followed by a comma. You can find the Bill number by going to the PDF version | <input type="checkbox"/> Publisher, followed by a full stop |
| | <input type="checkbox"/> If accessed online <ul style="list-style-type: none"> <input type="checkbox"/> Put Available from, followed by the web address <input type="checkbox"/> In square brackets put accessed and the date you accessed the Bill, followed by a full stop |

Green, White and Command Papers

When considering introducing a new law, the UK Government will produce a discussion document called a Green Paper. White papers set out the details of the Government's future policy on a particular topic and will often be the basis for a Bill before Parliament. Command Papers are the collective name given to different types of papers prepared by the Government and presented to Parliament with the words "presented to Parliament by command of His/Her Majesty".

In-text citation

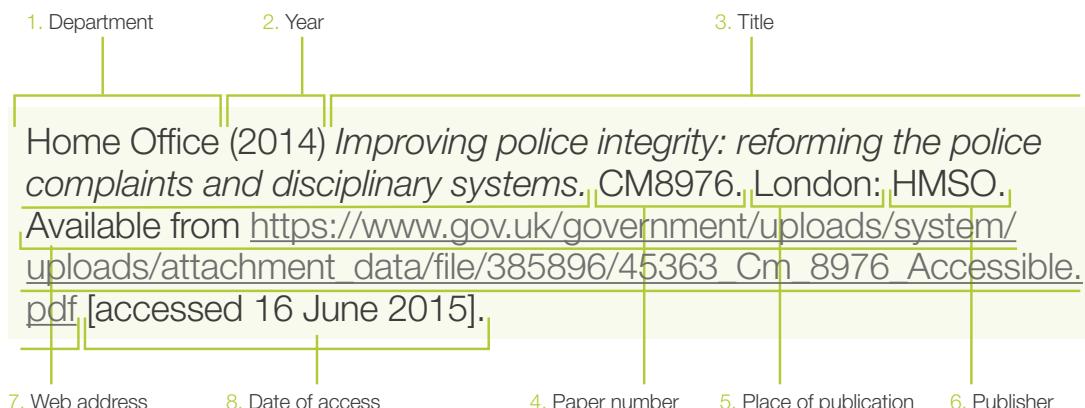
(Home Office, 2014) for the whole paper

(Home Office, 2014, 21) when referring to a specific page

(Home Office, 2014, 21-22) when referring to a range of pages

Reference list

Home Office (2014) *Improving police integrity: reforming the police complaints and disciplinary systems*. CM8976. London: HMSO. Available from https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/385896/45363_Cm_8976_Accessible.pdf [accessed 16 June 2015].



Checklist:

- Department/committee's name
- Year of publication in round brackets
- Title (and subtitle if applicable) of paper in italics, followed by a full stop
- Paper number, followed by a full stop
- Place of publication, followed by a colon
- Publisher, followed by a full stop
- If accessed online
 - Put Available from, followed by the web address
 - In square brackets put accessed and the date you accessed the paper, followed by a full stop

Hansard

Hansard is the official report of all UK Parliamentary proceedings and is published daily.

In-text citation

(Hansard: House of Commons, 2015)

Reference list

Hansard: House of Commons (2015) *Lincolnshire police budget* [Hansard]. 5 January, 2014-15, c15. Available from <http://www.publications.parliament.uk/pa/cm201415/cmhansrd/cm150105/debtext/150105-0001.htm#15010515000022> [accessed 26 June 2015].

Checklist:

- Hansard, a colon, then House of Commons/House of Lords
- Year of debate in round brackets
- Subject of debate/statement/answer in italics
- In square brackets put Hansard, followed by a full stop
- Day and month followed by a comma
- Parliamentary session followed by a comma
- Volume number (if known), followed by a comma
- Put c (abbreviation for column – if more than one column use cc) followed by the column number, then a full stop
- If accessed online
 - Put Available from, followed by the web address
 - In square brackets put accessed and the date you accessed Hansard, followed by a full stop

EU decisions, directives and regulations

In-text citation

(Council of the European Communities, 1992) for the whole text

(Council of the European Communities, 1992, 4) when referring to a specific page

(Council of the European Communities, 1992, 4-6) when referring to a range of pages

Reference list

Council of the European Communities (1992) Council Regulation (EEC) No. 2081/92 of 14 July 1992 on the protection of geographical indications and designations of origin for agricultural products and foodstuffs. *Official Journal*, L208, 1-8. Available from <http://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:31992R2081&from=EN> [accessed 26 June 2015].

Checklist:

- | | |
|--|--|
| <input type="checkbox"/> Author | <input type="checkbox"/> Page range followed by a full stop |
| <input type="checkbox"/> Year of publication in round brackets | <input type="checkbox"/> Document reference (if available) in round brackets followed by a full stop |
| <input type="checkbox"/> Full title including the type of document (e.g. Commission Decision, Council Regulation), followed by a full stop | <input type="checkbox"/> If accessed online |
| <input type="checkbox"/> Official Journal in italics followed by a comma | <input type="checkbox"/> Put Available from, followed by the web address |
| <input type="checkbox"/> Official Journal series, followed by a comma | <input type="checkbox"/> In square brackets put accessed and the date you accessed it, followed by a full stop |

Treaties

In-text citation

(United Nations, 1998)

Reference list

United Nations (1998) *Kyoto protocol to the United Nations framework convention on climate change*. Available from <http://unfccc.int/resource/docs/convkp/kpeng.pdf> [accessed 17 June 2015].

Checklist:

- | | |
|---|--|
| <input type="checkbox"/> Treaty author | <input type="checkbox"/> The day and month the treaty was signed (if available) followed by a full stop |
| <input type="checkbox"/> Year of publication in round brackets | <input type="checkbox"/> If accessed online |
| <input type="checkbox"/> Full title in italics, followed by a full stop | <input type="checkbox"/> Put Available from, followed by the web address |
| <input type="checkbox"/> Unique identifiers, such as a document number (if available) in round brackets | <input type="checkbox"/> In square brackets put accessed and the date you accessed the treaty, followed by a full stop |



Social media

Blog and vlog

In-text citation

(Danisnotonfire, 2014)

Reference list

Danisnotonfire (2014) *A tour of Dan's brain* [vlog]. 6 December. Available from: <https://www.youtube.com/watch?v=1PtLqawgsas> [accessed 28 June 2015].



Checklist:

- Contributor(s)**
- Year of publication in round brackets**
- Title or short description of the blog entry in italics**
- In square brackets put blog/vlog, followed by a full stop**
- Day and month of entry, followed by a full stop**
- Put Available from, followed by the web address**
- In square brackets put accessed and the date you accessed the blog entry, followed by a full stop**

Facebook

In-text citation

(United Nations, 2015)

Reference list

United Nations (2015) *In portraits: participants at annual meeting of indigenous persons at UN headquarters in New York* [Facebook]. 10 May. Available from <https://www.facebook.com/unitednations> [accessed 12 May 2015].

Checklist:

- Contributor(s)
- Year of post in round brackets
- Short description of post in italics
- In square brackets put Facebook, followed by a full stop
- Day and month of post, followed by a full stop
- Put Available from, followed by the web address
- In square brackets put accessed and the date you accessed the Facebook post, followed by a full stop

Image sharing website

In-text citation

(Lincoln School of Fine and Performing Arts, 2015)

Reference list

Lincoln School of Fine and Performing Arts (2015) *Can we high five?* [image]. Available from <https://www.flickr.com/photos/61839232@N02/17424110232/> [accessed 29 June 2015].

Checklist:

- Contributor(s)
- Year the image was taken or uploaded in round brackets
- Give a short description of the image in italics
- In square brackets put image, followed by a full stop
- Put Available from, followed by the web address
- In square brackets put accessed and the date you accessed the image, followed by a full stop

Podcast, vidcast and vodcast

The example below is a podcast, change the information in square brackets to the format you are citing.

In-text citation

(BBC Radio 4, 2015)

Reference list

BBC Radio 4 (2015) *The California gold rush* [podcast]. 2 April. Available from <http://www.bbc.co.uk/podcasts/series/iot/all> [accessed 27 April 2015].

Checklist:

- Contributor(s)**
- Year of broadcast in round brackets**
- Title in italics**
- In square brackets put podcast/vidcast/vodcast, followed by a full stop**
- Day and month of release, followed by a full stop**
- Put Available from, followed by the web address**
- In square brackets put accessed and the date you accessed the podcast/vidcast/vodcast, followed by a full stop**

Twitter

In-text citation

(Lush Cosmetics, 2015)

Reference list

Lush Cosmetics (2015) *Avoid products containing plastic microbeads* [Twitter]. 17 June. Available from <https://twitter.com/lushcosmetics> [accessed 29 June 2015].

Checklist:

- Contributor(s)**
- Year of tweet in round brackets**
- Short description of tweet in italics**
- In square brackets put Twitter, followed by a full stop**
- Day and month of tweet, followed by a full stop**
- Put Available from, followed by the web address**
- In square brackets put accessed and the date you accessed the tweet, followed by a full stop**



Video sharing website

In-text citation

(University of Lincoln, 2015)

Reference list

University of Lincoln (2015) *Visiting lecturer: Jason Bradbury* [video]. Available from <https://www.youtube.com/watch?v=zezHyLr5iEw> [accessed 29 June 2015].



Checklist:

- Contributor(s)**
- Year of upload in round brackets**
- Video title (and subtitle if applicable) in italics**
- In square brackets put video, followed by a full stop**
- Put Available from, followed by the web address**
- In square brackets put accessed and the date you accessed the video, followed by a full stop**



Software

The example below is for an online game, change the information in square brackets to the type of software that you are citing.

In-text citation

(Jagex Games Studio, 2013)

Reference list

Jagex Games Studio (2013) *Runescape* [game]. Cambridge: Jagex Games Studio. Available from <https://www.runescape.com/game> [accessed 28 June 2015].



Checklist:

- Developer/designer**
- Year of publication/update in round brackets**
- Title (and subtitle if applicable) in italics**
- In square brackets put app/game/software, followed by a full stop**
- Version followed by the number (if available), followed by a full stop**
- Place of publication (if available) followed by a colon**
- Publisher, followed by a full stop**
- Put Available from, followed by the web address**
- In square brackets put accessed and the date you accessed the software, followed by a full stop**



Standards and patents

British Standard

In-text citation

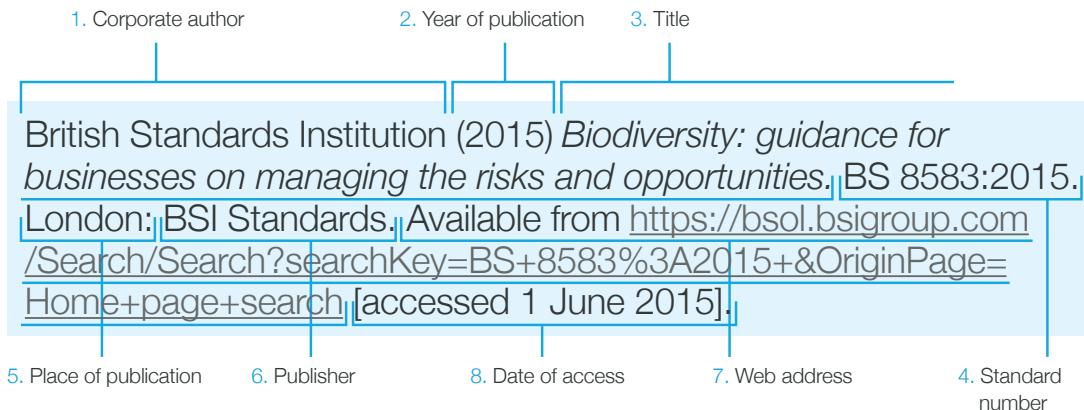
(British Standards Institution, 2015) for the whole standard

(British Standards Institution, 2015, 8) when referring to a specific page

(British Standards Institution, 2015, 8-9) when referring to a range of pages

Reference list

British Standards Institution (2015) *Biodiversity: guidance for businesses on managing the risks and opportunities*. BS 8583:2015. London: BSI Standards. Available from <https://bsol.bsigroup.com/Search/Search?searchKey=BS+8583%3A2015+&OriginPage=Home+page+search> [accessed 1 June 2015].



Checklist:

- Corporate author (either in full or abbreviated)**
- Year of publication in round brackets**
- Title (and subtitle if applicable) in italics, followed by a full stop**
- Standard number followed by a full stop**
- Place of publication, followed by a colon**
- Publisher, followed by a full stop**
- If accessed online**
 - Put Available from, followed by the web address**
 - In square brackets put accessed and the date you accessed the standard, followed by a full stop**

Draft Standard

In-text citation

(British Standards Institution, 2015)

Reference list

British Standards Institution (2015) *Conservation of cultural heritage: guidelines for improving energy performance in historic buildings*. Draft BS EN 16883. London: BSI Standards. Available from <https://bsol.bsigroup.com/Bibliographic/BibliographicInfoData/000000000030322689> [accessed 26 June 2015].

Checklist:

- | | |
|---|--|
| <input type="checkbox"/> Corporate author (either in full or abbreviated) | <input type="checkbox"/> Place of publication, followed by a colon |
| <input type="checkbox"/> Year of publication in round brackets | <input type="checkbox"/> Publisher, followed by a full stop |
| <input type="checkbox"/> Title (and subtitle if applicable) in italics, followed by a full stop | <input type="checkbox"/> If accessed online |
| <input type="checkbox"/> Draft followed by the standard number, followed by a full stop | <input type="checkbox"/> Put Available from, followed by the web address |
| | <input type="checkbox"/> In square brackets put accessed and the date you accessed the standard, followed by a full stop |

International Standard

In-text citation

(ISO and IEC, 2015) for the whole standard

(ISO and IEC, 2015, 11) when referring to a specific page

(ISO and IEC, 2015, 11-15) when referring to a range of pages

Reference list

ISO and IEC (2015) *Information technology: process assessment – concepts and terminology*. ISO/IEC 33001:2015. Geneva, Switzerland: ISO. Available from http://www.iso.org/iso/home/store/catalogue_tc/catalogue_detail.htm?csnumber=54175 [accessed 26 June 2015].

Checklist:

- | | |
|---|--|
| <input type="checkbox"/> Corporate author (either in full or abbreviated) | <input type="checkbox"/> Place of publication, followed by a colon |
| <input type="checkbox"/> Year of publication in round brackets | <input type="checkbox"/> Publisher, followed by a full stop |
| <input type="checkbox"/> Title (and subtitle if applicable) in italics, followed by a full stop | <input type="checkbox"/> If accessed online |
| <input type="checkbox"/> Standard number, followed by a full stop | <input type="checkbox"/> Put Available from, followed by the web address |
| | <input type="checkbox"/> In square brackets put accessed and the date you accessed the standard, followed by a full stop |



Patent

In-text citation

(Peruzzo, 2015) for the whole patent

(Peruzzo, 2015, 3) when referring to a specific page

(Peruzzo, 2015, 3-5) when referring to a range of pages

Reference list

Peruzzo, M. (2015) *Wall-mounted bicycle rack*. US20150034573 A1. United States. Available from http://worldwide.espacenet.com/publicationDetails/originalDocument?FT=D&date=20150205&DB=EPODOC&locale=en_EP&CC=US&NR=2015034573A1&KC=A1&ND=4 [accessed 5 May 2015].

Checklist:

- Inventor (surname, initials)
- Year of publication in round brackets
- Title (and subtitle if applicable) in italics, followed by a full stop
- Patent number (or status if an application is pending) followed by a full stop
- Place of publication (if available) followed by a colon
- Publisher (if available) followed by a full stop
- If accessed online
 - Put Available from, followed by the web address
 - In square brackets put accessed and the date you accessed the patent, followed by a full stop

Theses and dissertations

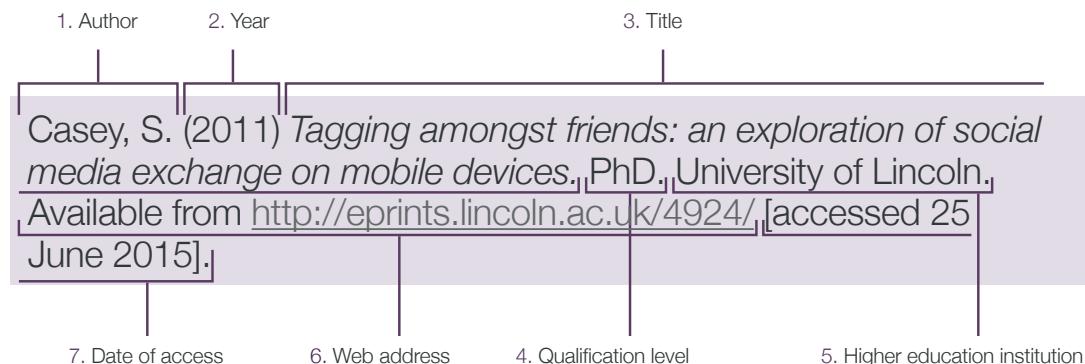


In-text citation

(Casey, 2011)

Reference list

Casey, S. (2011) *Tagging amongst friends: an exploration of social media exchange on mobile devices*. PhD. University of Lincoln. Available from <http://eprints.lincoln.ac.uk/4924/> [accessed 25 June 2015].



Checklist:

- Author (surname, initials)**
- Year of submission in round brackets**
- Title (and subtitle if applicable) in italics followed by a full stop**
- Qualification level, followed by a full stop**
- Higher education institution, followed by a full stop**
- If accessed online**
 - Put Available from, followed by the web address**
 - In square brackets put accessed and the date you accessed the dissertation/thesis, followed by a full stop**



Translations

The example below is a print book that has been translated. For other types of information, please refer to the relevant section but follow the principles outlined here.

In-text citation

(Piaget, 2014) for the whole text

(Piaget, 2014, 201) for a specific page

(Piaget, 2014, 195-197) when referring to a range of pages

Reference list

Piaget, J. (2014) *The child's conception of the world*. Translated by J. Tomlinson and A. Tomlinson. London: Gallimard.



Checklist:

- Author (surname, initials)**
- Year of publication in round brackets**
- Title (and subtitle if applicable) in italics, followed by a full stop**
- Put Translated by, the translator(s)' initials followed by their surname(s)**
- Place of publication, followed by a colon**
- Publisher, followed by a full stop**

Verbal communications



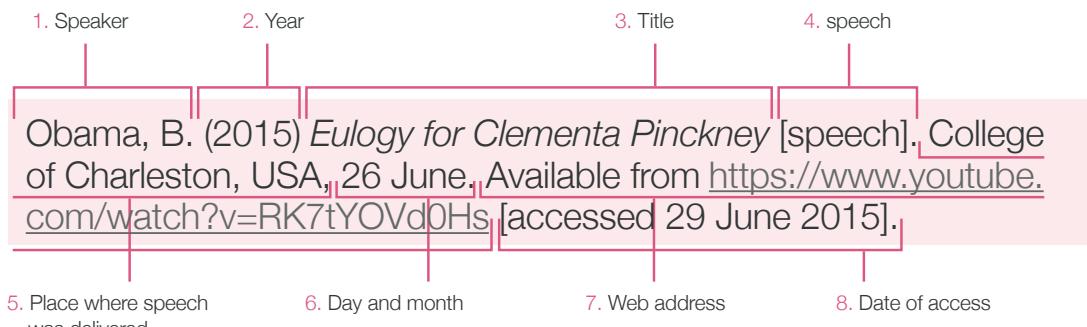
Speech

In-text citation

(Obama, 2015)

Reference list

Obama, B. (2015) *Eulogy for Clementa Pinckney* [speech]. College of Charleston, USA, 26 June. Available from <https://www.youtube.com/watch?v=RK7tYOVd0Hs> [accessed 29 June 2015].



Checklist:

- Speaker (surname, initials)
- Year of speech in round brackets
- Title or short description of the speech in italics
- In square brackets put speech, followed by a full stop
- Place where speech was delivered, followed by a comma
- Day and month of speech, followed by a full stop
- If accessed online
 - Put Available from, followed by the web address
 - In square brackets put accessed and the date you accessed the speech, followed by a full stop



Telephone call

You should get permission from the interviewee before referring to telephone conversations in your academic work.

In-text citation

(Elkin, 2015)

Reference list

Elkin, J. (2015) *Services delivered by Academic Writing Support in the Library* [telephone call]. Conversation with H. Williams, 29 June.

Checklist:

- Caller (surname, initials)
- Year the call took place in round brackets
- Short description of the telephone call in italics
- In square brackets put telephone call, followed by a full stop
- Conversation with, followed by the recipient's initial(s) and surname, followed by a comma
- Day and month that the call took place, followed by a full stop



Websites

Company, organisation or professional body

In-text citation

(Nursing and Midwifery Council, 2015)

Reference list

Nursing and Midwifery Council (2015) *The code for nurses and midwives*. London: Nursing and Midwifery Council. Available from <http://www.nmc.org.uk/globalassets/sitedocuments/nmc-publications/revised-new-nmc-code.pdf> [accessed 29 June 2015].



Checklist:

- Company, organisation or professional body
- Year of publication in round brackets. If no date is available, put undated
- Title (and subtitle if applicable) of the website in italics, followed by a full stop
- Place of publication (if known) followed by a colon
- Publisher (if known) followed by a full stop
- Put Available from, followed by the web address
- In square brackets put accessed and the date you accessed the website, followed by a full stop

Personal author

In-text citation

(Hewitt, 2015)

Reference list

Hewitt, G. (2015) *Greek debt crisis: a country on the brink*. London: BBC. Available from <http://www.bbc.co.uk/news/world-europe-33303417> [accessed 28 June 2015].



Checklist:

- Author (surname, initials)
- Year of publication in round brackets. If no date is available, put undated
- Title (and subtitle if applicable) of website in italics, followed by a full stop
- Place of publication (if known) followed by a colon
- Publisher (if known) followed by a full stop
- Put Available from, followed by the web address
- In square brackets put accessed and the date you accessed the website, followed by a full stop

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