LIVERPOOL JOHN MOORES UNIVERSITY

Library Services

Harvard Referencing Guide

Section One: Why Reference?

When writing up your project/assignment it is important that you provide details of the various resources you have consulted. You need to use a recognised referencing system.

The **Harvard system** is the one used the most at LJMU and this is the guide will help you, there is also an online tutorial in Blackboard on the library tab.

When do you need to give a reference?

- if you quote the exact words of another author
- if you paraphrase or summarise a passage by another author
- if you use an idea or material based directly on the work of another author

Why should you reference?

- it enables you to find easily an item you have consulted previously
- it allows you to pass on to a friend or colleague details of an item that you have consulted, secure in the knowledge that he/she will be able to trace it easily
- it helps the reader understand how you have reached your conclusions
- to avoid accusations of plagiarism
- it enables you to identify the sources of quotations

Referencing involves inserting brief details, usually the item's author's last name and year of publication within round brackets, e.g. (Neville, 2009) or Neville (2009), at the appropriate point in your text and full details of the item in a reference list at the end of your work. The entry in the reference list for Neville's book would be

Neville, C. (2009) *How to improve your assignment results.* Maidenhead: Open University Press

Before submitting an assignment, check that your reference list includes accurate and full details of all the items you refer to in the assignment.

When do you not need to give a reference?
In all academic and professional fields some ideas are regarded as "common knowledge" and do not need to be referenced. Pears and Shields define common knowledge as "facts, dates, events and information that are expected to be known by someone studying or working in a particular field" (2010, p.2). They suggest that students who are unsure whether "the material you want to use in your assignment constitutes common knowledge, … need to ask … the following questions:

- Did I know this information before I started my course?
- Did this information/idea come from my own brain?

If the answer to either or both of the questions is "No", then the information is not common knowledge to you. In these cases you need to cite and reference your source(s)."(2010, p.3)

Is there a difference between a bibliography and a list of references?

Some people use these terms synonymously. According to the British Standards Institution: "A bibliography identifies books and articles relevant to the text; it is not restricted to items cited in the text... A list of references is confined to publications cited in the text" (BSI, 2000, p.16).

Section Two: Handling quotations

A quotation helps you support an argument and illustrate the range of your research. Before including a quotation, stop to consider whether it is really relevant. It is important that a quotation is easily identifiable as such and accompanied by a page number. The way in which you should present quotations depends upon their length.

A quotation of three lines or less: should be enclosed in quotation marks and included in the body of the essay, for example:

"Occupational welfare includes those benefits that accrue to wage and salary earners over and above their pay, including those referred to as fringe benefits". Titmuss (1958, p.51) illustrates this…

We recommend that **longer quotations** are indented and presented in single-line spacing, for example:

Occupational welfare includes those benefits that accrue to wage and salary earners over and above their pay, including those referred to as fringe benefits. Titmuss (1958, p.51) illustrates this occupational division of welfare with the following examples:

> pensions for employees, wives and dependents; child allowances; death duties; health and welfare services; personal expenses for travel, entertainment, dress and equipment; meal vouchers; motor cars and season tickets ... and an incalculable variety of benefits in kind ranging from obvious forms of realisable goods to the most intangible forms of amenity.

The receipt of shares in a company is one of many common benefits which even Titmuss' long list omits, and one which has very clear tax advantages... .

Or alternatively:

Occupational welfare includes those benefits that accrue to wage and salary earners over and above their pay, including those referred to as fringe benefits. Titmuss illustrates this occupational division of welfare with the following examples:

> pensions for employees, wives and dependents; child allowances; death duties; health and welfare services; personal expenses for travel, entertainment, dress and equipment; meal vouchers; motor cars and season tickets ... and an incalculable variety of benefits in kind ranging from obvious forms of realisable goods to the most intangible forms of amenity. (1958, p.51)

The receipt of shares in a company is one of many common benefits which even Titmuss' long list omits, and one which has very clear tax advantages... .

Always reproduce quotations exactly, including their punctuation. You should even reproduce any spelling or grammatical errors from the original. Insert [sic] immediately afterwards to indicate that the error was made in the original and not as you were transcribing it.

You may make **alterations or additions to a quoted passage** to help your reader's comprehension or to fit the quotation neatly into your sentence or paragraph. Enclose any words that you add in square brackets [ ] and insert three dots ... to indicate omissions.

Section Three: Compiling a Reference List

A reference list normally consists of **full details** of the items you have referred to in your assignment. Entries in the list are arranged in a single alphabetical sequence by author's last name regardless of whether they are references to books, journal articles or other items.

Acts of Parliament

Armed Forces Act 1996: Chapter 33 [online]
Available at: http://www.hmso.gov.uk/acts/acts1996/1996046.htm
[Accessed: 10th April 2011]

Special Educational Needs and Disability Act 2001 [online]
Available at: http://www.legislation.gov.uk/ukpga/2001/10/contents

[Accessed: 29th March 2013]

Police Act 1997: Chapter 50. London: The Stationery Office

Advertisement - Job

Name of Company placing advert (year) Title of Advertisement [job advertisement].
Title of Newspaper [online], date of publication.
Available at: www…
[Accessed:]

Print:
Liverpool Empire (2012) 'Cinderella' [Advertisement] *Liverpool Echo*. Thursday
October 4, 2012. Pg.19

Anonymity

Sometimes names have to be withheld for confidentiality- such as school
placements:

School A (Name withheld, 2014) *School Behaviour Policy/website*

School (Name withheld, 2014) *Name of the Policy/website*

Ofsted (year) *Inspection under Section 9 of the Education (Schools) Act 1994: School
A (Name Withheld)*

Blogs

Author, Year. Title of individual blog entry. *Blog title*[medium], Blog posting date.
Available at: include web site address/URL
[Accessed date]

Berry, I. (2011*) Art of the week* [blog], 18th April 2011.
Available at: http://www.artinliverpool.com/blog/
[Accessed: 19th April 2011]

Cited in the body of your assignment as: (Berry, 2011)

Newspaper blog:

Parkinson, L. and Bebbington, M. (2012) David Cameron should give PE teachers a
sporting chance. *The Guardian Teacher's Blog* [online] 9th August 2012
Available at: http://www.guardian.co.uk/teacher-network/2012/aug/09/david-
cameron-pe-teachers-sporting
[Accessed: 10th January 2013]

Books

Checklist of details to include in a reference to a printed book:

Author's name – Last name and initials
Year of publication - in brackets
Title and subtitle (if any) of the book, this is normally underlined or set in italics
Edition (only include this if it is a second or subsequent edition)
Place of publication
Publisher's name

You can normally find this information on the title page and the back of the title page.

Book with one Author

Gottfried, R.S. (1983) *The Black Death: natural and human disaster in Medieval Europe.* London: Macmillan

Cited as:

According to Gottfried (1983) the Black Death….

The Black Death was a disaster that created a new Europe (Gottfried, 1983) sweeping away the old…..

Book with two Authors

Ponton, G. and Gill, P. (1993) *Introduction to politics*. 3rd ed. London: Blackwell

Cite this in your assignment:

A widely accepted theory (Ponton and Gill, 1993) suggested that.....

Books with three Authors

Field, K., Holden, P. and Lawlor, H. (2000) *Effective subject leadership.* London: RoutledgeFalmer

Cited as:

According to Field, Holden and Lawlor (2000) leadership is….

"Leadership is not management" (Field, Holden and Lawlor, 2000, p.189) …

Books with more than three Authors

If a publication has more than three authors, give all the authors in the full reference:

Thornton, T.N., Craf, C.A., Dahlberg, L.L., Lynch, B.S. and Baer, K. (2005) *Youth violence prevention : a sourcebook for community action*. New York: Nova Science Publishers.

However, you can use et al when you cite this in your assignment:

Youth violence is born from boredom (Thornton et al., 2005) therefore….

Books by an Editor or Compiler

The editor or compiler of a work can be taken as the author and his/her function indicated in brackets, e.g. (ed.), (comp.) in the full reference but not in the text

Bell, L., Neary, M. and Stevenson, H. (eds.) (2009) *The future of higher education: policy, pedagogy and the student experience.* London: Continuum

Cited as: (Bell, Neary and Stevenson, 2009)

Books with no Author

If it is unclear who wrote a publication, for example a dictionary, it is usually referred to in the text by its title and entered in the reference list under its title:

Encarta concise English dictionary (2001) London: Bloomsbury

Cited as: Encarta concise English Dictionary, 2001

Books by an Organisation

If a publication is produced by an organisation and no individual is credited as the author, treat the organisation as the author.

Royal College of Nursing (2011*) Accountability and delegation: what you need to know.* London: Royal College of Nursing

If the organisation is well known by an acronym or its initials, the first time you refer to their item, provide the organisation's full name in your text followed by its abbreviated name in brackets, for example:

> …In its updated guidance on the topic the Royal College of Nursing (RCN) (2011) now recommends …

If you need to refer the organisation again, refer to it by its abbreviated name. **Use the full name of the organisation in your reference list.**

British Standards

British Standards Institute (year) *Number and name of the standard* [online]
London: British Standards Institute
Available at:
[Accessed:]

British Standards Institution (2013) *BS EN ISO5526:2013 Cereals, pulses and other food grains. Nomenclature* [online] London: British Standards Institute
Available at: https://bsol.bsigroup.com
[Accessed: 5th April 2013]

Case Study

Author (year) Title of the case study (case study) [online] Place of Publication: Publisher
Available at:
[Accessed:]

Tejenda, A. (2011) *The National Strategies: Power of Reading - raising achievement in literacy through enjoyment and creativity (*case study) [online] London: Department for Education and Skills
Available at:
[Accessed:…]

Chapter in an Edited work

If you want to refer to a chapter from an **edited work** then you need to include the details of that chapter and also full details of the book in the reference list. In the text of your assignment you need to cite the author of the chapter and not the editor of the book.

Offe, C. and Ronge, V. (1982) Theses on the theory of the state.
In: Giddens, A. and Held, D. (eds.) *Classes, power and conflict.* London: Macmillan pp.74-98

Cited as: (Offe and Ronge, 1982)

Command Paper

Different abbreviations have been used to identify command papers over the decades. Be sure to use the abbreviation which was in force when the command paper was published, i.e.

Cd. for those published 1900-1918
Cmd. for those published 1919-1956
Cmnd. for those published 1956-1986
Cm. for those published since 1986

Denning, A.T. (1963) *Report in the light of circumstances surrounding the resignation of the former Secretary of State for War, Mr. J.D. Profumo* (Cmnd.2152) London: H.M.S.O.

Home Office (1978) *Reform of Section 2 of the Official Secrets Act 1911* (Cmnd.7285) London: H.M.S.O.

Report and Evidence of the Committee on Section 2 of the Official Secrets Act 1911 4 vols. (Cmnd. 5104) London: H.M.S.O., 1972

Computer Programme

The program is normally referred to by its name in the text without mention of its release date. The version or release number is given in the reference list entry.

Conference Papers

Palmer, M. (2008) Maths and Dyslexia. *Proceedings of the British Society for Research into Learning Mathematics.* [online] East Anglia. 28 March v.28, (1) pp.41-46
Available at:
[Accessed: ……]

Conference Proceedings:

Brown, M. Askew, M. Millet, A. (2003) How Has the National Numeracy Strategy Affected Attainment and Teaching in Year 4? *Proceedings of the British Society for Research into Learning Mathematics* [online] Oxford, 7 June v.23 (2) pp.13-18
Available at: http://www.bsrlm.org.uk/informalproceddings.html
[Accessed: 5th April 2015]

Conversations

Surname, Initial (year) Conversation with Name of Person. Date of the conversation

Dance Performance from a Compilation

You may want to cite an individual dance which is part of a compilation on DVD or from an online source.
Choreographer (original year of performance) Title of the /dance. In: *Title of the compilation* (year) [online video/DVD] Place of Publication: Publisher
Available at: www…..
[Accessed:]

Dudley, J. (1934) Harmonica Breakdown. In: *The New Dance Gala Historical Concert Retrospective 1930s-1970s* (2008) [online DVD] Dallas: Dancetime Publications
Available at: http://daiv.alexanderstreet.com/view/1630420
[Accessed: 22nd October 2013]

DVDs and CDs

Eat, Pray, Love (2010) [DVD] Directed by Ryan Murphy. USA: Columbia Pictures (133 mins)

Shostakovich, D. (1959) *Cello concerto no.1, performed by Maria Klieg & Polish National Symphony Orchestra, conducted by Antoni Wit.* [CD]. New York: Sony.

Extract from DVD/online video:

Title of the film/Video/DVD (year) [format] Directed by....... Place of Production: Production Company. Start-end time of extract using 24 hour clock

The following example is a 2 minutes and 5 seconds extract from a film:

Million Dollar Baby (2005) [extract, Film] Directed by Clint Eastwood. USA: Warner Brothers. (148 mins) 00:04:30 - 00:06:35 mins

Cited as: (Million Dollar Baby, 2005)

Format be could be: [extract, DVD]   [extract, online video] [extract, Film]

eBook

An eBook has the same details as a printed book but you need to include some additional information:

[online] –this indicated the format of the item
Available at: Web location/ URL -this is a link or web address for the item
[Accessed] –date you looked at the item

Bell, J. (2014) *Doing your research project* [online] 6th ed. Maidenhead: Open University Press
Available through: http://www.dawsonera.com
[Accessed: 19th June 2015]

Email

Sender Surname, Initial (email address) date of the email
Title of the email. Email to Name of Recipient (recipient's email address)

Fealey, J. (J.Fealey@ljmu.ac.uk) 23rd January 2014
Updating Harvard. Email to Rob Caley (R.J.Caley@ljmu.ac.uk)

Film

It is usually sufficient to quote the film's title in the text of an essay. Include the date only if more than one film with the same title has been made. The entry in your reference list should include the director's name, country of origin and length.

A Star is born (1927) [film] Directed by Victor Sjostrom. USA: MGM (87 mins)

Into the Wild (2007) [Film] Directed by Sean Penn. USA: MGM (148 mins)

Government Reports

Government reports often have such long titles that they are commonly known by the name of the Chairman of the committee responsible. However, you should always give the full official title of the report in a reference. You can include the popular title, if you wish

Department of Health (1996) *Choice and opportunity. Primary care: the future. Presented to Parliament by the Secretary of State for Health by Command of Her Majesty* [online]
Available at: http://www.open.gov.uk/doh/pcwp.htm
[Accessed: 15th April 2011]

Rose, J. (2006) *Independent Review of the Teaching of Early Reading: final report* [online]
Available at: https://www.education.gov.uk/publications/eOrderingDownload/0201-2006PDF-EN-01.pdff
[Accessed: 23rd January 2015]

Images –online

For images found on the internet the required elements for a reference are:

Author or owner of website (Year image created). *Title of work.*[type of medium]
Available at: include web site address/URL
[Accessed: date]

Coca Cola (2007) *New Coke logo* [online image]
Available at: http://www.thecoca-colacompany.com/presscenter/img/imagebrands/downloads/lg_new_coke_logo.jpg
[Accessed: 24th March 2012]

Cited as: (Coca Cola, 2007)

Images –online no author

Where the author is not known, begin the reference with the title of the work

Alcoholic Beverages [online image] (n.d.)
Available from: www.microsoft.com
[Accessed: 25th January, 2012]

Cited as: (Alcoholic Beverages, n.d.)

Where none of the usual details are known, such as author, date, or image title try to find the filename of the image, for example by right clicking and looking at the properties of the file.

If none of the above is available begin the reference with the subject and title of the work. Put square brackets around the title to indicate it is not the "official title"

[*Child placing gauze over knee wound*] [image online] (n.d).
Available at: http://www.dadpal.com/2009/12/wounds-care-help-and-wound-vac-herapy.html
[Accessed: 23rd November 2012]

Cited as: (Child placing gauze, n.d.)

Interviews

Face to Face:
Name of Person Interviewed (year) interview by name of Interviewer. Place, date

Blair, A. (2009) Interview by Jeremy Paxman. London. 22nd September

Radio interview:
Name of Person Interviewed (year) title of the interview if any [interview by name of Interviewer] *Title of the Broadcast* [online], Place, date

Blair, H. (2009) Being a Mother at Forty [interview by Jane Smith] *Woman's Hour* [online], BBC Radio 4, 18th September
Available at:
[Accessed:]

TV interview:
Name of Person Interviewed (year) title of the interview if any [interview by name of Interviewer] *Title of the Broadcast* [online], Place, date

Rogers, B. (2014) Interviewed for *SkySports* [TV Programme], SkyNews, 18th January
Available at:
[Accessed:]

Dooley, S. (2013) Interviewed on *Breakfast News* [online video], 3rd January
Available at:
[Accessed:]

Journal Articles

Checklist of the details to include in a reference for a journal article:

Author's name – Last name and initials
Year of publication - in brackets
Title and subtitle (if any) of the article.
Title of the journal - normally underlined or set in italics
volume and part or other details of the issue, inclusive page numbers

Journal volume, part or issue and page numbers can be presented in a number of different ways, e.g.

6(4), 30-31 or V.6(4), pp.30-31 or Vol.6, part 4, pp.30-31

Choose one of these styles and use it consistently.

Follow the guidance on book authors if the article is written by three or more authors.

Journal Article –electronic copy

Some journals are only published electronically so you need to include additional details:

[online] –this indicated the format of the item
Web location/URL -this is a link or web address for the item
[Accessed:] –date you looked at the item

Strommen, L. and Mates, B. (2004) Learning to love reading: interviews with older children and teens. *Journal of Adolescent and Adult Literacy* [online], v.48 (3) p.188-200.
Available at:
http://search.ebscohost.com/login.aspx?direct=true&db=edsjaf&AN=edsjaf.10.2307.40009180&site=eds-live
[Accessed: 10th February 2013]

Journal Article from a database

Reichard, R. and Johnson, S.K. (2011) Leader self-development as organizational strategy. *The Leadership Quarterly* [online], 22 (1), pp.32-42
Available through ScienceDirect
[Accessed: 18th April 2011]

Or

Reichard, R. and Johnson, S.K. (2011) Leader self-development as organizational strategy. *The Leadership Quarterly* [online], 22 (1), pp.32-42
DOI: 10.1016/j.leaqua.2010.12.005
[Accessed: 18th April 2011]

DOIs provide static links to journal articles, conference papers and some other electronic publications produced by many publishers and organisations. They are usually included in headers or footers of PDFs of articles and included on the web page from which the PDF is available. Equipped with a DOI a reader can access the item via the website at http://dx.doi.org/

Journal Article -print copy

Reichard, R. and Johnson, S.K. (2011) Leader self-development as organizational strategy. *The Leadership Quarterly,* 22 (1), pp.32-42

Franke, F.R. and Chasim, B. (1981) Peasants, peanuts, profits and pastoralists. *Ecologist*, v.11 (4), pp.156-168

Cited: (Franke and Chasim, 1981)

Lecture

Lecture - not the notes but the actual words said:

Lecturer Surname, Initial. (year) *Title of the lecture*. Liverpool John Moores University. Date of the lecture.

Lecturer's Notes

Lecturer's Name (year) title of the lecture. *Module code and title of Module* [online]
Available at:
[Accessed:]

Smith, J. (2011) Missing link. *ECL2999 Progression and curriculum* [online]
Available at: https://blackboard.ljmu.ac.uk/
[Accessed 18th March 2011]

<u>Letters</u>

References should begin with the name of the person sending the letter or the person interviewed respectively. You will note there are no italics

Adamson, P. (1968) Interview by author, London 17 April

Kinnock, N. (1986) Letter to author, 12 August

<u>Live Performance</u>

Dance:
Choreographer (date of premiere) *Title*. [Date seen and location]

Alston, R. (22nd June, 1990) *Soda Lake* [19th September, 2003 Covent Garden]

Concert:
Composer or Band (year of performance) *title*. [Date seen and location]

The Killers (2013) *Battle Born World Tour* [17th February, 2013 Manchester Arena]

<u>Map</u>

Author/Compiler/Producer name (year of publication) Title of map, sheet number, scale. Place of Publication: Publisher (Series)

Ordnance Survey (2001) *Clare, Limerick, Tipperary*, sheet 65, 1:50,000, Dublin:Ordnance Survey (Discovery Series)

Cited: (Ordnance Survey, 2001)

<u>Multi-volume works</u>

Crossman, R. (1975-1977) *Diaries of a Cabinet Minister*. 3 vols. London: Hamish Hamilton

Citing: include the volume number if referring to a page

e.g. (Crossman, 1975-1977, 1:132)
One volume in a multi-volume set without an individual volume title:

Barr, A. and Feigenbaum, E.A. (1981) *The Handbook of artificial intelligence*. Vol. 2. Stanford: Heuris Tech Press

If the volume has an individual title:

Hollis, D. (1980) *Animal identification: a reference guide. Vol.3: Insects*. London: British Museum (Natural History)

National Curriculum

Individual parts of the National Strategies:

Name of Department (year) *The National Strategies for Primary: title of the part if there is one* [online]
Available at:
[Accessed: …….]

Department for Education (2013) *The National Curriculum in England: subtitle* [online]
Available at:
[Accessed: …….]

Newspaper Articles

Electronic copy:
Hooper, J. (1997) Collision in Mediterranean kills 280. *The Observer* [online], 5th January 1997
Available at: http://www.observer.co.uk
[Accessed: 15thApril 1997]

Print copy:
White, J. (1992) Liverpool's most valuable home draw. *The Independent*, 2nd October, p.12

Website:
British Broadcasting Corporation (2012) *One in six young people not in education* [online]
Available at: http://www.bbc.co.uk/news/education-19342998
[Accessed: 29th August 2012]

If an article has no author, begin the reference with the title of the newspaper.

No publication date

If you cannot find a date of publication anywhere on the item, insert n.d. in place of the year.

Elliott, K. and Wright, D. (n.d.) *Studying the professional way*. London: Northwick

Cited as: (Elliot and Wright, n.d.)

Online Document/PDF

Author (year) *Title of the document* [online] place of publication: publisher if you have these details
Available at: www….
[Accessed: …..]

National Reading Panel (2000*) Teaching Children to Read* [online]
Available at: http://www.nationalreadingpanel.org/Publications/publications.html
[Accessed: 27th January 2013]

Paintings

Artist (year) *title of the work* [medium] City: Gallery or Collection that houses the work.

Waterhouse, J. (1888) *The Lady of Shalott* [oil on canvas] London: Tate Britain

Artist (year) *Title* [online]
Available at : web address/URL
[Accessed date].

Waterhouse, J. (1888) *The Lady of Shalott* [online]
Available at: http://www.tate.org.uk/art/artists/john-william-waterhouse-583
[Accessed: 2nd April 2013]

Photographs

Artist/Photographer (Year of production) *Title of image*.[type of medium]
Available at: web site address/URL
[Accessed: date]

Dean, R. (2008) *Tales from Topographic Oceans* [online image]
Available at: http://rogerdean.com/store/product_info.php?cPath=4&products_id=88
[Accessed: 18 June 2008].

Cited under the photograph as: (Dean, 2008)

Podcasts

Broadcaster/Author (year) *Programme title, Series Title.* (if relevant) [podcast]
date of transmission.
Available at: include web site address/URL
[Accessed date].

National Museums Liverpool (2011) *A cadet from "SS Politician" remembers.*
[podcast] February 2011.
Available at: http://www.liverpoolmuseums.org.uk/podcasts/politician-
cadet.aspx
[Accessed: 14th April 2011]

Cited as: (National Museum Liverpool, 2011)

Press Release

Department for Education (2011) *Title of the paper/press release* [online] date of
release
Available at: www…
[Accessed ....]

Department for Education (2010) *Gove: Teachers, not politicians, know how best to
run schools.* [online] 26 May 2010
Available at: http://www.education.gov.uk/inthenews/pressnotices/a0061085/gove-
not-politicians-know-how-to-run-schools
[Accessed: 12th September 2010]

Radio Programmes

Woman's Hour: Campaigning women (2012) [Radio Programme online] BBC Radio
4, 31st December.
Available at: http://www.bbc.co.uk/programmes/b01phf4h
[Accessed: 2nd April 2013]

Wheelock, S. (2011) *Qatar and the 2022 World Cup* [Radio programme] BBC Radio
5 Live, 8th July

Brigs, D. (2013) Risk and Tourism [interview by Laurie Taylor] *Thinking Allowed* [online], BBC Radio 4, 18th September
Available at: http://www.bbc.co.uk/programmes/b03b2j75
[Accessed: 28th September, 2013]

Reports

Burke, B. (1995) *Inspection under section 9 of the Education (Schools) Act 1994: Bedford High School, Manchester Road, Leigh. WN7 2TY* [online]
Available at: http://www.open.gov.uk/ofsted/pdf/3594019.pdf
[Accessed: 26th November 2010]

Mintel (year) *Title of the report in italics* [online]
Available at:
[Accessed:]

Ofsted (2010) *Reading by Six – How the best schools do it.* [online]
Available at: www.ofsted.gov.uk/publications/100197
[Accessed: 8th February 2013]

Same Author different years: multiple resources

List works by the same author published in different years in chronological order (earliest first) in your reference list

Blume, J. (1979) *It's not the end of the world*. London: Heinemann

Blume, J. (1989) *Just as long as we're together*. London: Chivers

Blume, J. (1993) *Here's to you, Rachel Robinson*. London: Heinemann

If you refer to more than one item at the same point in your text, list the items in order of publication date (earliest first)

For example:

Several studies (Robinson, 1997; Jones, 2003; Watson, 2006) indicate that..

Same Author same year – multiple resources

If you refer to more than one work by an author published in the same year, add a lower case letter in alphabetical order to the references after the year to differentiate between them.

Capel, S. (2010a) *Learning to teach in the secondary school: a companion to school experience.* 4th ed. Abington: Routledge.

Capel, S. (2010b) *Learning to teach physical education in the secondary school: a companion to school experience.* 3rd ed. Abington: Routledge.

Cited as: (Capel, 2010a) and (Capel, 2010b)

Secondary Reference

You may occasionally wish to quote a work you found quoted by another author during your reading. Always be sure to add a note including a page number to the reference in your assignment, so that it is clear that you have not consulted the original source.

Provide a reference to the item you have read in your reference list. The reader can then use that information and the page number noted in your assignment to trace full details of the item.

For example, you have read a book by Jones and he refers to a book on page 24 written by Smith in 2003. Jones is the **book you have read**, so that is the item which should appear in your reference list.

> According to Smith (1993 cited in Jones, 2003 p.24) social …

> It was argued (Smith, 1993 cited in Jones, 2003 p.24) that social change….

Jones, R. (2003) *Social Change and Educational Reform.* London: Routledge

Secondary Reference an abstract

You may occasionally want to refer in your assignment to an item you uncovered during a literature search, but have not read in full. Include the abstract number in the reference to indicate that you are working from the abstract not the full document.

Spanos, N.P. (1992) A comparison of hypnotic and nonhypnotic treatments for smoking. *Imagination, Cognition and Personality*, V.12 (1), pp.23-43
(From PsyclNFO, [online] Abstract No. 1993-11137-001)
[Accessed: 1stSeptember 2012]

Speech

In Parliament:
Churchill, W.S. (1945) *Speech to the House of Commons, 18 January.* Parliamentary Debates, Commons, 5th series, Vol. 407 (1944-45), cols. 425-446

Visiting speaker from a particular company:
Speaker's Name, (Year) *Presentation title.* [Guest Speaker from…..]Place of presentation. Full date of presentation.

Online:
King, M.L. (1963) *I Have a Dream*, speech 28 August, Washington D.C. [online]
Available at: http://wwwmlkonline.net/dream.html
[Accessed: 5th April 2013]

Cited as: King (1963) or (King,1963)

Statutory Instruments (SI)

Education (School Teacher Performance Management) (England) *Regulations 2006*, [online] (SI 2006/2661). London: The Stationery Office.
Available at: www.legislation.gov.uk/uksi/2006/2661/pdfs/uksi_20062661_en.pdf
[Accessed: 18th March 2013]

Thesis/Dissertation

Author (year) *Title of thesis.* Level of study, place of study.

Hull, A.P. (1988) *Changing Patterns of Accessibility and Mobility in Sixteen Parishes in East Kent, 1973-1982.* Ph.D. thesis, Liverpool Polytechnic.

Hull, A.P. (1988*) Changing Patterns of Accessibility and Mobility in Sixteen Parishes in East Kent, 1973-1982.* [online] Ph.D. thesis, Liverpool Polytechnic
Available at:
[Accessed: 15th May 2013]

TV Programmes

It is usual to give the title, country of origin, channel, transmission date, if possible, and episode title, if appropriate.

Why Poverty? Part 4, Park Avenue: money, power and the American dream. [TV programme] BBC4, 27th November 2012

Porrit, J. (1991) Interview by Jonathan Dimbleby *Panorama* [TV programme] BBC1, 18th March

Details of the director and scriptwriter may be included, if significant:

Blackeyes. d. Ken Trodd, scr. Denis Potter UK. [TV programme] BBC, 23 September 1989

Documentary films may be listed under the name of the director or production company:

BBC and OU Productions (1991) *Environment* (U206), programme 6 [video] London: BBC

Video online

Author (year) *Title of the video* [online video]
Available at:
[Accessed:]

Gray, C. (1991) *What are social stories?* [online video]
Available at: http://www.thegraycenter.org/social-stories/what-are-social-stories
[Accessed: 30th March 2013]

YouTube Video

Screen name of contributor (year) *Video Title,* Series Title if relevant [online video]
Available at: include web site address/URL
[Accessed:]

UNICEF (2007) Article 28 [online video]
Available at: http://www.youtube.com/watch?v=zWo0aYvx7xk&feature=relmfu
[Accessed: 19thApril 2011]

Cited as: (UNICEF, 2007)

Websites

The following details are usually provided in references to documents found on websites :

Authorship or Source (year) *Title of web document or web page.* [online], date of latest update, if available
Available at: web site address/URL
[Accessed:……]

Department for Education (2010) *Children and young people* [online]
Available at: http://www.education.gov.uk/childrenandyoungpeople
[Accessed: 19th April, 2011]

Electronic journal articles and web pages often have very long URLs/addresses. In these cases we recommend that you include just the basic URL/address in a reference, i.e. as far as the first forward slash.

What does that term mean?

•**Bibliography:** list of sources you have consulted during your research

•**Citation:** in-text reference to an author/source

•**Direct Quotation**: actual words used by the author

•**Ellipsis:**using 3 dots within quotes to show there are missing/omitted words

•**Et al**: "and others" this is used when there are more than three authors

•**Ibid:**means 'as mentioned directly above'. You can use it when you have cited an author twice with no other author in between

•**Indirect Quotation**: paraphrasing or altering slightly an author's words

•**Op.cit:** "work already cited in a different part of the text" and is not used in Harvard system.

•**Paraphrasing**: altering an authors word to your own, you must cite the original

•**Reference List:** list of sources you have referred to in your assignment

•**Sic:** used after a copied quote to highlight any spelling mistakes/errors are not yours

- References are presented in a single sequence arranged alphabetically by author.

- References to materials by the same author are arranged by their date of publication.

- If you are referring to items by different authors with the same last name published in the same year include their initial to distinguish between them, e.g. (Smith, M, 2009) and (Smith, V, 2009)

- Page numbers are only included in reference list and bibliography entries for journal articles, conference papers and essays.

- To add a note, insert a number, e.g. [1], (1), [1] at the appropriate point in the text and include the note at the end of the essay before the list of references.

- Check that you have included in your reference list full and accurate details of all the items you have referred to in your assignment

Example of Reference List

Bell, L., Neary, M. and Stevenson, H. (eds.) (2009) *The future of higher education: policy, pedagogy and the student experience*. London: Continuum

Capel, S. (2010) *Learning to teach in the secondary school: a companion to school experience.* 4th ed. Abington: Routledge.

Capel, S. (2010b) *Learning to teach physical education in the secondary school: a companion to school experience.* 3rd ed. Abington: Routledge.

Department for Education (2010) *Children and young people* [online]
Available at: http://www.education.gov.uk/childrenandyoungpeople
[Accessed 19th April, 2011]

Pears, R. and Shields, G. (2010) *Cite them right: the essential referencing guide*. 8th ed. Basingstoke: Palgrave Macmillan

Reichard, R. and Johnson, S.K. (2011) Leader self-development as organizational strategy. *The Leadership Quarterly* [online] 22 (1), pp.32-42
Available through ScienceDirect
[Accessed: 18th April, 2011]

UNICEF (2007) *Article 28* [online video]
Available at http://www.youtube.com/watch?v=zWo0aYvx7xk&feature=relmfu
[Accessed: 19th April, 2011]

For further help and advice please contact your Academic Liaison Librarian:

https://www2.ljmu.ac.uk/lea/79451.htm

Jackie Fealey and Rob Caley
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