



# **How to Write References**

**Library and Learning Resources**

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## 1. Preface

This guide is an introduction to writing references and covers the most common types of material in both print and electronic form: books, chapters in books, internet resources, conferences and their papers, official publications, dissertations and theses, journal articles, printed music, letters and e-mails, lecture notes, sound recordings, videos (and DVDs), images, pictures and illustrations and maps.

Library and Learning Resources have endeavoured to ensure the information provided in this guide is accurate but take no responsibility for any inaccuracies. Always check with the person marking your work to see if you have referenced correctly.

In addition, your faculty or school may also have produced subject-specific reference guides. Further help is also available from the Academic Skills Centre (at City North on the third floor of Galton Building and at Millennium Point).

### Tip – Saving Time

Make sure that you get all the reference information you need while you still have the source material (e.g. book) in front of you. You will waste a lot of time if you have to have to go back and find this information later. For example: if you make a photocopy, check that you have the page numbers; if you interview someone, make a note of the date; if you print a web page, make a note of the full web address and the date on which you accessed it.

### Confidentiality

The Faculty of Health, in particular, has strict guidelines on confidentiality. To quote from their Undergraduate and Postgraduate Course Handbooks (2004):-

“In all assessed work, if the patient/client’s name or that of a member of staff or institution is included in any part of the work, including appendices, it will fail. The work will be deemed a “technical fail” and will receive a zero mark.”

## 2. Introduction

### Why should I include references in my work?

1. It shows the range of reading that you have done. This gains you marks.
2. You may support your arguments with the opinion of acknowledged experts and use data from reputable sources. This can make your own arguments more convincing.
3. It is a basic academic requirement to show details of the sources of your information, ideas and arguments. Doing so means that you cannot be accused of plagiarism, i.e. stealing from another person's work.

### When should I include references in my work?

1. Whenever you quote someone else's work. This does not just include words but also tables, charts, pictures, music, etc.
2. When you rewrite or summarise someone else's work in your own words.

### Why should I give such detailed information?

The purpose of the details provided is to make it easy for someone else to follow up and trace the materials which you have used. Without full references, your tutor may be led into thinking you are trying to take credit for someone else's work i.e. plagiarism.

### What are the most important points about my list of references?

1. **Keep it accurate.** This means that the marker/tutor does not waste time if they wish to consult the items you have listed. If your list is full of errors you will lose marks.
2. **Provide all the relevant details.** This makes it is easy for the marker to identify the items which you have listed. Again, if some of the important information is missing you will lose marks.
3. **Use a consistent format for your references.** This will ensure that it is easy to locate a reference within your reading list.

### Are there systems for doing this?

Yes, there are well-known systems but which you use will depend upon the requirements of your Faculty, School or Department. Your student handbook should provide this information but if in doubt check with your tutor or your Faculty Learning or Resource Centre.

The system used by most Faculties, Schools and Departments is the **Harvard Referencing System** and this is the system that the majority of this guide deals with. Psychology courses use the **APA** system, which is similar to Harvard.

There are also numerical methods (including footnotes) which may be required or acceptable on your course; Law and English, for example use numerical referencing. Check on your course what exactly is required.

## What do I need to include in the full reference at the end of my assignment?

The most important parts of a reference are as follows:

- a) The person(s) or organization who 'wrote' the work: - the **author(s)** or **originator(s)**. Of course, this maybe the composer, artist, director, sculptor, architect, etc. depending on the format of the work.
- b) Anyone who edited, translated or arranged the item.
- c) The name of the work: - usually the **title**.
- d) Any additional information about the name of the item: - usually the **subtitle**.
- e) The person who puts the work into its physical or electronic format: - usually the **publisher**.
- f) The **date** when the work was made available or published (not necessarily when it was written, etc.).
- g) The **place** of publication (if known).
- h) Physical details of the item such as page numbers, type of material – CD, DVD, poster, computer file, etc.
- i) Any additional information helpful to locate the works (such as a web address, a catalogue number, the title of a series, etc.).

Read on to learn how to organise these pieces of information into a properly-structured full reference.

### 3. The Harvard Referencing System

#### 3.1 How do I cite an item in the text of my assignment?

If your School uses the **Harvard system**, you need to provide the following information if you mention another piece of work, book etc. in your assignment.

Surname of author(s) or name of organization, followed by the date of publication in round brackets.

**e.g.** “As with any investment, working capital exposes the business to risk” (McLaney 2003).

Do not put the author’s first name or initial. It is usually not necessary to give any other information about the source, such as what format it is, title, publisher etc.

Do the same for websites. Do not put the website address within your text; only in your list at the end.

If there is no author give either:

A statement that the work is anonymous (Anon) followed by the date in round brackets:

**e.g.** Anon. (2006) states that ...  
(It is best to avoid this if at all possible.)

*or*

Title followed by the date in round brackets.

**e.g.** According to the Encyclopaedia Britannica (2003), this ...

If the author produced more than one work in the same year use letters to indicate this (arrange the items in the list of references alphabetically by their title first):

**e.g.** Singh (2004a) claims that ...  
Singh (2004b) is of the opinion that ...

**When citing a secondary source**, for example, when including source material from a work you haven’t read, as cited in another work which you *have* read, this must be indicated in your text. For example:

**e.g.** Smith, cited by Laycock and Shaw (2006), believes that ..

In your list of references only include the actual source you consulted, i.e. Laycock and Shaw.

It is usually advised to avoid secondary references whenever possible.

#### **Page Numbers**

Page numbers should be included in your in-text references for books, when you can indicate precisely on a page or pages the information that you are using. Direct quotes from books, therefore, should always include the page number. This can be indicated by p./pp., or more commonly nowadays, by a colon, ∴

**e.g.** Shah (2002, p.33) indicates that ...  
Jones (2000, pp.17-20) disputes this claim.  
Wheeler (2007: 122) argues for ...

## 3.2 General rules for full references at the end of text

### Authors

- a) Single authors  
Family name first, then a comma and space followed by initial(s).  
**e.g.** John, A.
- b) Two authors  
List the authors in the form above with “and” between them.  
**e.g.** Mohammed, A. and Khan, J.
- c) Three or more authors:  
List the authors as above with commas after each initial and “and” before the final surname.  
**e.g.** Pryce-Jones, T., Patel, V. and Brown, P.

In your list of references you must always list all the authors. In your text, if there are three or more authors, just put the surname of the first author, followed by ‘et al’ (which means ‘and the others’).

**e.g.** Petrus et al (2009) investigated ...

### Editors

Editors are treated the same as authors **except** that ed. or eds. is put in brackets after the editor’s or editors’ name(s).

**e.g.** Walker, T. (ed.)

### When is an author not an author?

The chairmen or chairwomen of government or other reports are not authors\*, and neither are compilers, illustrators (unless their art is the significant part of the work rather than the text), translators, arrangers, photographers (unless the photographs are a significant part of the work and flagged as such) and writers of prefaces, forewords or introductions.

\*instead use a corporate author (see below).

### What is a Corporate Author?

A corporate author is a group which takes responsibility for writing a publication. It could be a society and professional body, an international organisation, a government department or any other group. A government publication should begin with the country, then the department, then any committee or subcommittee.

**e.g.** Great Britain. Department for Education and Skills

**e.g.** PriceWaterhouseCoopers

### Date

The date of ‘publication’ should be included.

If there are a number of different reissues or reprints of the item, give the earliest date of the edition you are referring to.

**e.g.** if the information in the book reads “1989 reprinted in 1990, 1992, 1995, 1996, 2000” give **1989**.

If the date you find on the source material comes from anywhere other than the item’s title page (such as from the preface or introduction) or from an outside source such as a bibliography or a library catalogue put it in square brackets.

**e.g.** [2003]

If it is not possible to ascertain the date put the following: **[n.d.]** or **[undated]** or **[no date]**.

## Title

The title should be copied from the item itself if possible and should be in italics. Note, however, that titles of journal articles or chapters in a book with an editor should **not** be put in italics.

If there is a mistake in the title of the published work (and you do not wish the reader to think that you cannot spell!) put the word *sic* (= thus) in square brackets after the word(s).

**e.g.** *Brimingham* [sic]

If there is no title on the item you may need to invent a descriptive title. In this case you should put it in square brackets [ ].

## Edition

If there are different editions of the work you should give details of which edition you are using.

**e.g.** 3rd ed.

## Place

Where appropriate, mostly for books, you should include the city where the item was published. If it is not clear which country the city is in, this is sometimes included in round brackets.

**e.g.** Birmingham (UK)

**e.g.** Birmingham (Alabama, US)

If there is more than one city of publication given, choose the first one listed .

**e.g.** for Oxford London New York Hong Kong give "Oxford"

## Publisher

If the item is published give the name of the publisher as it appears on the item.

**e.g.** Facet Publishing

If the item is unpublished it may still be possible to give the name of the body responsible for issuing the work.

**e.g.** Jones, R. (1998). *Public libraries and the use of the internet*. Unpublished PhD thesis, University of Loughborough.

## Other information

You may wish to include other information about the item such as its ISBN or physical format (e.g. audio CD, microfilm, map, letter, photograph, music score, lecture, email, etc.). More detail is given in the section below on specific formats.

## Transliteration

Any information not in the Roman alphabet should be transliterated where appropriate. British Standards *BS2929 (Transliteration of Cyrillic and Greek characters)*, *BS4280 (Transliteration of Arabic characters)*, *BS7014 (Guide to the romanization of Chinese)*, *BS6505 (Guide to the romanization of Korean)* and *BS4812 (Specification for the romanization of Japanese)* should be helpful. They are available from the British Standards database via the Library's A-Z of Electronic Resources.





### Series Title and Number

If the book is part of a series it may be helpful to give the series title and number of the book within the series.

**e.g.** Boles, J. K., & Hoeveler, D. L. (2006) *The A-Z of Feminism*. The A to Z Guide Series; No. 19. Oxford: Scarecrow Press.

### ISBN (International Standard Book Number)

The ISBN is a unique 10- or 13-digit number which serves as a unique identifier of a particular book. It can very occasionally be useful to help identify an obscure item. Put this information at the end after all the other information.

**e.g.** Tierney, J. (2006) *Criminology: Theory and Context*. 2nd Ed. Harlow: Pearson/Longman. 1405823615.

### **Parts of Books**

Some books are a collection of chapters by various contributors. You cite them the same way as above, but the chapter is cited first (with the title not in italics), followed by the details of the book in which it appears.

**e.g.** Grimshaw, R. and Templeton, R. (1995) Aspects of engineering services in design and development. in: Waterhouse, M. and Crook, G. (eds.) *Management and business studies in the Built Environment*. London: Spon.

### **Electronic Books**

Electronic Books should be treated very similarly to print ones. You need to include the address of the website at which you viewed the work and the date on which you viewed it.

**e.g.** Roshan, P. & Leary, J. (2003) *Wireless LAN Fundamentals* Sebastopol, CA: Cisco Press [available at: <http://proquest.safaribooksonline.com/1587050773>] [viewed on 11/07/2006].

## **ii) Journal Articles**

Publications that are published regularly with the same title and often a volume and/or part number are known as **journals**, **magazines** or **serials**. These could include publications published annually, quarterly (4 times per year), bimonthly (every 2 months), monthly, weekly or daily. Popular serials e.g. Radio Times, are usually called **magazines** but more academic publications are usually referred to as **journals**.

The information required when citing an article from a journal is as follows:

Author(s) (If any)

Year

Article Title

Journal Title (which is put in italics)

Volume (if any)

Part or Issue (if any)

Date and month (if no volume or there is a volume but no part or issue number)

Page numbers

The reference should be laid out like this:

*Author*                      *Date*                      *Article Title*                      *Journal Title*  
↓                              ↓                              ↓                              ↓  
Kushner, G. B. (2005) Changes Ahead in Health Care. *HR Magazine*,  
Vol 50, No 13, pp. 60-61.  
↑                      ↑                      ↙  
*Volume Part/Issue Page Numbers*

### What do I do if I use a whole issue of a journal?

Sometimes it may be necessary to cite the whole issue of a journal, especially if it is a **special issue** dedicated to a particular subject.

For a whole issue give the following:

Journal Title (In italics)  
Subtitle relating to the Special Issue (if there is one)  
Year  
Volume (if any)  
Part or Issue (if any – it may say Special Issue on ...)  
Page Numbers of the Issue (if they are not just numbered from 1 to the end)

**e.g.**

*Human Resource Management Review: HRMR special issue: fairness and human resources management* (2003). 13(1)

### Review in a Journal

If you refer to a review you should also include the details of the work being reviewed,  
**e.g.**

*Author*                      *Year*                      *Review Title*                      *Author of reviewed work*  
↓                              ↓                              ↓                              ↓  
Sanderson, C.(2005) Travelling with an anti-tourist. (Daniel Kalder -  
Lost Cosmonaut) (Book Review). *The Bookseller* 5209 (Dec 16, 2005) p.37.  
↑                              ↑                              ↑                              ↑  
*Title of reviewed work*                      *Journal Title*                      *Issue*                      *Page*

### Electronic Journal Articles

Electronic journal articles should be cited in the same way as print ones. You may wish to include information about the hosting services (e.g. SwetsWise) and the date viewed.

**e.g.**

Parry, S. and Dunn, L. (2000). Benchmarking as a Meaning Approach to Learning in Online Settings *Studies in Continuing Education*, Vol. 22 No. 2, p.219 [Online version via SwetsWise] [viewed on 11/07/2006]

### Journals on microform (microfilm or microfiche)

Generally material is put on microfilm from some other print medium such as a journal or newspaper in order to save space for storage. It is not usually necessary to include this information in a reference. If you decide to do so you should include, in addition to the usual details, the place and publisher of the microform and, if possible, the number and frame or a microfiche or the frame number on a microfilm if there is one.

**e.g.**

Miller, D.J. (1981) Holographic Bubble Chambers. *Nature* Vol. 289, 22nd January 1981, p.226. Microfiche Version - Ann Arbor: Michigan fiche no. 1 frame C1

### **iii) Newspaper Articles**

Newspaper articles are treated in the same way as journal articles except that it is necessary to include the date not just the year.

**e.g.**

Jackson, L. (2006), Turning Brum into a hotbed of new writers, *Sunday Mercury*, 25 June 2006, p.29

### **Online Newspaper Articles**

For newspaper articles found in online newspapers the required elements for a reference are:

Author or corporate author,

Year,

Title of document or page,

Name of newspaper,

[type of medium]

additional date information,

Available at: include web site address/URL(Uniform Resource Locator).

[Accessed date].

**e.g.**

Ash, T. G. (2010) Don't be afraid of a hung parliament, *Guardian.co.uk* [Internet] 4th March 2010. Available at <http://www.guardian.co.uk/commentisfree/2010/mar/03/dont-be-afraid-of-hung-parliament> [Accessed 4th March 2010]

### **iv. Websites**

A web page should be treated similarly to a print work, in that it should have an author or editor and a title. It may be dated and the main site (of which the page is a part) may also have a publisher (for example a white or green paper on an official government website is published by that government department) and may also give an address in the "about us" or "contact" section. You should include the **full** address of the web page and also the date on which you accessed the page.

**e.g.**

Barger, J. (2000) *A biography of Leopold Paula Bloom*  
<http://www.robotwisdom.com/jaj/ulysses/bloom.html> [accessed 11/07/2006].

### **v. Conference Proceedings**

Conferences are treated in the same way as books, and the reference should include:

Corporate author,

Date,

Title,

Place,

Publisher

In volumes of proceedings from regularly-held conferences the author is normally a corporate author and is the same as the name of the conference, followed by the number of the conference. Identifying how to cite the author may well be difficult and, as usual, it is best taken from the title page of the conference itself. **If in doubt ask for help.**

There may be a separate title or the title may be the name of the conference either preceded or followed by the word “proceedings”.

**e.g.**

Tudor Symposium. The anatomy of Tudor literature: proceedings of the first International Conference of the Tudor Symposium, 1998, (2001) Aldershot: Ashgate.

### **Conference Paper**

Apart from putting the author(s) and title of the conference paper at the beginning and the page numbers at the end, an individual conference paper is referenced in the same way as a whole set of conference proceedings.

**e.g.**

Gibson, J (1998). Remapping Elizabethan Court Poetry *in* Tudor Symposium. The anatomy of Tudor literature: proceedings of the first International Conference of the Tudor Symposium, 1998, (2001) Aldershot: Ashgate. pp 98-111.

## **vi. Dissertations and Theses**

Dissertations and theses are very similar to printed books but instead of giving information about the publisher it is necessary to give the name of the institution where the dissertation was undertaken and the type of degree for which it was written.

**e.g.**

*Author*                      *Year*                      *Title*  
↓                              ↓                              ↓  
Rowland-Jones, R., (2003) *Beyond environmental management to quantifiable pollution management*. Ph.D, University of Wales .  
   ↑                              ↑  
   *Type of Thesis*    *Awarding Institution*

## **vii. Official Publications**

Some official publications have particular citation rules. Many are published by The Stationery Office but TSO is **not** the author.

### **Acts of Parliament**

Acts of Parliament have a corporate author, which is parliament itself.

The author may be cited as “Great Britain. Parliament” especially if the material needs to be distinguished from Acts produced by other governments. However, it is more usual to leave out the author and use only the **title** (*in italics*) which includes the **year** and also the **chapter number**. In addition the **place** and **publisher** should be included.

**e.g.**

*Disability Discrimination Act 2005* c13. London: The Stationery Office.

Within the text of your assignment the chapter number may be omitted.

### **Statutory Instruments**

Statutory instruments are also authored by parliament but are usually referenced with just their title year and SI (Statutory Instrument) number.

The reference should include the **title of instrument** (including the year), the **SI year/number** and the **place** and **publisher**.

**e.g.**

*The Financial Assistance for Environmental Purposes Order 2006* SI 2006/1735.  
London: The Stationery Office.

### **Command Papers (including Green and White papers)**

The author of these is usually a government department which is the corporate author. The reference should include the country, the department, the year (in brackets), the title (*in italics*), the place and publisher and the paper number. The abbreviation for Command should be included before the number. The abbreviation was originally **C**, then **Cd** then from 1918-1955 **Cmd** and from 1956-1985 **Cmnd**. At present **Cm** is used.

You should check the title page of the paper itself to make sure.

**e.g.**

Great Britain. Home Department (1994) *Criminal Statistics for England and Wales 2003*  
London: The Stationery Office (Cm 6361).

## **viii. Music**

The author of a piece of music is generally known as the composer. In some cases it is necessary to add the arranger, editor or transcriber as they have some subsidiary responsibility for the score. It is also usual to add for what group (e.g. symphony), instrument(s) (e.g. piano) or voice(s) (e.g. soprano) the work is written.

**e.g.**

Britten, B. (1980) *Eight folk songs arrangements for high voice and harp*. Osain Ellis, ed.  
London: Faber Music.

## **ix. Maps, illustrations, photographs and reproductions of artworks**

### **Maps and other cartographic material**

If possible details of a map should include the originator/author (if stated on the publication), the date, the title and scale of the map (e.g. 1:50,000) and the Place and Publisher

**e.g.**

Mason, J. (1832) *Map of the countries lying between Spain and India*, 1:8,000,000.  
London: Ordnance Survey.

### **Illustrations and posters**

Illustrations and Posters should have an artist (if applicable), date, title and possibly place and name of the publisher.

**e.g.**

Bell, S. (1995) *How the days got their names : Ancient Roman, Viking and Japanese days of the week*. Hawthorn, Vic. : Mimosa Publications.

### **Illustration within a book**

If the illustration is within a book the details of the book should also be included and the page number would be useful:

**e.g.**

Winterbotham, A. (1990) *Plateosaurus* [Illustration] in Benton, M. *All About Dinosaurs*.  
London: Kingfisher Books. p.11.

## Photographs

The details of a photograph usually include the photographer and, if known, the year, and location and, if there is one, the publisher. If there is no publisher, the location where the photograph was seen or located would be useful.

**e.g.**

Hosain, M. (1999). *Cameron Diaz* [Photograph]. London: Education Image Gallery.

## Photograph within a book

If the photograph is within a book the details of the book should also be included and the page number would be useful.

**e.g.**

Versace, G. (1991) Gold Medusa watch [photograph] in Townsend, C. (2002) *Rapture: art's seduction by fashion since 1970*. London: Thames and Hudson p9

## Artworks

Works of art usually have an originator and other details should include, if known, the year, the title of the work a statement of what type of artwork it is (e.g. installation) and where the work was seen (e.g. and exhibition) or is usually located (e.g. the owner) and, if relevant, the date seen)

**e.g.**

Durer, A.. (1515). *Rhinoceros*. [Engraving]. At: Oxford: Ashmolean Museum, Department of Prints and Drawings. Register number 1915-27- 41.

## Reproduction of artwork in a book

For the reproduction of artwork the details of the person responsible for the reproduction and the details of the book should also be included.

**e.g.**

Picasso, P. (1937) Guernica (in progress); [photographed by Maar, D.] in Hilton, T. (1976) *Picasso*. London: Thames and Hudson. p241.

## x. Sound Recordings

Details of sound recordings should include the composer/originator of the item recorded on the sound recording, the year, place, publisher, type of medium used (e.g. CD), the duration in minutes and the catalogue number.

**e.g.**

Composer                      Date                      Title  
↓                                      ↓                                      ↓  
Vaughan-Williams, R. (2001) *Dona Nobis Pacem and Other Works*.  
EMI 574782. CD. 148min.  
↑                      ↙                      ↘                      ↘  
Publisher/      Catalogue      Format      Duration  
Label              Number

## One particular item within a sound recording

Referring to one item within a sound recording is similar to that for a chapter in a book and should include similar information except that the CD may have no editor or compiler. It may be useful to include the track number:

**e.g.**

Vaughan-Williams, R (2005). The Lark Ascending, romance for violin & orchestra. in: *Adagio II. Celestial Harmonies*. 14052-2. CD2 Track 7

### **xi. Films, videocassettes and DVDs**

With a film or film series, whether shown in the cinema or on television, the information should be the same. There may not be an originator but there may be a director. A work adapted from a book may have the author of that as a subsidiary originator. It may be a good idea to include the location of a copy if it is not on video/DVD.

**e.g.**

*Blade Runner: from a story by Philip K. Dick*. (1982) Film. Directed by Ridley Scott. USA: Warner Brothers.

### **xii. Broadcasts**

Broadcasts are treated much the same as films except that the type of Broadcast (television or radio) Date, Time and Channel should be included in addition to the other information and in place of publication details.

**e.g.**

*Yes, Prime Minister: Episode 1, The Ministerial Broadcast*. (1986). TV, BBC2, January 1986. 20.30 hrs.

### **xiii. Scriptural Citations**

References to the Bible should include book (abbreviated), chapter and verse – never a page number. Traditionally a colon is used between chapter and verse,

**e.g.**

Heb. 13:8.                      Ruth :1-18.                      2 Kings 11:12.

Bible references are not usually included in your bibliography but if you do want to reference the Bible you have been using, then follow the rules for a book. References to the sacred and highly revered works of other religious traditions are treated similarly to those of the Judeo-Christian tradition.

### **xiv. Unpublished Material**

There are many types of unpublished material which you might use in an assignment. This section covers a few of these.

#### **Lecture Notes**

As with other materials it is likely that a lecture will have an author and title and a place where it was delivered. There will also be a year and date in which it was delivered. Additionally the lecture is likely to be part of a course or module. As you have taken notes then add that information in square brackets at the end.

**e.g.**

<i>Lecturer</i>	<i>Year</i>	<i>Title of Lecture</i>	<i>Course/Module Name</i>
↓	↓	↓	↓
Smith, M.	(2005)	<i>Health and Illness</i> .	BSc Human and Applied Biology,
↑		↑	
Birmingham City University,	9th May 2005	[Lecture Notes taken by T. Venables).	
<i>Institution where delivered</i>	<i>Date Delivered</i>		



## Information Sheets

Information Sheets may be anonymous and undated but otherwise the same rules as for other print materials apply.

You should include:

Author (if there is one)

Year (if there is one otherwise put year acquired in square brackets)

Title (if there is one – otherwise invent one and place it in square brackets)

Place (if there is one)

Institution

**e.g.**

Smith, B (2005) *Information Sheet about Online Shopping*. Foundation for Retail Studies.

## Letters

Letters will have an author (the person who wrote it) and probably a date. There may be a heading for the letter if it is official in which case use that but there may be no title in which case you should put in square brackets: Letter from person X or Correspondence from person X. If the recipient was a person other than yourself you should add after the sender the name of the recipient.

**e.g.**

Green, L. (2005) *Correspondence from L. Green to B. Smith*. 25th December 2005.

## Questionnaires

If you wish to cite an individual response to a questionnaire then the person completing it is the author. Ideally you should have it dated and have a title to the questionnaire.

**e.g.**

<i>Respondee</i>	<i>Year</i>	<i>Title of Questionnaire.</i>	<i>Date completed</i>
↓	↓	↓	↓
Wilkins, B	(2004)	<i>Questionnaire on Library Services.</i>	13th June 2004.

## xv. Electronic Materials

### Discs

If a book or manual is on disc (either CD-ROM, DVD or some other type of disc) it should have some of the same information as the print equivalent. Even if there is no author or editor there should be a title, a date, a publisher and possibly a place of publication. It is useful to add what type of disc it is and, if relevant, for what operating system it was designed.

**e.g.**

Ahlberg, A. (1997) *The jolly postman's party*. Oxford: Reed Children's Books. CD-ROM

### Part of a Disc

An item which is part of a disc (e.g. a chapter from a compilation disc, etc.) should be treated in the same way as part of a print publication such as a book chapter.

### Computer Programs

If the computer program has an originator (or possibly corporate originator) that should be included with the year in which this version of the program was created, name of the program, the version, the place of the program producer's office, the name of the producer and the statement that it is a computer program.

**e.g.**

*WordPerfect Version 5.1*. WordPerfect Corporation, Orem, Utah [Computer Program].

## Emails

Emails may be treated in the same way as a letter. There will be an author (the person who sent it), a year and a title (the subject line). There is obviously no publisher or location but it is useful to add the e-mail address of the sender and the date sent.

### e.g.

Ashfield, N. (2005) Re: *Architecture Journals*. [norman.ashfield@uce.ac.uk] [sent on 12/06/2005].

## Emails from mailing lists

These still have the same information as above but you should also include the name of the mailing list at the end. If the e-mail to a list was found on a web page include the name and address of the web page and the date when you viewed it.

### e.g.

Burns, B. (1997) Re: *Japanese Legislation*. [sent to mailbase@mailbase.ac.uk, 10/02/1997]

## Powerpoint presentations

A Powerpoint presentation will usually have an author, a title and a date or year. If seen 'live' you should also include the venue, the date viewed. If seen on a web page give the web address and the date viewed.

### e.g.

Price, C. (2006) *TalisList - an Introduction*. [shown at Birmingham: UCE Birmingham. Kenrick Library] [viewed on 11/07/2006]

## Discussion forums

A posting to a discussion forum will usually have an author, a year, a message subject, the name of the discussion forum, the date posted, the web address of the forum and you should also include the date you accessed the forum.

### e.g.

Keiser, B. (2004) *Information literacy and information skills teaching in FE and HE*. LIS Information Literacy Group discussion list, 20 May 2004  
Available from: LIS-INFOLITERACY@JISCMail.AC.UK [accessed 12/06/2004].

## Moodle

Materials on Moodle may be treated in the same way as all of the above, whether documents, powerpoint displays, contributions to a discussion forum, sound files or anything else. You should include the name of the faculty, department (if applicable) and module name and number, as well as the date accessed.

### e.g.

Ebrey, P. (2005) *UCEfulLibSkills* Moodle@UCE Birmingham. Library Services. Library Courses Module. Accessed on 12/05/2005.

## UCEEL

Materials on the university's digital library UCEEL may be treated in the same way as all of the above whether book chapters, student projects, journal articles, sound files, off-air broadcasts, videos or anything else. Every UCEEL item has a unique URL so you should include that as well as the date accessed.

### e.g.

Collecting Primary Data Using Semi-Structured and In-Depth Interviews in Saunders, M., Lewis, P. and Thornhill, A. (2003) *Research Methods for Business Students*. Harlow, New York: Prentice Hall. [viewed on UCEEL at <http://diglib.uce.ac.uk> on 12/07/2006]

## **xvi. Verbal Materials**

Verbal materials will normally have an author and a year.

### **Lectures**

Lectures will have an author (usually the person delivering the lecture), a year, possibly a title for the lecture, a module name and number and course of which it is a part, a place where it was delivered and a date on which it was delivered.

#### **e.g.**

Smith, M. (2005) *Health and Illness*. BSc Human and Applied Biology, Birmingham City University, 29th May 2009

### **Interviews**

An interview will normally be with a named person and be on a particular date and carried out by a particular person but you will need to provide some sort of title for the interview. It is useful to give the venue. The interviewee is the author of comments made by herself/himself. If referring to the whole interview, the interviewee and yourself are joint authors.

#### **e.g.**

Wilson, H (2006) *Interview on Library Services*. Conducted by Brown, G. on 12/06/2009 at Kenrick Library, Birmingham City University

## **xvii. Legal Materials**

There are separate rules for the citation of legal materials. The website [Citing the Law](https://ilrb.cf.ac.uk/citingreferences/oscola/tutorial/) (<https://ilrb.cf.ac.uk/citingreferences/oscola/tutorial/>) shows how to:

- cite cases and legislation, i.e. the 'primary' sources of law, in the accepted way
- refer to 'secondary' sources such as books, journals and government reports in your work
- cite using OSCOLA, the Oxford Standard for Citation of Legal Authorities

## 4. Vancouver (Numeric) Method

This method tends to be used in humanities and arts publications. In the text, each reference is given a consecutive number and the list of references is then compiled in numerical order. The number may be either in brackets

e.g.

In a recent book, Wilson (35) looked at human interaction with computers ...

or in a superscript,

e.g.

Wilson<sup>35</sup> looked at human interaction with computers

In the **list of references**, items are listed in numerical, not alphabetical order. Use the author's name as given on the title page.

e.g.

14. Newman, W. *Interactive System Design*. New York: Addison Wesley, 1995, p.31

15. Bourne, C. *Race and Sex Discrimination*. London: Sweet and Maxwell, 1993, pp.84-5.

16. *European Union Environment Policy and New Forms of Governance*. Aldershot: Ashgate, 2001, pp.10-11.

17. Costanzo, M. *Legal Writing*. London: Cavendish, 1993, p.96.

18. Bourne, C. *Race and Sex Discrimination*. London: Sweet and Maxwell, 1993, pp. 21-2

### **Note:**

In this method every major word in the titles has a capital letter.

In order to provide an alphabetical list of references, some writers using this system provide both a numerical list of references either at the end of the work, at the end of each chapter, or as footnotes; AND a separate alphabetical list of references. This clearly involves much more work than the Harvard system.

## 5. Further Reading

The following may be of further help to you:

*The Bluebook : A Uniform System Of Citation* (2000) 17<sup>th</sup> ed. Cambridge, Massachusetts: Harvard Law Review Association. (*in library stock*)

British Standard BS 5605 (1990) *Recommendations for Citing and Referencing Published Material*. London: British Standards Institution. (*Online at British Standards Online and in library stock*)

British Standard BS 6371 (1983) *Recommendations for Citation of Unpublished Documents*. London: British Standards Institution. (*Online at British Standards Online*)

*The Chicago Manual of Style*. (2003) 15th ed. Chicago: University of Chicago Press. (*in library stock*)

French, D. (1996) *How to Cite Legal Authorities*. London: Blackstone. (*in library stock*)

Li, X and Crane N.B. (1996) *Electronic styles : a handbook for citing electronic information*. 2nd ed. Medford, N.J. : Information Today (*in library stock*)

*MHRA style guide : a handbook for authors, editors, and writers of theses* (2002)  
London : Modern Humanities Research Association

Pears, R and Shields, G (2008) *Cite them right : the essential referencing guide*  
Newcastle upon Tyne: Pear Tree Books, 2008 (*in library stock*)

The **Academic Skills Centre** can also help you with referencing. ASC staff run occasional workshops on the subject, details of which can be found on the Moodle site: <http://moodle.bcu.ac.uk/course/view.php?id=198>

They also offer 1:1 tutorials, which can focus on the question of referencing. To make an appointment, ring 0121 331 6296.