

This document will give you basic guidelines on how to reference material according to the 'Harvard' style used at the University of Kent. There is no one, definitive version of the Harvard style. It is more of a notion, with many local variants. This guide aims to formulate the most commonly accepted conventions.

Example of in text citations start on page 3 and examples of bibliographic references start on page 8 (contents listed on page 7).

Introduction

The Harvard style is used mostly in the **social sciences**, and particularly these disciplines: anthropology, business, economics, and social policy. It is also sometimes used in the sciences and humanities for these disciplines: architecture, computing, drama, healthcare and mathematics. It is an author-date system whereby you insert the reference as a parenthetical author name and date within the text of your document, e.g.

... referencing is arguably the most difficult aspect of academic writing for students to master (Jones 1999).

This is called a 'citation', and the format of the in-text citation can vary (see the guidance on in-text references, below).

A list of all the references you have used – based on the citations in your document - is compiled at the end of your work . This list is usually called a 'reference list' but may also be called a 'bibliography'¹. The references in this list are carefully formatted according to the type of material. See the guidance on p.6 on bibliographic references for examples. **Note** that in this guide, author's surname (or family name) and initials only have been used. It is also acceptable in the Harvard system to use the author's family name and full first name in the reference list. If the author has two initials, it is usual to list only the surname and the two initials rather than give a full first name and initial. Check with your department for their preferred style of listing author names.

Sample reference list using full names:

Biggs, H. M. (1997). *Death with Dignity : Legal and Ethical Aspects of Euthanasia*. School of Social Policy and Social Sciences Research. Canterbury: University of Kent. PhD Thesis.

Hunt, Kim. (1995). *Horse Evolution*. [Online] The Talk Origins Archive. Available from: http://www.talkorigins.org/faqs/horses/horse_evol.html [Accessed 7 October 2009].

¹ A bibliography may also include sources you read but did not cite in your work.

Citing source materials in the body of your text:

The source of any materials or ideas you have taken from other authors² within your text must **always** be clearly identified using an in-text citation (and from this the reader can identify the source in the bibliography).

Citations are shortened references to the material you are citing. They follow a particular format and should be inserted in the body of your text (or footnotes, if the citation occurs in a footnote) every time that you quote another author, make reference to their work, or to a source you are using. Citations should be placed in your text at the end of clauses or sentences (i.e. in front of commas, semi-colons, colons, and full-stops).

A page reference must be given within the citation for each direct quotation. Direct quotations in the body of your text should not exceed two lines, and must be enclosed within single quotation marks (double quotation marks are generally only used for direct speech).

If you need to insert your own words into a direct quotation to make the grammar of the overall sentence correct, enclose these extra words in square brackets ([]). If you omit any words in your quotation from the original text, show this omission by inserting an ellipsis (i.e. three dots ...) for example:

Smith (1979, p. 9) argues that critical path theory is important to project management in terms of both 'planning for success... [and] preventing budget over-runs'. This view is generally held to be etc

Longer quotations (i.e. longer than two lines) should be set into the body of your document as a separate, indented paragraph with a line space above and below. The text of the quotation should be one point size smaller than that of your main text, e.g.

... the potential impacts of CAP reform to position production in order to take advantage of new markets is recognised by Ariel, Ceddia and Pazienza:

While the current regional markets for crop-derived industrial fibres and oils and specialist pharmaceutical and healthcare materials are currently small, and likely to be well-supplied, there is significant potential for regional expansion in crops for bio-energy production (2007, p. 243).

However, according to Smith, this is not a universally held view (2008).

² The exact requirements for referencing source materials may vary slightly across subjects and year levels. Check the Academic Integrity website (www.kent.ac.uk/ai) and with your tutor.

In text references (citations):

Refer to the table below for guidance on the format of in-text citations for the different situations you are likely to encounter.

Single author	Insert the author's surname and publication year (both inside parentheses) ... as seen in the characterisation of Raskolnikov (Dostoyevsky 1993).
Up to 3 authors	Separate author names with a comma, precede last author name with 'and' ('&') thus*: ... identified in the canon of Sartre's work (Austin, Rees and Vinaver 1961). *You may use an ampersand ('&') in place of the 'and' for the final author's surname if you wish. Whichever convention you choose, apply it consistently throughout your document.
4 or more authors	Use first author's surname and the abbreviation 'et al.': ... the subtle distinctions between nineteenth century French and English high culture (Harkness et al. 2003).
No author	Use the title in place of the author name: ... accepted definition given (<i>Collins German-English Dictionary</i> 1993). If there is no author but the work has been produced by an organisation or company, use the name of the organisation as the author: ... health issues have increased (Department of Health 2009).
No date	Use 'n.d.' (not dated) in place of the date: ... as recently reported (Smith n.d.)
Online sources (see p 17 below)	If all details are available, cite online sources in the normal way. • No author Use the organisation in place of author name: ... at the vote on Monday (BBC News 2014). • No date/No author Use n.d. but check if this is a good online source to use!

Chapter in a book	<p>Use chapter author's name and year of publication (with page number for direct quotes):</p> <p>Kennedy (2005, p.44) argues that 'riches lead to unhappiness' while...</p> <p>The item will be listed in the bibliography under 'Kennedy'</p>
Multiple works published by the same author in the same year	<p>Add a letter sequence to the year (a, b, c, d, etc.), and arrange the references in the bibliography according to this sequence:</p> <p>. . . articulated in recent essays on the French dramatists (Smith 1997a, 1997b).</p>
Multiple works published by different authors with the same name , in the same year	<p>Add initials to the author surname, or additional author names (and initials, if necessary) until the citation becomes unique:</p> <p>. . . the impact of social change on nineteenth century French playwrights (Smith, J 1997).</p>
Multiple works within the same citation	<p>Separate each citation within the parenthesis with a semi-colon. Put the references in date order, with the most recent citation first. If citations share the same publication year, put them in alphabetical order by author:</p> <p>. . . shown by a series of intense studies of the author's work (Allen 2005; Jones and Parkin 2002, p. 23; Moore 2002; Smith 1990).</p> <p>There are other conventions. Sometimes citations are placed in alphabetical order by author name, sometimes they are placed in date order starting with the earliest. Sometimes they are placed in order of academic relevance. Whichever convention you choose, use it consistently throughout your document.</p>
Author's name already given in sentence	<p>Include just the year (and page reference, if applicable) inside parentheses:</p> <p>. . . an essay by Fenk Oczion puts forward an entirely different view (1994, p. 283).</p>
Year already given in sentence	<p>Include just the author name (and page reference, if applicable) inside parentheses:</p> <p>. . . an earlier essay from 1994 puts forward an entirely different view (Oczion, pp. 283-89).</p>

<p>Addition of page references</p>	<p>Add the page reference to the parenthetical citation using a comma following the year, and then either p. (single page) or pp. (page range)...</p> <p>. . . in the history of German literary criticism (Hohendahl 1988, p. 217).</p> <p>Alternative formats (if you chose one of these, apply it consistently throughout your document):</p> <p>. . . (Hohendahl 1988, pg. 217) . . . (Hohendahl 1988, pgs. 217-23) . . . (Hohendahl 1988, 217) . . . (Hohendahl 1988, 217-23) . . . (Hohendahl 1988: 217) . . . (Hohendahl 1988: 217-23) . . . (Hohendahl 1988: p. 217) . . . (Hohendahl 1988: pp. 217-23) . . . (Hohendahl 1988: pg. 217) . . . (Hohendahl 1988: pgs. 217-23)</p>
<p>Author cited in another work (secondary citation)</p>	<p>Try to avoid this where possible, it is not good practice to cite material that you have not directly read yourself. You should always try to find the original publication.</p> <p>Where unavoidable, refer to the original author, but make it clear that the source of your information is another author and publication, e.g.</p> <p>. . . A study by Schneider indicates that working is important to the self-esteem, of residents recently released from long term institutions (cited by Forrester Jones et al. 2002, p. 755).</p> <p>. . . Forrester Jones et al. refer to Schneider's study on self esteem (2002).</p> <p>(where Schneider is the original author, and Forrester Jones is the work the original author is mentioned in). Similarly,</p> <p>. . . In response to Woolf's comment that they were not as good as Keats, T.S. Eliot is said to have replied, 'Yes we are...We're trying something harder' (Nicholson and Trumann 1976, p. 237).</p>

Bibliographic references (the 'Reference List' or 'Bibliography'):

Your reference list or bibliography should include references for every work cited in your document – and only include works that you have directly cited in your text.

The references must be arranged alphabetically by author (use the title in place of an author for anonymous works) and be placed at the end of your document.

Additional material that you have not cited, but wish to indicate that you have read, may *sometimes* be included as a separate list. Check your departmental guidance or module handbook for information on whether this is acceptable.

If you do decide to include additional reading, give your main list of citations the heading 'Reference List', and the list of supplementary reading (additional references not cited in your text) the heading 'Bibliography'.

Different materials are referenced in different ways. See the examples listed in this booklet for guidance on the correct format that each type of reference should take.

Each reference in your list should also include a hanging indent and be separated by a line spacing.

N.B. punctuation and format (full-stops, commas, colons, italics, date formats, etc.) within the examples are significant, and exactly the same format should be reproduced – consistently - in your own references.

Examples of bibliographic references

Audiovisual media	8
Book- authored	9
Book- chapters	12
Book- edited	14
Broadcasts	15
Conference papers	16
Government publications	16
Internet sources	17
Journal articles	18
Legal materials	20
Live performance	22
Newspaper/magazine articles	22
Original manuscripts	24
Personal communications	24
Reference works	25
Reports	25
Software and computer programmes	26
Theses	26
Sample reference list	27

Audiovisual media

<p>Artworks (paintings, drawings, prints, sculpture, etc.)</p>	<p>Artist Year (use c. for approximate). <i>Title</i>. [Material type] description (held at plus the location of the gallery or museum where the original item is kept).</p> <p>Da Vinci, L. (c.1503-1506). <i>Mona Lisa</i>. [Oil on poplar]. Held at the Musée du Louvre, Paris.</p> <p>*For prints or poster copies use: Artist; Year (use c. for approximate); <i>Title</i> [type]. Description (e.g. materials, publisher of poster or print, source of image, or place original exhibited at. Include size of print if available/relevant).</p> <p>Picasso, P. (1914). <i>Fruit, Dish, Bottle & Violin</i>. [Poster]. Oil on canvas. Original held at the National Gallery, London. 92cm x 73cm.</p>
<p>Downloaded audiovisual formats (.mpeg, .wav, mp3, etc.)</p>	<p>Artist/author (if available) (year of distribution). <i>Title</i>. [Format] Available from: give full URL [Accessed date].</p> <p><i>Music Live</i> (2003). [.mpeg]. Available from: http://www.mymusic.com/index.html [Accessed 21 November 2009].</p>
<p>DVD/Video</p>	<p>Director (year of distribution). <i>Title</i>. [Medium]. Place: Distributor.</p> <p>Ridley, S. (1996). <i>Bladerunner - The Director's Cut</i>. [VHS Video]. US: Warner.</p>
<p>DVD of television programme</p>	<p>Title of episode. (year of distribution). <i>Title of series</i>. Series and episode numbers (if available). [format]. Directed by ..., written by ..., Performed by Place of distribution: distributor.</p> <p>Bills, Bills, Bills. (1998). <i>The Royle Family</i>. Series 1, episode 1. [DVD]. Directed by Mark Mylod, written by Caroline Aherne, Craig Cash and Henry Normal. UK: BBC.</p>

Film	<p>Director, (year of release) <i>Title</i>. [Format]. Distributor.</p> <p>Eugene, L. (1953). <i>The Beast from 20,000 Fathoms</i>. [Film]. Warner Brothers.</p>
Maps	<p>Author/organisation, year, title in italics, sheet number (if part of a series), scale, series title, place of publication.</p> <p>Ordnance Survey (2004). <i>Ashford</i>. Sheet 137. 1:25,000. OS Explorer Map. London.</p>
Multimedia CD ROM	<p>author/publishing institution (If no author, use the title). (Year) <i>Title</i>. [media format]. Place of publication: publisher.</p> <p>Golten, J. and Verwer, A. (1991). <i>Control System Design and Simulation</i>. [CD ROM]. London: McGraw Hill.</p> <p><i>Encyclopaedia Britannica</i> (2005). [CD ROM]. UK: Encyclopaedia Britannica Inc.</p>
Music scores	<p>Treat as a book: Composer. (Year of publication - in brackets). <i>Title of score – in italics</i>.. Series title and volume - if available. Edition - if not the first. Place of Publication: Publisher. E.g.</p> <p>Carole, F (n.d.) <i>Duet Etude</i>. UK: Columbia Music Co.</p>

Books - Authored/edited general:

Follow the exemplars given in the tables below for the exact format of authored and edited book references. The information should (where available) be given in this order:

- Author /editor (always put ed. or eds. after the name if it is an editor)
- Year of publication (in brackets)
- Title (in italics) If the book has been translated, put Trans. Followed by the name of the translator
- Series title (if part of a series) and number within the series (if there is one)

- Volume number if part of a multi-volume work
- Edition (e.g. 3rd Edn)
- Place of publication
- Publisher
- URL (preceded by 'Available from:') if online
- Date online version accessed [Accessed dd month year]

Book - authored

Single Author	Mintzberg, H. (1994). <i>The Rise and Fall of Strategic Planning</i> . Hemel Hempstead: Prentice Hall.
Multiple author	Alston, P., Bustelo, M. R. and Heenan, J. (1999). <i>The EU and Human Rights</i> . Oxford: Oxford University Press.
Four or more authors *Some Schools allow the use of 'et al' for multiple authors and this is the style used by Templeman Library. Check with your tutor. If in doubt, list all authors.	Marjorie, J., Green, M., Gardner, A. and Coomb, H. (2010) <i>Defining personality</i> . New York: ACLS. White, K., et al. (2003). <i>Geology</i> . Oxford: Oxford University Press.
Corporate Author	American Council of Learned Societies (1994). <i>Teaching the Humanities: Essays from the ACLS Elementary and Secondary Schools Teacher Curriculum Development Project</i> . New York: ACLS.
Anonymous work /no identifiable single author	<i>Collins German-English Dictionary</i> (1993). 2nd edn. Stuttgart: Klett.
Translation	Canetti, E. (1960). <i>Crowds and Power</i> . Trans. Stewart, C. London: Phoenix.
Book in a foreign language	Give the translated title, with the original title inside square brackets, thus: Olsson, B. (1998). <i>Swedish Literature</i> . [<i>Svensk Litteratur</i>]. Stockholm: Bonniers bokförlag.
Edition	Smith, J. (1994). <i>Collecting Butterflies for the Beginner</i> . 4 th edn. Adelaide: Trout Publishers.

Volume	Greenberg, J. H. (1978). <i>Universals of Human Language</i> . Vol. 3. Stanford: Stanford University Press.
Volume and edition	Smith, J. (1994). <i>Handbook of Insect Collections</i> . Vol. 2. 4 th edn. Adelaide: Trout Publishers.
Series	<p>Include the series title after the title. The series title is not italicised. If the series is numbered, include the number with the series title:</p> <p>Brown, G. (2001). <i>Assessment: A Guide for Lecturers</i>. LTSN Generic Centre Assessment Series. Number 3. York: LTSN Generic Centre.</p>
Electronic book (accessed online)	<p>These follow the same format as a book, but include the URL and access date using the following conventions: 'Available from' and [Accessed]. You may insert the format [Online] after the title:</p> <p>Gillespie, K., Jeannet, J. P. and Hennessey, H. D. (2007). <i>Global Marketing: An Interactive Approach</i>. [Online]. 2nd edn. USA: Houghton Mifflin. Available from: www.ichapters.com [Accessed 21st November 2008].</p>
Electronic book (accessed via Kindle, Nook etc)	<p>These follow a similar format as online sources, but include the type of ebook source (Kindle, Nook, etc.), followed by the URL and access date.</p> <p>Gillespie, K., Jeannet, J. P. and Hennessey, H. D. (2007). <i>Global Marketing: An Interactive Approach</i>. [Kindle]. 2nd edn. USA: Houghton Mifflin. Available from: https://kindle.amazon.com [Accessed 21st November 2013].</p>

Book - chapter within a book/edited work

References for book chapters include the following information (where it is available) in this order. See the exemplars given in the table for the exact format of references

- Author of chapter
- Year of publication for the book in brackets
- Title of chapter
- In: Editor's name followed by ed.
- Title of the book in italics
- If the book has been translated, put Trans. Followed by the name of the translator
- Series title and volume/number (if part of a series)
- Edition (e.g. 3rd Edn)
- Place of publication
- Publisher
- Page numbers of the chapter
- URL (preceded by 'Available from:') if online
- Date online version accessed [Accessed dd Month year]

Book - chapter

Single author	Hochschild, J., L (1999). Affirmative action as culture war. In: Lamont, M. ed. <i>The Cultural Territories of Race</i> . Chicago: University of Chicago Press, pp. 343-368.
Multiple authors	Clarke, H. D., Norpoth, H. and Whiteley, P. (1998). It's about time: Modelling political and social dynamics. In: Scarbrough, E. and Tanenbaum, E. eds. <i>Research Strategies in the Social Sciences: A Guide to New Approaches</i> . Oxford: Oxford University Press, pp. 127-155.
Four or more authors *Some Schools allow the use of 'et al' for multiple authors and this is the style used by Templeman Library. Check with your tutor. If in doubt, list all authors.	Adesso, V. J., et al. (2004). Substance Abuse. In: Hersen, M. ed. <i>Psychological Assessment in Clinical Practice: A Pragmatic Guide</i> . New York, NY: Brunner-Routledge, pp. 147-173.
Volume and edition	Somerfield, J. (2009). Shopping in the 21st Century. In: Kotler, M. ed. <i>Consumerism Today</i> . Vol. 2. 6th edn. London: Routledge, pp. 231- 290.

<p>Electronic chapter (accessed online)</p>	<p>Silver, J. (2007). Marketing for success. In: Green, M. ed. <i>Global Marketing Today</i>. [Online]. New York: Houghton Mifflin, pp. 19 - 54. Available from: www.ichapters.com [Accessed 24th April 2008].</p>
<p>Electronic chapter (accessed via ebook reader)</p> <p>*Some Schools allow the use of 'et al' for multiple authors and this is the style used by Templeman Library. Check with your tutor. If in doubt, list all authors.</p>	<p>Where page numbers are available, cite these. In the absence of page numbers, this may be left blank (the chapter details will be enough to locate the reader). Percentages may be used if there is no page number and you wish to give a reference. If you choose this option where page numbers are not available, apply it consistently. When quoting page numbers or percentages, use 'publisher font' to match the print version closest. See exemplars below.</p> <p>NB: In-text citations should be treated as normal and consistent with the bibliographic reference.</p> <p>Adesso, V. J., et al. (2004). Substance Abuse. In: Hersen, M. ed. <i>Psychological Assessment in Clinical Practice: A Pragmatic Guide</i>. New York, NY: Brunner-Routledge, pp. 147-173. Available from: https://kindle.amazon.com/ [Accessed 1 August 2013].</p> <p>Adesso, V. J., et al. (2004). Substance Abuse. In: Hersen, M. ed. <i>Psychological Assessment in Clinical Practice: A Pragmatic Guide</i>. New York, NY: Brunner-Routledge. Available from: https://kindle.amazon.com/ [Accessed 1 August 2013].</p> <p>Adesso, V. J., et al. (2004). Substance Abuse. In: Hersen, M. ed. <i>Psychological Assessment in Clinical Practice: A Pragmatic Guide</i>. New York, NY: Brunner-Routledge, 67%. Available from: https://kindle.amazon.com/ [Accessed 1 August 2013].</p>

Book - edited

Edited book references are formatted the same as authored book references, except that the list of editors' names is followed by the abbreviation 'ed.' or 'eds.'

See these examples for guidance

Single editor (including a series title)	Walsh, W. ed. (2003). <i>Counseling Psychology and Optimal Human Functioning</i> . Contemporary Topics in Vocational Psychology. Mahwah, NJ: Lawrence Erlbaum Associates, Publishers.
Up to three editors (including edition details)	Lee, W. R. and Rosenhaft, E. eds. (1997). <i>State, Social Policy and Social Change in Germany 1880-1994</i> . Updated and rev. 2nd edn. Oxford: Berg.
Four or more editors *Some Schools allow the use of 'et al' for multiple authors and this is the style used by Templeman Library. Check with your tutor. If in doubt, list all authors.	Smuts, B. B., et al. eds. (1987). <i>Primate Societies</i> . Chicago, IL: University of Chicago Press.
Translation	Green, R. ed. (1990). <i>Equality and Diversity</i> . Trans. Richards, A. Melbourne: Routledge.
Volume and edition	Grant, S. M. and Reid, B. H. eds. (2000). <i>The American Civil War: explorations and reconsiderations</i> . Vol. 3. 6th edn. Harlow: Longman.

Broadcasts

<p>TV or radio broadcast (this includes programmes downloaded from <i>iplayer</i> etc. – which are only available online for a short period: take the series title, episode details, distributor and original broadcast date from the on-screen schedule)</p>	<p><i>Programme title</i>. (year of production). [Medium]. Place of broadcast: broadcaster. Date of broadcast.</p> <p><i>The war on democracy: A film by John Pilger</i> (2006). [Television broadcast]. UK: ITV 1. 20 August 2007, 11pm.</p> <p>If part of a series: <i>Episode title</i> (year of production). Series Title. Series and episode numbers if available. [Medium]. Place of broadcast: broadcaster. Date of broadcast.</p> <p>Bills, Bills, Bills. (1998). <i>The Royle Family</i>. Series 1, episode 1. [Television broadcast]. UK: BBC 1. 14 September.</p>
<p>Electronic broadcasts (e.g. vidcast, podcast, etc.)</p>	<p>Author (year). <i>Title</i>. [format – e.g. 'Podcast']. Available from: URL [Accessed date].</p> <p><i>Climate Row</i> (2009). [Podcast]. Available from: http://downloads.bbc.co.uk/podcasts/worldservice/wbnews/wbnews_20091007-2253a.mp3 [Accessed 8 October 2009].</p>
<p>Interviews</p>	<p>Name of interviewee, (year of interview) Interviewed by... Title of interview (if any). <i>Title of programme</i>. (date and time of broadcast). Production details. If published online add: [Online]. Available at: full URL. [Accessed date].</p> <p>Dr. Who. (2012) Interviewed by James Kirk, <i>Nine O'Clock News</i>. (2 December, 9:30pm) ZTV 4.</p>

Conference papers

Treat conference papers like a chapter in a book; treat whole conference proceedings like an edited book

- Include the date and (if applicable) number of the conference in the title

Entire proceedings (as an edited book)	More, J. D. and Lehman, J. F. eds. (1995). <i>Proceedings of the Seventeenth Annual Conference of the Cognitive Science Society: July 22-25</i> . Mahwah, N.J. Hove: Erlbaum.
Conference papers (articles within conference proceedings)	Peacock, S. and Sharp, J. (2006). A Holistic approach to deploying TurnitinUK that encourages sustainable change in institutional plagiarism practice. In: Duggan, F. ed. <i>2nd International Plagiarism Conference 2006 Proceedings, 19-21 June, 2006</i> . Newcastle: Northumbria Learning Press, pp. 237 - 238.

Government publications

- Publishing government department
- Year
- Title in italics
- Paper number (if applicable)
- Place of publication
- Publisher
- If online: 'Available from:' give full URL
- [Accessed dd Month year].

White and green papers	HM Government (2009). <i>Shaping the Future of Care Together</i> . Cm 7673. London: TSO (The Stationery Office).
Online government report	Department for Education and Skills (2003). <i>Every Child Matters</i> . [Online]. Cm 5860. London: The Stationery Office. Available from: http://www.dcsf.gov.uk/everychildmatters/ [Accessed 12 December 2009].

Internet sources

- Author/editor. Use corporate author if there is no obvious author.
- If there is no author/corporate author, use the title of the page
- Year page published (or last updated) - if no year use (n.d.) for no date
- Title in italics (unless you have already listed this as above)
- Title of the overall website, place of publication and publishing organisation can be added if known.
- [Online]
- Date the page last updated (if given)
- Available from: give full URL
- [Accessed: dd Month year].

Special cases:

- If listing a full website rather than a web page, just give the URL of the home page.
- If there is no information other than the URL, reference the webpage in your in-text citation using the URL.
- Use the URL in place of an author or title to order the item in your reference list Use a short form of the URL if the full URL is too long. The purpose of this is to make your text readable, but so that your reader can find the webpage you have used.

If there is no author, corporate author or title of a webpage, and all you have is the URL, ask yourself if you should be citing it in an academic work (see the Academic Integrity website www.kent.ac.uk/uelt/ai for more information).

Authored web page	Hunt, K. (1995). <i>Horse evolution</i> [Online]. The Talk Origins Archive. Available from: http://www.talkorigins.org/faqs/horses/horse_evolution.html [Accessed 7 October 2009].
Web page, corporate or organisational author	National Health Service (NHS) (2009). <i>Swine flu</i> [Online]. Available from: http://www.nhs.uk/Conditions/Pandemic-flu/Pages/Symptoms.aspx [Accessed 8 October 2009].

No author, no corporate author	<i>Palatial Houses</i> (1990). [Online]. Available from: www.palatialhouse.com/homes/1990-06/13/content_8280142.htm [Accessed 3 November 2007].
Entire website	Use the organisation name or the title given on the home page of the site: Australian Bureau of Statistics (n.d.). [Online]. Available from: http://www.abs.gov.au/ [Accessed 2 December 2008].
Blog or posting to an email discussion group	Give the author, (year). message title. date of posting. <i>Internet site title in italics</i> [Online]. Available from: URL [Accessed date]. Rotheram, B. (2009). So where are we? 23 March 2009. <i>Sounds Good</i> [Online]. Available from: http://soundsgooduk.blogspot.com/2009/03/so-where-are-we.html [Accessed 4 October 2009].
Wiki A Wiki is a collaborative website which can be freely authored by anyone, with little or no editorial check. These sites change frequently and are usually not good sources for academic work .	Title of article, (year published/last updated) <i>Title of Internet site in italics</i> . [Online]. Available from: URL. [Accessed date]. Havana (2009). <i>Wikipedia</i> [Online]. Available from: http://en.wikipedia.org/wiki/Havana [Accessed 8 October 2009].

Journal articles

References for journal articles are formatted differently to those for books and book chapters. The information is given in this order

- Author names (use the same conventions as for books)
- Year in parentheses
- Title of the article
- Title of the journal in italics (include [online] if appropriate)
- Volume number
- Issue number inside parentheses
- Page numbers for the article

- URL preceded by 'Available from:' if an online article
- Date online version accessed [Accessed dd Month year]

Follow the format and conventions exactly as given in these example references:

Single author	Jackson, D. B. (2003). Between-lake differences in the diet and provisioning behaviour of Black-throated Divers <i>Gavia Arctica</i> breeding in Scotland. <i>Ibis</i> , 145(1), 30-44.
Multiple authors	Eltis, D., Lewis, F. D. and Richardson, D. (2005). Slave prices, the African slave trade, and productivity in the Caribbean, 1674-1807. <i>Economic History Review</i> , 58(4), 673-700.
Four or more authors *	Kirkman, S. P., Kirkman, S.P, Bester, M.N., Pistorius, P.A., Hofmeyr, G.J.G., Jonker, F.C., Owen, R. and Strydom, N. (2003). Variation in the timing of moult in southern elephant seals at Marion Island. <i>South African Journal of Wildlife Research</i> , 33(2), 79.
Online journal article	Harker, M. J. (1999). Relationship marketing defined? An examination of current relationship marketing definitions. <i>Marketing Intelligence and Planning</i> [Online], 17(1), 13-20. Available from: www.emeraldinsight.com/10.1108/02634509910253768 [Accessed 2 December 2007].

Legal materials, legislation and official documents

- See each item for exact formatting (formats for legal materials and legislation are based on the *Oxford Standard for Citation of Legal Authorities*³)
- Remember – with cases, Bills, Acts and Statutory Instruments - use the title for your in-text citation in place of an author name

Bills	<p>Name of Bill, originating House of Parliament (date of parliamentary session) Bill number (put the number inside square brackets if the Bill originated in the House of Commons) e.g.</p> <p>Identity Cards Bill HC (2005-6) [49].</p> <p>Climate Change Bill HL (2007-08) 9.</p> <p>In text: As reflected in the <i>Climate Change Bill</i> (2007-08) ...</p> <p>Add any section numbers using the conventions given for Acts/Statutes, and Statutory Instruments (below)</p>
Acts/Statutes	<p>Give the title (do not italicise) and date. If applicable, any further information about the jurisdiction or history should be given after the date inside brackets e.g.</p> <p>Further and Higher Education Act 1992.</p> <p>To refer to specific parts of an act or statute, use the abbreviations 's' (section), 'ss' (subsection), and 'para' (paragraph) – giving the numbers as appropriate. This can be abbreviated further by dropping the 'ss' and placing any subsection numbers within parentheses, or similarly dropping 'para' and placing the number of the paragraph within square brackets</p> <p>E.g. an act showing the specific jurisdiction (UK), and a particular paragraph (number 2) in a subsection (number 1) of section 15:</p> <p>Water Resources Act 1991 (UK) s 15(1)[2].</p>

³ *Oxford Standard for Citation of Legal Authorities* (2006). Oxford: Faculty of Law, University of Oxford. Available from: http://denning.law.ox.ac.uk/published/oscola_2006.pdf [Accessed 12 December 2009].

Statutory Instruments (SIs)	<p>Give the Statutory Instrument title, the year published, the abbreviation for the series (e.g. SI, SR & O, etc.), and SI number. To refer to specific parts of the SI, add the appropriate abbreviation ('sch' for schedule, 'pt' for part, 'art' for article, 'para' for paragraph) and the number</p> <p>The Public Contract Regulations 2006 SI 2006/5 art 5.</p>
Cases	<p>Give the title of the case using the format <i>Plaintiff v Defendant</i> (Year) volume number Law report series (abbreviate the title) and give the start page. Additional information (e.g. name of presiding court, name of counsel, or abbreviated case name) should be given in brackets following this. E.g.</p> <p><i>Carlill v. Carbolic Smoke Ball Co</i> (1893) 1 QB 256.</p> <p><i>Bigos v Bousted</i> [1951] 1 All ER 92, (KB).</p> <p><i>Mirage Studios v Counterfeit Clothing Co Ltd</i> [1991] FSR 145 (Ninja Turtles Case).</p>
Patents	<p>Landini, L. and Chielini, E. (2007). <i>Water Soluble and Biodegradable Self Airproof Tight Closing Bag</i>. CN101045489 (Patent).</p>
Standards	<p>Standard Institution name (year) Standard number. <i>Title</i>. Place: Publisher. E.g.</p> <p>British Standard Institution (2003) BS 5950-8:2003.</p> <p><i>Structural use of Steelwork in Building: Code of Practice for Fire Resistant Design</i>. London: BSI.</p>

Live performances

Concerts	<p>Composer (year of work). <i>Title of concert</i>. [Type of performance – e.g. ‘Concert’]. Who the concert was ‘Performed by’ and ‘conducted by’. Venue for performance, and date of performance.</p> <p>Vivaldi, A. (2000). <i>Concerto No. 1 in E major, Op. 8, RV 269, ‘La primavera’ (Spring) — Movement 1: Allegro from The Four Seasons</i>. Performed by Wichita State University Chamber Players, conducted by Robert Turizziani. Wichita State Concert Hall, 6 February 2000.</p> <p>*For bands: use name of band, date, [Location: Date seen].</p> <p>The Big Boy Band (2009). Glastonbury Festival, 20 June 2009.</p>
Dance, plays etc	<p>Choreographer/playwright/. (Premier date - in brackets). <i>Title of performance/play</i>. [Type of performance – e.g. ‘play’, ‘Ballet’ etc.]. ‘Performed by’ and ‘directed by’. Venue for performance, and date of performance:</p> <p>Kirk, J. (2505) <i>Space ballet</i>. [Modern dance]. Performed by the Crew of the Starship Enterprise, Directed by L. Nimoy. Royal Alpha Centauri Hall, 13 March 2505.</p>

Newspaper or magazine articles

Give the details in this order

- Author/reporter’s name if available, otherwise use the title of the article
- Publication year in brackets
- Title of the article
- If the article is a review of something else (book, film, play, etc.) add ‘Review of’ and details of the item reviewed, and the name of the originator (author, director, playwright, etc.)
- Title of the newspaper or magazine *in italics*
- If the article is from a specific edition, supplement or section, give the name of this inside brackets
- Date of issue

- Page numbers for the article
- URL preceded by 'Available from:' if an online article
- Date online version accessed [Accessed dd Month year]

Single author	Toynbee, P. (2006). Comment & Debate. <i>Guardian</i> , 5 September, p. 27.
Multiple authors	Spacey, K., Whishaw, B. and Whittaker, S. (2004). So should we worry? <i>Guardian</i> , 23 April, pp. 8-9.
No author	Elemental, My Dear Turner. (2003). <i>Times</i> , 12 November, pp. 12-13.
Later editions/supplements	Friedland, J. (2002). Across the Divide. <i>Guardian</i> , (section G2) 15 January, pp. 10-11.
Review article in a magazine or newspaper (review of a book, film, play, etc.)	Denby, D. (2000). On the Battlefield. Review of The Hurricane, dir. Norman Jewison. <i>New Yorker</i> , 10 January, pp. 90-92.
Online newspaper article	Kington, M. (2006). Sailing the 450 Seas to the Two Corners of the Earth. <i>Independent</i> [Online], (Editorial & Opinion) 17 November, p. 38. Available from: http://www.independent.co.uk/ [Accessed 20 November 2006].

Original manuscript

Manuscripts held in collections	<p>author (if known) (year if available). <i>title</i>. [format - specify whether a manuscript or typescript: <i>ms.</i> or <i>ts.</i>]. collection name - manuscript number. Location of collection/library or institution housing the material.</p> <p>Somner, W. (c.1640). <i>The Antiquities of Canterbury. : Or a Survey of That Ancient Citie, with the Suburbs, and Cathedrall</i>. [ms.]. Canterbury Cathedral Library. H/U-6-24. Canterbury Cathedral, Canterbury.</p> <p><i>A Propre New Booke of Cokery, Declaryng What Maner of Meates Bee Best in Ceason for All Tymes of Year</i> (n.d.). [ts.]. Crow Collection. STC 3365.5. Templeman Library, University of Kent, Canterbury.</p>
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Personal communications

Correspondence*	<p>For an unpublished letter in an archive, follow the guidelines for original manuscripts (above).</p> <p>For letters printed in a published collection, cite as a secondary citation. List the edited work in the bibliography.</p> <p>Nicholson, N. and Trautmann, J. eds. (1976). <i>The Letters of Virginia Woolf</i>. Vol. 2. New York: Harcourt.</p> <p>...as said by Woolf (cited in Nicholson, & Trautmann 1976: p54).</p> <p>For a personal letter or email, give the author, recipient, title (if available) description [personal email or communication: date]. e.g.</p> <p>Steinbeck, J., Letter from the Author. [Personal communication: 18 August 1969].</p>
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*permission must be sought before using unpublished personal correspondence.

Reference works

Reference works often do not have an obvious author. If there is an author or editor, cite and reference the work as per authored/edited books. If there is no author/editor, you can use the title.

Author	Macey, D. (2000). <i>The Penguin Dictionary of Critical Theory</i> . London: Penguin Books.
No obvious author/editor	<i>Collins German-English Dictionary</i> (1993). 2nd edn. Stuttgart: Klett.
Entries within a reference work	Hibbard, J. D., Kotler, P. and Hitchens, K. A. (1997). Marketing and merchandising. In: <i>The New Encyclopaedia Britannica</i> . Vol. 23. 15th revised edn. London: Encyclopaedia Britannica.
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Reports

- Author
- Year
- Title
- Series title (if applicable)
- Place of publication
- Organisation
- Report number (if applicable)
- Available from: give full URL
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Technical reports	Leatherwood, S. (2001). <i>Whales, Dolphins and Porpoises of the Western North Atlantic</i> . US Dept of Commerce. Report number: 63.
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Software- Computer programmes

Computer programme	Originator/author (if known) (year if known). <i>Title of programme</i> . [Format]. Version or platform. Place of publication: Publisher/Distributor. Details of online availability and access date. Thomson ISI Researchsoft (2009). <i>EndNote X3</i> . [Downloadable programme]. Windows version. Thomson ISI Researchsoft. Available from: http://www.endnote.com/enpurchase.asp [Accessed 14 December 2009].
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Theses (including final dissertations, project reports and essays by any student)

Unpublished	Give: the author (date). <i>Title</i> . University department (if known). Place: University name. Type of thesis Biggs, H. M. (1997). <i>Death with dignity : legal and ethical aspects of euthanasia</i> . School of Social Policy and Social Sciences Research. Canterbury: University of Kent. PhD Thesis.
Published	Treat published theses as authored books

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White, K., et al. (2003). *Geology*. Oxford: Oxford University Press.

*Some Schools allow the use of 'et al' for multiple authors and this is the style used by Templeman Library. Check with your tutor. If in doubt, list all authors. Above all, be consistent- choose one format and use that throughout.