

## Harvard referencing in the School of Creative Arts

In simple terms, referencing your work means that if you refer to a source in your text you must cite the origin of the source. In Creative Arts we want you to use the Author-Date system of referencing your written work also known as the Harvard System. Like all systems, it has variations so be warned that the online generators you may come across could output a different format to the one we use. If you follow the guidelines given here and check your final references against the provided examples (listed on pages 4-5) then you will be conforming to what the School wants you to do.

### Referencing basics

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Paul Wells has a number of interesting theories on what makes animation such a subversive art form (Wells, 1998). These are...

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Figure 1 In-text Citation example

Figure 1 depicts an example citation, remember that when referring to a specific passage in a text, or quoting from that text then you should also add the page number (i.e. (Wells, 1998, p.68). with a comma and a space after the date followed by a lowercase p and a period then the page number.

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Wells, P. (1998). *Understanding animation*. Abingdon: Routledge.

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Figure 2 Full reference example for the citation used in Figure 1.

At the end of the essay or report you need to give an alphabetical reference list of the sources you have used with expanded bibliographic details this is known as the *Bibliography*. As shown in figure 2, the Harvard basic order of information is: Author (Year). *Title*. Place of publication. Publisher.

### Using a quote which contains a quote

Direct quotations are placed in single quotations marks, however, if your quote contains a quote from somebody else, you will need to show this by using double quote marks inside the single quote marks as shown in Fig. 3.

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When discussing the idea that perseverance was Edison's real strength, Isreal (1995) states that 'This idea is captured in his famous proclamation, "Invention is ninety-nine percent perspiration, and one percent inspiration." In Victorian-era America, of course, hard work and determination were commonly invoked to explain the self-made man.'

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Figure 3 Example of a quote within a quote

This is not to be confused with one author quoting another author, for this you would need to look at secondary referencing (page 29 of this guide).

## Referencing: Illustrations & images

Most of the essays you write will deal with art, design and media in some way and therefore will need illustrations. You can use an illustration as evidence to support an argument, or as an example to support what has been said in one of your source texts. Using illustrations also saves you from describing images in too much detail, so that you can focus on the most relevant details. Illustrations should be placed where they are discussed in the text with an appropriately worded caption immediately below the illustration.

### *Referring to illustrations in your text*

It is best practice to number your illustrations (fig. 1, fig. 2, etc.) so that you can refer directly to them in the text. This will ensure that you avoid confusion when you have used more than one image. You should be able to *directly* refer to every illustration that you use in your text.

### *Captions*

Captions can be inserted in Microsoft Word either by selecting References > Caption, or on a Mac; Insert > Caption.

Your caption should provide details of the image itself, and of its source. The title of an art work or object should be in italics. You should provide full bibliographic details using the Harvard referencing style for the type of source from which you got the image. Generally, a caption will list: figure number; name of the artist/author; title of the work; date; size and dimensions; materials/medium; location (if held in a gallery or collection); bibliographic details of source (book, magazine, website, etc.). If, however, the full details would take up too much space on the page then you can insert a short caption – for example: artist title date. If you do this then you must give the full caption details in a ‘List of Illustrations’ after the references list and bibliography (and before any appendices) at the end of the essay/report.

## Why do you need to Reference?

Accurate referencing is ESSENTIAL because:

- If you do not reference, you might be accused of stealing the work/ideas of others - this is **plagiarism**.
- Your work must be ‘evidenced’ with references to appropriate academic theory and practitioner experience.
- Your reader must be able to see which ideas and words are your own and which are not.
- Your lecturer must be able to check your sources and see which ones you have used to support your assertions.
- Your lecturer needs to see if you have read and understood course material and how you have used the work of others to develop your own ideas.

- Other readers might want to find and read some of the sources you have used.

*Final Notes:*

- Anything you state as a fact should have citable evidence to back it up
- Every citation should have a matching reference and vice versa.
- You only need put an author's initials after the surname in the reference not the full name. If there is no identifiable author then use the title.
- Titles of books and journals, newspapers, films and so on should be capitalised for the first word only and put in italics.
- If you use a direct quote from a source, put it in single inverted commas i.e.:  
'This is how to signify a quotation in the Harvard system' (Walden et al. 2010, p.45).

## Harvard Referencing examples

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For each type of source given in this guide, both the general form and an example will be provided. The following format will be used:

**In-Text Citation: (Author surname, date).** - Entry that appears in the body of your paper when you express the ideas of a researcher or author using your own words.

**In-Text Citation: (Author surname, date, page number[s]).** - entry that appears in the body of your paper after a direct quote or when paraphrasing a passage, summarising an idea from a particular page or, where you want to direct the reader to a specific page or page range.

**Bibliography** – alphabetized list that appears at the end of your paper of each full reference cited in-text.

## A

### *Acts of Parliament (UK Statutes).*

**Format:**

COUNTRY. *Name of Act: Name of Sovereign. Chapter Number – in italics.*  
(Year of Publication – in brackets). Place of Publication: Publisher.

**Bibliography example:**

GREAT BRITIAN. *Human Rights Act 1998: Elizabeth II. Chapter 42.* (1998).  
London: The Stationery Office.

**In-Text Citation example:**

The *Human Rights Act 1998* indicated that.....

'Direct quotations are placed in single quotations marks' (Author's Surname,  
Year of Publication, p. – followed by page number – in brackets).

### *Archive material/Special collections*

**Format:**

FAMILY/SURNAME, Initials (Year of publication - in brackets). *Title-in italics.* [Material type–in square brackets]. Collection. shelfmark.  
Archive/Library, City.

**Bibliography example:**

TURNER, P.S. (1906). *Image of an Artist* [Manuscript] Holden Collection. 600.  
Holden Library. London.

**In-text citation example:**

(Turner, 1906).

'Direct quotations are placed in single quotations marks' (Author's Surname,  
Year of Publication, p. – followed by page number – in brackets).

### *Artwork viewed personally*

If you have viewed a painting, street sculpture, building, fashion or other creative objects in-situ, (either in the street, a gallery or a parade), then use these examples to cite your original art works

Material types can include: paintings, photographs, illustrations, ceramics, cartoons, drawing, etchings, sculptures, woodcut, etc. Your reference should state the artist's name, its title and where the item can be located or viewed. If

no name is available, use the title of the piece – in italics as the first element of the reference.

**Format:**

Artist Surname, Initials (year – in brackets). *Title*, [type of work], dimensions (if available)., Museum or Gallery, City.

**Bibliography example:**

Gaudernack, G 1907, *Plique a jour*, [enameled vase], Kunstindustrimuseet, Oslo.

Turner, J.M.W. 1812, *Snow storm: Hannibal and army crossing the alps*, [Oil on canvas], 145×2360 mm, Turner Collection, Tate Gallery, London.

BROOM, S. (2002). *Daylight*. [Photograph]. Manor Art Gallery, Manchester.

CEDAR, M. (1938). *Mars at Night*. [Sculpture]. Manor Art Gallery, Manchester.

**In-text citation example:**

...Joseph Turner's use of light in *Snow Storm: Hannibal and Army Crossing the Alps* (1812) is staggering....

...work mentioned previously (Turner, 1812).

...A very colourful vase belonging to that period is *Plique a jour* (Gaudernack, 1907).

*Note:* Below is an example of the citation of the original work viewed in a temporary exhibition.

**Bibliography example:**

Fujimoto, Tetsuo 1998, *Work 98-1*, [Fibre art: Hemp cloth, polyester threads, Pellon backing and natural plant dyes], Exhibited at: Textural Space Exhibition, Surrey Institute of Art & Design, 27 Apr - 23 Jun 2001.

**In-text citation example:**

*Work 98-1* (Tetsuo, 1998) demonstrates...

## A

### *Atlas*

Atlases can be referenced in the same format as a book. If no author is available then the title of the Atlas can be used.

**Format for Atlas with Author:**

FAMILY/SURNAME, Initials. (Year of publication – in brackets). *Title of Atlas in italics*. Series title and volume - if available. Edition - if not the first. Place of Publication: Publisher.

**Format for Atlas - no Author:**

*Title of Atlas – in italics*. (Year of publication - in brackets). Series title and/or volume - if available. Edition - if not the first. Place of publication: Publisher.

**Bibliography example:**

WAGNER, S. A. (2004). *Color Atlas of the Autopsy*. Boca Raton: CRC Press. *The Times Concise Atlas of the World*. (2000). 8th Ed. London: Times Books.

**In text example:**

(Wagner, 2004).

As can be seen in *The Times Concise Atlas of the World* (2000).

**Author: Contribution/Chapter in a Book****Format:**

FAMILY/SURNAME, Initials. (Year of publication - in brackets). Title of chapter/contribution. In: Author or Editor of Publication - Surname, Initials with (ed.) or (eds.). - in brackets, if relevant. *Book Title - in italics*. Series title and volume - if available. Edition - if not the first. Place of Publication: Publisher.

**Bibliography example:**

MARSHALL, W. A. (1975). The Child as a Mirror of his Brain's Development. In: Sants, J & Butcher, H. J. (eds). *Development Psychology*. Aylesbury, Bucks: Hazell Watson & Viney Ltd.

**In-text citation example:**

If you refer to an author who has contributed/produced a chapter in an edited book you will need to cite their name in the body of your work.

The Bibliography must contain details of both the author providing the contribution and the author/editor(s) of the book (see above bibliography example for format).

(Marshall, 1975).

As noted by Marshall (1975)...

'Direct quotations are placed in single quotations marks' (Author's Surname, Year of Publication, p. - followed by page number - in brackets).

**B****Blogs (weblogs).**

References from blogs will need to commence with the name of the blog owner and include the date and title of the posting (see example).

**Format:**

FAMILY/SURNAME, Initials. (Year of posting - in brackets). *Title of blog entry - in italics*. [Online -in square brackets] Date the blog entry was written. Available from - URL. [Accessed: followed by date in square brackets].

**Bibliography example:**

BATTS, S. (2007). *Antioxidants in Berries Increased by Ethanol (but are daiquiris healthy)*.

[Online] April 24th 2007. Available from: Scienceblogs.com

[http://scienceblogs.com/retrospectacle/2007/04/antioxidants\\_in\\_berries\\_increased\\_1.php](http://scienceblogs.com/retrospectacle/2007/04/antioxidants_in_berries_increased_1.php). [Accessed: 2nd May 2008].

**In-text citation example:**

(Batts, 2007).

As can be seen in Batts (2007) results...

'Direct quotations are placed in single quotations marks' (Author's Surname, Year of Publication, p. - followed by page number if available. - in brackets).

### Book (1 author).

**Format:**

FAMILY/SURNAME, INITIALS. (ed.) or (eds.).-in brackets for editor(s).. (Year of publication - in brackets). *Book Title - in italics*. Series title and volume - if available. Edition - if not the first. Place of Publication: Publisher.

**Bibliography example:**

NEVILLE, C. (2007). *The Complete Guide to Referencing and Avoiding Plagiarism*. Maidenhead: Open University Press.

**In-text citation examples:**

(Neville, 2007).

Neville (2007) commented that...

'Direct quotations are placed in single quotations marks' (Author's Surname, Year of Publication, p. – followed by page number – in brackets).

### Book (2 authors).

**Format:**

FAMILY/SURNAME, Initials. & Author - SURNAME, Initials. (ed.) or (eds.). - in brackets for editor(s). (Year of publication - in brackets). *Book Title - in italics*. Series title and volume - if available. Edition - if not the first. Place of Publication: Publisher.

**Bibliography example:**

MIDDLETON, V. T. C. & HAWKINS, R. (1998). *Sustainable Tourism: A Marketing Perspective*. Oxford: Butterworth-Heinemann.

**In-text citation examples:**

(Middleton & Hawkins, 1998).

As stated by Middleton & Hawkins (1998).

'Direct quotations are placed in single quotations marks' (First Author's Surname & Second Author's Surname. Year of Publication, p. – followed by page number – in brackets).

### Book (3 authors).

**Format:**

FAMILY/SURNAME, Initials. Author - SURNAME, Initials & Author - SURNAME, Initials. (Year of publication - in brackets). *Book Title - in italics*. Series title and volume - if available. Edition - if not the first. Place of Publication: Publisher.

**Bibliography example:**

BRADBURY, I., BOYLE, J. & MORSE, A., (2002). *Scientific Principles for Physical Geographers*. Harlow: Prentice Hall.

**In-text citation example:**

(Bradbury, Boyle & Morse, 2002).

As noted by Bradbury, Boyle & Morse (2002).

'Direct quotations are placed in single quotations marks' (First Author's Surname, Second Author's Surname & Third Author's Surname. Year of Publication, p. – followed by page number – in brackets).

### *Book (4 or more authors).*

**Format:**

FAMILY/SURNAME, Initials. et al. (Year of publication - in brackets). *Book Title - in italics*. Series title and volume - if available. Edition - if not the first. Place of Publication: Publisher.

**Bibliography example:**

CAMPBELL, N. A. et al. (2008). *Biology*. 8th Ed. London: Pearson.

**In-text citation examples:**

(Campbell et al, 2008).

As concluded by Campbell et al (2008)...

'Direct quotations are placed in single quotations marks' (Author's Surname et al. Year of Publication, p. – followed by page number – in brackets).

### *Book: Chapter in a Book*

**Format:**

FAMILY/SURNAME, Initials. (Year of publication - in brackets). Title of chapter/contribution. In: Author or Editor of Publication - Surname, Initials with (ed.) or (eds.) – in brackets, if relevant. *Book Title - in italics*. Series title and volume - if available. Edition - if not the first. Place of Publication: Publisher.

**Bibliography example:**

MARSHALL, W. A. (1975). The Child as a Mirror of his Brain's Development. In: Sants, J & Butcher, H. J. (eds). *Development Psychology*. Aylesbury, Bucks: Hazell Watson & Viney Ltd.

**In-text citation example:**

If you refer to an author who has contributed/produced a chapter in an edited book you will need to cite their name in the body of your work.

The Bibliography must contain details of both the author providing the contribution and the author/editor(s) of the book (see above example for format).

(Marshall, 1975).

As noted by Marshall (1975)....

'Direct quotations are placed in single quotations marks' (Author's Surname, Year of Publication, p. – followed by page number – in brackets).

### *Book (Editor/s).*

If the book has an editor then (ed.) or (eds.) – both in brackets, is added after the author's name.

**Format:**

FAMILY/SURNAME, Initials. (ed.) or (eds.) - in brackets for editor(s). (Year of publication - in brackets). *Book Title - in italics*. Series title and volume - if available. Edition - if not the first. Place of Publication: Publisher.

**Bibliography examples:**

FONTANA-GIUSTI, G. (ed.) (2008). *Designing Cities for People: Social, Environmental and Psychological Sustainability*. London: Earthscan.

BRENNER, N. & KEIL, R. (eds.) (2006). *The Global Cities Reader*. London: Routledge.

**In-text citation examples:**

(ed. Fontana-Giusti, 2008).

(eds. Brenner & Keil, 2006).

*Books (part of a series).*

**Format:**

FAMILY/SURNAME, Initials. (ed.) or (eds.) - in brackets for editor(s). (Year of publication - in brackets). *Book Title - in italics*. Series title and volume - if available. Edition - if not the first. Place of Publication: Publisher.

**Bibliography example:**

MCILROY, D. (2003). *Studying @ University: How to be a Successful Student*. Sage Essential Study Skills. London: Sage.

**In-text citation example:**

(McIlroy, 2003).

The evidence supports McIlroy's (2003) theory that...

'Direct quotations are placed in single quotations marks' (Author's Surname, Year of Publication, p. – followed by page number).

*Book (multiple works by an author in the same year).*

If you refer to an author who has produced more than one work in the same year you will need to add a lower case alphabetical letter after the year of publication i.e. 2007a, 2007b. (This also applies to Journals).

The book that you cite first should be the one that is referred to as 'a' and the second should be 'b' and so on. Do not worry about the order in which the author published the works.

**Format:**

FAMILY/SURNAME, Initials. (ed.) or (eds.) - in brackets for editor(s). (Year of publication and alphabetical letter - in brackets). *Book Title - in italics*. Series title and volume - if available. Edition - if not the first. Place of publication: Publisher.

**Bibliography examples:**

CARLSON, N. R. (2007a). *Foundations of Physiology and Psychology*. 7th Ed. Boston, Mass: Pearson Allyn & Bacon.

CARLSON, N. R. (2007b). *Physiology of Behaviour*. London: Pearson Allyn & Bacon.

**In-text citation example:**

(Carlson, 2007a).

(Carlson, 2007b).

Carlson (2007a) commented that...

Carlson (2007b) indicated that...

'Direct quotations are placed in single quotations marks' (Author's Surname, Year of Publication, p. – followed by page number).

*Book (Electronic).*

**Format:**

FAMILY/SURNAME, Initial(s). (Year of publication - in brackets). *Title - in italics*. [Online – in square brackets] City of publication: Publisher. Available from - URL. [Accessed: followed by date in square brackets]

**Bibliography example:**

SADLER, P. (2003). *Strategic management*. [Online] Sterling. VA Kogan Page. Available from: <http://www.netlibrary.com/Reader/>. [Accessed: 6<sup>th</sup> May 2008]

**In-text citation example:**

(Sadler, 2003).

As identified by Sadler (2003).

'Direct quotations are placed in single quotations marks' (Author's Surname, Year of Publication, p. – followed by page number – in brackets).

*British Standards*

The information you need to reference correctly can be found on the title page of the standard.

**Format:**

FAMILY/SURNAME, Initials. (Year of publication - in brackets). Standard Number: Year. *Title of the standard in italics*. Place of Publication: Name of Publisher.

**Bibliography example:**

BRITISH STANDARDS INSTITUTE. (1990). BS5605:1990. *Recommendations for citing and referencing published material*. Milton Keynes: BSI.

**In-text citation example:**

(British Standards Institute, 1990).

'Direct quotations are placed in single quotations marks' (Author's Surname, Year of Publication, p. – followed by page number – in brackets).

C

*CD-ROMS (accompanying books).*

Many books now have a CD-ROM accompanying them. When using material from this source the following information needs to be included in your reference.

**Format:**

FAMILY/SURNAME, initials or name of originator of item if no author present. (Year of publication - in brackets). *Title of the main publication in italics*. [CD-ROM – in square brackets]. Place of Publication: publisher.

**Bibliography example:**

BARNES, C. (1997). *Working with Technology*. [CD-ROM] London: TechPress.  
*Who's who 1897-1998* (1998). [CD-ROM] London: Oxford University Press.

**In-text citation example:**

(Who's who, 1998).

(Barnes, 1997).

'Direct quotations are placed in single quotations marks' (Author's Surname, Year of Publication, p. – followed by page number – in brackets).

### *Command Papers/Official Publications*

**Format:**

COUNTRY. Name of Committee, Department or Royal Commission (Year of publication – in brackets). *Title of publication - in italics*. Place of Publication: Publisher. (Paper number – if available in brackets).

**Bibliography example:**

GREAT BRITAIN. Healthcare Commission, Audit Commission for Local Authorities in England and Wales. National Audit Office. (2006). *Tackling Child Obesity: First Steps*. London: Stationery Office.

GREAT BRITAIN. Department of Health. (1995). *London's Ambulance Service: Government response to the Second Report from the Health Committee Session 1994-95*. London: H.M.S.O. (Cm 3009).

**In-text citation example:**

(Great Britain. Healthcare Commission, Audit Commission for Local Authorities in England and Wales. National Audit Office, 2006).

Statistics from the Great Britain Healthcare Commission, Audit Commission for Local Authorities in England and Wales National Audit Office. (2006). show that.....

(Great Britain. Department of Health, 1995).

As indicated by the Great Britain Department of Health (1995).

'Direct quotations are placed in single quotations marks' (Author's Surname, Year of Publication, p. – followed by page number – in brackets).

### *Computer Games/Programs*

**Format:**

ORIGINATOR/AUTHOR. (Year of publication - in brackets). *Game or program title - in italics*. [Medium of item - in square brackets]. Series information and any dates or numeric information - if necessary. Place of Publication: Publisher

**Bibliography example:**

ELECTRONIC ARTS. (2003). *The Sims*. [DISC] PlayStation2. London: Electronic Arts Inc.

**In-text citation example:**

If you refer to a game or program in the body of your work, the title will need to be placed in italics: ...as can be seen in *The Sims* (2003)...

## Conference Papers

Conference Papers are similar to authors who contribute chapters to books, i.e. the contribution appears as part of a wider publication.

**Format:**

FAMILY/SURNAME, Initials or AUTHORIZING BODY OR GROUP. (Year of publication - in brackets). Title of Paper. In - *Full Title of Conference - in italics*. Series title and numbers if available. Location and Date of Conference. Place of Publication: Publisher. Page numbers of paper.

**Bibliography example:**

FISH, J. (2008). Managing changes in the workplace. In *Professional Managers Conference*. Blackpool, Monday 18th to Wednesday 20th February 2008. Blackpool: PubM. pp. 42-45.

**In-text citation example:**

(Fish, 2008).

Fish (2008) noted that...

'Direct quotations are placed in single quotation marks' (Author's Surname, Year of Publication, p. – followed by page number – in brackets).

## Conference Proceedings

**Format:**

FAMILY/SURNAME, Initials or Authoring body or group. (Year of publication - in brackets). *Full Title of Conference Report - in italics*. Series title and numbers - if available. Location and Date of Conference. Place of Publication: Publisher.

**Bibliography examples:**

HARRIS, C. and MURTON, J. B. (2005). *Cryospheric Systems: Glaciers and Permafrost: Selected Contributions to a Conference of the same name*. Geological Society Special Publication 242. The Geological Society of London. January 2003. London: The Geological Society.

Management Centre International. (2002). *Third European conference on knowledge management*. Trinity College, Dublin, Ireland, 24-25 September 2002. Reading: MCIL.

**In-text citation examples:**

(Harris & Murton, 2005).

(Management Centre International, 2002). Harris & Murton (2005)

support this theory

As indicated by research from Management Centre International (2005).

'Direct quotations are placed in single quotations marks' (Author's Surname, Year of Publication, p. – followed by page number – in brackets).

### *Corporate authors (groups, committees, companies).*

(Includes publications by groups, committees, government departments, companies, etc.).

#### **Format:**

COUNTRY. NAME OF ISSUING BODY. (Year of publication in brackets). *Title of publication – in italics*. Place of publication: Publisher. (Report Number – if available in brackets).

#### **Bibliography example:**

GREAT BRITAIN. DEPARTMENT OF ENERGY. (1977). *Tidal Power Barrages in the Severn Trent Estuary: Recent Evidence on their Feasibility*. London: H. M.S. O. (Energy Papers 23). Sport Industry Research Centre. (2005). *Sport Market Forecasts 2005-2009*. Sheffield: Sport Industry Research Centre.

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

(Great Britain. Department of Energy, 1977).

The Great Britain Department of Energy (1977) concluded that...

(Sport Industry Research Centre, 2005).

Figures from the Sport Industry Research Centre (2005) show that...

'Direct quotations are placed in single quotations marks' (Author's Surname, Year of Publication, p. – followed by page number – in brackets).

## D

### *Dance (live performance).*

#### **Format:**

Choreographer's- FAMILY/SURNAME, initials. (Premier date - in brackets). *Title – in italics*. [Venue, place of performance and date seen – in square brackets]

#### **Bibliography example:**

JONES, R. (2007). *Hungarian Folk Dance*. [Victoria Hall, Stoke on Trent. 16th December 2007]

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

(*Hungarian Folk Dance*, 2007).

### *Dance (DVD/ Video).*

#### **Format:**

Director/producer – FAMILY/SURNAME, initials. (Year published or first transmission in brackets). *Title of Video or programme – in italics*. [Material type e.g. DVD/video – in square brackets], Production company or publisher [further details to identify dance works]

#### **Bibliography example:**

JONES, L. (2005). *Ballet Moves* [DVD]. Dance Mat Ltd. [clips of various ballets illustrating professional techniques]

**In-text citation example:**

(*Ballet Moves*, 2005).

## Dictionary

In some cases Dictionaries may not have authors so your citation or reference can use the title of the work.

**Formats: Dictionary Author/Editor present:**

FAMILY/SURNAME, Initials. (ed.) or (eds.)-in brackets for editor(s). (Year of publication - in brackets). *Dictionary Title – in italics*. Series title and/or volume - if available. Edition - if not the first. Place of Publication: Publisher.

**Dictionary- no Author:**

*Title of Dictionary – in italics*. (Year of publication - in brackets). Series title and/or volume - if available. Edition - if not the first. Place of Publication: Publisher.

**Bibliography examples:**

HAWKINS, J. M. (ed.) (1986). *The Oxford Reference Dictionary*. Oxford: Oxford University Press. McGraw-Hill.

*Dictionary of Engineering*. (2003). 2nd ed. New York: McGraw-Hill.

**In-text citation examples:**

(Hawkins, 1986).

(McGraw-Hill, 2003).

As noted by Hawkins (1986).

McGraw-Hill (2003) indicated that...

'Direct quotations are placed in single quotations marks' (Author's Surname, Year of Publication, p. – followed by page number – in brackets).

## Discussion List

References from a discussion list will need to commence with the name of the author of a posting to the list.

**Format:**

FAMILY/SURNAME, Initials. (Year of posting - in brackets). *Title of discussion posting - in italics*. [Online –in square brackets]. Date the entry was written. Name of discussion list. Available from – discussion list address. [Accessed: followed by date in square brackets].

**Bibliography example:**

MORGAN, K. (2007). *Teaching Referencing Skills*. [Online] April 24th 2007. RefZone Discussion List. Available from: <http://www.staffs.ac.uk/RefZoneList> [Accessed: 2nd May 2008].

**In-text citation example:**

(Morgan, 2007).

As can be seen in Morgan (2007) results...

## E

### *E- Books*

#### **Format:**

FAMILY/SURNAME, Initials. (Year of publication - in brackets). *Title - in italics.* [Online – in square brackets] Place of publication: Publisher. Available from – URL of ebook provider or database. [Accessed: followed by date in square brackets]

#### **Bibliography example:**

SADLER, P. (2003). *Strategic management.* [Online] Sterling: VA Kogan Page. Available from: <http://www.netlibrary.com/Reader/>. [Accessed: 6<sup>th</sup> May 2008]

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

(Sadler, 2003).

As identified by Sadler (2003).

'Direct quotations are placed in single quotations marks' (Author's Surname, Year of Publication, p. – followed by page number – in brackets).

### *Email communication*

If you use personal email communication to support your assignment please ensure that you have the consent of those involved in the email.

#### **Format:**

FAMILY/SURNAME, Initials. (Year of communication – in brackets). *Title of communication – in italics.* [Medium of communication – in square brackets] Receiver of Communication – Surname, initials. Day and month of communication

#### **Bibliography example:**

MORGAN, K. (2008). *Refzone.* [E-mail]. Message to: Hatton, A. 10 April 2008.

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

(Morgan, 2008).

'Direct quotations are placed in single quotations marks' (Author's Surname, Year of Publication, p. – followed by page number – in brackets).

### *Encyclopaedia entry*

Encyclopaedias often contain entries or articles by a collection of authors. Hence, when citing and referencing from Encyclopaedias use the same format as you would when referencing an author's contributory chapter or article in a book.

#### **Format:**

FAMILY/SURNAME, Initials. (ed.) or (eds.)-in brackets for editor(s). (Year of publication - in brackets). Title of entry or article. In: Author or Editor of Publication - Surname, Initials with (ed.) or (eds.) - if relevant. *Title of* University of Hertfordshire School of Creative Arts Harvard referencing guide 2018

*Encyclopaedia - in italics*. Series title and/or volume - if available. Edition - if not the first. Place of Publication: Publisher.

**Bibliography example:**

GHISELIN, M. T. (2001). Darwin, Charles (Darwinism). In: Levin, S. A. (ed.). *Encyclopaedia of Biodiversity*. Volume 2 D-FI. London: Academic Press.

**In-text citation example:**

(Ghiselin, 2001).

As suggested by Ghiselin (2001)...

'Direct quotations are placed in single quotations marks' (Author's Surname, Year of Publication, p. – followed by page number – in brackets).

## Exhibition catalogues

Cite and reference Exhibition Catalogues in the same format as a book. However, if the exhibition catalogue has no author, use the title of the gallery or museum.

**Format:**

FAMILY/SURNAME, Initials. or Gallery/Museum name. (ed.) or (eds.)-in brackets for editor(s). (Year of publication - in brackets). *Catalogue Title - in italics*. Series title and volume - if available. Edition - if not the first. Place of publication: Publisher.

**Bibliography example:**

REED, P. (2005). *Groundswell: constructing the contemporary landscape: published on the occasion of the exhibition at the Museum of Modern Art, New York, 25th February – 16 May 2005*. New York: Museum of Modern Art.

Museum of Modern Art. (2006). *Edvard Munch: the modern life of the soul: published on the occasion of the exhibition at the Museum of Modern Art, New York 17 February – 8 May 2006 with an introduction by Kynaston McShine*. New York: Museum of Modern Art.

**In-text citation examples:**

(Reed, 2005).

(Museum of Modern art. 2006).

As Reed (2005) suggests...

As the Museum of Modern Art (2006) exhibition highlights...

'Direct quotations are placed in single quotations marks' (Author's Surname, Year of Publication, p. – followed by page number – in brackets)...

## G

### Guest speaker

**Format:**

FAMILY/SURNAME, Initials. (Year of lecture – in brackets). *Title of lecture - in italics*. Guest speaker from - Name of company. Teaching organisation, Department, the location and date of the lecture.

**Bibliography example:**

Münter, M. (2015). *Network Effects in Telecommunication Markets*. Guest Lecture from HTW Saar, Germany. Hertfordshire Business School Europe Week 2015. 6 March, 2015.

**In-text citation example:**

According to Münter (2015) if there is more than one network, consumers must decide whether or not to enter a network, but also to which one, and expectations are central to the decision making.

## F

*Film on video/DVD***Format:**

*Title - in italics*. (Year of distribution - in brackets). Format type i.e. film, animated film. Directed by – name of directors. [Material type – in square brackets]. Place of distribution: Distribution Company.

**Bibliography example:**

*Requiem for a Dream*. (2000). Film. Directed by Darren Aronofsky. [DVD]. UK: Momentum Pictures.

*Chicken Run*. (2000). Animated Film. Directed by Peter Lord and Nick Park. [VHS] UK: Pathe Distribution.

**In-text citation example:**

If you refer to a film in the body of your work, the title will need to be placed in italics:

(Chicken Run, 2000).

...this is highlighted by Mrs Tweedy's character in the film *Chicken Run* (2000)...

## I

*Image in a book*

Images, art work, graphs and charts from books are not referenced in the same way as book chapters. In-text you need to mention the image or art work and the page number, but in the Bibliography you will need to reference the source (book, etc.) where you found the image, art work, etc.

**Format:**

FAMILY/SURNAME, Initials. (ed.) or (eds.).-in brackets for editor(s). (Year of publication - in brackets). *Book Title - in italics*. Series title and volume - if available. Edition - if not the first. Place of Publication: Publisher.

**Bibliography example:**

If you refer to an image in your work from a book, for example a photograph from the following book, you will need to reference the source (book). Where the item can be found:

FISH, J. (2004). *Photographs and Art*. London: Fish and Sons.

**In-text:**

In-text references to works of art, images, etc. in a book are highlighted in the text by italics or underlining the title of the work and following it with the (surname of the author, Year of Publication, p. – followed by page number where the image can be located – in brackets).:

The photograph *Night time* by Bloggs in 2001 (Fish, 2004, p.67) shows... This was highlighted in Blogg's *Night time* (Fish, 2004, p. 67).

*Interview (you have conducted).*

**Format:**

Name of person interviewed – FAMILY/SURNAME, Initials. (Year of interview – in brackets). *Title of interview – in italics*. [Interview – medium of source]. Date the interview was conducted.

**Bibliography example:**

HATTON, A. (2008). *Development of library support for early years students*. [Interview]. 24th April 2008.

**In-text citation example:**

(Hatton, 2008).  
...as indicated by Hatton (2008).

*Interview (recorded).*

**Format:**

Name of person interviewed - FAMILY/SURNAME, Initials. (Year of interview – in brackets). *Interview with Author and Date – in italics of underlined*. Place of interview. [Recording in possession of author]

**Bibliography example:**

HATTON, A. (2008). *Interview with A. Hatton on 15th April 2008*. Stoke on Trent. [Recording in possession of author]

**In-text citation example:**

(Hatton, 2008).  
....as noted by Hatton (2008).

J

*Journal article (printed journal article).*

**Printed article format:**

FAMILY/SURNAME, Initials. (Year of publication – in brackets). 'Title of article.' *Title of journal - in italics* .Volume number. (Part number/month – in brackets) p. followed by page numbers.

**Bibliography example:**

TEFTS, K. & BLAKSEE, S. (2000). 'Did you hear the one about Boolean operators? Incorporating comedy into library instruction.' *Reference Services Review*. 28 (4) p. 369378.

**In-text citation example:**

(Trefts & Blaksee, 2000).

This supports Trefts & Blaksee's (2000) evidence that...

'Direct quotations are placed in single quotations marks' (Author's Surname, Year of Publication, p. – followed by page number – in brackets).

*Journal article (online/electronic journal article).***Online article format:**

FAMILY/SURNAME, Initials. (Year of publication – in brackets). 'Title of article.' *Title of journal - in italics*. [Online – in square brackets] Volume number. (Part number/month – n brackets) pp followed by page numbers. Available from - URL. [Accessed: followed by date in square brackets]

**Bibliography example:**

WILSON, J. (1995). 'Enter the cyberpunk librarian: future directions in cyberspace.' *Library Review*. [Online] 44 (8) pp.63-72. Available from: <http://www.emeraldinsight.com> [Accessed 30<sup>th</sup> January 2008]

**In-text citation example:**

(Wilson, 1995).

According to Wilson (1995).

'Direct quotations are placed in single quotations marks' (Author's Surname. Year of Publication, p. – followed by page number – in brackets)

**L***Law Reports*

When referencing Law Reports, square brackets are used for the year of publication when the date is essential for finding the report. Round brackets are used when the date is of assistance to when a case was reported in law reports which also have continuous volume numbers.

**Format:**

*Names of parties – in italics*. [Year – in square brackets or round brackets – see above] Date and/or volume – if available and abbreviated name of the report and number of first page.

**Bibliography example:**

*Gillick v West Norfolk and Wisbech AHA*. [1986] A.C. 112. *Parkinson v Axon*. (1951). 2 K.B. 678.

**In-text citation example:**

As highlighted in *Gillick v West Norfolk and Wisbech AHA*

[1986] *Parkinson v Axon* (1951) indicated that...

'Direct quotations are placed in single quotations marks' (Author's Surname, Year of Publication, p. – followed by page number – in brackets)

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## Lecture

### Format:

FAMILY/SURNAME, Initials. (Year of lecture – in brackets). *Title of lecture – in italics*. [Lecture]. Title of Module. Name of teaching organisation, Department, the location and date.

### Bibliography example:

FISH, J. (2007). *Future of Information* [Lecture] Academic Futures. Information Management Module. Staffordshire University, Library, Room OX33, 18th July 2011.

### In-text citation examples

(Fish, 2007).

As indicated by Fish (2007)....

'Direct quotations are placed in single quotations marks' (Author's Surname, Year of Publication, p. – followed by page number – in brackets).

## Lecture Notes

Provide as much detail as possible if you are referencing from Lecture notes and/or handouts.

### Format:

FAMILY/SURNAME, Initials. (Year of Lecture – in brackets). Title of Lecture, Module Code - capitalised, [Lecture notes or handouts in square brackets] *Title of Lecture notes distributed – in italics*. Title of Module. Name of teaching organisation, Department, the location, date.

### Bibliography example:

FISH, J. (2007). Future of Information, CC-FOINFOY2. [Lecture notes] *Academic Futures*. Information Management Module. Staffordshire University, Library, Room OX33, 18th July.

### In-text citation examples

(Fish, 2007).

As indicated by Fish (2007)....

'Direct quotations are placed in single quotations marks' (Author's Surname, Year of Publication, p. – followed by page number – in brackets).

## M

## Maps

### Format:

FAMILY/ SURNAME, Initials or ISSUING ORGANISATION. (Year of publication – in brackets). *Title of map in italics*. Sheet number – if available. Scale details. Series – if available. Place of Publication: Publisher.

### Bibliography example:

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ORDNANCE SURVEY. (1956). *Map of Roman Britain*, Scale sixteen miles to one inch. Southampton: Ordnance Survey.

**In-text citation example:**

(Ordnance Survey, 1956).

As can be seen in the *Map of Roman Britain* (Ordnance Survey, 1956).

*Market Survey report (printed).*

**Format:**

FAMILY/SURNAME, Initials. Or CORPORATE AUTHOR/RESEARCH GROUP. (Year of publication - in brackets). *Report Title including dates and series if available - in italics*. Edition - if not the first. Place of Publication: Publisher.

**Bibliography example:**

MINTEL (2008). *Pizza and Pasta Restaurants - UK*. London: Mintel.

**In-text citation example:**

(Mintel, 2002).

The trends highlighted by Mintel (2002).

'Direct quotations are placed in single quotations marks' (Author's Surname. Year of Publication, p. – followed by page number – in brackets). Market Survey Report (online /electronic).

*Market Survey report (online).*

**Format:**

FAMILY/SURNAME, Initials. or CORPORATE AUTHOR/RESEARCH GROUP. (Year of publication - in brackets). *Report Title including dates and series if available - in italics*. [Online – in square brackets]. Edition - if not the first. Place of Publication: Publisher. Available from - URL. [Accessed: followed by the date – in square brackets]

**Bibliography example:**

MINTEL (2007). *Leisure Venue Catering UK March 2007* [online]. London: Mintel. Available from <http://academic.mintel.com/> [Accessed: 25<sup>th</sup> April 2008]

**In-text format:**

(Mintel, 2007).

As highlighted by Mintel (2007).

'Direct quotations are placed in single quotations marks' (Author's Surname. Year of Publication, p. – followed by page number – in brackets).

*Music scores*

Musical scores are treated the same as referencing a book.

**Format:**

FAMILY/ SURNAME, Initials. (Year of publication - in brackets). *Title of score – in italics*. Series title and volume - if available. Edition - if not the first. Place of Publication: Publisher.

**Bibliography example:**

NYMAN, M. (2003). *Pieces from the Piano* (Pocket Manual) (Sheet Music) UK: Music Sales Ltd.

**In-text citation example:**

(Nyman, 2003).

## N

### *Newspaper article (printed article).*

**Format:**

SURNAME, Initials. (Year of publication - in brackets). Title of Article. *Title of Newspaper - in italics*. Day and month of article. Page number of article - if available.

**Bibliography example:**

RANDERSON, J. (2008). Researchers find fish that can count up to four. *The Guardian*. 26th February.

**In-text citation:**

(Randerson, 2008).

Randerson's (2008) article indicates that...

'Direct quotations are placed in single quotations marks' (Author's Surname. Year of Publication, p. – followed by page number – in brackets).

### *Newspaper article (online / electronic article).*

**Format:**

FAMILY/SURNAME, Initials. (Year of publication - in brackets). Title of Article. *Title of Newspaper - in italics*. [Online] Day and month of article. Page number of article - if available. Available from – URL of database supplier. [Accessed: followed by date in square brackets]

**Bibliography example:**

RANDERSON, J. (2008). Researchers find fish that can count up to four. *The Guardian*. [online] 26th February. p.14. Available from: <http://www.lexisnexis.com/uk>. [Accessed: 22nd May 2008].

**In-text citation:**

(Randerson, 2008).

Randerson's (2008) article indicates that...

'Direct quotations are placed in single quotations marks' (Author's Surname. Year of Publication, p. – followed by page number if available – in brackets).

### *Newspaper article (no author).*

If there is no author present, use the title of the newspaper – in italics of underlined to start your reference.

**Format:**

*Title of Newspaper – in italics of underlined*. (Year of publication - in brackets). Title of Article. Day and month of article. Page number of article - if available.

**Bibliography example:**

*The Guardian*. (1987). Exploration of the Coast. Nov 24th.

**In-text citation example:**

(*The Guardian*, 1987).

*The Guardian* (1987) article indicates that...

'Direct quotations are placed in single quotations marks' (Author's Surname. Year of Publication, p. – followed by page number – in brackets).

## Newspaper Cartoon

**Format:**

FAMILY/SURNAME (Year of publication -in brackets). Title of Cartoon. [Cartoon] *Title of Newspaper - in italics*. Day and month of cartoon. Page number of cartoon - if available.

**Bibliography example:**

BATEMAN, A. (2008). What a Political battle. [Cartoon] *East Coast Independent*. 14th April 2008. p6.

**In-text citation example:**

(Bateman, 2008).

...as depicted in Bateman's (2008) cartoon.

## No Author/Anonymous

For publications without individual authors use Anon instead of the author's name. However, if you are referring to a newspaper article without an author, replace anon with the title of the Newspaper.

**Format:**

ANON. (Year of publication - in brackets). *Book Title - in italics*. Series title and volume - if available. Edition - if not the first. Place of Publication: Publisher.

**Bibliography example:**

ANON. (2002). *Atlas of Anatomy*. Cobham, Surrey: Taj Books.

**In-text citation example:**

Human anatomy can be seen in this way (Anon, 2002)....

## No publication date

**Format:**

If the item you are referencing has no publication date or only an approximate or dubious date, use the following information to best describe the item:

- If there is no date available use the abbreviation (n.d.). in brackets
- If there is only an approximate date available precede the approximate date with a lowercase c. (for circa) in brackets, for example (c.1903).

**Bibliography examples:**

DUNDEE CITY ART GALLERY and MUSEUM. (n.d.). *Dundee Tiles 1880-1930*. Dundee: Dundee City Art Gallery and Museum.

ROOSEVELT, T. (c.1886). *Thomas Hart Benton*. Boston and New York: Houghton-Mifflin and Company.

**In-text citation example:**

(Dundee City Art Gallery and Museum. n.d.).

This was shown at the exhibition hosted at the Dundee City Art Gallery and Museum (n.d.). 'Direct quotations are placed in single quotations marks' (Author's Surname, Year of Publication, p. – followed by page number – in brackets).

## O

*Official Publications***Format:**

COUNTRY.NAME OF COMMITTEE, DEPARTMENT or ROYAL COMMISSION (Year of publication – in brackets). *Title of publication - in italics*. Place of Publication: Publisher. (Paper number – if available in brackets).

**Bibliography example:**

GREAT BRITAIN. HEALTHCARE COMMISSION, AUDIT COMMISSION for LOCAL AUTHORITIES in ENGLAND and WALES. NATIONAL AUDIT OFFICE. (2006). *Tackling Child Obesity: First Steps*. London: Stationery Office.

GREAT BRITAIN. DEPARTMENT OF HEALTH. (1995). *London's Ambulance Service: Government response to the Second Report from the Health Committee Session 1994-95*. London: H.M.S.O (Cm 3009).

**In-text citation example:**

(Great Britain. Healthcare Commission, Audit Commission for Local Authorities in England and Wales. National Audit Office, 2006).

Statistics from the Great Britain Healthcare Commission, Audit Commission for Local Authorities in England and Wales. National Audit Office. (2006). show that...

(Great Britain. Department of Health, 1995).

As indicated by the Great Britain Department of Health (1995).

'Direct quotations are placed in single quotations marks' (Author's Surname, Year of Publication, p. – followed by page number – in brackets).

*Online video*

Online video citation should commence with the name of the originator (screen name) or organisation which produced the online video.

**Format:**

FAMILY/ SURNAME, initials or ORGANISATION IF NO NAMED PERSON IS AVAILABLE. (Year of distribution - in brackets). *Title of Online Video – in italics*. If available indicate the Number and/or title if part of a series. [Online video – in square brackets]. Date of the online video. Available from - URL. [Accessed: followed by date in square brackets].

**Bibliography example:**

BERKERLEY UNIVERSITY of CALIFORNIA EVENTS, UCBERKELEYEVENTS (2007). *Building Academic Library 2.0*. [Online Video]. November 19th. Available from: [http://www.youtube.com/watch?v=q\\_uOKFhoznI](http://www.youtube.com/watch?v=q_uOKFhoznI). [Accessed: 19th May 2008].

**In-text:**

If you refer to an online video in the body of your work, the title will need to be placed in italics:

...as can be seen in Berkeley's presentation *Building Academic Library 2.0* (2007).

P

*Play script (published).*

If you are referring to the printed publication/script of a play, emphasis is given to the author first and the play is referenced as a book (see example):

**Format:**

FAMILY/SURNAME, Initials. (Year of publication - in brackets). *Title of Play- in italics*. Place of Publication: Publisher.

**Bibliography example:**

OSBORNE, J. (1957). *Look Back in Anger*. London: Faber and Faber.

**In-text citation example:**

(Osborne, 1957).

...supported by Osborne's (1957) play *Look Back in Anger*...

'Direct quotations are placed in single quotations marks' (playwrights' Surname, followed by Year of Publication, Act, Scene and/or page number – in brackets).

*Plays (performance).*

If you refer to production and performance elements of a play that you have viewed within your assignment, your reference will need to give emphasis to the title of the play first (see examples).

**Format:**

*Title of Play- in italics*. By AUTHOR. (Year of publication - in brackets). [Play – in square brackets]. Production date. Theatre and Place of performance. Performer's names. Director.

**Bibliography example:**

*A Round of Applause*. By HARRY GREEN. (2006). [Play]. First Produced 18th June. Round Theatre, Burns Wood. Performers: I. Bloggs & S. Jones. Director: Harry Green.

## Podcast

Podcast citations should commence with the name of the originator or organisation which produced the podcast.

### Format:

FAMILY/SURNAME, initials or organisation if no named person is available. (Year of distribution - in brackets). *Title of Podcast – in italics*. Number and/or title of the episode – if needed. [Online – in square brackets]. Date of the Podcast. Available from - URL. [Accessed: followed by date in square brackets]

### Bibliography example:

BBC RADIO 4. (2008). *Material World: Severn Barrage & Paleopathology* introduced by Quentin Cooper. [Online]. Thursday 15th May. Available from: <http://www.bbc.co.uk/radio4/science/thematerialworld.shtml>. [Accessed: 19th May 2008]

### In-text citation example:

If you refer to a podcast in the body of your work, the title will need to be placed in italics:

...examined in BBC Radio 4's podcast *Material World: Severn Barrage & Paleopathology* (2008)...

## Poem (from an anthology).

Poems are not referenced in the same way as book chapters. In-text you need to mention the poem and poet and page number, but in the Bibliography you will need to reference the source (book, etc.) where you found the poem.

### Format:

FAMILY/SURNAME, Initials. (ed.) or (eds.).-in brackets for editor(s). (Year of publication - in brackets). *Book Title - in italics*. Series title and volume - if available. Edition - if not the first. Place of Publication: Publisher.

### Bibliography example:

If you refer to a poem in your work from a book, for example a poem from the following book, you will need to reference the source (book) where the poem can be found:

FISH, J. (2004). *The Art of Poetry*. London: Fish and Sons.

### In-text:

The poem *Spring Time* by Bloggs (Fish, 2004, p.67) shows...

This was highlighted in Bloggs' *Spring Time* (Fish, 2004, p.67).

'Direct quotations are placed in single quotation marks' (Author's Surname, Year of Publication, p. – followed by page number – in brackets).

## R

### Radio broadcast

As Radio broadcasts are the production of a collection of individuals, they should be cited using the title of the broadcast first. For programmes within a series, the episode should also be indicated after the series title.

#### Format:

*Title - in italics.* Number and/or title of the episode – if needed. (Year of distribution - in brackets). Name of broadcaster. Broadcast or transmission date.

#### Bibliography example:

*It's Not Just about the Music.* 1968 Season. (2008). BBC Radio 4. Thursday 10th April.

#### In-text citation example:

If you refer to a radio broadcast in the body of your work, the title will need to be underlined or placed in italics:

...highlighted in *It's Not Just about the Music* (2008)...

## S

### Secondary Referencing using Harvard

#### What is Secondary Referencing?

Secondary referencing occurs when you are reading a book or journal article whose author uses facts or information from research done by someone else, and you want to use this to support your own assignment.

#### How to Secondary Reference

There are 2 ways that you can approach a secondary reference:

1. You locate the original research so that you can read, use and cite directly from this original source. This is often the preferred method as this shows that you have exercised and increased your own research for your assignment.
2. In some instances this may not be possible as the original research may be difficult to find or gain access to. If you are confident that this secondary source is reliable and accurate you can refer to it in your own work using the Harvard rules for secondary referencing (see below for examples).

#### Bibliography example:

When using the Harvard system in terms of secondary referencing your Bibliography only needs to give the details of the source that you have read for the assignment.

#### In-text citation example:

If you have read the book 'Modern Organisations' by Bill Jones (2007) and he refers to another author, Jean Smith and her ideas of 'organisational devolution'

(1987) and you want to include Smith's ideas, using the Harvard system your citation must indicate that you have used a secondary source and not the original work undertaken by Smith:

Jean Smith (1987), as summarized by Jones (2007) highlights the application of 'organisational devolution' to result in...

Or

Smith's (1987) 'organisational devolution' indicates this possibility (in Jones 2007, p. 45).

### *Social networking sites (i.e. Twitter, Facebook, LinkedIn, Tumblr etc.)*

#### **Format:**

FAMILY/SURNAME, initials. (Year of publication - in brackets).  
Real Name @User name Site. Date and time of post. Available at: URL. [Accessed: followed by date in square brackets]

#### **Bibliography example:**

Obama, B. (2014). Barack Obama @BarackObama Twitter. 29 January, 2014. 7:14pm. Available at:  
<https://mobile.twitter.com/BarackObama/status/428607084578369537>  
[Accessed: 28 February 2014].

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

Obama (2014) tweeted that business leaders are starting to realise that America is a better place to invest and create jobs instead of China.

### *Sound recording – audio CD, Cassette, Vinyl*

#### **Format:**

FAMILY/SURNAME, initials. (Year of publication - in brackets). *Title - in italics*.  
[Material type-in square brackets]. Place of Distribution: Distribution Company.

#### **Bibliography example:**

DYLAN, B. (2001). *Love and Theft* [CD] UK: Columbia Recordings.

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

If you refer to the title of a recording in the body of your work, the title will need to be placed in italics:

(Dylan, 2001).

...as influenced by Dylan's *Love and Theft* (2001).

### *Statutes (Acts of Parliament). - UK*

#### **Format:**

COUNTRY. Name of Act: Name of Sovereign. *Chapter Number – in italics*. (Year of Publication – in brackets). Place of Publication: Publisher.

#### **Bibliography example:**

GREAT BRITAIN. *Human Rights Act 1998: Elizabeth II. Chapter 42*. (1998). London: The Stationery Office.

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

University of Hertfordshire School of Creative Arts Harvard referencing guide 2018

The *Human Rights Act 1998* indicated that...

'Direct quotations are placed in single quotations marks' (Author's Surname, Year of Publication, p. – followed by page number – in brackets).

## Statutory Instruments – UK

### Format:

*Name and date of Statutory Instrument* – in italics. (SI number – in brackets)...

### Bibliography example:

*The Rural Development (Enforcement). (England). Regulations 2007.* (SI 2007/75). *The Air Quality Standards Regulations 2007.* (SI 2007/64).

### In-text citation example:

*The Air Quality Standards Regulations 2007* indicated that.....

(*The Rural Development (Enforcement). (England). Regulations, 2007.*)

'Direct quotations are placed in single quotations marks' (Author's Surname, Year of Publication, p. – followed by page number – in brackets).

## T

## Television broadcast

As Television broadcasts are the production of a collection of individuals, they should be cited using the title of the broadcast first. For programmes within a series, the episode should also be indicated after the series title.

### Format:

*Series title* – in italics. Number and/or title of the episode – if needed. (Year of distribution - in brackets). Transmitting organisation and channel, full date and time of transmission.

### Bibliography example:

*Panorama*. The Challenge of the Sixties. (2008). BBC4. Thursday 15th May. 17:45.

### In-text citation example:

If you refer to a television broadcast in the body of your work, the title will need to be placed in italics:

(*Panorama*, The Challenge of the Sixties, 2008).

...as examined in *Panorama's* The Challenge of the Sixties (2008).

## Television episode – streaming

### Format:

Title of episode (Year of first transmission). *Title of programme / series* Series and episode numbers [type of audio-visual material in square brackets] Available from homepage of channel/ database: Netflix, Amazon, Hulu etc. [accessed: date you watched it]

**Bibliography example:**

Waldorf salad (1979). *Fawlty Towers* Series 2, episode 3, [Video file] Available from <http://www.netflix.com> [accessed: 5 March 2018]

**In-text citation example:**

Basil Fawlty displayed characteristic contempt for an American visitor to his hotel (Waldorf salad, 1979).

*Television episode – DVD***Format:**

Episode (Year of release). *Title of program*, [type of recording], Place of distribution: Production Company OR Distributor.

**Bibliography example:**

Blackwater (2012). *Game of thrones: the complete second season*, [DVD] HBO.

The deadly attachment (2007). *Dad's Army: the complete collection* [DVD] London: BBC2entertain.

**In-text citation example:**

In season two's penultimate episode 'Blackwater' (2012), the...

'Don't tell him Pike!' (The deadly attachment, 2007).

Captain Mainwaring advised Private Pike not to divulge his identity in arguably one of the most famous scenes from *Dad's Army* (The deadly attachment, 2007).

*Thesis***Format:**

FAMILY/SURNAME, Initials. (Year of submission - in brackets). *Title of Thesis - in italics*. Degree statement. Degree Awarding Body. Location: Name of University.

**Bibliography example:**

BARNES, D. L. (2000). *An Investigation into the Process of Formation of Operations Strategy in Small Manufacturing Companies*. A Thesis Submitted in partial fulfilment of the Requirements of Staffordshire University for the Degree of Doctor of Philosophy. Stoke-on-Trent: Staffordshire University.

**In-text citation example:**

(Barnes, 2000).

...indicated by Barnes (2000).

'Direct quotations are placed in single quotations marks' (Author's Surname, Year of Publication, p. – followed by page number – in brackets).

**U***Unpublished Work***Format:**

University of Hertfordshire School of Creative Arts Harvard referencing guide 2018

FAMILY/SURNAME, Initials. (Year of publication - in brackets). *Item title – in italics*. Unpublished.

**Bibliography example:**

BRICK, C. (2002). *The Local*. Unpublished.

**In-text citation example:**

(Brick, 2002).

This was the conclusion supported by Brick (2002).

'Direct quotations are placed in single quotations marks' (Author's Surname, Year of Publication, p. – followed by page number – in brackets).

## *UK Bills (House of Commons or House of Lords).*

**Format:**

*Name and year of Bill*. House of Parliament from which the bill originated in abbreviation format i.e. House of Lords = HL or House of Commons = HC, any relevant section numbers, if available, (number of the Bill – in brackets).

**Bibliography example:**

*Climate Change Bill 2007-08*. HL Bill (9).

**In-text citation example:**

As can be seen in the *Climate Change Bill 2007-08...*

'Direct quotations are placed in single quotations marks' (Author's Surname, Year of Publication, p. – followed by page number – in brackets).

## W

### *Website*

**Format:**

FAMILY/SURNAME, initials or name of website if no author is available. (Year - in brackets). *Title of website – in italics*. Any numbers if website is part of a series – if needed. [Online –in square brackets] Available at - URL. [Accessed: followed by date in square brackets]

**Bibliography example:**

BBC NEWS (2008). *Factory Gloom worst since 1980*. [Online] Available at: <http://news.bbc.co.uk/1/hi/business/7681569.stm> [Accessed: 21 October 2008]

**In-text citation example:**

(BBC News, 2008).

...as reported on BBC News (2008).

### *Website – Web document*

**Format:**

FAMILY/SURNAME, initials or name of website if no author is available. (Year - in brackets). *Title of web document – in italics*. Any numbers as indicated on the web document, i.e. if part of a series - if needed. [Online –

in square brackets] Date of document – if specified. Available from - URL.  
[Accessed: followed by date in square brackets]

**Bibliography example:**

ENGLISH HERITAGE. (2005). *Wind Energy and the Historic Environment*.  
[Online] October 2005. Available at: [http://www.english-heritage.org.uk/upload/pdf/Wind\\_Energy\\_\(final\).pdf](http://www.english-heritage.org.uk/upload/pdf/Wind_Energy_(final).pdf). [Accessed: 20th May 2008]

**In-text citation example:**

(English Heritage, 2008).

...as indicated by English Heritage in their report *Wind Energy and the Historic Environment* (2005).

## Wikis

**Format:**

NAME OF WIKI (Year - in brackets). *Title of Wiki – in italics*. [Online– in square brackets]. Available at - URL. [Accessed: followed by date in square brackets]

**Bibliography example:**

SUBJECT WIKI for GEOGRAPHY LIBRARY RESOURCES –STAFFORDSHIRE UNIVERSITY. (2007). [Online] Available at: <http://crwnwiki1.staffs.ac.uk/subjectwiki/Geography>. [Accessed: 19th May 2012]

**In-text citation example:**

If you refer to a Wiki in the body of your work, the title will need to be underlined or placed in italics:

(*Subject Wiki for Geography Library Resources – Staffordshire University, 2012*).

## Y

### YouTube channel

**Format:**

username (n.d.). *Home*. [youTube channel]. Available at - URL. [Accessed: followed by date in square brackets]

**Bibliography example:**

PsycINFO. (n.d.). Home [YouTube Channel]. Available from: <http://youtube.com/PsycINFO> [accessed: 19th May 2008]

**In-text citation example:**

...as the information provided by PsycINFO (n.d.) explains...  
(PsycINFO, n.d.)

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