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# Harvard Referencing Guide

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## What is referencing?

- Referencing is the process of acknowledging your sources. Sources include anything you take information from, eg, books, journals, magazines, newspapers, websites, lectures, legislation, maps, television and radio programmes, works of art, etc.
- By referencing your sources you are demonstrating to your tutors the breadth of your research and reinforcing your own arguments. Using a wide range of sources is excellent academic practice and is certainly not a sign of weakness!
- Referencing enables your tutors and anyone else reading your work to check your sources and follow up information for themselves.
- Failure to reference correctly, or worse still, not to reference at all, may lead to accusations of **plagiarism** (using other people's ideas, words and research as if they were your own). Plagiarism is a serious offence at university and may lead to disciplinary action.

## What are in-text citations and reference lists?

Harvard referencing consists of two parts:

### 1. In-text citation

- The author and date of publication appear in brackets immediately after the idea, information or quote you are referring to in your work, eg:

Political reform is needed (Kruger, 2007).
- You need to include the page number in your text when you **quote** directly from a source, eg:

For some, 'going green' is driven by the prospect of 'pocketing substantial government subsidies' (Lawson, 2009, p. 118).
- You also need to include the page number if you **paraphrase** (re-write) an author's specific idea or sentence using your own words, eg:

Swetnam (2004, p. 95) argues that consistency is of the utmost importance in referencing.
- Where the author's name appears in your essay, you do not need to put the name in brackets, eg:

Luke (2008) highlights the importance of business to business pressure.

## 2. A reference list

- This appears at the end of your assignment giving full publication details for all of the sources you used, eg:

Kruger, D. (2007) *On fraternity: politics beyond liberty and equality*. London: Institute for the Study of Civil Society.

- Your sources should be listed in alphabetical order by author surname in your reference list.

### Disclaimer

- There is no definitive version of the Harvard system of referencing. This guide provides advice based on the style in the book: **Pears, R. and Shields, G. (2013) *Cite them right: the essential referencing guide*, 9<sup>th</sup> edn. Basingstoke: Palgrave Macmillan.** Check with your tutor to confirm the Harvard referencing requirements for your work.

## Basics of Harvard Referencing

### One author

#### In-text citation example:

From a survey of twenty-four American museums, Chhabra (2009, p. 315) observes that 'almost all the marketing plans failed to emphasize the need to build relationships with the local community with an objective to benefit them'.

#### Reference list example:

Chhabra, D. (2009) 'Proposing a sustainable marketing framework for heritage tourism', *Journal of Sustainable Tourism*, 17(3), pp. 303-320.

### Two or three authors/editors

#### In-text citation example:

When translating legal texts, ambiguities in the language pose a key challenge (Hjort-Pedersen and Faber, 2001).

#### Reference list example:

Hjort-Pedersen, M. and Faber, D. (2001) 'Lexical ambiguity and legal translation: A discussion', *Multilingua*, 20(4), pp. 379-392.

#### Tip

- List all authors in your in-text citation and reference list.

### Four or more authors/editors

#### In-text citation example:

Macaro *et al.* (2014) show that ...

#### Reference list example:

Macaro, E., Nakatani, Y., Hayashi, Y. and Khabbazbashi, N. (2014) 'Exploring the value of bilingual language assistants with Japanese English as a foreign language learners', *Language Learning Journal*, 42(1), pp. 41-54.

## Tips

- For four or more authors, list the first author's surname followed by *et al.* (this is Latin for 'and others') in the in-text citation.
- In the reference list, you must list all of the authors' names.

### Corporate author or organisations as author

#### In-text citation example:

Meeting data protection requirements demands good practice in records management (Crown Prosecution Service, 2008).

#### Reference list example:

Crown Prosecution Service (2008) *Data protection: legal guidance*. Available at: [http://www.cps.gov.uk/legal/d\\_to\\_q/data\\_protection/](http://www.cps.gov.uk/legal/d_to_q/data_protection/) (Accessed: 20 November 2013).

## Tip

- Sometimes an organisation or company is responsible for the work. Use the organisation as the author if there is not an individual author named – this is often referred to as a **corporate author**.

### No author

#### Referencing newspaper articles where no author can be identified:

*Title of newspaper* (Year) 'Title of article', day and month, page number(s).

#### Referencing websites where no author or organisation can be identified:

*Title* (Year) Available at: URL (Accessed: date).

## Tips

- If the author/editor is anonymous or cannot be identified, do not use the term 'anon'. Instead, use the title of the work (or URL if a website) and date in your in-text citation.
- You should carefully assess the credibility of any source which does not have an identifiable author.

### Neither author nor title

#### Referencing websites where no author or organisation or title can be identified:

URL (Year) (Accessed: date).

**Tip**

- If a resource has no identifiable author or title you should be cautious about using it for your academic work as you must be able to trust the credibility of all your sources.

**Two or more works of an author published in the same year****In-text citation example:**

Vighi and Feldner (2007a; 2007b) examine Zizek's critique of Foucault's discourse analysis.

**Reference list example:**

Vighi, F. and Feldner, H. (2007a) 'Ideology critique or discourse analysis? Zizek against Foucault', *European Journal of Political Theory*, 6(2), pp. 141-159.

Vighi, F. and Feldner, H. (2007b) *Zizek: beyond Foucault*. Basingstoke: Palgrave MacMillan.

**Author citing another author (secondary citing)****In-text citation example:**

Children influence family purchases through 'pester power' (Evans and Toth, 2003, cited in McCarthy and McCarthy, 2007, p.2).

**Reference list example:**

McCarthy, M. and McCarthy, P. (2007) 'Parents' perceptions of pork sausages as a meal solution', *Journal of Food Products Marketing*, 13(4), pp. 1-22.

**Tips**

- If you have only read the work that cites the original author, you should only include these details in your reference list.
- If possible, find and read the cited work. If you have done so you should then cite and reference both works fully.

**No date****Tips**

- If there is no publication date then use the term 'no date' instead of the year, eg, (Smith, no date, p. 52).
- Remember to think about the reliability or any undated information you use for your assignments.

## Multiple sources

### In-text citation example:

Recent studies have discussed the concept of authenticity within the tourism industry (Chhabra, 2010; Sims, 2009; Condevaux, 2009).

### Tip

- Use the semi-colon ; to clearly separate multiple sources in your in-text citation.

## Referencing different types of sources

### Books, including e-books

Author (Year) *Title of book*. Edition. Place of publication: Publisher.

### In-text citation example:

The history of feminist film theory can be seen in the context of its relationship to the wider theoretical fields of post-structuralism and psychoanalysis (McCabe, 2004).

### Reference list example:

McCabe, J. (2004) *Feminist film studies: writing the woman into cinema*. London: Wallflower.

### Reference list example with later edition:

Stuart-Hamilton, I. (2012) *The psychology of ageing: an introduction*. 5<sup>th</sup> edn. London: Jessica Kingsley.

### Tips

- To find the **date of publication**, the **publisher** and the **place of publication**, look on the back of the main title page. You can also find this information on the library catalogue.
- You only need to mention the **edition** if it is not the first edition. Abbreviate edition to **edn**. For example, if the book is the second edition, write 2<sup>nd</sup> edn. after the title in your reference list.
- E-books that are identical to printed books with the same publication details, edition and page numbers should be referenced in the same way as the printed book. There is no need to include the URL.
- If more than one place of publication is listed, use the first in the list or the one that is highlighted.

## Edited books

Editor (ed.) (Year) *Title of book*. Place of publication: Publisher.

### In-text citation example:

Research shows that television has a huge impact on social behaviour in many parts of the world (Asamen and Berry, 1998).

### Reference list example:

Asamen, J.K. and Berry, G.L. (eds.) (1998) *Research paradigms, television, and social behavior*. London: Sage Publications.

## Book chapters in edited books

Chapter author (Year) 'Title of chapter', in Book editor (ed.) *Title of book*. Place of publication: Publisher, page numbers.

### In-text citation example:

Clarke (2006, p. 91) argues that 'the transformation of citizens into consumers diminishes the collective ethos and practices of the public domain'.

### Reference list example:

Clarke, J. (2006) 'Consumerism and the remaking of state-citizen relations in the UK', in Marston, G. and McDonald, C. (eds.) *Analysing social policy: a governmental approach*. Cheltenham: Edward Elgar. pp. 89-106.

## Tips

- When citing a chapter, use the **publication date** of the book.
- Remember to include the **page numbers** of the chapter in your reference list.

## Book extracts/chapter in WebLearn

Book extracts or chapters accessed via WebLearn should be referenced in the same way as other books / book chapters, but should also include the module and WebLearn details.

Author (Year) 'Extract/chapter title' in *Title of book*. Edition (if not first). Place of publication: Publisher, page numbers. *Module code: module title*. Available at: WebLearn URL (Accessed: date).

**In-text citation example:**

Thompson (2013) states ...

**Reference list example:**

Thompson, N. (2013) 'Appraisal and performance management' in *People management*. Basingstoke: Palgrave Macmillan, pp. 65-74. MN4002: *Fundamentals of Management*. Available at: <http://weblearn.londonmet.ac.uk> (Accessed: 10 December 2013).

**Or, if an extract/chapter from an edited book:**

Author (Year) 'Extract/chapter title' in Book editor (ed.) *Title of book*. Edition (if not first). Place of publication: Publisher, page numbers. *Module code: module title*. Available at: WebLearn URL (Accessed: date).

**E-books downloaded to an e-book reader**

E-books downloaded to e-book readers (eg, Kindle, Kobo, Sony, smartphones and tablets) may not have the same pagination as the printed book. In your reference list you should provide details of where you downloaded the e-book from and the download date.

Author (Year) *Title of book*. Edition (if not first). Available at: URL where you downloaded the e-book or the book's DOI (digital object identifier) (Downloaded: date).

**In-text citation example:**

Machiavelli (2004) writes that reforming an existing order is one of the most difficult things a prince can do.

**Reference list example:**

Machiavelli, N. (2004) *The Prince*. Available at: <http://www.amazon.co.uk/kindle-e-books> (Downloaded: 5 February 2012).

**Tips**

- You should use the year the e-book version was published.
- If the e-book reader does not provide page numbers, use the chapter and/or % instead for citing the location of quoted text, eg, (Machiavelli, 2004, chapter I, 7%).

## Journal articles – print and electronic

All journal articles should be referenced in this format, including print and electronic articles (from databases, Google Scholar, online collections, etc). If a DOI (digital object identifier) is available for an electronic article you should add it at the end of the reference.

Author (Year) 'Title of article', *Title of Journal*, volume(issue), page numbers. doi (if available).

### In-text citation example:

Pintrich (2003) translates generalised statements on motivation into a list of principles to consider when structuring student learning.

### Reference list example:

Pintrich, P. (2003) 'A motivational science perspective on the role of student motivation in learning and teaching contexts', *Journal of Education Psychology*, 95(4), pp. 667-686.

### Reference list example with DOI:

Rowe, C. (1999) 'The Stanley Segal Award: do social stories benefit children with autism in mainstream primary schools?', *British Journal of Special Education*, 26, pp. 12-14. doi: 10.1111/1467-8527.t01-1-00094.

### Tips

- Some journals use the month or season of publication, or just a number instead of the volume and issue numbers. Enter these details after the journal title in your reference list.
- You no longer need to include the database name or URL for an electronic article, but you should include the **DOI** if available. A **DOI** is a unique number used to tag online journal articles. It enables the reference to be found more easily, but does not guarantee full text access to the article.
- Check to see if journal articles you find on the internet have been **peer-reviewed**, or checked by academic experts, which will ensure they are of good enough quality to use in your academic work.
- If an online article does not have **page numbers** you can omit them from your reference.

## Journal articles in WebLearn

Journal articles accessed via WebLearn should be referenced in the same way as other journal articles, but should also include the module and WebLearn details.

Author (Year) 'Title of article', *Title of journal*, volume (issue), page numbers.  
*Module code: module title*. Available at: WebLearn URL (Accessed date).

**In-text citation example:** Pintrich (2003) argues that ...

**Reference list example:**

Pintrich, P. (2003) 'A motivational science perspective on the role of student motivation in learning and teaching contexts', *Journal of Educational Psychology*, 95(4), pp. 667-686. *ED7122: Critical Theory and Education*. Available at: <http://weblearn.londonmet.ac.uk> (Accessed: 10 December 2013).

**Newspaper articles – print**

Author (Year) 'Title of article', *Title of newspaper*, day and month, page number(s).

**In-text citation example:**

The allocation of public funding for the UK film industry is still uncertain after the closure of the UK Film Council (Bintliff, 2010).

**Reference list example:**

Bintliff, E. (2010) 'Industry fears 'land grab' after Film Council ends', *The Financial Times*, 10 September, p. 4.

**Newspaper articles – online**

Author (Year) *Title of Article*. Available at: URL (Accessed: date).

**In-text citation example:**

Chand (2014) discusses the ease at which private companies can bid for tender and 'operate' within the National Health Service (NHS).

**Reference list example:**

Chand, K. (2014) *Privatisation is ripping the NHS from our hands*. Available at: <http://www.theguardian.com/healthcare-network/2014/aug/06/privatisation-ripping-nhs-from-our-hands> (Accessed: 11<sup>th</sup> April 2016).

**Tips**

- When citing a newspaper article, consider how you can **evaluate** the article's accuracy and academic value.
- When citing an online newspaper article it is no longer necessary to include the URL.
- Where no author is given, use the format: *Title of newspaper* (Year) 'Title of article', day and month, page number(s).

## Lines within plays

Author (Year) *Play title*. Edition information. Place of publication: Publisher. Act. Scene: line.

### In-text citation example:

'All lost, to prayers, to prayers! all lost!' (Shakespeare, 1954, 1.1: 51).

### Reference list example:

Shakespeare, W. (1954) *The Tempest*. York: Methuen & Co. Ltd. 1.1: 51.

## Translated books

Author (Year) *Title of book*. Translated by Translator name. Place of publication: Publisher.

### In-text citation example:

In describing the language of narrative, Barthes (1985) ...

### Reference list example:

Barthes, R. (1985) *The semiotic challenge*. Translated by Richard Howard. Berkeley: University of California Press.

### Tip

- The year and publisher is the year/publisher of the translated text, not the original work.

## Theses and dissertations

Author (Year) *Title of thesis*. Type of degree thesis. Institution.

### In-text citation example:

Evering's (2007) research shows the benefits of using an adjusted earnings approach for internet brand valuation.

**Reference list example:**

Evering, S. (2007) *The valuation of internet brands*. MSc thesis. London Metropolitan University.

**Theses and dissertations from the internet**

Author (Year) *Title of thesis*. Type of degree thesis. Institution. Available at: URL (Accessed: date).

**In-text citation example:**

British working-class women's literature experienced a renaissance during the 1980s era of Thatcherism (Petty, 2009).

**Reference list example:**

Petty, S. (2009) *Working-class women and contemporary British literature*. PhD thesis. Loughborough University. Available at: <http://hdl.handle.net/2134/5441> (Accessed: 8 August 2011).

**Published conference papers**

Author (Year) 'Title of paper', in Editor of conference proceedings (ed.) (if available) *Title of conference proceedings*, Location and date of conference. Place of publication: Publisher, page numbers.

**In-text citation example:**

Gouadec (2001) argued for a more vocational approach to the postgraduate translation curriculum.

**Reference list example:**

Gouadec, D. (2001) 'Training translators: certainties, uncertainties, dilemmas', in Maia, B., Haller, J. and Ulrych, M. (eds.) *Training the language services provider for the new millennium: proceedings of the III Encontros de Tradução de Astra-FLUP*, Universidade do Porto 17 March. Porto: Universidade do Porto, pp. 31-41.

## Conference papers from the internet

Author (Year) Title of paper, *Title of conference*, Location and date of conference. Publisher. Available at: URL (Accessed: date).

### In-text citation example:

Nie, Cashmore and Cane (2008) examined the impact of student-developed podcasts on students' learning.

### Reference list example:

Nie, M., Cashmore, A. and Cane, C. (2008) 'The educational value of student-generated podcasts', *Association for Learning Technology Annual Conference*, University of Leeds 9-11 September. The Association for Learning Technology. Available at: <http://hdl.handle.net/2381/4120> (Accessed: 18 August 2010).

### Tip

- If not otherwise stated, the publisher will be the organising body of the conference.

## Unpublished conference papers or presentations

Author or Presenter (Year) 'Title of paper'. Paper presented at *Title of conference*, Location and date of conference, unpublished.

### In-text citation example:

Secker (2011) demonstrated the repository of learning resources that had been created as part of the DELILA project.

### Reference list example:

Secker, J. (2011) 'Why, why, why DELILA?' Paper presented at *DELILA Dissemination Event*, Senate House, London 26 July, unpublished.

## Government Command Papers including Green and White Papers

Name of committee or Royal Commission (Year) *Title*. Place of publication: publisher (Paper number).

### In-text citation example:

*The importance of teaching* White Paper (Department for Education, 2010) highlights ...

**Reference list example:**

Department for Education (2010) *The importance of teaching: the schools White Paper 2010*. London: The Stationery Office (Cm 7980).

**Government Departmental publications**

Name of government department (Year) *Title*. Place of publication: publisher (Series – if applicable).

**In-text citation example:**

Special educational needs reform is outlined in a recent government report (Department for Education, 2014) ...

**Reference list example:**

Department for Education (2014) *Special educational needs and disability code of practice: 0 to 25 years*. London: Department for Education (DFE-00205-2013).

**Or, if viewed online:**

Name of government department (Year) *Title*. Place of publication: publisher (Series – if applicable). Available at: URL (Accessed: date).

**Reference list example:**

Department for Business Innovation and Skills (2014) *Sharia-compliant student finance: Government response to consultation on a Sharia-compliant alternative finance product*. London: Department for Business Innovation and Skills (BIS/14/984). Available at: <https://www.gov.uk/government/consultations/sharia-compliant-student-finance> (Accessed: 8 September 2014).

**Publications of international organisations**

Name of organisation or institution (Year) *Title*. Place of publication: publisher (Series – if applicable).

**In-text citation example:**

According to UN statistics (United Nations, 2013), birth rates are rising ...

**Reference list example:**

United Nations (2013) *United Nations demographic yearbook 2011*. New York: United Nations Department of Economic and Social Affairs.

**Or, if viewed online:**

Name of organisation or institution (Year) *Title*. Place of publication: publisher (Series – if applicable). Available at: URL (Accessed: date).

**Reference list example:**

World Health Organisation (2013) *The world health report 2013: research for universal health coverage*. Geneva: WHO Press. Available at: <http://www.who.int/whr/en/> (Accessed: 9 September 2014).

**Company annual reports**

Author/Company (Year) *Title of report*. Available at: URL (Accessed: date).

**In-text citation example:**

In their recent annual report, Tesco (2012) reported ....

**Reference list example:**

Tesco (2012) *Tesco annual report and financial statements 2012*. Available at: [http://www.tescopl.com/files/reports/ar2012/files/pdf/tesco\\_annual\\_report\\_2012.pdf](http://www.tescopl.com/files/reports/ar2012/files/pdf/tesco_annual_report_2012.pdf) (Accessed: 22 November 2013).

**Tips**

- If you are citing a printed publication of the report, replace 'Available at: URL (Accessed: date)' with: Place of publication: Publisher.

**Market research reports from a database**

Corporate author (Year) 'Title of report'. Available at: URL (Accessed: date).

**In-text citation example:**

Luxury holidays have not suffered from the recession as badly as other areas of the holiday market (Mintel, 2010).

### **Reference list example:**

Mintel (2010) 'Luxury holidays – UK – June 2010'. Available at:  
<http://academic.mintel.com> (Accessed: 13 July 2010).

### **Tips**

- The **corporate author** is the name of the organisation or company responsible for the report. The corporate author is sometimes, but not always, the same as the database name.
- Look at the **copyright information** to find the name of the corporate author.

### **Company or country profiles/reports from a database**

Corporate author/organisation (Year) 'Title of profile/report'. Available at: URL  
(Accessed: date).

### **In-text citation example (company profile):**

Despite tough competition and losing to Primark in 2009, Marks and Spencer regained its market lead in loyal main users in clothing merchandise (Datamonitor, 2011).

### **Reference list example (company profile):**

Datamonitor (2011) 'Marks and Spencer Group plc: company profile'. Available at:  
<http://0-search.ebscohost.com.emu.londonmet.ac.uk> (Accessed: 20 August 2014).

### **Another reference list example (country profile):**

Euromonitor (2010) 'China: country factfile'. Available at: <http://0-www.portal.euromonitor.com.emu.londonmet.ac.uk> (Accessed: 13 July 2010).

### **Financial reports from a database**

Corporate author/organisation (Year of publication/last update) 'Document title'. Available at: URL (Accessed: date).

### **In-text citation example:**

Tesco reported a profit margin of 5.58 percent for the 2009 financial year (Bureau Van Dijk, 2010).

**Reference list example:**

Bureau Van Dijk (2010) 'Tesco plc company report'. Available at:  
<https://orbis.bvdinfo.com> (Accessed: 13 July 2010).

**Data obtained from Datastream or Bloomberg**

Author (Year) Data derived from: 'Details of data used'. Available at: Database name (Accessed: date).

**In-text citation example:**

The FTSE100 achieved a ten year high in June 2007 (Thompson Reuters, 2010).

**Reference list example:**

Thompson Reuters (2010) Data derived from: 'FTSE100 daily index time-series data 2000-2010'. Available at: Datastream (Accessed: 13 July 2010).

**Tips**

- For data obtained from standalone databases that are not available online (such as Datastream and Bloomberg), use the database name rather than the URL in your reference.

**Web pages**

Author (Year) *Title of web page*. Available at: URL (Accessed: date).

**In-text citation example:**

Meeting data protection requirements demands good practice in records management (Crown Prosecution Service, 2008).

**Reference list example:**

Crown Prosecution Service (2008) *Data protection: legal guidance*. Available at: [http://www.cps.gov.uk/legal/d\\_to\\_g/data\\_protection/](http://www.cps.gov.uk/legal/d_to_g/data_protection/) (Accessed: 25 June 2009).

**Tips**

- The **year** of the web page is either the year of **last update**, or the year of **copyright** (whichever is most recent if they are different). The copyright statement can usually be found at the bottom of the page. Use the most recent year if it is a date range (eg, for ©2007-2010, use the year 2010).

- When no date of copyright or update can be identified you should put (**no date**) instead of the year. However, you should question the reliability of an undated website as the information on it may be out of date.
- The **author** of the page can often be found in the copyright statement at the bottom of the page or in the 'About' section.
- Sometimes an organisation or company is responsible for the web page. Use the organisation as the author if there is not an individual author named – this is referred to as a **corporate author**.
- It is important that you include the **date you accessed the page** because web pages can change and be updated regularly.
- You can shorten the **URL** address as long as the web page you are citing can be found easily using the shortened URL.

## Blogs

Author (Year) 'Title of blog message', *Title of blog/website*, day and month posted.  
Available at: URL (Accessed: date).

### In-text citation example:

On the *Westminster blog*, Pickard (2010) discusses the recent media coverage of plans to abolish the Food Standards Agency.

### Reference list example:

Pickard, J. (2010) 'The scrapping of the Food Standards Agency', *Westminster blog*, 12 July. Available at: <http://blogs.ft.com/westminster/> (Accessed: 12 July 2010).

## Forums: entire forum

*Forum name* (Year) Available at: URL (Accessed: date).

### In-text citation example:

The *Lonely Planet Thorn Tree* (2010) is one of the popular forums for obtaining travel information.

### Reference list example:

*Lonely Planet Thorn Tree* (2010) Available at: <http://www.lonelyplanet.com/thorntree/> (Accessed: 13 July 2010).

## Forums: individual message or thread

Author (Year) 'Title of message or thread', *Title of discussion group or forum*, day and month posted. Available at: URL (Accessed: date).

### In-text citation example:

Responses to a post on the *CILIP Communities forum* highlight the professional debate over the ethics of using Twitter during conference presentations (Cook, 2010).

### Reference list example:

Cook, S. (2010) 'Twitter, tweeting and ethics', *CILIP Communities forum*, 5 May. Available at: <http://communities.cilip.org.uk/forums/t/11951.aspx> (Accessed: 18 August 2010).

### Tip

- If the author's **full name** is available, use the surname and first initial. If only a **screen name** is available, use the screen name for the author.

## Emails and other personal communication

Sender/speaker/author (Year) Email to Recipient name, date and month.

### In-text citation example:

Smith (2011) states that initial findings from his unpublished research indicate...

### Reference list example:

Smith, K. (2011) Email to Timothy Jones, 12 June.

### Tips

- It is good practice to obtain permission from the sender/speaker/author before citing his or her personal communication in your work.
- Personal communications including letters, face-to-face or telephone conversations, text messages or faxes can be referenced using the same format; in place of 'Email to ...', state the medium of communication (eg: 'Letter to ...', 'Conversation with ...' 'Text message to ...', etc).

## Emails/messages sent to a discussion list

Author of message (Year) 'Subject of message', *Email/discussion list name*, date and month sent. Available at: email list address.

### In-text citation example:

The Zanran.com search engine has been highlighted as a good means of locating data and statistics on the internet (Thompson, 2011).

### Reference list example:

Thompson, E. (2011) 'Search engine for data and statistics', *The Business Librarians Association Mailing List*, 10 May. Available at: lis-business@jiscmail.ac.uk

## Tips

- It is good practice to obtain permission from the sender of the email before citing him or her in your work.

## Facebook

Author (Year the page was published or last updated) *Title of page*, Date and month of posted message. Available at: URL (Accessed: date).

### In-text citation example:

Greenpeace (2014) use social media to promote the Save the Arctic campaign.

### Reference list example:

Greenpeace (2014) *Greenpeace UK*, 9 September. Available at: <http://www.facebook.com/greenpeaceuk> (Accessed: 9 September 2014).

## Twitter

Author (Year the page was last updated) Date and month of posted message. Available at: URL (Accessed: date).

### In-text citation example:

Obama (2014) promoted his campaign to raise the minimum wage on Twitter.

### **Reference list example:**

Obama, B. (2014) 16 August. Available at: <http://twitter.com/BarackObama> (Accessed: 9 September 2014).

### **Podcasts**

Author (Year) *Title of podcast* [Podcast]. Date and month. Available at: URL (Accessed: date).

### **In-text citation example:**

Bragg (2002) discusses ...

### **Reference list example:**

Bragg, M. (2002) *In our time: freedom* [Podcast]. 4 July. Available at: <http://www.bbc.co.uk/programmes/p00548hh> (Accessed: 22 November 2014).

### **Lectures**

Lecturer (Year) *Title of lecture* [Lecture to ...], *Module code: module title*. Institution. Date and month.

### **In-text citation example:**

In his lecture on cost estimation, Jones (2011) pointed out that both mathematical and non-mathematical methods are used for estimating future costs.

### **Reference list example:**

Jones, T. (2011) *Cost estimation* [Lecture to BA Accounting Year 1], AC1002: *Management Accounting Fundamentals*. London Metropolitan University. 5 May.

### **Tutors' handouts (in class)**

Tutor (Year) 'Title of handout', *Module code: module title*. Institution. Unpublished.

### **In-text citation example:**

Jones (2011) shows ...

**Reference list example:**

Jones, T. (2011) 'Cost estimation handout', *AC1002: Management Accounting Fundamentals*. London Metropolitan University. Unpublished.

**Tutors' lecture notes or handouts in WebLearn**

Tutor (Year) 'Title of item', *Module code: module title*. Available at: WebLearn URL (Accessed: date).

**In-text citation example:**

The case study explained how King's Lynn NHS Trust in Norfolk achieved the new NHS gold standard in people management (Bloisi, 2010).

**Reference list example:**

Bloisi, W. (2010) 'The culture of change in the NHS case study', *MNP021N: Organisation and Management*. Available at: <http://weblearn.londonmet.ac.uk> (Accessed: 9 November 2010).

**PowerPoint presentations in WebLearn**

Author or tutor (Year) 'Title of presentation' [PowerPoint presentation]. *Module code: module title*. Available at: WebLearn URL (Accessed: date).

**In-text citation example:**

Smith (2013) illustrates ...

**Reference list example:**

Smith, K. (2013) 'New social movements' [PowerPoint presentation]. *SS6055: Political Sociology*. Available at: <http://weblearn.londonmet.ac.uk> (Accessed: 10 December 2013).

**Online lectures, webinars, presentations or videoconferences**

Author/Speaker (Year) *Title of communication* [Medium]. Available at: URL (Accessed: date).

**In-text citation example:**

Stepp (2013) outlines five key changes currently affecting the workplace ...

**Reference list example:**

Stepp, K. (2013) *HR & the workplace of the future* [Presentation]. Available at: <http://www.slideshare.net/thetalentproject/hr-the-workplace-of-the-future> (Accessed: 18 December 2013).

**Book illustrations, diagrams, logos, tables or graphs**

Author (Year) *Title of book*. Place of publication: Publisher, page numbers, illus./fig./logo/table/graph

**In-text citation example:**

Secker and Coonan's diagram (2013, p. xxii) illustrates how information literacy overlaps with other forms of literacies.

**Reference list example:**

Secker, J. and Coonan, E. (eds.) (2013) *Rethinking information literacy: a practical framework for supporting learning*. London: Facet publishing, p. xxii, fig.

**Tip**

- Any work of art you have seen in a book should be referenced in this way as an illustration.

**Online illustrations, diagrams, logos, tables or graphs**

Author / Creator (Year) *Title of work* [Illustration/Figure/Logo/Table/Graph]. Available at: URL (Accessed: date).

**In-text citation example:**

Thornqvist's illustrations, such as *Lampa* (2010), are drawn on real photographs.

**Reference list example:**

Thornqvist, J. (2010) *Lampa* [Illustration]. Available at: <http://www.snarlik.se/lampa/> (Accessed: 18 Dec 2013).

## Installations or exhibits

Artist (Year) *Title of installation/exhibit* [Installation/Exhibit]. Gallery/Location, Date seen.

### In-text citation example:

In her work *Travellers Collection*, Upritchard (2003) reuses found objects ...

### Reference list example:

Upritchard, F. (2003) *Travellers Collection* [Installation]. Saatchi Gallery, 25 November 2013.

#### Tip

- The year (in round brackets) is the year the installation was created, not the year you saw it.

### Or, to reference an entire exhibition:

*Title of exhibition* (Year) [Exhibition]. Location. Date(s) of exhibition.

### Reference list example:

*BP Portrait Award* (2014) [Exhibition]. National Portrait Gallery, London. 26 June to 21 September 2014.

## Paintings or drawings

Artist (Year) *Title of work* [Medium]. Institution or collection that houses the work, City.

### In-text citation example:

Klee's (1922) watercolour ....

### Reference list example:

Klee, P. (1922) *A young lady's adventure* [Watercolour on paper]. Tate Modern, London.

### Or, if seen online:

Artist (Year) *Title of work* [Medium]. Available at: URL (Accessed: date).

**In-text citation example:**

Freud's *Head of a boy* (1953) ....

**Reference list example:**

Freud, L. (1953) *Head of a boy* [Charcoal on paper]. Available at:  
<http://www.bridgemaneducation.com> (Accessed: 17 December 2013).

**Tips**

- To cite an image of a painting or a drawing you have seen in a book, see:  
**Book illustrations**.
- Use this method to cite an original work of art (or its online version) you have seen.

**Photographs - prints or slides**

Photographer (Year) *Title of photograph* [Photograph]. Place of publication/Location:  
Publisher (if available).

**In-text citation example:**

His photograph (Wall, 1993) ...

**Reference list example:**

Wall, J. (1993) *A sudden gust of wind (after Hokusai)* [Photograph]. Tate: London.

**Tips**

- To cite an image of a photograph in a book, see: **Book illustrations**.
- To cite a photograph seen online, see below: **Photographs from the internet**.

**Photographs from the internet**

Photographer (Year) *Title of photograph*. Available at: URL (Accessed/Downloaded:  
date).

**In-text citation example:**

Yanidel's *Lady in red Havana* (2012) is an example of ...

**Reference list example:**

Yanidel (2012) *Lady in red Havana*. Available at:  
[http://portfolio.yanidel.net/?page\\_id=507](http://portfolio.yanidel.net/?page_id=507) (Accessed: 12 December 2013).

**Tip**

- To cite a photograph in an online collection or on a social media site (such as Flickr or Tumblr), use the same format as above and use the URL where you found the image.

**Posters****Poster in an exhibition:**

Artist (Year) *Title* [Poster]. Exhibited at City, Location. Date of exhibition. Dimensions (if available).

**In-text citation example:**

The poster *USSR* (Zhukov and Klimashin, 1935) ....

**Reference list example:**

Zhukov, N. and Klimashin, V. (1935) *USSR* [Poster]. Exhibited at London, GRAD: Gallery for Russian Arts and Design. 7 June 2013 to 31 August 2013. 102.5cm x 71.5cm.

**Poster copy of an original artwork:**

Artist (Year) *Title of original artwork* [Poster]. Dimensions (if relevant and available).

**In-text citation example:**

The image (van Gogh, no date) ...

**Reference list example:**

Van Gogh, V. (no date) *Vase of fifteen sunflowers* [Poster]. 28cm x 36cm.

**Sculptures**

Sculptor (Year) *Title of sculpture* [Sculpture]. Gallery or Name of collection.

**In-text citation example:**

Hepworth's *Pelagos* (1946) ...

**Reference list example:**

Hepworth, B. (1946) *Pelagos* [Sculpture]. Tate Britain.

**Or, if seen online:**

Sculptor (Year) *Title of sculpture* [Sculpture]. Available at: URL (Accessed: date).

**In-text citation example:**

The giant *Maman* sculpture (Bourgeois, 1999) ...

**Reference list example:**

Bourgeois, L. (1999) *Maman* [Sculpture]. Available at:  
<http://www.tate.org.uk/art/artworks/bourgeois-maman-t12625> (Accessed: 17 December 2013).

**Exhibition catalogues**

Author (Year) *Title of exhibition*. Exhibition held at Location and date [Exhibition catalogue].

**In-text citation example:**

In the *Anri Sala* exhibition catalogue (Rattee and Larner, 2011) ...

**Reference list example:**

Rattee, K and Larner, M. (eds.) (2011) *Anri Sala*. Exhibition held at the Serpentine Gallery, London October to November 2011 [Exhibition catalogue].

## Captions for images copied from print sources

### Figure caption:

Fig number: Creator's name (Year) *Title of image* [Medium] (Collection details)  
Secondary creator, eg, photographed by. (Source Author, Year, page number).

### Figure caption example:

Fig 1: Andre, C. (1959) *Last Ladder* [Wood] (Tate Gallery London) photographed by Hollis Frampton. (Potts, 2000, p. 23).

### In-text citation example:

... using salvaged materials, for example, Carl Andre's *Last Ladder* (1959), see Fig 1.

### Reference list example:

Potts, A. (2000) *The sculptural imagination: figurative, modernist, minimalist*. London: Yale University Press, p. 23, illus.

### Tips

- Any image used in your written or studio work should be carefully referenced, cited and attributed.
- Copies of images must be numbered as Figures in the order they appear in your work and must include a caption directly under or next to the image.
- Any image discussed in your work should be cited and attributed in your text with the name of the artist, title of the work and year of the work and should refer to the corresponding Figure number (eg, see Fig 1).
- If you have taken your own photograph of the work, insert the words **Author's own image** before the creator's name in the Figure caption.
- Your reference list should include the book or other print source from where you copied the image, using the appropriate format (eg, Book, Journal article, etc.). The reference should also include **illus.** after the page number to indicate that you are citing an illustration of the original artwork.

## Captions for images copied from online sources

### Figure caption:

Fig number: Creator's name (Year) *Title of image* [Medium]. Available at: specific URL of image (Accessed: date). (Author or Organisation, Year).

### Figure caption example:

Fig 2: Day, L. (1965) *Nova 3.* [Textile]. Available at:  
<http://www.vads.ac.uk/images/DCSC/large/4869.jpg> (Accessed: 10 May 2011). (VADS, 2008).

### Reference list example:

VADS (2008) *Design Council Slide Collection*. Available at:  
<http://www.vads.ac.uk/collections/DCSC.html> (Accessed: 10 May 2011).

### Tips

- Right-click on the image or Control+click on a Mac to view the image properties and image URL.
- Any image copied from the internet and used in your written or studio work should be carefully referenced, cited and attributed.
- Images must be numbered as Figures in the order they appear in your work and must include a caption directly under or next to the image.
- Any image discussed in your work should be cited and attributed in your text with the name of the artist, title of the work and year of the work and should refer to the corresponding Figure number (eg, see Fig 2).
- Your reference list should include details of the website from where you copied the image.

## Television interviews

Name of interviewee (Year) 'Title of interview' if any. Interview with Interviewee name. Interviewed by Interviewer's name for *Title of broadcast*, Channel, date and month.

### In-text citation example:

Heather Barr (2013) of Human Rights Watch criticised the government's plan for withdrawal from Afghanistan.

### Reference list example:

Barr, H. (2013) Interview with Heather Barr. Interviewed by Jeremy Paxman for *Newsnight*, BBC Two Television, 16 December.

## Newspaper interviews

Name of person interviewed (Year) 'Title of interview' if any. Interview with Interviewee name. Interviewed by Interviewer's name for *Title of publication*, date and month, page numbers.

### In-text citation example:

Crow (2014) argues that ...

### Reference list example:

Crow, B. (2014) 'I've got nothing to defend'. Interview with Bob Crow. Interviewed by Decca Aitkenhead for *The Guardian*, 7 February 2014, p. 33.

## Interviews published online

Name of person interviewed (Year) 'Title of interview' if any. Interview with Interviewee name. Interview by Interviewer's name for *Title of publication or broadcast*, date and month. Available at: URL (Accessed: date).

### In-text citation example:

Chomsky (2013) states that ...

### Reference list example:

Chomsky, N. (2013) 'Noam Chomsky: no individual changes anything alone'. Interview with Noam Chomsky. Interview by Aida Edemariam for *The Guardian*, 22 March. Available at: <http://www.theguardian.com/world/2013/mar/22/noam-chomsky-no-individual-changesanything-alone> (Accessed: 19 December 2013).

## Television programmes

*Title of programme* (Year) Name of channel, broadcast date and month.

### In-text citation example:

New allegations of phone hacking by British newspapers were discussed on *Newsnight* (2011).

**Reference list example:**

*Newsnight* (2011) BBC Two Television, 3 August.

**Or, to quote something a character or presenter has said:**

Actor/presenter name (Year) *Title of programme*. Name of channel, broadcast date and month.

**Reference list example:**

Paxman, J. (2011) *Newsnight* (2011) BBC Two Television, 3 August.

**Episodes from television programmes**

'Title of episode' (Year of broadcast) *Title of programme*, Series number, episode number. Name of channel, date and month.

**In-text citation example:**

The Doctor time-travels to the Whitehouse to help President Nixon in the sixth series of *Doctor Who* ('The impossible astronaut', 2011).

**Reference list example:**

'The impossible astronaut' (2011) *Doctor Who*, Series 6, episode 1. BBC One Television, 23 April.

**Films / movies**

*Title of film* (Year) Directed by director name [Film]. Place of distribution: Distribution company.

**In-text citation example:**

1970s movie-making culture is blended with science fiction in the film *Super 8* (2011).

**Reference list example:**

*Super 8* (2011) Directed by J.J. Abrams [Film]. Los Angeles: Paramount Pictures.

## Films on DVD/Blu-ray

*Title of film* (Year) Directed by director name [DVD]. Place of distribution: Distribution company.

### In-text citation example:

Orson Welles explored a range of innovative visual and narrative techniques in his 1941 film *Citizen Kane* (2003).

### Reference list example:

*Citizen Kane* (2003) Directed by Orson Welles [DVD]. London: Universal Pictures.

### Tip

- You should use the year the DVD was distributed (not the year the film was made) in your reference. You should also use the distribution place and company of the DVD, not those of the original film.

## Films on YouTube

Name of person or organisation posting the video (Year posted) *Title of film or programme*. Available at: URL (Accessed: date).

### In-text citation example:

A basic video introduction to the atom is provided online by the Khan Academy (2009).

### Reference list example:

The Khan Academy (2009) *Introduction to the atom*. Available at: <http://youtu.be/1xSQlwWGT8MB> (Accessed: 9 September 2014).

## Radio programmes

*Title of programme* (Year of transmission) Name of channel, date and month.

### In-text citation example:

Examination of the history of the beauty industry reveals the longstanding pressure on women to look young (*Women's hour*, 2011).

**Reference list example:**

*Women's hour* (2011) BBC Radio 4, 9 August.

**Radio programmes heard on the internet**

*Title of programme* (Year of original transmission) Name of channel, date and month of original transmission. Available at: URL (Accessed: date).

**In-text citation example:**

The connection between Leipzig's Baroque architecture and music is explored *Musical migrants* (2009).

**Reference list example:**

*Musical migrants* (2009) BBC Radio 4, 19 May. Available at:  
[http://www.bbc.co.uk/iplayer/episode/b00kctm0/Musical\\_Migrants\\_Series\\_2\\_Germany/](http://www.bbc.co.uk/iplayer/episode/b00kctm0/Musical_Migrants_Series_2_Germany/)  
(Accessed: 9 August 2011).

**Computer programs**

Author (Year) *Title of program* (Version) [Computer program]. Location: Distributor (if known).

**In-text citation example:**

*Adobe Photoshop Lightroom* (Adobe, 2012) can be used to organise as well as edit digital photographs.

**Reference list example:**

Adobe (2012) *Adobe Photoshop Lightroom* (Version 4) [Computer program]. San Jose, CA: Adobe Systems Incorporated.

**Or, if downloaded from the internet:**

Author (Year) *Title of program* (Version) [Computer program]. Available at: URL  
(Downloaded: date).

**In-text citation example:**

To edit audio recordings, *Audacity* (Audacity, 2013) was used ...

**Reference list example:**

Audacity (2013) *Audacity* (Version 2.0.5) [Computer program]. Available at: <http://audacity.sourceforge.net/> (Downloaded: 18 December 2013).

**Tip**

- If the author or corporate author is unknown, use the title of the program in place of the author.

**Apps**

Author/Developer (Year) *Title of app* (Version) [App]. Available at: URL (Accessed: date).

**In-text citation example:**

To edit mobile phone photos, *Afterlight* (Afterlight Collective, 2014) was used ...

**Reference list example:**

Afterlight Collective (2014) *Afterlight* (Version 2.5) [App] Available at: <https://itunes.apple.com/gb/app/afterlight/id573116090?mt=8> (Accessed: 8 September 2014).

**Video and computer games**

Author (Year) *Title of game* [Video/Computer game]. Location: Distributor (if known).

**In-text citation example:**

Many video games, such as *Call of duty* (Activision, 2007)....

**Reference list example:**

Activision (2007) *Call of duty 4: modern warfare* [Computer game]. Activision Publishing Inc.

**Or, if downloaded from the internet:**

Author (Year) *Title of game* (Version) [Video/Computer game]. Available at: URL (Downloaded: date).

**Reference list example:**

Mojang (2014) *Minecraft* (Version 1.7.10) [Computer game]. Available at:  
<https://minecraft.net/> (Downloaded: 27 August 2014).

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<a href="#"><u>Television programmes – single episode</u></a>	<a href="#"><u>31</u></a>
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