

Specialist Library Support

Harvard Manchester Referencing Style

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Acts of Parliament

Citation order

- Title: full title italicised. Only the first word and proper nouns should be capitalised. Followed with a full stop.
- Available at: URL
- (Accessed: Access Date) followed by full stop.

EndNote reference type: Statute

Active EndNote fields: Country, Name of Act, Year, International Source, Sections, Source, URL or DOI, Access Date

In-text citation

The United Kingdom has improved its legislative protections of the environment (*Environment Act 2021*).

Reference list entry

Environment Act 2021. Available at: <https://bills.parliament.uk/bills/2593> (Accessed: 15 September 2023).

Blog

Citation order

- Author: surname with capital letter, followed by a comma, Initials: in capitals with a full-stop after each.
- Title of entry: only the first word and proper nouns should be capitalised. In single quotations followed by a comma.
- Title of blog: italicised followed by a comma.
- Last Update Date.
- Available at: URL
- (Accessed: Access Date) followed by full stop.

EndNote reference type: Blog

Active EndNote fields: Author, Year, Title of Entry, Title of blog, Last Update Date, URL or DOI, Access Date

In-text citation

There is a long history of equine imagery across numerous cultures (Specialist Library Support, 2019).

Reference list entry

Specialist Library Support (2019). 'Getting started with EndNote desktop', *Referencing Support*, 05 August 2019. Available at: <https://medium.com/specialist-library-support/endnote-desktop-getting-started-e199b1f9e525> (Accessed: 16 November 2023).

Books

Citation order

- Author: surname with capital letter, followed by a comma, Initials: in capitals with a full-stop after each.
- Year: publication year in parentheses followed by a full stop.
- Title: full title italicised. Only the first word and proper nouns should be capitalised; follow with a full stop.
- Series Title: full title italicised. Only the first word and proper nouns should be capitalised. (when applicable)
- Edition: only include if it is not a first edition. Use the relevant number followed by "edn." e.g. 4th edn.
- Place of publication: give town or city, and country if there is possible confusion with the UK. Follow with a colon.
- Publisher: publisher name followed by full stop.

EndNote reference type: Book

Active EndNote fields: Author, Year, Title, Series Title, Translated by, Translator, Edition, Number of Volumes, Place Published, Publisher, Pages, Reprint, Reprint Edition

In-text citation

There is a long history of equine imagery across numerous cultures (Baskett, 2006). Haniff and Salama (2016) describe the importance of stakeholder buy-in when commencing large-scale, global projects.

Reference list entry

Baskett, J. (2006). *The horse in art*. New Haven, Connecticut: Yale University Press.

Haniff, A. & Salama, M. (2016). *Project Management. Global Management Series* Oxford: Goodfellow Publishers, Limited.

Books (translations)

Citation order

- Author: surname with capital letter, followed by a comma, Initials: in capitals with a full-stop after each.
- Year: publication year in parentheses followed by a full stop.

- Title: full title italicised. Only the first word and proper nouns should be capitalised. Follow with a full stop unless there is a subtitle.
- Sub-title: follows a colon at the end of the full title. Only proper nouns should be capitalized. Followed by a full stop.
- Translated by Surname, Initials.
- Edition: only include if it is not a first edition. Use the relevant number followed by "edn." e.g. 4th edn.
- Place of publication: give town or city, and country if there is possible confusion with the UK. Follow with a colon.
- Publisher: publisher name followed by full stop.

EndNote reference type: Book

Active EndNote fields: Author, Year, Title, Series Title, Translated by, Translator, Edition, Number of Volumes, Place Published, Publisher, Pages, Reprint, Reprint Edition

In-text citation

Delibes, M. (2013) describes childhood in a Spanish village.

Reference list entry

Delibes, M. (2013). *The Path*. Translated by Haycraft, G. and Haycraft, R. London: Dolphin Books.

British Standard

Citation order

- Institution.
- Year: publication year in parentheses followed by a full stop.
- Rule number: Italicised followed by colon.
- Title: full title italicised. Only the first word and proper nouns should be capitalised. Follow with a full stop unless there is a subtitle.
- Place of publication (if stated): give town or city, and country if there is possible confusion with the UK. Follow with a colon.
- Publisher: publisher name followed by full stop.
- [Type of work].
- DOI.
- **or**
- Available at: URL **and** (Accessed: Access Date) followed by full stop.

EndNote reference type: Standard

Active EndNote fields: Institution, Year, Rule Number, Title, Place Published, Publisher, Database Provider, Type of Work, URL or DOI, Access Date

In-text citation

(British Standards Institution, 2014)

Reference list entry

British Standards Institution (2014). *BS ISO 14886: Ships and marine technology. Large yachts. Structural fire protection for FRP yachts*. London: British Standards Institution. [Seagoing vessels]. Available at: <https://www.iso.org/standard/55260.html> (Accessed: 12 June 2023).

Chapter in an edited book

Citation order

- Author: surname with capital letter, followed by a comma, Initials: in capitals with a full-stop after each.
- Year: publication year in parentheses followed by a full stop.
- Title of chapter: only the first word and proper nouns should be capitalised. In single quotations followed by a comma.
- in
- Book editor(s): surname with capital letter, followed by a comma, Initials: in capitals with a full stop after each followed by (ed.) or (eds.).
- Title of book: full title italicised. Only the first word and proper nouns should be capitalised. Follow with a full stop unless there is a subtitle.
- Sub-title: follows a colon at the end of the full title. Only proper nouns should be capitalized. Followed by a full stop.
- Place of publication: give town or city, and country if there is possible confusion with the UK. Follow with a colon.
- Publisher: publisher name followed by full stop.
- Page numbers: followed by a full stop.

EndNote reference type: Book section

Active EndNote fields: Author, Year, Title, Editor, Book Title, Series Volume, Series Title, Edition, Place Published, Publisher, Pages

In-text citation

Fictional vampires problematise received notions of women's passivity, 'natural' nurturing skills and social conformity. (Wisker, 2016).

Reference list entry

Wisker, G. (2016). 'Female Vampirism', in Horner, A. and Zlosnik, S. (eds.) *Women and the Gothic: An Edinburgh Companion*. Edinburgh: Edinburgh University Press. pp. 150-165.

Company and financial databases

Citation order

- Company name.
 - Year: publication year in parentheses followed by a full stop.
 - Database name.
 - DOI.
- or**
- Available at: URL **and** (Accessed: Access Date) followed by full stop.

EndNote reference type: Aggregated Database

Active EndNote fields: Author, Year, Name of Database, URL or DOI, Access Date

In-text citation

(Department for International Development, 2009) describes attempts to “unbundle higher education”, in the context of hybrid postgraduate programmes based on MOOC approaches.

Reference list entry

Bloomberg (2022). Bloomberg Professional. Available at: Subscription Service (Accessed: 30 November 2022).

CRSP/Compustat Merged (2022). CRSP/Compustat Merged. Center for Research in Security Prices. Available at: <https://wrds-web.wharton.upenn.edu/wrds/> (Accessed: 14 November 2022).

Fame (2022). Fame. Bureau van Dijk. Available at: <https://fame2.bvdep.com/> (Accessed: 19 November 2022).

Company annual reports

Citation order

- Author or Corporate Author.
 - Year: publication year in parentheses followed by a full stop.
 - Title: full title italicised. Only the first word and proper nouns should be capitalised.
 - [Type].
 - (Document Number).
 - Place Published: Institution.
 - DOI.
- or**
- Available at: URL **and** (Accessed: Access Date) followed by full stop.

EndNote reference type: Report

Active EndNote fields: Author, Year, Title, Type, Document Number, Place Published, Institution, Database Provider, Pages, URL or DOI, Access Date

In-text citation

(Department for International Development, 2009) describes attempts to “unbundle higher education”, in the context of hybrid postgraduate programmes based on MOOC approaches.

Reference list entry

Department for International Development (2009). *Eliminating World Poverty: Building our Common Future* [White Paper] (Cm 7656). Surrey, UK: Secretary of State for International Development. Available at: <https://www.gov.uk/government/publications/eliminating-world-poverty-building-our-common-future> (Accessed: 12 June 2023).

Conference proceedings

Citation order

- Author: surname with capital letter, followed by a comma, Initials: in capitals with a full-stop after each.
- Year: publication year in parentheses followed by a full stop.
- Title of article: in single quotations followed by a comma.
- Full title of conference: *in italics* followed by a comma.
- Location & date of conference: each followed by a full stop.
- Publisher followed by a full stop.
- Page numbers: followed by a full stop.
- DOI.
- or**
- Available at: URL **and** (Accessed: Access Date) followed by full stop.

EndNote reference type: Conference Proceedings

Active EndNote fields: Author, Year of Conference, Title, Editor, Conference Name, Conference Location, Date Year of Conference, Place Published, Publisher, Pages, URL or DOI, Access Date

In-text citation

Amado-Salvatierra et al. (2018) describes attempts to “unbundle higher education”, in the context of hybrid postgraduate programmes based on MOOC approaches.

Reference list entry

Amado-Salvatierra, H. R., et al. (2018). 'Unbundling higher education with internationalization. Experiences from two hybrid postgraduate degrees using MOOCs', *Proceedings of 2018 Learning with MOOCs (IEEE LWMOOCs 2018): MOOCs For All - a Social and International Approach*, Madrid, Spain. 26-28 September 2018. IEEE. pp. 9-12. <https://doi.org/10.1109/LWMOOCs.2018.8534684>.

Discography (music)

Citation order

- Composer: Surname of the artist with capital letter, followed by comma. (If no author provided use the title of the organization or Band name).
- Initials: In capitals with full-stop after each.
- Year: Publication year in parentheses followed by full stop.
- Title of song or track (if required, in single quotation marks).
- Full title of Album - italics.
- Type of medium: should be indicated in square brackets.
- Place published: followed by comma.
- Publisher or label: followed by full stop.

EndNote reference type: Music

Active EndNote fields: Composer, Year, Title, Album Title, Format of Music, Place Published, Publisher, URL or DOI, Access Date

In-text citation

In the single How soon is now by The Smiths (1985) the tremolo effect was inspired by the work of Bo Diddley.

Reference list entry

The Smiths (1985). 'How Soon Is Now?', *Hatful of Hollow* [Record]. London: Rough Trade.

E-books

Citation order

- Author: surname with capital letter, followed by a comma, Initials: in capitals with a full-stop after each.
- Year: publication year in parentheses followed by a full stop.
- *Title*: full title italicised -Only the first word and proper nouns should be capitalised. Follow with a full stop unless there is a subtitle, see below.
- Sub-title: follows a colon at the end of the full title. Only proper nouns should be capitalized. Followed by a full stop.
- Edition: only include if it is not a first edition. Use the relevant number followed by "edn." e.g. 4th edn.
- Place of publication (if stated): give town or city, and country if there is possible confusion with the UK. Follow with a colon.
- Publisher: publisher name followed by full stop.
- *Name of e-book provider: (e.g. Dawsonera, Knovel) in italics followed by a full stop.*
- DOI.

or

- Available at: URL **and** (Accessed: Access Date) followed by full stop.

EndNote reference type: Electronic Book

Active EndNote fields: Author, Year, Title, Secondary Title, Edition, Place Published, Publisher, Database Provider, URL or DOI, Access Date

In-text citation

The role of leadership in embedding sustainable practices in higher education should not be understated (Haddock-Fraser, Rands and Scoffham, 2018).

Reference list entry

Haddock-Fraser, J., Rands, P. and Scoffham, S. (2018). *Leadership for Sustainability in Higher Education*. London: Bloomsbury Publishing Plc. Available at: <http://ebookcentral.proquest.com/lib/manchester/detail.action?docID=5394335> (Accessed: 03 June 2024).

Edited Book

Citation order

- Editor surname with capital letter, followed by a comma, Initials: in capitals with a full-stop after each. (ed.) or (eds.).
- Year: publication year in parentheses followed by a full stop.
- Title: full title italicised. Only the first word and proper nouns should be capitalised. Follow with a full stop unless there is a subtitle.
- Sub-title: follows a colon at the end of the full title. Only proper nouns should be capitalized. Followed by a full stop.
- Edition: only include if it is not a first edition. Use the relevant number followed by "edn." e.g. 4th edn.
- Place of publication: give town or city, and country if there is possible confusion with the UK. Follow with a colon.
- Publisher: publisher name followed by full stop.

EndNote reference type: Edited Book

Active EndNote fields: Editor, Year, Title, Edition, Place Published, Publisher

In-text citation

There is a long history of equine imagery across numerous cultures (Stringer, 1996).

Reference list entry

Stringer, J. (ed.) (1996). *The Oxford companion to twentieth-century literature in English*. Oxford: Oxford University Press.

Film, TV show or broadcast

Citation order

- *Title of film/TV show/broadcast* italicised followed by full stop.
- Year: release or first broadcast year in parentheses followed by a full stop.
- Director: Directed by followed by the director's Surname with capital letter, followed by a comma, Initials: in capitals with a full-stop after each.
- Type of medium: should be indicated in square brackets followed by a full stop.
- Place of distribution/production: followed by a colon.
- Name of distributor/production company: followed by a full stop.

EndNote reference type: Film or Broadcast

Active EndNote fields: Title, Year Released, Director, Format, Country, Distributor

In-text citation

We have exactly six months, ten days, two hours, 11 minutes and 41 seconds, until a comet twice the size of Chicxulub tears through our atmosphere and extincts all life on Earth (McKay, 2021).

Reference list entry

Don't Look Up. (2021). Directed by McKay, A. [Stream]. United States of America: Netflix.

Government/Corporate publications (e.g. guidelines)

Citation order

- Author or Government Body or Department.
 - Year: publication year in parentheses followed by a full stop.
 - Title: *full title* italicised followed by a full stop. Only the first word and proper nouns should be capitalised (unless there is a subtitle).
 - Place of publication: give town or city, and country if there is possible confusion with the UK. Follow with a colon.
 - Publisher: publisher name followed by full stop. (if available)
 - (Report Number).
 - DOI.
- or**
- Available at: URL **and** (Accessed: Access Date) followed by full stop.

EndNote reference type: Government Document

Active EndNote fields: Author, Government Body, Department, Year, Title, Place Published, Publisher, Report Number, URL or DOI, Access Date

In-text citation

The UK guidelines (National Institute for Clinical Excellence, 2016) estimate that....

NICE (2016) guidelines state that the conduct of care...

Reference list entry

National Institute for Clinical Excellence (2016). *Preterm labour and birth* (QS135). Available at: <https://www.nice.org.uk/guidance/qs135/resources/preterm-labour-and-birth-pdf-75545420722117> (Accessed: 25 May 2022).

Grant/Funding proposal

Citation order

- Name of Investigators/Author(s)
- Year (in round brackets) followed by full stop
- Title of Grant or proposal (in italics)
- Sponsoring Agency followed by full stop
- Duration of Grant followed by a comma
- Page numbers
- Available at: URL
- (Accessed: Access Date) followed by full stop.

EndNote reference type: Grant

Active EndNote fields: Investigators, Year, Title of Grant, Sponsoring Agency. Duration of Grant, Pages, URL or DOI, Access Date

In-text citation

In the proposal...(Summers, 2021).

Reference list entry

Summers, J. (2021) *Knowledge transfer partnerships (KTP): 2021 to 2022, round 1 - Innovation area: Biosciences*, Innovation Funding Service. 24 Months, pp. 1-32. Available at: <https://apply-for-innovation-funding.service.gov.uk/application/10003582> (Accessed: 02 September 2024).

Ibid

Ibid is generally only used in numeric citation styles and/or styles containing footnotes such as Chicago and MHRA. We do not recommend the use of *Ibid* in Harvard referencing unless otherwise directed by your school.

Illustrations/images

Citation order

- Author or Organisation or Company
- If Author: surname with capital letter, followed by a comma, Initials: in capitals with a full-stop after each.
- Year: publication year in parentheses followed by a full stop.
- Title: (italicised) full title. Only the first word and proper nouns should be capitalised.
- [Image Source Program].
- Available at: URL
- (Accessed: Access Date) followed by full stop. followed by full stop.

EndNote reference type: Figure

Active EndNote fields: Created By, Year, Title, Image Source Program, URL or DOI, Access Date

In-text citation

(Anderton Figure Group, 2018)

Reference list entry

Anderton Figure Group (2018). *The figure*. [Photoshop] Available at: <https://www.library.manchester.ac.uk/> (Accessed: 10 July 2023).

Interviews (Anonymised medical)

Citation order

- Participants are listed as Participant/Client/Patient A, B, C etc. and presented in [square brackets]
- Year: year in parentheses followed by a full stop.
- Title: only the first word and proper nouns should be capitalised. In single quotations followed by a comma.
- The medium [in square brackets]
- Location: - this may be "hospital placement"
- Unpublished followed by a full stop.

EndNote reference type: Interview

Active EndNote fields: Interviewee, Year, Title, Interviewee, Interviewer for Program, Date, Format, Pages

In-text citation

Client A (2020) explained that...

Reference list entry

[Client A] (2020). 'Discussions about their care', [interview] Manchester: hospital placement Unpublished.

Note: Some anecdotal evidence may not need to be recorded in the reference list. You should discuss this with your supervisor. You may be asked to verify your sources to your tutor if the sources are questioned.

Interviews (newspaper)

Citation order

- Name of Interviewee: surname with capital letter, followed by a comma, Initials: in capitals with a full-stop after each.
- Year of interview in parenthesis followed by a full stop.
- Title of interview (if any) in single quotation marks followed by a full stop.
- Interview with interviewee's name followed by a full stop.
- Interviewed by interviewer's name.
- Title *for the publication or broadcast* italicised.
- Day and month of interview.
- Page number (if applicable) followed by a full stop.

EndNote reference type: Interview

Active EndNote fields: Interviewee, Year, Title, Interviewee, Interviewer for Program, Date, Format, Pages

In-text citation

Amis (2001) suggested that interviews...

Reference list entry

Amis, K. (2001). 'In conversation with... Kingsley Amis'. Interview with Amis, K. Interviewed by Self, W. for *The Independent*, p. 73.

Note: You do not need to reference your own primary research. You should cite your interviewee in the text as a personal communication, with a referral, if appropriate, to the full interview transcript in an appendix.

Interviews (tv programme)

Citation order

- Name of Interviewee: surname with capital letter, followed by a comma, Initials: in capitals with a full-stop after each.
- Year of interview in parenthesis followed by a full stop.
- Title of the programme in single quotations (when applicable)

- Interview with interviewee's name followed by a full stop.
- Interviewed by interviewer's name.
- For *Title of publication or broadcast* italicised followed by a comma.
- Day and month of interview followed by a full stop.

If viewed online

- Available at: URL
- (Accessed date): followed by a full stop.

EndNote reference type: Interview

Active EndNote fields: Interviewee, Year, Title, Interviewee, Interviewer for Program, Date, Format, Pages

In-text citation

In an interview with David Frost, Clough commented that 'the last time I was employed, I rather got my fingers burned' (Clough, 1974).

Reference list entry

Clough, B. (1974). 'Brian Clough'. Interview with Clough, B. Interviewed by Frost, D. for *The Frost Interview, BBC Television*, 13 November, Available at: <https://www.bbc.co.uk/iplayer/episode/p00ny04k/the-frost-interview-brian-clough> (Accessed: 18 January 2024).

Note: You do not need to reference your own primary research. You should cite your interviewee in the text as a personal communication, with a referral, if appropriate, to the full interview transcript in an appendix.

Journal article

Citation order

- Author: surname with capital letter, followed by a comma, Initials: in capitals with a full-stop after each.
 - Year: publication year in parentheses followed by a full stop.
 - Title of article: in single quotations followed by a comma.
 - Full title of journal: *in italics* followed by a comma.
 - Volume number: (issue/part number) followed by a comma.
 - Page numbers: followed by a full stop.
 - DOI.
- or**
- Available at: URL **and** (Accessed: Access Date) followed by full stop.

EndNote reference type: Journal Article

Active EndNote fields: Author, Year, Title, Journal, Volume, Issue, Pages, URL or DOI, Access Date

In-text citation

Tanzila, Lindri and Putri (2020) demonstrated the link between low impact exercise and improved cognitive abilities among elderly dementia patients.

Reference list entry

Tanzila, R. A., Lindri, S. Y. & Putri, N. R. (2020). 'The Effect of Low Impact Aerobic Exercise on Elderly with Dementia Cognitive Function', *Global Medical & Health Communication*, 8(1), pp. 73-77. <https://doi.org/10.29313/gmhc.v8i1.5462>.

Journal articles (Prepublication online)

Citation order

- Author: surname with capital letter, followed by a comma, Initials: in capitals with a full-stop after each.
- Year: publication year in parentheses followed by a full stop.
- Title of article: in single quotations followed by a comma.
- Full title of journal: in italics followed by a comma.
- If known - Volume number: (Issue/Part number) followed by a comma.
- If known - Page numbers: followed by a full stop.
- Name of Database if known.
- [Preprint].
- DOI.
- or**
- Available at: URL **and** (Accessed: Access Date) followed by full stop.

EndNote reference type: Electronic Article

Active EndNote fields: Author, Year, Title, Periodical Title, Volume, Issue, Pages, Website Title, Database Provider, Type of Work, Name of Database, URL or DOI, Access Date

In-text citation

Achten et al. (2024) argues that the need for...

Reference list entry

Achten, J., et al. (2024). 'Protocol for Surgery or Cast of the Epicondyle in Children's Elbows (SCIENCE)', *Bone & Joint Open*, 5(1), pp. 69-77, NLM [Preprint] Available at: <https://pubmed.ncbi.nlm.nih.gov/38269598/> (Accessed: 25 January 2024).

Kindle e-book

Citation order

- Author: surname with capital letter followed by a comma.
- Initials: in capitals followed by a full stop.
- Year: publication year in parentheses followed by a full stop.
- Title: full title italicised. Only the first word and proper nouns should be capitalised, followed by a full stop (unless there is a subtitle).
- Name of e-book provider or version: (e.g. Dawsonera, Knovel, Kindle) in italics followed by a full stop.
- Available at: URL

EndNote reference type: Electronic Book

Active EndNote fields: Author, Year, Title, Secondary Title, Edition, Place Published, Publisher, Database Provider, URL or DOI, Access Date

In-text citation

at that point Mandela (2013) commented that

Reference list entry

Mandela, N. (2013). *Long Walk to Freedom: Abacus 40th Anniversary edition. Kindle*. Available at: <https://amazon.co.uk>

Note: ebooks often lack page numbers (though PDF versions may have them). If page numbers are not available on ebook readers, use the chapters instead to indicate the location of a quoted section.

Law reports (cases) from 2002 (with neutral citations)

Citation order

- Name of parties involved in case (in single quotation marks, with 'v.' in between).
- Year (in round brackets) followed by full stop.
- Name of Court, followed by a comma.
- Case: number, followed by a full stop.
- Database or website (in italics followed by full stop).
- DOI.
- **or**
- Available at: URL **and** (Accessed: Access Date) followed by full stop.

EndNote reference type: Legal Rule or Regulation

Active EndNote fields: Author, Year, Title, Title Number, Pages, Name of Database, URL or DOI, Access Date

In-text citation

Another case is 'Revenue and Customs v. Smith' (2017)

Reference list entry

'Revenue and Customs v. Smith' (2007). Royal Courts of Justice, Case: CH/2006/APP/0767. *BAILII*. Available at: [https://www.bailii.org/cgi-bin/format.cgi?doc=/ew/cases/EWHC/Ch/2007/488.html&query=\(ewhc\)+AND+\(2007\)+AND+\(488\)](https://www.bailii.org/cgi-bin/format.cgi?doc=/ew/cases/EWHC/Ch/2007/488.html&query=(ewhc)+AND+(2007)+AND+(488)) (Accessed: 18 May 2020).

Note: This advice is for students instructed to use the Harvard style of referencing. Law students are usually recommended by their school to use OSCOLA reference style.

Lecturer handouts

Citation order

- Lecturer: surname with capital letter, followed by a comma.
- Year: distribution year in parentheses followed by a full stop.
- Title of handout: single quotation marks followed by a comma.
- Type of medium in square brackets e.g. [PowerPoint presentation] followed by a full stop.
- Module code & module title (in italics) followed by a full stop.
- Institution.
- Status: Unpublished.

If online

- Available at: URL or VLE.
- (Accessed: Access Date) followed by a full stop.

EndNote reference type: Unpublished

Active EndNote fields: Author, Year, Title of Work, Type of Work, Series Title, Institution, Place Published, URL or DOI, Access Date

In-text citation

The lecturer's handout (Anderton, 2017)...

Reference list entry

Anderton, L. (2024). 'The rise and fall of the mechanised world' [Lecturer handout]. *MECH66569: Reinventing Mechanisation*. University of Manchester. Unpublished.

Booth, L. (2011). 'History of radiography', [PowerPoint presentation]. *MISR4004: Patient care skills: an introduction to human sciences*. University of Cumbria. Available at: <https://mylearning.cumbria.ac.uk> (Accessed: 20 January 2023).

Note: This advice is for students instructed to use the Harvard style of referencing. Law students are usually recommended by their school to use OSCOLA reference style

Maps (online)

Citation order

- Author/map publisher followed by a full stop.
- Year: Publication year in parentheses followed by a full stop.
- Title of Map section: *full title* italicised followed by a comma.
- Sheet number or Tile followed by a full stop.
- Scale followed by a full stop.
- Place of publication followed by a full stop if known.
- Available at: URL
- (Accessed: Access Date) followed by full stop.

EndNote reference type: Maps

Active EndNote fields: Cartographer, Year, Title, Scale, Name of Database, Database Provider, Place Published, Publisher, URL or DOI, Access Date

In-text citation

as you can see from the air Burlington Street is interrupted by the library extension (Google Maps, 2018)

Reference list entry

Ordnance Survey. (2018). *University of Manchester Library*, SJ 84509 96452. 1:25 000. Available at: <https://osmaps.ordnancesurvey.co.uk/53.46459,-2.23480,18/pin> (Accessed: 13 November 2018).

Google Maps. (2018). *University of Manchester Library*. Available at: <https://www.google.co.uk/maps/@53.4637019,-2.2363183,396m/data=!3m1!1e3> (Accessed: 13 November 2018).

Google Maps. (2018). *The John Rylands Library, University of Manchester*. Available at: https://www.google.com/maps/@53.4803048,-2.2483242,3a,75y,284.39h,110.31t/data=!3m6!1e1!3m4!1sxScudi5YHow8fS_FU3GPoA!2e0!7i13312!8i6656 (Accessed: 9 November 2020).

Maps (GIS)

Citation order

- Corporate author/map publisher followed by a full stop.
- Year: Publication year in parentheses followed by a full stop.
- Map title: *full title* italicised followed by a full stop.
- Scale followed by a full stop.
- Datafile title italicised followed by a full stop.
- Using: software name followed by a full stop.
- Place of publication: Publisher followed by a full stop.

EndNote reference type: Maps

Active EndNote fields: Cartographer, Year, Title, Scale, Name of Database, Database Provider, Place Published, Publisher, URL or DOI, Access Date

In-text citation

as you can see, the decline of woodland is evident (Natural England, 2017)

Reference list entry

Natural England. (2017). *Map of deciduous woodland in North Yorkshire*. Scale 1cm = 1km. *Deciduous woodland BAP priority habitat (England) datafile*. Using: Explorer for ArcGIS. Redlands, CA: Esri.

Microfiche / Microform

Citation order

- Author: Surname with capital letter, followed by comma. Initials: in capitals with full-stop after each.
- If no named author is provided, then use the title of the organisation as the author.
- Year: publication year in parentheses followed by full stop.
- Title: full title italicised. Only the first word and proper nouns should be capitalised.
- Medium [e.g. microfiche/microform] Followed by a full stop.
- Place of publication: Publisher followed by a full stop.

EndNote reference type: Pamphlet

Active EndNote fields: Author, Year, Title, Type of Work, Place Published, Publisher, URL or DOI, Access Date

In-text citation

...at that point the General Microfilm Company (1971) discussed the legacy of the French revolution.

Reference list entry

General Microfilm Company (1971). *French Revolutionary pamphlets* [Microfiche].
Massachusetts: Watertown Publishing.

Newspaper article

Citation order

- Author: Surname with capital letter, followed by comma. If no named author is provided, then use the title of the newspaper as author.
- Initials: In capitals with full stop after each.
- Year: Publication year in parentheses followed by full stop.
- Title of article: in single quotations followed by a comma.
- Title of newspaper: *in italics* followed by a comma.
- Date: followed by a comma.
- Available at: URL
- (Accessed: Access Date) followed by full stop.

EndNote reference type: Newspaper Article

Active EndNote fields: Reporter, Year, Title, Newspaper, Edition, Issue Date, Pages, URL or DOI, Access Date

In-text citation

The media has promoted the link between older people living a healthy lifestyle and the reduced chances of dementia (Gregory, 2023).

Reference list entry

Gregory, A. (2023). 'Six lifestyle choices to slow memory decline named in 10-year study', *The Guardian*, 25 January. Available at: <https://www.theguardian.com/science/2023/jan/25/six-lifestyle-choices-to-slow-memory-decline-named-in-10-year-study> (Accessed 25 September 2023).

Patent

Citation order

- Inventor: Surname with capital letter, followed by comma. Initials: in capitals with full-stop after each; unless a corporate author
- Year: publication year in parentheses followed by a full stop.
- Title: full title italicised. Only the first word and proper nouns should be capitalised. Follow with a full stop unless there is a subtitle.
- Patent number followed by a full stop.

- DOI.
or
- Available at: URL **and** (Accessed: Access Date) followed by full stop.

EndNote reference type: Patent

Active EndNote fields: Inventor, Year, Title, Published Source, Patent Number, URL or DOI, Access Date

In-text citation

In determining the relation of botanical starch agents Kruger (1989) reflects that....

Reference list entry

Kruger, L. H. (1989). *Degradation of granular starch*. Patent no. us4838944. Available at: <https://image-ppubs.uspto.gov/dirsearch-public/print/downloadPdf/4838944> (Accessed: 12 June 2023).

Photographs

Citation order

- Author/Creator: surname with capital letter, followed by a comma.
- Initials: in capitals followed by a full stop.
- Year: publication year in parentheses followed by a full stop.
- Title: *full title* italicised followed by a full stop. Only the first word and proper nouns should be capitalised. (unless there is a subtitle).
- Page reference: the page number the illustration appears on.
- Type of medium: Photograph Enclosed in square brackets, followed by a full stop.
- Place of publication: give town or city, and country if there is possible confusion with the UK, by a colon.
- Publisher: publisher's name followed by a full stop.

EndNote reference type: Figure

Active EndNote fields: Created By, Year, Title, Image Source Program, URL or DOI, Access Date

In-text citation

Figure 1: Photograph of *Back Street, Manchester* (Sylvia Melland, 1935)

The captured images shadowed over the landscape from Andertione (2024)

Reference list entry

Melland, S. (1935). *Back Street, Manchester* [Photograph]. Available at: <https://artuk.org/discover/artworks/back-street-manchester-205576> (Accessed: 05 July 2024).

Andertione, L. (2024). *Vista de la mort* [Photograph]. Available at:
<https://www.andertionephoto.com> (Accessed: 07 February 2024).

See examples [Self-citation](#) and [Illustrations](#) on the [Harvard Manchester page](#) for more examples.

Note: In theory, you do not need to cite and reference a photograph that you have taken yourself as you are the creator of the photograph.

However, if you are inserting the photo into your work, you would need to add a caption beneath any illustration within the main body of your work, ie, giving the photo a title, as follows:

Figure 1: Title of photo.

You would then refer to the photo in the main body of your text, to explain why you have included it in your work, for example:

Figure 1 shows...

There are exceptions to when you would need to cite and reference photographs you have taken yourself, which are when the photograph is of a source of information, for example archive material, a poster created by someone else, or a work of art in a museum or gallery which you are referring to in your work. In this case, you should cite and reference the source itself.

Podcast

Citation order

- Author: surname with capital letter, followed by a comma, Initials: in capitals with a full-stop after each. If no named author is provided, then use the name of the organisation.
- Year: publication year in parentheses followed by a full stop.
- Title of Podcast: full title italicised. Only the first word and proper nouns should be capitalised. Follow with a full stop.
- [Podcast].
- Day Month followed by a full stop.
- Available at: URL
- (Accessed: Access Date) followed by full stop.

EndNote reference type: Podcast

Active EndNote fields: Author, Year, Title of Podcast, Date, URL or DOI, Access Date

In-text citation

Is it financially feasible for the UK to contribute towards designing and building new space stations (BBC World Service, 2019).

Reference list entry

BBC World Service (2019). *Do we need more space stations?* [Podcast] 02 June. Available at: <https://www.bbc.co.uk/sounds/play/w3csz1td> (Accessed 02 September 2019).

Presentations

Citation order

- Lecturer: surname with capital letter, followed by a comma.
- Initials: in capitals followed by a full stop.
- Year: distribution year in parentheses followed by a full stop.
- Title of handout: single quotation marks followed by a comma.
- Type of medium in square brackets e.g. [PowerPoint presentation] followed by a full stop.
- Module code & module title (in italics) followed by a full stop.
- Institution followed by a full stop.
- Status: unpublished followed by a full stop.

If online

- Available at: URL or VLE
- (Accessed: date) followed by full stop.

EndNote reference type: Unpublished

Active EndNote fields: Author, Year, Title of Work, Type of Work, Series Title, Institution, Place Published, URL or DOI, Access Date

In-text citation

The lecturer's handout (Anderton, 2017)...

Reference list entry

Anderton, L. (2017). 'The rise and fall of the mechanised world', [PowerPoint presentation]. *MECH66569: Reinventing Mechanisation*. University of Manchester. Unpublished.

Booth, L. (2011). 'History of radiography' [PowerPoint presentation]. *MISR4004: Patient care skills: an introduction to human sciences*. University of Cumbria. Available at: <https://mylearning.cumbria.ac.uk> (Accessed: 20 January 2023).

Report

Citation order

- Author: surname with capital letter, followed by a comma, Initials: in capitals with a full-stop after each. If no named author is provided then use the name of the organisation.

- Year: Publication year in parentheses followed by full stop.
- *Title of report* italicised followed by full stop.
- Organisation (if not already used as the author, ie, where the author is a named person) followed by a full stop.
- Available at: URL
- (Accessed: Access Date) followed by full stop.

EndNote reference type: Report

Active EndNote fields: Author, Year, Title, Type, Document Number, Place Published, Institution, Database Provider, Pages, URL or DOI, Access Date

In-text citation

More recently, companies such as GSK have been stating how their activities connect with the UN's '17 Goals' (GSK, 2023).

Reference list entry

GSK (2023). *Our Contribution to the SDGs*. Available at: <https://www.gsk.com/media/9976/our-contribution-to-the-sdgs.pdf> (Accessed: 13 October 2023).

Self-citation

Citation order

- Author: surname with capital letter, followed by a comma, Initials: in capitals with a full-stop after each.
- Year of submission (in parentheses) followed by a full stop
- Title of the essay/assignment, in single quotation marks
- Module code: module title (in italics) followed by a full stop
- Institution followed by a full stop
- Unpublished essay/assignment...followed by a full stop

EndNote reference type: Unpublished Works

Active EndNote fields: Author, Year, Title of Work, Type of Work, Series Title, Institution, Place Published, URL or DOI, Access Date

In-text citation

factors in deciding which prisoners are at a high risk of developing long-term psychological conditions are determined by...(Alumna, 2023)

Reference list entry

Alumna, U. (2023). 'The determining factors in deciding which prisoners are at a high risk of developing long-term psychological conditions' *PSYC62301: Introduction to Forensic Psychology and Professional Practice*. University of Manchester. Unpublished essay.

Social Media (YouTube, X, TikTok etc...)

Citation order

- Screen name of contributor/creator/poster As written e.g. Stephen King or BBC Sport
- Year uploaded in parentheses followed by full stop.
- Title of Video, Tweet, TikTok etc... italicised.
- Type of medium [YouTube/TikTok etc...].
- Post time and date followed by full stop.
- Available at: URL
- (Accessed: Access Date) followed by full stop.

EndNote reference type: Social Media

Active EndNote fields: Username, Year, Post Text, Type of Work, Post Date, URL or DOI, Access Date

In-text citation

The John Rylands Library (part of the University of Manchester Library) promulgates the parallels between mood and composition (The University of Manchester Library, 2018).

We can trace the release of media information on Ken's branded underwear to Pop Crave (2023).

Reference list entry

The University of Manchester Library (2018). *Darkness and Light: Exploring the Gothic* [YouTube]. Available at:

https://www.youtube.com/watch?v=SHaf6ZeJlP8&t=0s&list=PL5JZDOVO6NB9wdfu_ulQyzcu8r6f7ugc2&index=4 (Accessed: 15 November 2018).

Pop Crave (2023). *The #Barbie costume design team "rushed to make" Ryan Gosling his own Ken-branded underwear...* [Twitter] 11:28 pm · 12 Jun 2023. Available at: <https://twitter.com/PopCrave/status/1668384726347055104> (Accessed: 13 June 2023).

Software application (including AI tools)

Citation order

- Author: Surname with capital letter, followed by comma. If no named author is provided, then use the name of the organization as author.
- Initials: In capitals with full stop after each.
- Year: Publication year in parentheses followed by full stop.
- Title of computer programme/software, followed by the version in parentheses italicised followed by full stop.
- Type or Format in square brackets followed by a full stop.
- Available at: URL

- (Accessed: Access Date) followed by full stop.

EndNote reference type: Computer Program

Active EndNote fields: Programmer, Year, Title, Version, Type, URL or DOI, Access Date

In-text citation

Posing ChatGPT the question 'does ChatGPT aid academic malpractice?', the AI turns the responsibility to the user, stating "it is up to the user to decide how to use ChatGPT and it is not intended to be used for any nefarious purposes, including academic malpractice" (Open AI, 2022).

Reference list entry

Open AI (2022). *ChatGPT (version GPT3)*. [Computer Programme]. Available at: <https://openai.com/blog/chatgpt/> (Accessed: 13 December 2022).

Systematic review

Citation order

- Author: surname with capital letter, followed by a comma, Initials: in capitals with a full-stop after each.
- Year: publication year in parentheses followed by a full stop.
- Title of article: in single quotations followed by a comma.
- Database name: *in italics* followed by a comma.
- Issue number: (issue/part number) followed by a comma. If available
- Article number: followed by a full stop.
- [Systematic Review]: followed by a full stop.
- DOI.
- or**
- Available at: URL **and** (Accessed: Access Date) followed by full stop.

EndNote reference type: Online Database

Active EndNote fields: Author, Year, Title, Name of Database, Type of Work, Accession Number, URL or DOI, Access Date

In-text citation

Kuti, B. P., et al. (2023) describes hand hygiene as an integral part...

Reference list entry

Kuti, B. P., et al. (2023). 'Hand hygiene for the prevention of infections in neonates', *Cochrane Database of Systematic Reviews* [Systematic Review]. (6), CD013326.
<https://doi.org/10.1002/14651858.CD013326.pub4>.

Theatre programme

Citation order

- Author: surname with capital letter, followed by a comma, Initials: in capitals with a full-stop after each.
- Year: publication year in parentheses followed by a full stop.
- Title of performance. Italicised, followed by comma.
- Date of performance followed by comma.
- Type of material. [square brackets] followed by full stop.
- Performance venue.
- Location of venue.
- Available at: URL

EndNote reference type: Press Release

Active EndNote fields: Author, Year, Title, Date, Type of Work, Publisher, Place Published, URL or DOI, Access Date

In-text citation

In the *Seagull* programme from the Regent's Park Open Air Theatre (2015) production we can view....

Reference list entry

Regent's Park Open Air Theatre (2015). *The Seagull*, 12 May 2015, [Theatre Programme].
Regent's Park Open Air Theatre: London.

St. Martin's Theatre Company (2023). *The Mousetrap*, 18 September 2023, [Theatre Programme]. St. Martin's Theatre: London. Available at: <https://uk.the-mousetrap.co.uk/>.

OR if quoting a particular article within the programme

- Author: surname with capital letter, followed by a comma, Initials: in capitals with a full stop.
- Year: publication year in parentheses followed by a full stop.
- Title of article, if available in single quotation marks.
- The word 'in'
- Theatre group followed by a full stop.
- Year of publication in parentheses followed by a full stop.
- *Title of performance* (in italics), followed by a comma.
- Date of performance
- Type of material [square brackets]
- Performance venue
- Location of venue, followed by a comma.
- Page number(s) followed by a full stop.

In-text citation:

According to Marsh (2015) Chekov's inspiration was borne of...

Reference list entry:

Marsh (2015) 'Spotlight on the author', in Regent's Park Open Air Theatre. (2015). *The Seagull*, 12 May 2015. [Theatre Programme]. Regent's Park Open Air Theatre: London, p.17.

Thesis

Citation order

- Author: surname with capital letter, followed by a comma, Initials: in capitals with a full-stop after each.
- Year of submission in parentheses followed by a full stop.
- Title: full title italicised. Only the first word and proper nouns should be capitalised. Follow with a full stop unless there is a subtitle.
- Level (PhD etc), followed by a comma.
- Educational establishment followed by a full stop.

If viewed online:

- Available at: URL
- (Accessed: Access Date) followed by full stop.

EndNote reference type: Thesis

Active EndNote fields: Author, Year, Title, Degree Thesis Type, University, Place Published, URL or DOI, Access Date

In-text citation

The research demonstrates how Oscar Wilde influenced W.B.Yeats (Doody, 2001)

Reference list entry

Doody, N. (2001). *Severed heads: the influence of Oscar Wilde on W. B. Yeats*. unpublished doctoral thesis, Trinity College, Dublin. Available at: <https://www-proquest-com.manchester.idm.oclc.org/dissertations-theses/severed-heads-influence-oscar-wilde-on-w-b-yeats/docview/301554606/se-2?accountid=12253> (Accessed: 10 July 2023).

Webpage

Citation order

- Author: Surname with capital letter, followed by comma. If no named author is provided, then use the name of the organization as author.
- Initials: In capitals with full stop after each.
- Year: Publication year in parentheses followed by full stop.

- *Title of webpage / internet site* italicised followed by full stop.
- Available at: URL
- (Accessed: Access Date) followed by full stop.

EndNote reference type: Web Page

Active EndNote fields: Author, Year, Title, Series Title, Description, Place Published, Publisher, Type of Medium, URL or DOI, Access Date

In-text citation

The United Nations' (2023) 17 goals include a commitment to "end poverty in all its forms everywhere."

Reference list entry

United Nations (2023). *The 17 goals*. Available at: <https://sdgs.un.org/goals> (Accessed: 7 September 2023).

Wikipedia (wikis)

Citation order

- Title of the article in single quotations followed by a comma.
- Date published or last updated in parentheses followed by full stop.
- *Title of the wiki site* italicised followed by full stop.
- Available at: URL
- (Accessed: Access Date) followed by full stop.

EndNote reference type: Electronic Book Section

Active EndNote fields: Year, Title, Series Title, URL or DOI, Access Date

In-text citation

'The Andertons of Lostock were descended from the ancient family of Euxton Hall, near Chorley, Lancashire' ('Anderton baronets', 2016).

Reference list entry

Place the article title in single quotation marks. You will find information on when the page was last updated at the foot of the page.

'Anderton baronets', (2016). *Wikipedia*. Available at: https://en.wikipedia.org/wiki/anderton_baronets (Accessed: 01 November 2018).