



Harvard Referencing

Third Edition

Faculty of Health, Psychology and Social Care

Institute of Education

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PREFACE

This Harvard referencing handbook has been updated and amended and this edition contains a number of alterations and additions.

A number of new sections have been added under the citations heading. These are:

- No author's name present
- Quoting secondary sources
- Citing conference papers (published and unpublished)
- Citing DVDs/videos

An amendment has been made under the referencing heading. This is:

- *Using an author's initial or full first name in the reference list.*

When producing a reference list the previous edition gave the option of using the author's initial or full first name. In this edition, students are advised to only list the author's initial and not the full first name.

EXAMPLE

Instead of:

Cottrell, Stella. (2005) *Critical thinking skills: developing effective analysis and argument*. Basingstoke: Palgrave Macmillan.

Write:

Cottrell, S. (2005) *Critical thinking skills: developing effective analysis and argument*. Basingstoke: Palgrave Macmillan.

A number of new sections have been added under the referencing heading. These are:

- An additional section, on how to reference PDF documents, has been added to the 'internet sources' section.
- An additional two sections, on how to reference market research reports and annual reports, have been added to the 'Reports' section.
- An additional section entitled 'author's name is not known' has been added to the 'Journal articles' and 'Newspapers' section.
- Conference proceedings and conference papers (published and unpublished)
- Online images or photos

-
- Leaflets/posters

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DISCLAIMER

This Harvard referencing handbook is designed to be used specifically by undergraduate and postgraduate students who are studying at the Institute of Education and Faculty of Health, Psychology and Social Care at Manchester Metropolitan University.

Those who are studying on programmes/units in other faculties should check and adhere to guidelines specified by their programme team.

Those who are submitting material for publication should adhere strictly to guidelines or specifications provided by the publishers of the relevant journal.

WHY SHOULD I REFERENCE?

The purpose of referencing is to enable others to find the information that you have used in your assignment.

You **MUST** cite and reference all the information that you have used in the main text of your assignment. It is important to acknowledge the work of others if you have referred to it in your assignments; if you do not, you will be accused of **PLAGIARISM**.

PLAGIARISM

Plagiarism is a failure to acknowledge another person's work or idea and claiming this idea as your own. This is deemed as cheating/academic misconduct and is treated as a **SERIOUS OFFENCE**. See appendix 6 of the 'Assessment Regulations for Undergraduate and Taught Postgraduate Programmes of Study' in the programme regulations of your student handbook.

PLAGIARISED OR NOT?

Look at the following two excerpts and decide whether you think the student has plagiarised the work or not.

EXAMPLE

Student:

Different words that are chosen carefully can make powerful quotations and can show that you can make good choices.

Original found in Cottrell (2003:136):

A few words, carefully chosen, make the most powerful quotations, and demonstrate that you can select appropriately.

Answer:

The student has plagiarised the work not only because they have not made any reference to the source they took the information from, but also because they have only altered a few words from the original text.

Changing a few words from the original text and inserting the altered information into your assignment can still be classed as plagiarism. You need to show you understand the work which means you need to understand it and put it entirely into

your own words. The student in the above example has just illustrated that they know how to use a thesaurus because they have only altered a few words. This does not mean the student understands the work. Thus, in order to avoid plagiarism, make sure you always put the ideas that you have read into your own words and cite and reference the work correctly.

Organise your information

Ensure you keep a record of the information you use in your assignment. This will help you if you need to go back to the source. It will also be useful when you come to write your reference/bibliography section and WILL SAVE YOU TIME.

WHAT ARE CITATIONS, REFERENCES AND A BIBLIOGRAPHY?

CITATION

Acknowledging other people's work/ideas **within** your assignment or in the main body of your text is called 'citing'. You will often come across citations when you are reading books or journals.

When you are referring to other people's work/ideas in your assignment you can present this information as a paraphrase, summary or direct quote.

WHAT IS THE DIFFERENCE BETWEEN A PARAPHRASE, SUMMARY AND QUOTE?

PARAPHRASE

A paraphrase is when you state all the ideas of the passage in your own words. This is normally the same length as the original passage.

SUMMARY

A summary is when you state the overall/main idea of the whole paragraph/passages, in your own words. This is normally a shortened version of the original passage.

DIRECT QUOTE

A direct quote is when you use the exact words of the author.

REFERENCES

This is a list of sources that you have cited in the main text of your assignment. This list is produced at the end of your assignment.

BIBLIOGRAPHY

This is a list of sources that you have read but have **not cited in the main text** of your assignment. This list is also produced at the end of your assignment after the reference section; **HOWEVER**, you only need to produce a bibliography alongside a reference list if you have been asked to do so.

DIFFERENCE BETWEEN A REFERENCE LIST AND BIBLIOGRAPHY LIST

The main difference between a reference and bibliography section is based on whether the source has been cited in the main text or not. That is, the reference section is a list of sources that have been cited in the main text whereas the bibliography is a list of sources that have been read but not cited or referred to within the main text.

Some course tutors will use the term 'reference' and 'bibliography' interchangeably, when asking you to produce a list of sources that you have used in your assignment. One thing to remember is that you will always need to produce a list of sources that you have cited in the main text, regardless of whether this list is entitled 'bibliography' or 'references'. If in doubt, ask the course tutor for their preference.

CITATIONS: MAKING REFERENCE TO AUTHOR'S WORK/IDEAS IN THE MAIN TEXT OF YOUR ASSIGNMENT

The information provided in the main body of the assignment, when citing or acknowledging any author/organisation's work, is a shortened version of the information you need to provide in the reference list, which is found at the end of your assignment. This means you only need to include certain information.

GENERAL CITATIONS

The information required in the main text, when citing is:

Author's/organisation's name and the year of publication of the source.

EXAMPLE

Kerr (2005) or Mar et al. (2006) or Department of Health (2007).

Other publication information **DOES NOT** need to be included in the main text of your assignment **UNLESS** you are citing quotes, secondary sources or any government publication including Acts of Parliament.

**Note: To see how to cite this information see the individual sections which are entitled: 'Quotes' on page 23, 'Citing a secondary source (author that has cited another author)' on page 35 and 'Citing Government/Official publications' on page 37.*

SELF-ASSESSMENT

Read the following excerpt written by students A and B and decide which student clearly conveys the information/ideas that the author presents. Consider the reasons for your choice.

Student A:

In S Cottrell's book 'The study skills handbook' which is the second edition of her book, which was published in 2003 by Palgrave Macmillan in Hampshire, she makes the point on page 61 to record ideas somewhere suitable, so they are not misplaced, to ensure these idea are not forgotten.

Student B:

Cottrell (2003) proposes that ideas should be recorded somewhere suitable, so they are not misplaced, to ensure these ideas are not forgotten.

Answer:

Student B's work is easier to read because this student has managed to convey the information clearly without including irrelevant information. Student A, on the other hand, has provided us with information about the book that is irrelevant and so clouds the point they are trying to make. Thus, this student fails to convey the information clearly to the reader.

Only the author's name and the year of publication are required in the main text of the assignment.

VARIATIONS WHEN CITING

Referencing other people's work can become repetitive if you always include the author's surname or organisation's name in the sentence. For example: Egan (2002) states... or Jameson and Kidd (1974) suggest... or the Department of Education and Science (1985) claims... To add some variation to your writing you can either include the name in the sentence or omit the name from the sentence. If the author/s or organisation's name is omitted from the sentence, this is presented by placing the citation in brackets after the author's idea, for example: (Egan, 2002).

EXAMPLE

Author

Include the author/s name in the sentence

- Cottrell (2003) suggests that by prioritising tasks you can develop an action plan.

Omit the author/s name from the sentence:

- Prioritising can lead to the development of an action plan (Cottrell, 2003).

The same concept is used when citing organisations.

EXAMPLE

Organisation:

Include the organisation's name in the sentence:

- Age Concern (2006) has reported that scientists are now able to calculate the possibility of individuals developing dementia.

Omit the organisations name from the sentence:

- Scientists are now able to calculate the possibility of a person developing dementia (Age Concern, 2006).

MULTIPLE AUTHORS

Often, you will come across work that has been published by more than one author. Citing this information follows the same rules because you still need to include the authors' surname and the year of publication of the source. However, the presentation of the authors' surnames will be altered.

SELF-ASSESSMENT

Read the following excerpt written by students A and B and decide which student's work is easier to read. Consider the reasons for your choice.

Student A:

Research by Mar, DeYoung, Higgins and Peterson (2006) concluded that study skills are useful for a wide range of students.

Student B:

Research by Mar et al. (2006) concluded that study skills are useful for a wide range of students.

Answer:

Student B's work is easier to read because the student has not provided us with all the authors' names.

Some publications may be authored by several people; it is not practical to include the names of all the authors in the main text of your assignment, so if there are three or more authors, state the first author's surname only and follow this with 'et al.'.

TWO AUTHORS:

If there are two authors you should not use 'et al.' and this should be cited as:

It has been found by Smith and Adams (2006)...

THREE AUTHORS:

Instead of:

It has been found by Smith, Adams and Herbert (2006)...

Write:

It has been found by Smith et al. (2006)...

FOUR AUTHORS:

Instead of:

It has been found by Smith, Adams, Herbert and Brown (2006)...

Write:

It has been found by Smith et al. (2006)...

Thus, the use of 'et al.' continues if there are three or more authors.

**Note: See section entitled 'Three or more authors' on page 42 to see how to reference sources that have multiple authors.*

MULTIPLE SOURCES

When writing about a topic, you may come across many sources/research papers that make the same or similar points. If you want to include this information in your assignment and mention more than one source/research on the topic area you need to list the sources in **ALPHABETICAL ORDER**. Each source is separated by the use of a semi-colon.

Instead of:

Adequate training on how to reference is often not offered (Hart and Friesner, 2004; Carroll, 2001; Joint Information Systems Committee, 2005; Brown et al., 2008).

Write:

Adequate training on how to reference is often not offered (Brown et al., 2008; Carroll, 2001; Hart and Friesner, 2004; Joint Information Systems Committee, 2005).

AUTHORS WITH THE SAME SURNAME

If you are presented with authors who have the same surname then you would list them in ascending **CHRONOLOGICAL ORDER**.

Instead of:

It is acknowledged that most learners entering higher education have other commitments, such as family responsibilities (Cottrell, 2008; Cottrell, 2003; Whitehead and Mason, 2003).

Write:

It is acknowledged that most learners entering higher education have other commitments, such as family responsibilities (Cottrell, 2003; Cottrell, 2008; Whitehead and Mason, 2003).

MULTIPLE SOURCES AS SECONDARY SOURCES

An author may have listed a number of other authors who support an idea you want to mention in your assignment. If this is the case, you can present the information as follows:

EXAMPLE

If you want to quote Barnes and Brannelly (2008) whose idea is supported by the following authors:

Averyard et al. (2005), Harrison and Smith (2004), Hess (2003) and Reitz-Pustejovsky (2002)

Cite this information as follows:

Barnes and Brannelly (2008) cite a number of other researchers who support their evidence.

Or

Barnes and Brannelly (2008) argue that health and social care is important when

caring for those with dementia. They cite a number of research papers that focus on this practice.

AUTHOR'S FIRST NAME AND INITIAL

You do not need to include the author's first name or their initial when citing their work in the main text. (See below for cases when you should use the author's first name).

Instead of:

It has been found by Nicola Kerr (2005)... or

It has been found by N. Kerr (2005)...

Write:

It has been found by Kerr (2005)...

Instead of:

It has been found by Kenneth Jameson and Pat Kidd (1974)... or

It has been found by K. Jameson and P. Kidd (1974)...

Write:

It has been found by Jameson and Kidd (1974)...

DIFFERENT AUTHORS WITH THE SAME SURNAME

The initials of an author are only used to distinguish between two authors who have the same surname and have published in the same year.

EXAMPLE

John Collins (2006) and Stewart Collins (2006) have both published work in the same year and have the same surname. Their publications need to be distinguished between each other otherwise your assignment will read:

Collins (2006) discovered... whereas Collins (2006) argues...

If you do not distinguish between the two, the content of your assignment will not make sense. In order to distinguish between the two, their initials will be used.

Instead of:

Collins (2006) discovered... whereas Collins (2006) argues...

Write:

J. Collins (2006) discovered... whereas S. Collins (2006) argues...

Now the reader will know that you are referring to two different authors and two separate pieces of work.

**Note: See section entitled 'Authors with the same surname' on page 43 to see how to reference these sources.*

AN AUTHOR WHO HAS PUBLISHED MORE THAN ONE PIECE OF WORK IN THE SAME YEAR

You might come across individual authors who have published several articles in the same year. If this is the case, you will need to distinguish between the works by numbering them in alphabetical order.

EXAMPLE

Tom Kitwood has published 3 papers in 1988. These publications need to be distinguished between each other otherwise your assignment will read:

Kitwood (1988) suggested...

... this opinion is favoured (Kitwood, 1988).

... has been proved (Kitwood, 1988).

Again, if you do not distinguish between the three publications, the content of your assignment will not make sense. In order to distinguish the three publications you need to number them as so: a, b, c etc

Instead of:

Kitwood (1988) suggested...

... this opinion is favoured (Kitwood, 1988).

... has been proved (Kitwood, 1988).

Write:

Kitwood (1988a) suggested...

... this opinion is favoured (Kitwood, 1988b).

... has been proved (Kitwood, 1988c).

The 'a', 'b', 'c' etc. numbering is not assigned randomly. Instead, the letters are given to the publication in order of its appearance in the main text and not by the order of the month in which the articles were published. Therefore, the first publication you cite will be assigned the letter 'a', the next citation will be 'b' etc. regardless if the first source was published in June and the second in February.

Instead of:

Kitwood (1988b) suggested... *{Found on page 1 of your assignment}*

...this opinion is favoured (Kitwood, 1988c). *{Found on page 5 of your assignment}*

...has been proved (Kitwood, 1988a). *{Found on page 7 of your assignment}*

Write:

Kitwood (1988a) suggested... *{Found on page 1 of your assignment}*

...this opinion is favoured (Kitwood, 1988b). *{Found on page 5 of your assignment}*

...has been proved (Kitwood, 1988c). *{Found on page 7 of your assignment}*

**Note: See section entitled 'Authors with the same surname' on page 43 to see how to reference these sources.*

AUTHOR'S NAME IS NOT PRESENT BUT ORGANISATION'S NAME IS KNOWN

On some occasions, when you want to use information, an author's name is not present. If an organisation or body or publication title is named as being responsible for the work, then treat them as the author.

EXAMPLE

The following information was taken from the Department of Health website:

'93 percent of adults are aware that the smokefree law is coming into place'.

You would cite the information as follows:

The Department of Health (2007) claim that high percentages (93%) of people know that the smoking ban is being implemented in England.

NO AUTHOR'S NAME PRESENT

There may be instances where no author's name is present and the information was not produced by an organisation. You may come across examples of this in both printed and internet sources. In these instances the instructions below should follow.

AUTHOR UNKNOWN

On occasion there may be no author, editor or organisation's name present on the source (either printed or internet sources). In these cases, state that the author is unknown with the exception of the examples below.

Exceptions to using 'Author unknown' in place of the author:

- When the source clearly states 'Anonymous' or 'Anon' on the title page of the printed publication or on the web page where the information was found.

-
- If the information was found in a magazine, newspaper or journal (see section above on 'Author's name is not present but organisation's name is known).

For all other examples of sources where no author's name is present use 'Author unknown' in place of the author as follows:

FICTIONAL EXAMPLE:

It is not always possible to locate an author's name on the source (Author unknown, 2008)

**Note: To see how to reference a source with no author present, see the section entitled 'No author's name present' on page 45.*

ANONYMOUS AUTHOR

If 'Anonymous' or 'Anon' is clearly stated as the author on the material (either on printed publications or a webpage) then cite and reference the author as 'Anon'. If you do not see the words Anonymous or Anon **do not** use Anon in place of the author's name.

FICTIONAL EXAMPLE:

Anon (2008) states that ...

**Note: To see how to reference a source with no author present, see the section entitled 'No author's name present' on page 45.*

PUBLICATION YEAR IS NOT KNOWN

When using sources (especially internet sources or older text sources) you might find that the publication date is not offered. If you cannot find the publication date then do not make up a year, instead state that there is 'no date'.

EXAMPLE

The following information was taken from The Children's Society website which does

not have a publication date:

'Disabled children with communication difficulties can often feel very isolated.'

You would cite the information as follows:

Children that have a disability which affects their communication skills may experience feelings of loneliness (The Children's Society, no date).

**Note: For more information on referencing internet sources that do not have publication dates, see the WebPages 'General rules' section under the 'Internet Sources' chapter on page 53.*

QUOTES

CITING QUOTES IN YOUR ESSAY

IMPORTANT: The following rule does NOT apply when citing quotes taken from internet sources. To see how to cite this information see the section entitled 'Citing quotes taken from internet sources' on page 23.

The information required in the main text, when citing a quote is:

Author's/organisation's name, the source's year of publication: the page number of where the quote was taken from.

EXAMPLE

Like a number of other houses in the area, such a property could be bought more cheaply than better houses in surrounding areas.' (Bhachu, 1985:62)

IMPORTANT: You must include the page number when you are using a quote. This is the only time a page number is required.

When you are citing a quote you need to include the page number after the year of publication. You must place a colon ':' between the year of publication and the page number.

CITING QUOTES TAKEN FROM INTERNET SOURCES

The information required in the main text, when citing a quote from an internet source is:

Author's/organisation's name, the source's year of publication and the word: online.

EXAMPLE

'Our advice to anyone who is a victim of "happy slapping" is to report it immediately to a person in authority.' (Kerr, 2005:online)

IMPORTANT: The above rule does not apply for journals or books that are found on electronic databases. They are not treated like internet sources or other web-based sources because these journals are scanned versions of the original and have page numbers that can be used.

QUOTING SECONDARY SOURCES

This section looks at how you would present a direct quote if the author whose idea you want to use is not the author who wrote the book or journal.

PRESENTING A SECONDARY AUTHOR'S DIRECT QUOTE

When quoting information in your assignment you might want to use the same direct quote that the author of the book/journal etc. used. You will need to present the quote as follows:

EXAMPLE

The following information was taken from Mander (2009) on page 118. The information was presented as a direct quote:

Weeping alone is painful. Grief is most powerfully eased when it can be shared (Carmichael, 1991:107).

If you want to use this quote in your assignment you will not use the page number that is presented next to Carmichael's name i.e. 107. Instead you will need to present the page number of the source that you found the information from i.e. 118.

Instead of:

Dealing with the loss of a loved one can be difficult especially when an individual is grieving alone. Sharing this grief can help alleviate the distress according to

Carmichael (1991 cited in Mander, 2009:107) who argued that 'weeping alone is painful. Grief is most powerfully eased when it can be shared'.

Write:

Dealing with the loss of a loved one can be difficult especially when an individual is grieving alone. Sharing this grief can help alleviate the distress according to Carmichael (1991 cited in Mander, 2009:118) who argued that 'weeping alone is painful. Grief is most powerfully eased when it can be shared'.

PRESENTING A PARAPHRASE OF A SECONDARY SOURCE AS A DIRECT QUOTE

If you want to quote the work of a secondary author whose work has been paraphrased, you will need to present it as follows:

EXAMPLE

The following information was taken from Mander (2009) on page 118. The information was presented in Mander's own words:

In her Turkish-based survey to identify factors associated with crying, Kukullu and Keser (2006) demonstrated that crying is a culturally-influenced, even culturally-determined.

If you want to present the above as a quote you would present it as follows:

Mourning the loss of a loved one has been found to be '...culturally-influenced, even culturally-determined' according to Kukullu and Keser (2006 cited in Mander, 2009:118).

HOW SHOULD QUOTES BE USED?

Quotes should be used in two ways:

1. To illustrate the point you intend to make.
2. To expand on the point the quote has illustrated.

1. TO ILLUSTRATE THE POINT YOU INTEND TO MAKE

Quotes can be used to illustrate the point you intend to make and should not be used to make your point for you.

Instead of:

Whitehead and Mason (2003:10) state that 'students may feel a little anxious and even hostile about 'new' teaching methods and different methods of assessment...' These teaching methods may include...

Write:

Independent teaching methods that are used at universities may make students feel overwhelmed with what is expected of them. Whitehead and Mason (2003:10) have illustrated this point by claiming 'students may feel a little anxious and even hostile about 'new' teaching methods and different methods of assessment...' These teaching methods may include...

The latter excerpt clearly uses the quote to illustrate the point being made whereas the former uses the words of the quote to say what the students intends to say. Avoid using quotes in this manner.

2. TO EXPAND ON THE POINT THE QUOTE HAS ILLUSTRATED.

The information provided in the quote should be expanded and not just included in the main text or left idle.

Instead of:

Whitehead and Mason (2003:27) have argued that addressing '...the people that you need to communicate with in order to either acquire information or to discuss the problem with' is the first step. This is followed by...

Write:

Whitehead and Mason (2003:27) have argued that addressing '...the people that you need to communicate with in order to either acquire information or to discuss the problem with' is the first step. Individuals that need to be contacted are those that will be greatly affected by the individual's decision to enrol into higher education. This may be a partner or a spouse. The main problem that needs to be addressed, in this case, is the affect this will have on the family income...

The latter excerpt has expanded on the information given in the quote. In the above

case, the 'people that you need to communicate with' is a spouse or partner and the 'problem' is the 'individual's decision to enrol into higher education' and the effect this will have on the 'family income'.

In the former except, the quote is used to make the point and so is left idle. Avoid using quotes as in this manner.

HOW QUOTES SHOULD NOT BE USED

Quotes should not be used in isolation and should not just be 'dropped' into an assignment. It is important that the quote should relate to the material that surrounds them.

Instead of:

Finding a quiet area to study is important because it can help the learner to concentrate and help digest the information. Whitehead and Mason (2003:48) argue that 'most universities and colleges now request that essays, assignments, literature reviews, and so on, be submitted in a word-processed format'. There are many different ways in which studying can be improved...

As you can see in the above example the quote bears no relation to the surrounding text because it does not support any point that has been made.

Write:

More often than not, educational establishments require written work to be presented in a certain manner. 'Most universities and colleges now request that essays, assignments, literature reviews, and so on, be submitted in a word-processed format' (Whitehead and Mason, 2003:48). Although word-processed assignments are the accepted convention, this may not always be the case so it is advisable to speak to the programme team to confirm what should be used.

In the above example the quote clearly relates to the surrounding text.

GENERAL RULES WHEN USING QUOTES

USING THE EXACT WORDING

When using quotes the wording that you have used in your assignment needs to be **EXACTLY** the same as the text from the source.

EXAMPLE

The following information is taken from Bhachu (1985:62):

The house of one of my informants was originally considered to be a slum property, for it lacked a bathroom and washing facilities.

You should NOT write this quote as:

The standard of living was deemed to be poor because ‘the house was considered to be a slum property, as there wasn’t a bathroom or any washing facilities’ (Bhachu, 1985:62). *{The wording has been altered in the quote}*

Or even:

The standard of living was deemed to be poor because ‘the house of one of my informants was originally considered to be a slum property because it lacked a bathroom and washing facilities’ (Bhachu, 1985:62). *{Only one word has been altered within the quote}*

You need to WRITE the quote as you find it. So the quote will be:

The standard of living was deemed to be poor because ‘the house of one of my informants was originally considered to be a slum property, for it lacked a bathroom and washing facilities’ (Bhachu, 1985:62).

QUOTATION MARKS

It is important to use quotation marks only if the quote is classified as a short quote and has been inserted into the sentence (*see section on ‘Length of quotes’ on page 33 to find out what is defined as a short quote*). They must be used at the beginning and end of the quote so the reader knows where the quote begins and ends.

EXAMPLE

You should NOT write:

Bhachu (1985:62) claims some housing was considered to be a slum property, for it lacked a bathroom and washing facilities.

The above sentence seems to indicate that the sentence above is written in the students own words, when this is not the case. This can lead to a misunderstanding of who said what and can also lead to an accusation of plagiarism therefore, it is important to indicate where a quote begins and ends. *(See section on 'Plagiarism' on page 10 to find out how to avoid plagiarism).*

Write:

Bhachu (1985:62) claims some housing was '...considered to be a slum property, for it lacked a bathroom and washing facilities'.

SINGLE OR DOUBLE QUOTATION MARKS

You can use either single: ' or double: " quotation marks when using a quote. Generally, single quotation marks are used.

The only time you need to use both single and double quotation marks is when speech is used within the text that you intend to use. In this case, single quotation marks should highlight the whole passage you have chosen and double quotation marks should be used to highlight the speech within the text. This is the reason why single quotation marks are generally used in most cases instead of double quotation marks.

EXAMPLE

The following text is taken from Egan (2002:186):

She works from the assumption that she should be problemless: "These things shouldn't happen to me!"

Instead of:

Clients may believe that their life should run smoothly. This is the case for Miss X because 'she works from the assumption that she should be problemless: these

things shouldn't happen to me!' (Egan, 2002:186). *{Single quotation marks are used for the whole text. The speech is not distinguished from the text.}*

Or

Clients may believe that their life should run smoothly. This is the case for Miss X because "she works from the assumption that she should be problemless: these things shouldn't happen to me!" (Egan, 2002:186). *{Double quotation marks are used for the whole text. Again, the speech is not distinguished from the text}*

Write:

Clients may believe that their life should run smoothly. This is the case for Miss X because 'she works from the assumption that she should be problemless: "these things shouldn't happen to me!" ' (Egan, 2002:186). *{The speech is distinguished from the text and the quote is distinguished from the words of the author}*

EMPHASISING PARTS OF THE QUOTE

Quotes should not be altered into italics, underlined or emboldened unless you want to highlight/emphasise a specific word in the quote. You must also mention that you have added emphasis to the quote.

EXAMPLE

Clients may believe that their life should run smoothly. This is the case for Miss X because 'she works from the assumption that she should be problemless: "these things *shouldn't* happen to me!" ' (Egan, 2002:186 emphasis added).

The word 'shouldn't' has been emphasised in the above quote and the reader is made aware that this is not the original author's emphasis.

QUOTING PARTS OF THE ORIGINAL SENTENCE

If you do not use the whole sentence, make sure you use ellipses which are the following: '...' to indicate which part of the sentence is missing, but you must ensure that the sentence makes grammatical sense.

EXAMPLE

The following text is taken from Bhachu (1985:62):

The house of one of my informants was originally considered to be a slum property, for it lacked a bathroom and washing facilities.

Using the above quote, you should NOT write part of the quote as follows:

Bhachu (1985:62) argued that a house was ‘considered to be a slum property, for it lacked a bathroom and washing facilities’. *{The word ‘considered’ is portrayed as the first word of the original sentence}*

You need to indicate that the word ‘considered’ in the above quote is not the beginning of the original sentence. This can be written as follows:

Bhachu (1985:62) argued that a house was ‘...considered to be a slum property, for it lacked a bathroom and washing facilities’.

This rule will also be the same if the last part of the quote is missing. In this case, you will put the ellipses ‘...’ at the end of the quote.

If you want to use the first and the last part of a quote but not the middle part of the quote you can use the ellipses ‘...’ to indicate this part of the sentence is missing. Remember the sentence must make grammatical sense.

EXAMPLE

The following information was taken from Cottrell (2003:73):

Make the study area a pleasant one to come back to – preferably with a comfortable chair, so that it encourages you to return to study.

If you wanted to use part of the sentence you can present the information as follows:

It is essential to make sure your study environment does not hinder your ability to study. ‘Make the study area a pleasant one to come back to ... so that it encourages you to return to study’ (Cottrell, 2003:73).

ERRORS IN QUOTES

If you come across a mistake in a quote and do not want this mistake to be attributed to you, you can add the term [sic] next to the error.

EXAMPLE

The following information was taken from Egan (2002:186):

With the help of a supervisor, she sees how self-limiting such behavior is.

The spelling of the word 'behaviour' in the text is the American English version. If you want to include the quote, exactly as it is, in your assignment you can show that you are aware that the spelling is the American English version, and not your own spelling mistake, by inserting [sic] next to the word:

In this case, the role of supervision was important for her to succeed. 'With the help of a supervisor, she sees how self-limiting such behavior [sic] is.' (Egan, 2002:186)

ADDING WORDS INTO A QUOTE

If you want to insert words into a quote you can add **square brackets** around the additional text but remember the sentence must make grammatical sense. It is important to use square brackets and not round brackets around the extra text because this indicates that this is your addition and not the authors.

EXAMPLE

The following information was taken from Egan (2002:186):

With the help of a supervisor, she sees how self-limiting such behavior is.

If you wanted to add extra information to this quote you would present it as

follows:

In this case, the role of supervision was important for her to succeed. 'With the help of a supervisor [from work], she sees how self-limiting such behavior is' (Egan, 2002:186).

LENGTH OF QUOTES

LONG QUOTES

Quotes longer than 20 words should be indented and placed in a separate paragraph.

You DO NOT need to place quotation marks around the quote if it is classified as a long quote.

Instead of:

For an individual to manage their workload effectively, a plan can be devised to tackle daily, weekly and monthly commitments. Whitehead and Mason (2003:27) have argued 'the fundamental rules of balancing commitments and responsibilities are to anticipate problems, communicate with others, plan thoroughly, implement proactively, evaluate effectively and amend accordingly. Make a list of the main problems that you think will arise in the course of your study and prioritise them with the most serious on top.' Each aspect that has been mentioned will be addressed...

Write:

For an individual to manage their workload effectively, a plan can be devised to tackle daily, weekly and monthly commitments. Whitehead and Mason (2003:27) have argued:

The fundamental rules of balancing commitments and responsibilities are to anticipate problems, communicate with others, plan thoroughly, implement proactively, evaluate effectively and amend accordingly. Make a list of the main problems that you think will arise in the course of your study and

prioritise them with the most serious on top.

Each aspect that has been mentioned will be addressed...

SMALL QUOTES

Quotes shorter than 20 words can be embedded into the text. You **MUST** put quotation marks around the text that you are inserting into your assignment. Remember, the sentence needs to make grammatical sense.

Instead of:

For an individual to manage their workload effectively, a plan can be devised to tackle daily, weekly and monthly commitments. Within this framework, individuals can identify issues that:

...arise in the course of your study and prioritise them with the most serious on top (Whitehead and Mason, 2003:27).

By setting time aside and identifying possible events that may occur...

Write:

For an individual to manage their workload effectively, a plan can be devised to tackle daily, weekly and monthly commitments. Within this framework, individuals can identify issues that '...arise in the course of your study and prioritise them with the most serious on top' (Whitehead and Mason, 2003:27). By setting time aside and identifying possible events that may occur...

The quote used in the above example is not the beginning of the original sentence. Thus, the '...' have been used to illustrate that the quote is only part of the original sentence.

CITING AN EDITED BOOK (AUTHOR WHO HAS WRITTEN A CHAPTER IN A BOOK)

You might use information from a book that is edited by one or more authors and each chapter is written by various authors. If this is the case, you only need to cite the author of the chapter, whose idea you have used, in your assignment.

EXAMPLE

The book entitled 'The Cambridge Handbook of Age and Ageing' is edited by Malcolm Johnson, Vern Bengtson, Peter Coleman and Thomas Kirkwood. The book was published in 2005 and there are a number of different chapters that are authored by other people.

If you read chapter 7, written by Christina Victor, and wanted to cite her work, you would cite the author as so:

Victor (2005) claims that finding an appropriate definition for health is complex.

In the above example I have shown that I have used Victor's idea in my assignment. You do not need to mention, in the main body of your assignment, that Victor's work was found in Johnson et al.'s book because this information will be provided in the reference list.

You CANNOT cite the work as follows:

Victor (cited in Johnson et al., 2005) suggests that by prioritising tasks you can develop an action plan. *{This would suggest that you have not read Victor's original work but have read Johnson et al.'s interpretation of Victor's work}*

Or:

Johnson et al. (2005) suggests that by prioritising tasks you can develop an action plan. *{You are claiming Victor's idea is Johnson et al.'s idea}*

**Note: To see how to reference chapters in books see the section entitled 'Chapter in an edited book' on page 48.*

CITING A SECONDARY SOURCE (AUTHOR THAT HAS CITED ANOTHER AUTHOR)

If you want to use secondary sources, (authors who have been cited in the book/journal etc. that you have read) you need to include the surname of the author whose idea you are using and the surname of the author whose book/journal you found the information from.

EXAMPLE

Extract taken from the book by Whitehead and Mason (2003:186):

A better way of appreciating the skills of reflective practice is to use Burns and Bulman's (2000) framework. This involves a five-element scheme for reflection in which the first is self awareness. Self-awareness is important for many walks of life and it is vital in nursing.

If you wanted to mention Burns and Bulman's framework based on the information you have read in Whitehead and Mason's book you would cite the authors like so:

Burns and Bulman (2000, cited in Whitehead and Mason, 2003) have developed a 5 step framework for reflection. The first stage of this framework focuses on self awareness.

In the above example you have shown that you are using Burns and Bulman's (2000) framework on reflection in your assignment. However, because you did not find this information from the original Burns and Bulman's paper that was published in 2000, you have made it clear that the information was found in Whitehead and Mason's book which was published in 2003.

**Note: To see how to reference secondary sources see the section entitled 'Secondary sources' on page 56.*

It is important to say that you did not find the information from the original source and have read someone else's interpretation of the work. This is because if you claim to have read the original publication and the interpretation of the person whose source you read the information from is flawed, this blame will be attributed to you. Thus, secondary sources are like Chinese whispers because they represent someone else's understanding of the primary source, which you then go on to interpret. The meaning of the text can be lost along the way if too many interpretations are made.

CITING A CONFERENCE PAPER (PUBLISHED OR UNPUBLISHED)

When using information from conference papers, you need to cite the author (for published material) or presenter (for unpublished material) of the paper and not the organisation who held the conference or the editor of the conference proceedings (for published conference proceedings).

EXAMPLE

The conference proceedings entitled 'Proceedings of the 28th annual conference of the Academy of International Business (UK chapter) International business in the 21st century: change and continuity - strategies, institutions, regulations and operations', is authored by the organisation Academy of International Business. The conference was chaired by F. McDonald and H. Tuselman and also the proceedings were edited by them.

If you read the paper or article from the conference or proceedings by A. Kuznetsov and O. Kuznetsova and wanted to cite their work, you would cite the authors as follows:

Kuznetsova and Kuznetsova (2001) highlight the challenge for entrepreneurs in Russia...

In the above example you have shown that you have used Kuznetsova and Kuznetsova's idea in your assignment. You do not need to mention, in the main body of your work that Kuznetsova and Kuznetsova's work was found in the conference proceedings of the Academy of International Business or that it was chaired and/or edited by F. McDonald and H. Tuselman because this is in the reference list.

**Note: To see how to reference articles and papers from conferences see the section entitled 'Conference proceedings and conference papers (published and unpublished) on page 61.*

CITING GOVERNMENT/OFFICIAL PUBLICATIONS

COMMAND PAPERS

When using a command paper you can cite the information by referring to the government department/organisation for which the publication was produced or the chairperson's name, if there is one. The chairperson's name is normally used if the report is commonly known by this person's name but you still need to include the organisational information.

EXAMPLE

An abbreviation of the department's name must be introduced, when you first refer to the department, if you do not want to repeat the department's full name throughout the assignment. This can be shown as follows:

The Department of Education and Science (DES, 1985) claims that... *{The government department name has been used and has been abbreviated to DES in the brackets}*

OR

The Swann Report (Department of Education and Science, DES, 1985) has found that... *{In this example, the chairperson's name has been used, thus the department's name must be mentioned to show that this department commissioned the report. Again, an abbreviation has been included}*

If you have already abbreviated the department's name the command paper will be cited as follows:

The DES (1985) claims that... *{The government department's name has been abbreviated to DES}*

OR

The Swann Report (DES, 1985) has found that... *{The chairperson's name has been used and the department's name has been abbreviated and inserted into the bracket al.ong with the year}*

**Note: To see how to reference command papers see the section entitled 'Government/Official publications' on page 63.*

ACTS OF PARLIAMENT

When citing Acts in the main text of an assignment you must write the full name of the Act and the year.

EXAMPLE

According to the 1996 Housing Act, there are....

Or

The Housing Act (1996) states that...

**Note: To see how to reference Acts of Parliament see the section entitled 'Government/Official publications' on page 63.*

ACT AS A SECONDARY SOURCE

If you have found the information about the Act from another source then you must cite the Act as you would a secondary source.

EXAMPLE

The Children's Act (2004, cited in Department for Education and Skills, DfES, no date) states that local authorities should put an emphasis on a child's education, for children in care.

**Note: To see how to reference Acts as a secondary source see the section entitled 'Government/Official publications' on page 63.*

CITING DVDS/VIDEOS

When citing DVDs/videos that have NOT been found online you will need to cite the information as follows:

You must state the title and year when citing information taken from a DVD/video:

To kill a burglar: the Tony Martin story (TM story, 2006) addressed the issue of...

OR:

The matrix reloaded (2003) highlights...

If the title of the DVD/video is long, it can be abbreviated as long as the full title is initially listed in your assignment as in the first example above.

**Note: To see how to reference DVDs and videos see the section entitled 'DVDs/videos' on page 70.*

REFERENCES: A LIST OF SOURCES FOUND AT THE END OF THE ASSIGNMENT

REFERENCING LIST FORMAT

ALL sources that have been mentioned in the main text need to be listed in the referencing section.

Each source is referenced differently and its format must be adhered to. The part of the reference that is in italics is the publication, i.e. the book title or the name of the journal. This is the most important part of the reference because this allows the reader to trace the information back to the source.

All sources need to be in the **EXACT** referencing format and this should be **CONSISTENT** throughout. Only the initial of the author's first name is required, you should not use their full first name.

EXAMPLE

The following list is **NOT** recommended because the list is not consistent:

Bemiller, Michelle. (2004) 'Wives, husbands and hidden power in marriage.' *Journal of Family Issues*, Vol. 25, no. 7, pp. 933-958 {Full first name is given}

Cottrell, S. (2003) *The study skills handbook*. 2nd ed., Basingstoke: Palgrave. {Initial of first name is given}

Peterson, J., Lowe, J., Peterson, N. and Janz, K. (2006) 'The relationship between active living and health-related quality of life: income as a moderator.' *Health Education Research*, Vol. 21, no. 1, pp. 146-156 {Initial of first name is given}

Whitehead, Elizabeth and Mason, Tom. (2003) *Study skills for nurses*. London: SAGE Publications Ltd. {Full first name is given}

EXAMPLE

The following list **IS** recommended because only the initials of the authors are provided and so the list is consistent:

Bemiller, M. (2004) 'Wives, husbands and hidden power in marriage.' *Journal of Family Issues*, Vol. 25, no. 7, pp. 933-958

Cottrell, S. (2003) *The study skills handbook*. 2nd ed., Basingstoke: Palgrave.

Peterson, J., Lowe, J., Peterson, N. and Janz, K. (2006) 'The relationship between active living and health-related quality of life: income as a moderator.' *Health Education Research*, Vol. 21, no. 1, pp. 146-156

Whitehead, E. and Mason, T. (2003) *Study skills for nurses*. London: SAGE Publications Ltd.

ALPHABETICAL ORDER

The list of references should be in **ALPHABETICAL ORDER** unless stated otherwise by the course tutor. This means you need to list the source in alphabetical order, based on the first author's surname or organisation's name.

DO NOT list your sources as follows:

Whitehead, E. and Mason, T. (2003) *Study skills for nurses*. London: SAGE Publications Ltd.

Bemiller, M. (2004) 'Wives, husbands and hidden power in marriage.' *Journal of Family Issues*, Vol. 25, no. 7, pp. 933-958

Cottrell, S. (2003) *The study skills handbook*. 2nd ed., Basingstoke: Palgrave.

Peterson, J., Lowe, J., Peterson, N. and Janz, K. (2006) 'The relationship between active living and health-related quality of life: income as a moderator.' *Health Education Research*, Vol. 21, no. 1, pp. 146-156

Write:

Bemiller, M. (2004) 'Wives, husbands and hidden power in marriage.' *Journal of Family Issues*, Vol. 25, no. 7, pp. 933-958

Cottrell, S. (2003) *The study skills handbook*. 2nd ed., Basingstoke: Palgrave.

Peterson, J., Lowe, J., Peterson, N. and Janz, K. (2006) 'The relationship between active living and health-related quality of life: income as a moderator.' *Health Education Research*, Vol. 21, no. 1, pp. 146-156

Whitehead, E. and Mason, T. (2003) *Study skills for nurses*. London: SAGE Publications Ltd.

IMPORTANT: If a source has multiple authors you should NEVER alter the order of the names as they are listed on the source you are using.

THREE OR MORE AUTHORS

In the reference section, **ALL AUTHORS** surnames need to be mentioned where 'et al.' has been cited in the main text. It is not sufficient enough just to write 'et al.'.

If you have cited Peterson et al. (2006) in the main text of your assignment, **DO NOT** reference this source as follows:

Peterson, J. et al. (2006) 'The relationship between active living and health-related quality of life: income as a moderator.' *Health Education Research*, Vol. 21, no. 1, pp. 146-156 {*et al. has been used*}

Write:

Peterson, J., Lowe, J., Peterson, N. and Janz, K. (2006) 'The relationship between active living and health-related quality of life: income as a moderator.' *Health Education Research*, Vol. 21, no. 1, pp. 146-156 {*All the authors are mentioned*}

When there is more than one author you will need to separate them by putting a comma after their first name or initial as above.

FIRST NAME OR INITIAL?

In the reference section, only the authors' initial **NEEDS** to be mentioned.

EXAMPLE

If you have cited Peterson et al. (2006) in the main text of your assignment, **DO NOT** reference this source as follows:

Peterson, Lowe, Peterson and Janz. (2006) 'The relationship between active living and health-related quality of life: income as a moderator.' *Health Education Research*, Vol. 21, no. 1, pp. 146-156 {*Author's initials are not included*}

Write:

Peterson, J., Lowe, J., Peterson, N. and Janz, K. (2006) 'The relationship between active living and health-related quality of life: income as a moderator.' *Health Education Research*, Vol. 21, no. 1, pp. 146-156 {Author's initials are mentioned}

FIRST AND MIDDLE NAME OF THE AUTHOR

Sometimes the author's first name, middle name and surname will be presented. If you want to use all this information in your reference section, the order of the names is as follows:

- Surname, Initial., Middle initial.

EXAMPLE

If the author's names are presented as follows:

Jeff S. Patterson and Paul B. Cooke

Write:

Patterson, J. S. and Cooke, P. B.

You do not need to mention the author's middle name if you do not want to but you must state the author's surname and initial.

AUTHORS WITH THE SAME SURNAME

DIFFERENT AUTHORS WITH THE SAME SURNAME

When producing a reference list you must always list the sources in alphabetical order according to the first author's surname. However, if you have two or more authors with the same name you list them in alphabetical order according to the author's first name.

EXAMPLE

If you have cited the following sources in your assignment: S. Collins (2006) and J. Collins (2006) you would list them in the following order in your reference section:

Collins, J. (2006) 'The future of education and teaching in the third millennium.'

Education Today, Vol. 56, no. 1, pp. 5-12

Collins, S. (2006) 'Mental health difficulties and the support needs of social work students: dilemmas, tensions and contradictions.' *Social Work Education*, Vol. 25, no. 5, pp. 446-460

NOTE: Even if the publication years were different you still need to use the author's initials to list them.

ORDER OF SEQUENCE FOR A SINGLE AUTHOR WITH DIFFERENT YEAR OF PUBLICATION

If you have a single author, where the surname is the same but the publication year is different the sources should be listed in chronological order with the earliest publication first.

EXAMPLE

If you have cited the following sources in your assignment: Cottrell (2005) and Cottrell (2008) you would list them in the following order in the reference list:

Cottrell, S. (2005) *Critical thinking skills: developing effective analysis and argument*. Basingstoke: Palgrave Macmillan.

Cottrell, S. (2008) *The study skills handbook*. 3rd ed., Basingstoke: Palgrave Macmillan.

ORDER OF SEQUENCE FOR SINGLE AND JOINT PUBLICATIONS

If you have two or more sources where the author's surname is the same, but one publication is written by a single author and the other is written by more than one author, the single authored publication will be listed first. This will be the case regardless of the author's first name.

EXAMPLE

If you have cited the following sources in your assignment: Jameson (1994) and Jameson and Kidd (1974) you would list them in the following order in your reference section:

Jameson, R. (1994) 'Making the connection.' *Housing*, Vol. 30, no. 1, pp. 45-46

Jameson, K. and Kidd, P. (1974) *Pre-school play*. London: Studio Vista

In the above example Jameson, R. comes after Jameson, K. This is because a joint publication is always placed after the single author of the same name.

AN AUTHOR WHO HAS PUBLISHED MORE THAN ONE PAPER IN THE SAME YEAR

If the sources you have used in your assignment have been published by the same author in the same year **DO NOT** list the sources by the order in which the papers were published, instead you would list them as they appear in your assignment.

EXAMPLE

If you have cited the following sources in your assignment: Kitwood (1988a), Kitwood (1988b) and Kitwood (1988c) you would list the sources as follows:

Kitwood, T. (1988a) 'The technical, the personal, and the framing of dementia.' *Social Behaviour: An International Journal of Applied Social Psychology*, Vol. 3, June, pp. 83-91

Kitwood, T. (1988b) 'Sentient being, moral agent.' *Journal of Moral Education*, Vol. 17, no. 2, pp. 83-91

Kitwood, T. (1988c) 'Researching moral interaction: review article.' *Journal of Moral Education*, Vol. 17, no. 1, pp. 71-74

NO AUTHOR'S NAME PRESENT

If you have cited information from a source where the author is unknown or anonymous, you will need state 'Author unknown' or 'Anon' in place of a name or organisation's name.

EXAMPLE

Unknown author

Author unknown (2008) *The book with no author*. Manchester: Fictional Press.

Anonymous author

Anon (2008) *The author who wishes to remain anonymous*. London: Make-Believe Press.

**Note: To see how to cite information when no author's name is present, see section entitled 'No author's name present' on page 21.*

BOOKS

To reference a published book you need to include the following information:

Surname, Initial. (Year of publication) *Title of book*. Edition if applicable., Place of publication: Publisher.

EXAMPLE

Cottrell, S. (2003) *The study skills handbook*. 2nd ed., Basingstoke: Palgrave.

**Note: To see how to cite information from books see the section entitled 'General citations' on page 12.*

GENERAL RULES

YEAR OF PUBLICATION AND REPRINTS

The year of publication, for a book, refers to the year the book was first published and not the reprint date. If you are presented with a list of years, you need to select the year the book was first published.

EXAMPLE

If presented with the following information:

First published 1992, reprinted 1992, 1994, 1996, 1997, 1998 (twice), 1999, 2000, 2002

You would choose 1992 as the year of publication. The reason why you would not choose any of the other years, such as 2002, is because the information, in the books that have been reprinted, is the same as the information found in the book when it was first published.

Remember that second and third editions of a book can also be reprinted. If you are using the new edition and you are presented with a number of reprint dates, choose the date the new edition of the book was first published.

EDITION

If a new edition of a book has been published this means the information in the first edition has been updated or amended.

Often books state whether they are the 'second edition' or 'third edition'. If an edition is not offered **DO NOT** make up the edition number. Instead, leave this information out of the reference.

EXAMPLE

If an edition number is not given, **DO NOT** reference the source in the following way:

Cottrell, S. (2005) *Critical thinking skills: developing effective analysis and argument*. 0 ed., Basingstoke: Palgrave Macmillian. {Showing an edition number that is not given}

OR

Cottrell, S. (2005) *Critical thinking skills: developing effective analysis and argument*. 1 ed., Basingstoke: Palgrave Macmillian. {Making up the edition number}

Write:

Cottrell, S. (2005) *Critical thinking skills: developing effective analysis and argument*. Basingstoke: Palgrave Macmillian.

PLACE OF PUBLICATION

COUNTRY

If you are presented with a list of locations from all over the world, you need to select the first location because this would be the place the book has been published.

EXAMPLE

If presented with the following information:

Cambridge, London, New York

You would choose Cambridge as the place of publication. A book that is printed at the publishing company's Cambridge location, would not print the details of the publishing company's other locations before their own. The publisher would still have to print the details of its other locations, which is why this information is given.

COUNTY OR TOWN/CITY

Occasionally you might be presented with the county and a city name. If this is the case, the place of publication that you should choose would be the town/city of where the book was published and not the county.

EXAMPLE

If presented with the following information:

Basingstoke, Hampshire.

You would choose Basingstoke as the place of publication and not Hampshire because Basingstoke is the city whereas Hampshire is the county.

CHAPTER IN AN EDITED BOOK

To reference the work of an author who has written a chapter in an edited book you need to include the following information:

Surname of the author who wrote the chapter, Initial. (Year of publication) 'Title of the chapter.' In Surname of the editor/s, Initial. (ed/s.) *Title of book*. Edition if applicable., Place of publication: Publisher, first and last page numbers of the chapter

EXAMPLE

Victor, C. (2005) 'The epidemiology of ageing.' In Johnson, M., Bengtson, V., Coleman, P. and Kirkwood, T. (eds.) *The Cambridge handbook of age and ageing*. Cambridge: Cambridge University Press, pp. 95-105

**Note: To see how to cite information from authors who have written chapters in books see the section entitled 'Citing an edited book (author who has written a chapter in a book)' on page 34.*

IMPORTANT: The above rule does not apply if you are referencing information in a chapter from a book entirely written by the same author/s. This rule only applies when the book is edited and the chapters are written by different authors.

EXAMPLE

You do not reference:

Lightbown, P. and Spada, N. (1993) 'Second language learning in the classroom.' In Lightbown, P. and Spada, N. (eds.) *How languages are learned*. Oxford: Oxford University Press, pp. 69-110

Write:

Lightbown, P. and Spada, N. (1993) *How languages are learned*. Oxford: Oxford University Press.

GENERAL RULES

MORE THAN ONE EDITOR

If there is one editor then you will need to write (ed.) to show there is one editor. If there are two or more editors, like in the above example, you need to write (eds.).

PAGE NUMBERS

Since you are referring to more than one page number by stating the first and last page number of the chapter you will need to write 'pp.' and **NOT** 'p.' You only need to use one 'p.' if you are referring to one page.

JOURNALS ARTICLES

To reference a journal article you need to include the following information:

Surname, Initial. (Year of publication) 'Title of journal article.' *Title of journal*, Volume number, Issue number, first and last page numbers of whole journal article

EXAMPLE

Bemiller, M. (2004) 'Wives, husbands and hidden power in marriage.' *Journal of Family Issues*, Vol. 25, no. 7, pp. 933-958

**Note: To see how to cite information from journals see the section entitled 'General citations' on page 12.*

GENERAL RULES

VOLUME AND ISSUE NUMBERS

It is important to state the volume and issue number of the journal. Journals publish hundreds of articles each year. Therefore, providing someone with the journal name and the year of publication is often not enough.

EXAMPLE

In order to state the volume and issue number of the journal article you will need to write volume and number like this: 'Vol.' and 'no.' In some published sources you may come across journals that do not explicitly state 'Vol.' and 'no.' and instead show the information like this: 25(7):

Bemiller, M. (2004) 'Wives, husbands and hidden power in marriage.' *Journal of Family Issues*, 25(7) pp. 933-958

The number 25 represents the volume number and the number 7 represents the issue number. Some referencing formats use this technique however, when following this Harvard referencing guide you must state the 'Vol.' and issue 'no.'

NO ISSUE NUMBER

You may come across a journal that does not have an issue number. If this is the case, do not make one up instead you can insert the month or the season (e.g. winter, summer) the journal was published in place of the issue number, as shown below:

EXAMPLE

Kitwood, T. (1988a) 'The technical, the personal, and the framing of dementia.' *Social Behaviour: An International Journal of Applied Social Psychology*, Vol. 3, June, pp. 83-91

PAGE NUMBERS

It is important to state the page numbers of the **WHOLE** journal article. If you only state the first page number, this will give the impression that the journal article is only a page long.

Since you are referring to more than one page number and are stating the first and last page number of the journal article you will need to write 'pp.' and **NOT** 'p.' You only need to use one 'p.' if you are referring to one page.

EXAMPLE

Bemiller, M. (2004) 'Wives, husbands and hidden power in marriage.' *Journal of Family Issues*, Vol. 25, no. 7, pp. 933-958 {*First and last page numbers are stated*}

AUTHOR'S NAME IS NOT KNOWN

Sometimes no author's name is present on articles published in journals. When using information from these articles, use the publication title in place of the author.

EXAMPLE

Accountancy. (2009) 'Innocent wants VAT relief on smoothies.' *Accountancy*. Vol. 143, no. 1389, p. 14

**Note: To see how to cite work that when the author's name is not known see section entitled 'Author's name is not present but organisation's name is known' on page 20.*

ELECTRONIC BOOKS

Electronic books will be referenced in the same manner as a hard-copy of a book. This is because an electronic book is just a scanned copy of the original book. This means the information in the paper copy will be exactly the same as in the electronic copy.

ELECTRONIC JOURNAL ARTICLES

An electronic journal is referenced in the same way a paper copy of the journal is referenced. This is because an electronic journal is just a scanned copy of the original article. This means the information, in the paper copy, will be exactly the same as in the electronic copy. **DO NOT** reference an electronic journal as an internet source or online source.

INTERNET SOURCES

WEBPAGES

This section shows how to reference webpages.

AUTHOR IS A PERSON

When referencing a webpage that has been written by a person/s, you are required to include the name of the author, the name of the organisation/site where the information was found as well as the URL:

Surname, Initial. (Year of publication) *Title of page*. Name of organisation. [Online] [Date accessed] URL

EXAMPLE

Kerr, N. (2005) *Happy slapping*. Kidscape. [Online] [Accessed on 10 November 2006]
<http://www.kidscape.org.uk/press/pressdetail.asp?PressID=7>

**Note: To see how to cite WebPages see the section entitled 'General citations' on page 12.*

AUTHOR IS AN ORGANISATION

To reference a webpage that has been written by an organisation you need to include the following information:

Name of organisation. (Year of publication) *Title of page*. [Online] [Date accessed]
URL

EXAMPLE

Age Concern. (2006) *Calculating dementia*. [Online] [Accessed on 4 October 2006]
http://www.ageconcern.org.uk/AgeConcern/news_5.asp

**Note: To see how to cite information when the author is an organisation, see the section entitled 'Author's name is not present but organisation's name is known' on page 20.*

GENERAL RULES

YEAR OF PUBLICATION

The year of publication refers to the year the article was published. Occasionally, a year of publication may not be provided. If this is the case, you must not make up the year or state the year you accessed the work, instead you must state there is 'no date'.

EXAMPLE

Where a publication date is NOT offered

Children Now. (no date) *Obesity*. [Online] [Accessed on 6 November 2006]
http://www.childrennow.org/issues/media/media_obesity.html

Where a publication date IS offered

Department of Health. (2007) *Smokefree England on the way*. [Online] [Accessed on 22 May 2007] http://www.dh.gov.uk/en/News/DH_074605

DATE ACCESSED

The date accessed refers to the actual date you accessed or found the material. This date is important and must be included because information on the internet can be altered at any time.

EXAMPLE

Children Now. (no date) *Obesity*. [Online] [Accessed on 6 November 2006] http://www.childrenow.org/issues/media/media_obesity.html

The above example clearly shows the article was accessed on 6th November 2006.

When referencing the date, you must enter the information in square brackets: [] and ensure you use the same date format that has been used above (the words 'Accessed on', the date, the full name of the month and the full year). It is important to make sure you are consistent throughout your reference list.

DIFFERENCE BETWEEN YEAR OF PUBLICATION AND DATE ACCESSED

The year of publication refers to the year the article was published whereas the date accessed refers to the actual date you accessed or found the material.

URL

When inserting the URL into your assignment you should cut and paste the information from the address bar into your assignment. This is because if you attempt to type the URL by hand you may make a mistake and type one of the characters incorrectly, which will result in the address being invalid.

PDF DOCUMENTS

IMPORTANT: This referencing format should not be used to reference journal articles that have been found on electronic databases. Electronic journal articles should be referenced in the same way as paper copies; see section on 'journal articles' on page 50.

If you would like to reference a PDF document that you have found on the internet then you will need to reference it as follows:

Surname, Initial. or organisation's name. (Year of publication) *Title*. Edition if applicable. Place of publication if available: Publisher if ascertainable. [Online] [Date accessed] Available from: URL

EXAMPLE

Department for Children, Schools and Families. (2008) *Working together: listening to the voices of children and young people*. Unknown place of publication: Department for Children, Schools and Families. [Online] [Accessed on 9 February 2009] Available from: <http://publications.teachernet.gov.uk/eOrderingDownload/DCSF-00410-2008.pdf>

EXAMPLE

Department of Health - Health Improvement Directorate, Analytical Team Monitoring Unit. (2009) *Health profile of England 2008*. London: Department of Health. [Online] [Accessed on 9 February 2009] Available from: http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsStatistics/DH_093465

EXAMPLE

Norgate, S. and Ginsborg, J. (2006) *A survey of postdoctoral researchers and final-year PhD students in psychology: research funding, career needs and working conditions*. Leicester: British Psychological Society. [Online] [Accessed on 17 February 2009] Available from: http://www.bps.org.uk/downloadfile.cfm?file_uid=F20CE935-1143-DFD0-7ECA-28F465E911B1&ext=pdf

**Note: To see how to cite PDF documents see the section entitled 'General citations' on page 12.*

GENERAL RULES

URL

When placing the URL into your reference list you will generally choose the URL of the actual document. However, if the PDF document does not have a URL then you

will need to include the URL of the page where the document was downloaded as in middle example above for the Department of Health.

PLACE OF PUBLICATION AND PUBLISHER

If the document does not state both a place of publication and the name of a publisher, you will need to say these details are unavailable and write: Publisher details not available.

If only one of the publication details is missing you can use the following:

- Unknown place of publication – use this phrase if the place of publication is not provided
- Unknown publisher – use this phrase if the publisher information is not provided

SECONDARY SOURCES

When referencing a secondary source, you only need to mention the author/s of the source (be it a book, journal, internet article etc.) of where the information was found and not the author whose idea you cited.

EXAMPLE

If you used Burns and Bulman's idea in your assignment, but did not find this information from the original source and instead found the information in Whitehead and Mason's book, you need to reference Whitehead and Mason's book. Since Whitehead and Mason published a book you would reference the information as a book like below:

- Surname, Initial. (Year of publication) *Title of book*. Edition if applicable., Place of publication: Publisher.
- Whitehead, E. and Mason, T. (2003) *Study skills for nurses*. London: SAGE Publications Ltd.

If Whitehead and Mason's publication was not a book and was a journal then you would reference the information as a journal. The example below shows how secondary sources taken from journal articles should be presented in the reference list.

EXAMPLE

If you have cited Armstrong (1982) in your assignment but found this information in Davis's (2004) journal article you only need to list the journal information in the reference list, as shown below:

- Surname, Initial. (Year of publication) 'Title of journal article.' *Title of journal*, Volume number, Issue number, Page numbers of whole journal article
- Davis, D. (2004) 'Dementia: sociological and philosophical constructions.' *Social Science and Medicine*, Vol. 58, no. 2, pp. 369-378

Therefore, when referencing secondary sources you only need list the source the information was taken from.

**Note: To see how to cite secondary sources see the section entitled 'Citing a secondary source (author that has cited another author)' on page 35.*

NEWSPAPERS

PAPER COPY

To reference a paper copy of a newspaper you need to include the following information:

Surname, Initial. (Year of publication) Title of article. *Name of newspaper*. Name of supplement if applicable. Date of publication. Edition if applicable. Page number of article.

EXAMPLE

Jones, S. (2008) Alcohol linked to rise in British arrests abroad. *The Guardian*. 12th August. p. 7

EXAMPLE

Moore, S. (2007) Careers are calling. *Manchester Evening News*, MEN job search supplement. 18th January. City edition. p. 3

**Note: To see how to cite information from newspapers see the section entitled 'General citations' on page 12.*

GENERAL RULES

SUPPLEMENT SECTION

Supplement sections are often found in newspapers. They are a separate section of the newspaper and tend to focus on a specific topic.

If you have used information from the supplement section you must state that you have done so, like in the second example above. If the information you have used has not been taken from a supplement, leave this section blank, as shown in the first example above.

DATE OF PUBLICATION

As you might have noticed in the above example, the year of publication and the date of publication need to be included. The year of publication is not repeated when the date of publication is stated. Only the day and the month need to be stated.

EDITION

The newspaper edition has also been stated in the second above example (article by Moore, 2007). This is because some newspapers produce different editions throughout the day (e.g. First edition, Second edition, Evening edition etc.) and different editions for different regions. If there is no edition then you can leave this section out, as shown in the first example above (article by Jones, 2008).

PAGE NUMBERS

Since you are referring to one page number you only need to state one 'p.' and **NOT** 'pp.'. You only need to use 'pp.' if you are referring to more than one page.

AUTHOR'S NAME IS NOT KNOWN

Sometimes no author's name is present on articles published in newspapers. When using information from these articles, use the publication title in place of the author.

EXAMPLE

Accountancy. (2009) 'Innocent wants VAT relief on smoothies.' *Accountancy*. Vol. 143, no. 1389, p. 14

**Note: To see how to cite work that when the author's name is not known see section entitled 'Author's name is not present but organisation's name is known' on page 20.*

INTERNET COPY

When referencing a newspaper article that you have found online, you need to put the information in the following format:

Surname, Initial. (Year of publication) Title of article. *Name of newspaper*. [Online] Date of publication. [Date accessed] URL

EXAMPLE

Judd, T. (2006) Madonna effect 'disastrous' for UK children in care. *The Independent*. [Online] 6th November. [Accessed on 6 November 2006]
http://news.independent.co.uk/uk/this_britain/article1959100.ece

**Note: To see how to cite information from newspapers see the section entitled 'General citations' on page 12.*

GENERAL RULES

The information that is used, when referencing a newspaper article found on the internet, is practically the same as the information used when referencing a paper copy. However, additional information that needs to be included is the word 'online', the date you accessed the information and the URL. This will show that you found the source on the internet.

LECTURE NOTES

IMPORTANT: Citing and referencing information from lecture notes is not recommended by certain courses. Please check with your programme team to clarify whether this is acceptable practice before you use this source.

If you would like to use information provided by a lecturer you can reference the information like so:

Surname, Initial. (Year of production) *Title of the lecture notes*. Place of publication: Publisher. Number of pages in handout, distribution date, the lecture number, module name.

EXAMPLE

Robinson, J. (2004) *No title*. Wolverhampton: University of Wolverhampton. 3-page handout, distributed on 13th March 2005 in lecture 3 for module "Teaching gymnastics".

**Note: To see how to cite information from lecture notes see the section entitled 'General citations' on page 12.*

GENERAL RULES

TITLE OF LECTURE NOTES

If the lecture notes do not have a title then write 'no title' where the title should be.

PLACE OF PUBLICATION AND PUBLISHER

The place of publication and publishing information is not generally given on lecturer notes. Since this information is not provided, it is safe to assume the publisher and the place of publication is the university you attend.

NUMBER OF PAGES, DISTRIBUTION DATE, LECTURE NUMBER AND MODULE NAME ETC.

Although this information is not compulsory, it is useful to include it. You might not have all the relevant information and if this is the case do not include it.

GUEST PRESENTATION

If you would like to use information from a guest seminar/lecture/presentation the information would be presented like so:

Surname, Initial. (Year of presentation) Title of lecture. Name of institution that the presentation has taken place, City of presentation, Date of presentation.

EXAMPLE

Hodgkison, P. (2007) Careership revisited. Presentation at Manchester Metropolitan University, Manchester, 10 October.

**Note: To see how to cite information from a guest presentation see the section entitled 'General citations' on page 12.*

GENERAL RULES

DATE OF PRESENTATION

As you might have noticed in the above example, the year of publication and the date of publication need to be included. The year of publication is not repeated when the date of publication is stated. Only the day and the month need to be stated.

CONFERENCE PROCEEDINGS AND CONFERENCE PAPERS (PUBLISHED AND UNPUBLISHED)

When using information from conferences you may need to reference:

- The whole conference proceedings (this would usually only appear in a bibliography rather than as a cited source, as you would normally cite from a conference paper)
- Conference paper (published in conference proceedings)
- Paper presented at conference (unpublished)

CONFERENCE PROCEEDINGS

When referencing conference proceedings, you need to include the following information:

Name of organisation. (Year of publication) *Title of conference (including number of annual conference if given)*. Volume number if applicable. Location of conference (including venue and city), date of conference. Editor/s (or Chair's) Surname, Initial (if given). Place of publication: Publisher.

EXAMPLE

Academy of International Business. (2001) *Proceedings of the 28th annual conference of the Academy of International Business (UK chapter) International business in the 21st century: change and continuity - strategies, institutions, regulations and operations*. Vol. 1. Manchester Metropolitan University Business School, Manchester, 6th – 7th April 2001. McDonald, F. and Tuselman, H. Manchester: Manchester Metropolitan University Business School.

**Note: To see how to cite conference proceedings see the section entitled 'Citing a conference paper (published or unpublished)' on page 36.*

CONFERENCE PAPER (PUBLISHED IN CONFERENCE PROCEEDINGS)

When referencing a paper from conference proceedings you need to include the following information:

Surname of author/s, Initial/s. (Year of publication) 'Title of conference paper.' In Name of organisation. *Title of conference (including number of annual conference if given)*. Volume number if applicable. Location of conference (including venue and city), date of conference. Editor's (or Chair's) Surname, Initial. (if given) Place of publication: Publisher, article page numbers

EXAMPLE

Kuznetsov, A. and Kuznetsova, O. (2001) 'The progress of market culture in Russia and managerial response.' In Academy of International Business. *Proceedings of the 28th annual conference of the Academy of International Business (UK chapter) International business in the 21st century: change and continuity - strategies, institutions, regulations and operations*. Vol. 1. Manchester Metropolitan University Business School, Manchester, 6th – 7th April 2001. McDonald, F. and Tuselman, H. Manchester: Manchester Metropolitan University Business School, pp. 471-488

**Note: To see how to cite conference papers see the section entitled 'Citing a conference paper (published or unpublished)' on page 36.*

PAPER PRESENTED AT A CONFERENCE (UNPUBLISHED)

To reference an unpublished conference paper you need to include the following information:

Surname/s, initial/.s. (Year of conference) 'Title of paper'. Paper presented at: *Title of conference*. Location of conference (including venue and city), date of conference.

EXAMPLE

Meagher, K. (2007) 'The importance of public affairs in the business training sector'. Paper presented at: *The Regional Public Affairs Conference: Giving the North a voice in Westminster: adding value through public affairs*. Manchester Metropolitan University Business School, Manchester, 20th March.

**Note: To see how to cite papers presented at a conference (unpublished) see the section entitled 'Citing a conference paper (published or unpublished)' on page 36.*

GENERAL RULES

Unpublished papers are often made available to conference delegates. As these papers do not appear in collected conference proceedings, no pagination should be given.

YEAR OF CONFERENCE

Please note that for unpublished conference papers, the year of the conference is not included in the date section at the end of the reference as it has already been stated after the surname.

GOVERNMENT/OFFICIAL PUBLICATIONS

COMMAND PAPERS

Command papers include: White Papers, which present a statement of the government's policy; Green Papers, which are discussion papers or reports that are presented to the Royal commission or departmental committees.

It is also useful to know that sometimes the word 'command', on command papers and in some reference lists may be abbreviated to 'cmd' or 'cm'.

If you want to reference a command paper, you must present the information as follows:

Government department/organisation for which the publication was produced.
(Year of publication) *Title*. The word or an abbreviation of the word: Command.
Official reference number if there is one, place of publication: Publisher (Name of chairperson if there is one and the word Report).

EXAMPLE

Department of Education and Science. (1985) *Education for all: report of the committee of inquiry into the education of children from ethnic minority groups*.
Cmnd. 9453, London: HMSO (Swann Report).

**Note: To see how to cite information from command papers see the section entitled 'Citing Government/Official publications' on page 37.*

GENERAL RULES

OFFICIAL REFERENCE NUMBER

Most government publications will have an official reference number. However, if the paper you have does not have a number do not make one up, and do not include it.

PUBLISHER

Usually, government White and Green papers are published by either Her Majesty's Stationery Office (HMSO) or by The Stationery Office (TSO). The abbreviated versions of the publisher's name can be used in the reference list.

PLACE OF PUBLICATION

Not all government White and Green papers are published in London so make sure you check the location of the publication.

ACTS OF PARLIAMENT

When referencing an Act, the following information must be presented:

Title of the Act and Year (chapter number of the act) Place of publication: Publisher.

EXAMPLE

Housing Act 1996 (c.52) London: HMSO

IMPORTANT: Unlike the other referencing formats the year of publication does not need to be placed in brackets.

ACTS INTRODUCED PRIOR TO 1963

If you are using an Act that was introduced prior to 1963, you will need to include some additional information alongside the chapter number.

Title of the Act and Year (Year of reign of the monarch at the time the Act was introduced, the monarch's name which can be abbreviated, chapter number of the Act) Place of publication: Publisher

EXAMPLE

Road Transport Lighting Act 1957 (5&6 Eliz. 2, c.51) London: HMSO

EXAMPLE

Education Act 1944 (7&8 Geo. 6, c.31) London: HMSO

**Note: To see how to cite information from Acts of Parliament see the section entitled 'Citing Government/Official publications' on page 37.*

GENERAL RULES

CHAPTER NUMBER

A 'c.' is accepted as an abbreviation of the word 'chapter' when stating the chapter number.

ACT AS A SECONDARY SOURCE

If you have cited the Act as a secondary source you only reference the text you have actually read. If the information about the Act was found on the internet, the citation should be referenced as an internet source in the following way:

Name of organisation. (Year of publication) *Title of page*. [Online] [Date accessed]
URL

EXAMPLE

Department for Education and Skills. (2004) *The children act and reports*. [Online]
[Accessed on 13 June 2007] <http://www.dfes.gov.uk/publications/childrenactreport/>

**Note: To see how to cite information from Acts of Parliament as a secondary source see the section entitled 'Acts of Parliament' under the 'Citing Government/Official publications' chapter on page 38.*

REPORTS

MARKET RESEARCH REPORTS

PAPER COPY

To reference market research reports you need the following information:

Name of research company or organisation. (Year of publication) *Title of report*.
Date of report (month and year- if available). Edition if available. Place of
publication: Publisher. Report number if applicable

EXAMPLE

Mintel. (2009) *Coffee shops: UK*. February 2009. London: Intel Group.

INTERNET COPY

When referencing a market research report that you have accessed from an online database such as Mintel, you need to put the information in the following format:

Name of research company or organisation. (Year of publication) *Title of report*. Date of report (month and year – if available). [Online] [Date accessed] URL

EXAMPLE

Mintel. (2009) *Coffee shops: UK*. February 2009. [Online] [Accessed on 14th April 2009] <http://academic.mintel.com>

**Note: To see how to cite from market reports see the section entitled 'Author's name is not present but organisation's name is known' on page 20.*

GENERAL RULES

DIFFERENCES BETWEEN A PAPER AND INTERNET COPY

The information that is used when referencing a market report found on the internet is the same as the information used when referencing a paper copy. However, additional information that is required when you have found the report on the internet is the word 'Online', the date you accessed the information and the URL. This will show that you found the source on the internet.

URL

If the URL for the web page where the report was found requires you to login with a username and password, then inputting the URL for that particular report will not take you directly to the webpage of the report. The URL for the webpage of the report will merely take you to a login page where you will then have to search for the specific report. Because of this, use the URL for the homepage of the market report database in your reference, as in the example above. This will be the first page you view after you have logged in to the database.

ANNUAL REPORTS

PAPER COPY

To reference annual reports you need to the following information:

Name of company. (Year of publication) *Title of annual report*. Place of publication:
Publisher.

EXAMPLE

Tesco PLC. (2009) *Annual report and financial statements 2009*. Hertfordshire: Tesco PLC.

INTERNET COPY

When referencing an annual report that you have found online, you need to put the information in the following format:

Name of company. (Year of publication) *Title of annual report*. [Online] [Date accessed] URL

EXAMPLE

Tesco PLC. (2009) *Annual report and financial statements 2009*. [Online] [Accessed on 26th June 2009] <http://www.tesco.com/annualreports09/downloads>

**Note: To see how to cite from annual reports see the section entitled 'Author's name is not present but organisation's name is known' on page 20.*

GENERAL REPORTS

If you want to reference a report that is not a market research or annual report you must present the information in the following manner:

Author's surname, Initial. or Organisation's name. (Year of publication) *Title of report*. Place of publication: Publisher. (Report code and number)

EXAMPLE

Cheetham, J. (1981) *Social work services for ethnic minorities in Britain and the USA*. Oxford: Department of Social and Administrative Studies.

**Note: To see how to cite information from reports see the section entitled 'General citations' on page 12.*

GENERAL RULES

REPORT CODE AND NUMBER

If there is no report code or number on the report that you have used do not make one up, instead leave this field blank as in the above example.

DISSERTATIONS

You might have used a dissertation as a source in your assignment. If this is the case, you can reference it as follows:

Author's surname, initial. (Year of submission) *Title of thesis*. Degree statement. Name of the awarding institution.

EXAMPLE

Piper, H. (2004) *A contrarian approach to qualitative inquiries: cases, causes, and conclusions*. Ph.D. Manchester Metropolitan University.

**Note: To see how to cite information from dissertations see the section entitled 'General citations' on page 12.*

GENERAL RULES

DEGREE STATEMENT

This is whether the dissertation/thesis was for the award of B.A, B.Sc., M.A., M.Sc. M.Sc by research, M.phil, Ph.D.

DVDS/VIDEOS

If you have used information from a DVD or video in your assignment you can reference the information like so:

Title of the DVD/video. (Year of distribution) Director of the film/programme. Type of media, either [DVD] or [Videocassette] Place of distribution: Distribution Company

EXAMPLE

The matrix reloaded. (2003) Directed by A. and L. Wachowski. [DVD] Los Angeles: Warner Brothers Inc.

EXAMPLE

To kill a burglar: the Tony Martin story. (2006) Directed by R. Bond. [DVD] BBC

EXAMPLE

Domestic violence prevention video for schools. (2003) Directed by T. Debonnaire. [Videocassette] London: Westminster Domestic Violence Forum.

**Note: To see how to cite information from DVDs/Videos see the section entitled 'Citing DVDs/Videos' on page 39.*

GENERAL RULES

DIRECTOR

PRESENTATION OF NAMES

It is important to note that the order in which the surname and forename of the directors are presented is opposite to the order in which the names of authors from books/journals/internet sources etc. are presented. Here the director's forename is presented before the surname.

PLACE OF DISTRIBUTION

If the place of distribution of a DVD or videocassette is unknown then you may leave this field blank, as in the example above of the programme 'To kill a burglar: the Tony Martin story'.

ONLINE IMAGES OR PHOTOS

Images or photographs from the internet should be referenced as follows:

Surname, Initial. (Year of publication) *Title of image or description of the image.*
Name of organisation. [Online image] [Date accessed] URL

EXAMPLE

Mutti, M. (2009) *Orion's belt.* Astronomy picture of the day. [Online image]
[Accessed on 16 February 2009] <http://antwrp.gsfc.nasa.gov/apod/ap090210.html>

EXAMPLE

Allison, C. (2007) *Tornado picture.* Oklahoma weather stock: photo and video stock
by Charles Allison. [Online image] [Accessed on 16 February 2009]
<http://www.oklahomalightning.com/TornadoPics/TornadoPics.htm>

If an author's name is not present, use the name of the organisation:

Name of organisation. (Year of publication) *Title of image or description of the image*. [Online image] [Date accessed] URL

EXAMPLE

Oxford Illustrated Science Encyclopedia. (no date) *Volcano*. [Online image] [Accessed on 16 February 2009]

<http://www.oup.co.uk/oxed/children/oise/pictures/earth/volcano/>

EXAMPLE

NASA (2009) *Another vision of the universe*. [Online image] [Accessed on 16 February 2009] http://www.nasa.gov/multimedia/imagegallery/image_feature_1284.html

**Note: To see how to cite images/photos see the section entitled 'General citations' on page 12 and section entitled 'Author's name is not present but organisation's name is known' on page 20.*

GENERAL RULES

YEAR OF PUBLICATION

Occasionally, a year of publication may not be provided. If this is the case, you must not make up the year or state the year you accessed the work, instead you must state there is (no date).

DESCRIPTION OF THE IMAGE/PHOTO

If no title is available, it is important to remember to provide a brief description of the image/photo. If there are a number of images/photos on the page where you accessed the information and they all show the same image, you do not need to distinguish between them, however you must make sure you do provide a description.

LEAFLETS/POSTERS

Please check with your programme team to assess the suitability of using these sources in your work, as they may not be an acceptable form of reference for some programmes.

Surname, Initial. or organisation's name. (Year of publication) *Title or description*.
[Type of source e.g. leaflet or poster] Place of publication if ascertainable or location
the medium was viewed: Publisher if available or date the information was viewed.

EXAMPLE

Counselling Service. (no date) *Need to talk?* [Leaflet] Manchester: Manchester
Metropolitan University.

EXAMPLE

The National Student Survey. (no date) *Be heard*. [Poster] Reception area, Gaskell
campus: Date viewed 29 January 2009

If an author or organisation's name is not present then you will need to present the
reference as below:

Description of the source. (Year of publication) [Type of source e.g. Leaflet, poster]
Place of publication if ascertainable or location the medium was viewed: Publisher if
available or date the information was viewed.

EXAMPLE

The Foyer-UNIAID accommodation bursaries. (2009) [Poster] Student services notice
board, Didsbury campus: Date viewed 9 February 2009

**Note: To see how to cite leaflets/posters see the section entitled 'General citations'
on page 12 and section entitled 'Author's name is not present but organisation's
name is known' on page 20.*

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