

# Referencing handbook

**This guide provides practical advice and examples to help you create references for information sources using the South Essex College Harvard style.**

**For more information, alternative formats or if you are unable to find the reference type you need, please speak to the Library and Learning Enhancement team ([learningresources@southessex.ac.uk](mailto:learningresources@southessex.ac.uk)) or the lecturer who has given you the assignment.**

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# About referencing

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## [Why do I need to reference?](#)

When producing academic assignments, you are required to acknowledge the work of others by citing references in the text and creating a list of references or bibliography at the end.

## [What is plagiarism and what are the consequences?](#)

Plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. This is called an academic offence. The Faculty of Higher Education employs several methods to detect plagiarism when you submit work. You will submit work through a software called Turnitin. Turnitin allows you to submit work online and receive a receipt. Turnitin will use a robust database of academic work to check for plagiarism in your work and give an indicative "similarity score". Lecturers review this score and mark your work on Turnitin.

For more information, refer to the academic offences policy for your validating body on Canvas.

## [What is visual plagiarism?](#)

Visual plagiarism is copying and assuming the ideas of another artist or entity that owns the right to their own visual material. This includes artwork like drawing, painting, sculpture and photography as well as advertisement, logos, brand names and other visual imagery.

## [What is academic material?](#)

Academic material refers to reference material, usually peer-reviewed and produced by experts in the field. Original artwork also falls under this category. In order to bring depth and challenge to information, it is common practice to include material beyond articles and academic literature. Choose academic material using your own critical thinking, asking yourself who the author is, is their point of view biased, is the level of language appropriate?

## [What is intellectual property?](#)

Intellectual property is a category of property that includes your own intangible creations. You own intellectual property if you created the content (and it meets the requirements for copyright, a patent or a design). Be mindful not to infringe creators' copyright, design rights, trademarks, registered designs and patents in the process of creating your own work.

# Referencing explained

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There are two steps involved:

**Step 1: In-text citations:** In-text citations enable you to indicate in your work where you have used ideas or material from other sources in the main text of your assignment.

**Step 2: Reference list:** Everything you have cited in the text of your work, e.g. journal articles, web pages, podcasts, etc., should be listed in alphabetical order at the end. Each reference should include everything you need to identify the item. You need to identify the source type (e.g. book, journal article) and use the correct referencing format from this guide to create the reference.

## Step 1: citing

In text citation:

In the Harvard system, in-text citations are referred to by the author's name and year of publication, for example:

It is stated that...(Bloggs, 2007) or Bloggs (2007) states...

There are two types of citations: direct and indirect.

### *Direct citation*

When you quote someone else's exact words it is called a direct citation. Direct citations are signposted by using speech marks and in bracket the author's surname, followed by a “,” year of publication, followed by a “,” and the page number, for example:

“Einstein's brain is a mythical object” (Barthes, 1993, p.68)

Direct quotations must be enclosed in speech marks to distinguish them from the rest of the text.

If the quotation is more than 3 lines long, it should be indented:

"ITV got off to a shaky start. In order to receive it, viewers needed to fit a special aerial and either to buy a new television or have their existing set adapted. Since in the first franchise areas only 33 per cent of households had taken these measures, the medium was not especially attractive to advertisers in terms of cost per thousand." (Crisell, 2002, p.93)

Partial quotations can also be used. The missing part of the quotation is then replaced with ... (three dots).

"Another institutional difference between film and literature is to which texts are censored. Films tend, in the west, to be much more heavily censored than literature ... One effect of that is that graphic detail can be shown more powerfully using images." (Lacey, 2000 p.92)

### *Indirect citations*

Indirect citations or paraphrasing is when you explain another person's ideas or theories in your own words. These must be referenced with the author's surname followed by a “,” and year of publication, but they do not need speech marks:

The notion of an invisible college has been explored in the sciences (Crane, 1972)

It is possible to refer to the author's name within a sentence:

As Crane (1965) points out, the notion of an invisible college has been explored in the sciences.

### *Secondary referencing*

Secondary referencing refers to a quotation found in a text not by the author of the text. See ‘secondary referencing’ in the source list.

## Step 2: referencing

### Reference list

References in the reference list or bibliography give, in alphabetical order by author surname, full details of all the sources you have used in your assignment. It should be on a separate page at the end. The reference list should appear in one sequence (i.e. not subdivided into types of sources, such as all the books together, all the journals together, etc.)

Any images included in your assignment should be listed separately in a numbered list of illustrations, placed after the written assignment, and before the bibliography.

### Bibliography

Bibliographies compile all the relevant documentation about a topic that you have not already used in your reference list. It is unlikely you will be required to provide one for each assignment but always refer to the brief to ensure you are providing the correct list.

### Figures list

Figures lists list all the illustrations you used in the main body of your work. The list needs to appear after your table of content and before your work. Figures need to be numbered and detailed with their title and year of production underneath (see source list for more details). You will write full references for figures in your reference list.

### Online library and referencing

The library's online catalogue, has a handy referencing tool that allows you to generate a reference in Harvard format for the content you have found.

The generated reference will not be in the format advised by this guide but allows you to gather the essential information you need to build in the correct style. Keep an eye out for the cite' button when viewing material on The Online Library.

# Questions and answers

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## What if I reference more than one publication by the same author?

In the reference list or bibliography, items are listed only once in alphabetical order. In some cases, you may refer to more than one publication by an author for a specific year. To help identify these different items for your in-text citation and reference list, you should add a letter of the alphabet to the year of publication, for example: (Thomson, 2004a), (Thomson, 2004b) and (Thomson, 2004c) where a, b and c refer to the order in which they are cited in your text.

## What if there are multiple authors for the same source?

If a publication has two authors the in-text citation should list both authors with names separated by 'and'. For example: (Jones and Andrew, 2006)

If a publication has 3 or more authors, the in-text citation should list all authors in the first occurrence then only the first author followed by et al. ('and others').

For example: (Jones, Andrew and MacColl, 2006) and (Jones et al., 2006)

In the reference list or bibliography, you should list each author in full as follows:

Jones, R., Andrew, T., and MacColl, J. (2006) *The Institutional Repository*. Oxford: Chandos Publishing.

## What if there is no author?

If you really cannot find an author for a work, you can either:

- Use the corporate author, e.g. BBC, TATE, etc. (if applicable)
- Or construct your reference without any author at all and insert in your reference list using the title in the alphabetical ordering.

## What if I can't find the date?

If in doubt use the copyright © date. If there is no date use (s.d.) in its place. s.d. stands for sine die, or no date.

## What if there is more than one publisher?

If more than one publisher is listed, only give the first or the one which corresponds to the publishing place.

If no publisher is given, use (s.n.) instead. s.n. means sine nomine, or no name.

## What if there is more than one place of publication?

Use only the first named place, or the one which corresponds to the copyright date.

If there is no place of publication use (s.l.) instead. s.l. means sine loco, or no location.

## What if there is any other information missing?

Try your best to find all the information required for your bibliographic entry, but if for some reason some information is missing, simply leave it out and try to ensure that you have given enough information to enable your reader to trace the source.

### What if there is more than one edition?

As text can vary between editions of the same work, it is important to list the edition, or year of publication, for the copy which you have used.

### What if I use an online document that has been published as a hard copy?

In this instance, reference the hard copy unless you know there are significant differences.

### Can I use abbreviations?

Some entities are known only by their abbreviated names, for example: OFSTED, MoMA, UN... Usually the full name is given in the first citation instead with the abbreviated name in square brackets. For example: The Office for Standards in Education, Children's Services and Skills [OFSTED] states...

In direct opposition, OFSTED highlighted...

# Acts of Parliament

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Acts of Parliament are texts of law passed by the legislative body of a jurisdiction (often a parliament or council).

In text:

(Name of the Act year of publication)

**Example:** (Food Act 1984)

In the reference list:

*Name of the Act year of publication* Monarch. Chapter abbreviated to Ch. and number. Place of publication: Publisher.

**Example:** *Food Act 1984* Elizabeth II. Ch. 8. London: HMSO.

# Advertisement

---

Video form published on television, YouTube, radio, social media.

In text:

(Title of the advertisement, year of publication) or (see fig. number)

**Example:** (Eyebrows, 2009) or (see fig.1)

In the reference list:

*Title of the advertisement.* (year of publication) Directed by name of the director(s): place of production.

**Example:** *Eyebrows.* (2009) Directed by Tom Kuntz: London.

---

Label:

Fig. number *Title of the advertisement* (year of publication)

**Example:** Fig.1 *Eyebrows* (2009)

In the list of illustrations:

For a list of illustration add the corresponding figure number.

**Example:** Figure 1. *Eyebrows.* (2009) Directed by Tom Kuntz: London.

# Archive Material

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A collection of historical documents or records providing information about a place, institution, or group of people.

In text:

(Author's surname, year) or (see fig. number)

**Example:** (Ray, 1940) or (see fig.1)

In the reference list:

Author's surname, author's initial.(year) *Title of the document* [medium]. Archive name and number. Place of archive: Library name.

**Example:** Ray, A. (1940) *Photograph of pupils and staff of Mid-Essex Technical College and School of Art, Chelmsford* [photograph]. School Photographs D/DU 1665/2. Essex Record Office: Chelmsford.

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Label:

Fig. number *Title* (year of publication)

**Example:** Fig.1 *Photograph of pupils and staff of Mid-Essex Technical College and School of Art, Chelmsford* (1940)

In the list of illustrations:

For a list of illustration add the corresponding figure number.

**Example:** Figure 1. Ray, A. (1940) *Photograph of pupils and staff of Mid-Essex Technical College and School of Art, Chelmsford* [photograph].

# Artwork in Exhibition

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The space in which art objects meet an audience.

In text:

(Artist's surname, year of creation) or (see fig. number)

**Example:** (Monet, 1916) or (see fig.1)

In the reference list:

Artist's surname, Artist's initial. (year of creation) *Title of the work* [medium]. Size. Name of gallery or museum: location.

**Example:** Monet, C. (1916) *Les Nymphéas* [oil on canvas]. 219x602cm. Musée de l'Orangerie: Paris.

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Label:

Fig. number *Title* (year of publication)

**Example:** Fig.1 *Les Nymphéas* (1916)

In the list of illustrations:

For a list of illustration add the corresponding figure number.

**Example:** Figure 1. Monet, C. (1916) *Les Nymphéas* [oil on canvas]. 219x602cm. Musée de l'Orangerie: Paris.

# Blog/Vlog

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Personal online journal/ video by individuals about a topic or experience published online.

Some blog authors may choose to remain anonymous by using an alias.

In text:

(Author's surname, year of publication/year last updated)

**Example:** (Conrad, 2019)

In the reference list:

Author's surname, Author's initial. (year of publication/year last updated) 'blog post title', *title of the website*, date of posted message. URL (accessed on date).

**Example:** Conrad, L. (2019) '10 books by women who inspire us', *Lauren Conrad*, 3<sup>rd</sup> April. <https://laurenconrad.com/blog/2019/04/10-books-by-women-who-inspire-us/> (accessed on 12<sup>th</sup> April 2019).

# Book

---

Physical copy of a book, includes graphic novels and comic books.

In text:

Direct citation: (author's surname, year of publication, page number)

**Example:** (Whitworth, 2009, p.34)

Indirect citations: (author's surname, year of publication)

**Example:** (Whitworth, 2009)

In the reference list:

Author's surname, author's initial. (year of publication) *Book title*. Edition used\*. Place of publication: publisher.

\*if applicable

**Example:** Whitworth, A. (2009) *Information Obesity: behaviour and applications*. 2<sup>nd</sup> Edition. Oxford: Chantos.

## Chapter/Essay in Book written by Different Authors

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A book edited by an individual gathering input from multiple authors on a topic.

In text:

Direct citation: (author's surname, year of publication, page number)

**Example:** (Espin, 1996, p.56)

Indirect citations: (author's surname, year of publication)

**Example:** (Espin, 1996)

In the reference list:

Author's surname, author's initial. (year of publication) 'Title of the chapter'. Editors' surname (ed.) *Book title*. Place of publication: publisher. Pp.

**Example:** Espin, O. (1996) 'Race, racism and sexuality in the life narratives of immigrant women'. Wilkinson (ed.) *Feminist Social Psychologies*. Buckingham: Open University Press. pp. 87-104.

## Chapter/Essay in Book written by Different Authors (Online)

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A book edited by an individual gathering input from multiple authors on a topic available electronically.

### In text:

Direct citation: (author's surname, year of publication, page number)

**Example:** (Warnock, 2010, p.56)

Indirect citations: (author's surname, year of publication)

**Example:** (Warnock, 2010)

### In the reference list:

Author's surname, author's initial. (year of publication) 'Title of the chapter'. Editors' surname (ed.) *Book title*. URL (date accessed)

**Example:** Warnock, M (2010) 'Response to Brahm Norwich'. Terzi (Ed.) *Special Educational Needs: a new look*. Available at:

<https://search.ebscohost.com/login.aspx?direct=true&AuthType=sso&db=nlebk&AN=344071&site=eds-live> (Accessed: 27 July 2022).

## Code of Practice (Online)

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Professional/ industry agreed guidelines that must be adhered to.

### In text:

(author's surname/organisation, year of publication)

**Example:** (Ministry of Justice, 2020)

### In the reference list:

Author's surname, Author's initial or organisation name. (year of publication) *title of the document*. Guideline number (if stated). URL (accessed on date).

**Example:** Ministry of Justice. (2020) *Code of Practice for*

*Victims of Crime in England and Wales*. <https://www.gov.uk/government/publications/the-code-of-practice-for-victims-of-crime> (accessed 27th July 2022)

## Comment (Online)

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Someone's opinion in the comment section of an article/ blog, use with consideration that opinions may not be academically valid.

In text:

(contributor's name, year of publication)

**Example:** (lutesongs, 2012)

In the reference list:

Contributor's name [reply]. (year of publication) 'post title' [online blog]. *Website name*. URL (accessed on date).

**Example:** lutesongs [reply]. (2012) 'Why Earl Scruggs was the Beethoven of the banjo' [online blog]. *The Guardian*.

<https://www.theguardian.com/music/musicblog/2012/mar/29/why-earl-scruggs-is-great> (accessed on 12<sup>th</sup> April 2019).

## Computer Game or Program

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Game or program/ software run electronically, includes mobile apps.

In text:

(Game or Program title, year of publication) or (see fig. number)

**Example:** (The Legend of Zelda: A Link to the Past, 1991)

In the reference list:

Originator/author. (year of publication) *Game or Program title* [medium] platform. Place of production: Publisher.

**Example:** Nintendo EAD. (1991) *The Legend of Zelda: A Link to the Past* [cartridge] Super Nintendo Entertainment System. Kyoto: Nintendo.

Label:

Fig. number *Title of the game or program title* (year of publication)

**Example:** Fig.1 *The Legend of Zelda: A Link to the Past*, (1991)

In the list of illustrations:

For a list of illustration add the corresponding figure number.

**Example:** Figure 1. Nintendo EAD. (1991) *The Legend of Zelda: A Link to the Past* [cartridge] Super Nintendo Entertainment System. Kyoto: Nintendo.

# Conference Paper

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Written document provided at a conference based on the presentation given.

In text:

(Surname, conference year)

**Example:** (Secker, 2015)

In the reference list:

Author's surname, Author's initial. (conference year) *title of the paper*. Conference title place dates.

**Example:** Secker, J, (2015) *Information literacy beyond the academy: recent perspectives from the UK*. Österreichischen Bibliothekartag! Vienna 15<sup>th</sup>-18<sup>th</sup> September 2015.

# Conference Paper (Online)

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Electronic document provide before/ after a conference based on the presentation given.

In text:

(Surname, conference year)

**Example:** (Secker et al., 2010)

In the reference list:

Author's surname, Author's initial. (conference year) *title of the paper* [online]. Conference title place dates. URL (accessed on date).

**Example:** Secker, J. et al. (2015) *Developing students' information management skills to match the 21st century internet* [online]. CILIP CoFHE and UC&R Joint Conference Exeter 21<sup>st</sup>-23<sup>rd</sup> June 2010. <http://openaccess.city.ac.uk/17495/> (accessed on 12<sup>th</sup> April 2019).

# Court Case (Online)

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Electronic record of a court case included filed papers and transcripts made my court reporter.

In text:

(Name of the case, year of case)

**Example:** (Newby Foods Ltd v. Food Standards Agency, 2017)

In the reference list:

'Name of the case' (year). court, case number. *Database or website* [Online]. URL (accessed on date).

**Example:** 'Newby Foods Ltd v. Food Standards Agency' (2017). Court of Appeal, Civil Division, case 431. *Elawresources.com* [Online]. <https://legalresearch.elawresources.com> (accessed: 12<sup>th</sup> April 2019).

# Dictionary/Encyclopaedia

---

Definitions of words/ topics.

In text:

(Editor surname or organization, year of publication)

**Example:** (Allen, 2006)

In the reference list:

Author or editor's surname, author or editor's initial. (year of publication) 'entry title' definition. Title of the dictionary or encyclopedia, volume number\*, edition\*. Place of publication: publisher.

\*if applicable

**Example:** Allen, R. (2006) 'Tedious' definition. Penguin Complete English Dictionary, Vol II, 2<sup>nd</sup> Edition, London: Penguin Books.

## Dictionary (Online)

---

Electronic copy of definitions of words.

In text:

(Editor surname or organization, year of publication)

**Example:** (Collins, 2022)

In the reference list:

Author or editor's surname, author or editor's initial. (year of publication) 'entry title' definition. Title of the dictionary. URL (date accessed)

**Example:** Collins (2022) 'Referencing' definition. Collins Dictionary.

<https://www.collinsdictionary.com/dictionary/english/reference> (accessed 27th July 2022)

## eBook

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Online/ eReader version of a book, some are published as eBooks only whereas not all books are available electronically.

In text:

Direct citation: (author's surname, year of publication, page number)

**Example:** (Scholz, 2013, p.168)

Indirect citations: (author's surname, year of publication)

**Example:** (Scholz, 2013)

In the reference list:

Author's surname, author's initial. (year of publication) Book title [online]. URL (accessed on date).

**Example:** Scholz, S. (2013) Feminism: A Beginner's Guide [online].

<http://search.ebscohost.com/login.aspx?direct=true&AuthType=sso&db=e900muk&AN=910739&site=eds-live&custid=s4189023> (accessed on 12<sup>th</sup> April 2019).

# Exhibition Catalogue/Gallery Brochure

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Booklet showing/ explaining each exhibit in a gallery.

In text:

(Author or curator's surname, year of publication)

**Example:** (Bray, 2015)

In the reference list:

Author or curator's surname, Author or curator's initial. (year of publication) *exhibition title*.  
Place of exhibition: name of the gallery or museum.

**Example:** Bray, X. (2015) *Goya: The Portraits*. London: The National Gallery.

## Film/DVD/Videotape

---

Video viewed in traditional format, NOT online.

In text:

(Title, year of publication) or (see fig. number)

**Example:** (Scott Pilgrim, 2010) or (see fig.1)

In the reference list

*Title*. (year of publication) Directed by director's first name and surname\* [medium]. Place of production: studio or production company.

\*for more than one add & followed by other director's first name and surname. For more than two add et al.

**Example:** *Scott Pilgrim vs. the World*. (2010) Directed by Edgar Wright [DVD]. Toronto: Universal Studios.

Label:

Fig. number *Title* (year of publication)

**Example:** Fig.1 *Scott Pilgrim* (2010)

In the list of illustrations:

For a list of illustration add the corresponding figure number.

**Example:** Figure 1. *Scott Pilgrim vs. the World*. (2010) Directed by Edgar Wright [DVD]. Toronto: Universal Studios.

# Government Publications

---

Documents published by government, usually found online.

In text:

(author's surname or organization name, year of publication)

**Example:** (Public Health England, 2021)

In the reference list:

Author's surname, Author's initial or organisation name. (year of publication) *title of the document*. URL (accessed on date).

**Example:** Public Health England. (2021) *Health profile for England 2021*.

<https://www.gov.uk/government/publications/health-profile-for-england-2021> (accessed 27th July 2022)

## Journal Article

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An article written based on a specific topic, published and printed in a physical journal.

In text:

Direct citation: (author's surname, year of publication, page number)

**Example:** (Greaf, 2016, p.655)

Indirect citation: (author's surname, year of publication)

**Example:** (Greaf, 2016)

In the reference list:

Author's surname, author's initial. (year of publication) 'Article title'. *Journal title* volume number (issue) page numbers.

**Example:** Greaf, C. (2016). 'Drag queens and gender identity'. *Journal of Gender Studies* 25(6) pp.655-665.

## Journal Article (Online)

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An article written based on a specific topic, published in a journal available online.

In text:

Direct citation: (author's surname, year of publication, page number)

**Example:** (House, 2015, p.935)

Indirect citations: (author's surname, year of publication)

**Example:** (House, 2015)

In the reference list:

Author's surname, author's initial. (year of publication) 'Article title' [online]. *Journal title* volume number (issue) page numbers. URL (accessed on date).

**Example:** House, M. (2015) 'Marvel v. Kirby: A Clash of Comic Book Titans in the Work Made for Hire Arena' [online]. *Berkeley Technology Law Journal* 30(1) pp.933-964.

<http://search.ebscohost.com/login.aspx?direct=true&AuthType=sso&db=edshol&AN=edsho.l.hein.journals.berktech30.26&site=eds-live&custid=s4189023> (accessed on 12<sup>th</sup> April 2019).

# Newspaper Article

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Article written based on current affairs or opinion, published and printed in a physical newspaper.

In text:

(Author's surname, year of publication)

**Example:** (Furness, 2019)

In the reference list:

Author's surname, Author's initial. (year of publication) 'article title'. *Newspaper title* issue date.

**Example:** Furness, H. (2019) 'Prince Harry announces 'positive enlightening and inclusive' Apple TV collaboration with Oprah Winfrey'. *The Telegraph*

# Newspaper Article (Online)

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Article written based on current affairs or opinion, published in a newspaper available online.

In text:

(Author's surname, year of publication)

**Example:** (Griffin, 2019)

In the reference list:

Author's surname, author's initial. (year of publication) 'Article title' [online]. *Journal title*. URL (accessed on date).

**Example:** Griffin, A. (2019) 'First ever photo of a black hole revealed by astronomers, changing our understanding of the entire universe' [online]. *The Independent*.

<https://www.independent.co.uk/life-style/gadgets-and-tech/news/black-hole-photo-image-first-space-astronomy-event-horizon-a8863436.html> (accessed on 12<sup>th</sup> April 2019).

# Photograph

---

Picture taken with a camera and printed.

In text:

(Photographer's surname, year of creation) or (see fig. number)

**Example:** (Spike, 2003) or (see fig.1)

In the reference list:

Photographer's surname, photographer's initial. (year of creation) 'title of photograph' [medium]. *Book title*. Place of publication: publisher.

**Example:** Spike, W. (2003) 'Dandelion flower bud' [Photograph; Transverse section through flower (inflorescence) bud of dandelion, viewed with a light microscope, solarized]. *Flowers*. London: Art Books Publishing Ltd.

Label:

Fig. number *Title* (year of creation)

**Example:** Fig.1 *Dandelion flower bud* (2003)

In the list of illustrations:

For a list of illustration add the corresponding figure number.

**Example:** Figure 1. Spike, W. (2003) 'Dandelion flower bud' [Photograph; Transverse section through flower (inflorescence) bud of dandelion, viewed with a light microscope, solarized]. *Flowers*. London: Art Books Publishing Ltd.

# Photograph (Online)

---

Picture taken with a camera and uploaded on the web.

In text:

(Photographer's surname, year of creation) or (see fig. number)

**Example:** (Robin, 2015) or (see fig.1)

In the reference list:

Photographer's surname, photographer's initial. (year of creation) *title of photograph* [medium]. URL (Accessed on date).

Example: Robin, A. (2015) *Laughing child in field* [Photograph].  
<http://images.wellcome.ac.uk> (accessed on 12<sup>th</sup> April 2019).

Label:

Fig. number *Title* (year of creation)

Example: Fig.1 *Laughing child in field* (2015)

In the list of illustrations:

For a list of illustration add the corresponding figure number.

Example: Figure 1. Robin, A. (2015) *Laughing child in field* [Photograph].  
<http://images.wellcome.ac.uk> (accessed on 12<sup>th</sup> April 2019).

# Picture (Online)

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Image created electronically and available online.

In text:

(author's surname, year of publication) or (see fig. number)

**Example:** (Arita, 1996) or (see fig.1)

In the reference list:

Artist's surname, artist's initial. (year of publication) *title* [media]. URL (accessed on date).

**Example:** Arita, M. (1996) *Pikachu* [Trading card]. <https://www.pokemon.com/us/pokemon-news/pokemon-creator-profile-mitsuhiro-arita/> (accessed on 12<sup>th</sup> April 2019).

Label:

Fig. number *Title* (year of publication)

**Example:** Fig.1 Pikachu (1996)

**In the list of illustrations:**

For a list of illustration add the corresponding figure number.

Example: Figure 1. Arita, M. (1996) *Pikachu* [Trading card].

<https://www.pokemon.com/us/pokemon-news/pokemon-creator-profile-mitsuhiro-arita/> (accessed on 12<sup>th</sup> April 2019).

# Podcast

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A digital audio file made available on the internet.

In text:

(Originator of the podcast, year of publication)

**Example:** (Parcast Network, 2018)

In the reference list:

Originator of the podcast. (year of distribution) *title of the podcast: title of the episode* [medium] date of the podcast. URL (Accessed on date).

**Example:** Parcast Network. (2018) *Conspiracy Theories: The Manhattan Project* [online] 12<sup>th</sup> December 2018. <https://www.parcast.com/conspiracy> (accessed on 12<sup>th</sup> April 2019).

# Regulations (Online)

---

Rules that define the bounds of legal behaviour – published by the Government.

In text:

(Name/title and year)

**Example:** (*The Education (Pupil Registration) (England) Regulations 2006*)

In the reference list:

Name/title and year (SI Year/Number). URL (accessed on date)

**Example:** *The Education (Pupil Registration) (England) Regulations 2006* (SI 2006/1655).  
<https://www.legislation.gov.uk/ukxi/2006/1751/contents> (accessed 8th December 2022)

# Religious Text

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Texts which various religions consider to be of central importance to their religious tradition.

In text:

(Chapter, number)

**Example:** (Genesis, 1:21)

In the reference list:

Chapter, number. *Title of the text*. Translation. Edition. Place of publication: Publisher.

**Example:** Genesis 1:21. *The Holy Bible*. King James. Revised edition. Penguin: London.

# Report

---

Document that presents account of something that one has observed, heard, done, or investigated for a specific audience/ purposed in an organised format.

In text:

Direct citation: (author's surname/reporting body, year of publication, page number)

**Example:** (London Assembly, 2018, p.43)

Indirect citations: (author's surname/reporting body, year of publication)

**Example:** (London Assembly, 2018)

In the reference list:

Author's surname, author's initial/reporting body. (year of publication) *title*, issuing organisation, report number.

**Example:** London Assembly. (2018) *Together transforming the lives of children and young people with special education needs and disabilities in London*, Education panel, 07/18.

# Report (Online)

---

Document that presents account of something that one has observed, heard, done, or investigated for a specific audience/ purposed in an organised format, available electronically.

In text:

Direct citation: (author's surname/reporting body, year of publication, page number)

**Example:** (OFSTED, 2019, p.30)

Indirect citations: (author's surname/reporting body, year of publication)

**Example:** (OFSTED, 2019)

In the reference list:

Author's surname, author's initial/reporting body. (year of publication) *title*, issuing organisation, report number. URL (accessed on date).

**Example:** OFSTED. (2019) *Safeguarding children and young people in education from knife crime*, OFSTED, 190005.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/785055/Knife\\_crime\\_safeguarding\\_children\\_and\\_young\\_people\\_110319.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/785055/Knife_crime_safeguarding_children_and_young_people_110319.pdf)

(accessed on 12<sup>th</sup> April 2019).

# Reviews

---

A critical appraisal of a film, book, play or other forms of recorded/ live entertainment, use with consideration that this is someone's opinion.

In text:

(author's surname, year of publication)

**Example:** (Beardsworth, 2000)

In the reference list:

Author's surname, Author's initial. (year of publication) 'title of the review'. Review of ..... Author/ director of work being reviewed. URL (accessed on date).

**Example:** Beardsworth, L. (2000) 'Moulin Rouge Review'. Review of Moulin Rouge. Baz

Luhrmann. <https://www.empireonline.com/movies/reviews/moulin-rouge-review/>

(accessed 27<sup>th</sup> July 2022)

# Secondary Reference

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Secondary referencing refers to a quotation found in a text not by the author of the text.  
Secondary referencing should be avoided if possible. If there is no other alternative, reference the material you have used.

## In text:

Direct citation: (Original author's surname, year of publication, cited in citing author's surname, year of publication: page number)

**Example:** (Foucault, 1978, cited in Sheridan, 1980, p. 138)

Indirect citations: (Original author's surname, year of publication, cited in citing author's surname, year of publication)

**Example:** (Foucault, 1978, cited in Sheridan, 1980)

## In the reference list:

Book - Author's surname, author's initial. (year of publication) *Book title*. Edition used\*.  
Place of publication: publisher.

\*if applicable

Journal (online) - Author's surname, author's initial. (year of publication) 'Article title' [online]. Journal title volume number (issue) page numbers. URL (accessed on date).

## **Example:**

Book - Sheridan, A. (1980) *Michel Foucault: The Will to Truth*. London: Tavistock Publications Ltd.

Journal (online) - House, M. (2015) 'Marvel v. Kirby: A Clash of Comic Book Titans in the Work Made for Hire Arena' [online]. Berkeley Technology Law Journal 30(1) pp.933-964. [http://search.ebscohost.com/login.aspx?direct=true&AuthType=sso&db=edshol&AN=e\\_dshol.hein.journals.berktech30.26&site=eds-live&custid=s4189023](http://search.ebscohost.com/login.aspx?direct=true&AuthType=sso&db=edshol&AN=e_dshol.hein.journals.berktech30.26&site=eds-live&custid=s4189023) (accessed on 12<sup>th</sup> April 2019).

# Script

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The written text of a play, film, or broadcast.

## In text:

(author's surname, year of publication)

**Example:** (Pinter, 1991)

## In the reference list:

Author's surname, Author's initial or organisation name. (year of publication) *title of the script*. Place of publication: Publisher.

**Example:** Pinter, Harold. (1991) *The Birthday Party*. London: Faber and Faber limited.

# Social Media Post

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Content shared on social media through a user's profile, use with consideration that this may be someone's opinion.

Some authors may choose to remain anonymous by using an alias. Use this instead of surname and initials if that is all that is available.

In text:

(Author of the post, year of publication)

**Example:** (American Library Association, 2019)

In the reference list:

Author of the post. (year of publication) Full post, date of post. URL (date accessed).

**Example:** American Library Association. (2019) Thank you, school librarians, for helping narrow the achievement gap!, 11<sup>th</sup> April.

<https://twitter.com/ALALibrary/status/1116503200046166018> (accessed 12<sup>th</sup> April 2019)

# Song Lyrics

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The words of a song or poem.

In text:

(Songwriter or composer's surname, year of publication)

**Example:** (Parton, 1980)

In the reference list:

Songwriter or composer's surname, Songwriter or composer's initial. (year of publication) *title of the song or score*. Album name. Place of publication: publisher.

**Example:** Parton, D. (1980) *9 to 5*. 9 to 5 and Odd Jobs. Nashville: RCA.

# Television/Radio Programme

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A programme broadcast on live television/ radio.

In text:

(Programme title: series number episode number, year of publication) or (see fig. number)

**Example:** (Love Island, S4E24, 2018) or (see fig.1)

In the reference list:

*Programme title: series number episode number.* (year of publication) name of the channel: transmission date (day.month.time).

**Example:** *Love Island: S4E24.* (2018) ITV2: 27<sup>th</sup> June. 19.00 hrs.

Label:

Fig. number *Title* (year of publication)

**Example:** Fig.1 *Love Island* (2018)

In the list of illustrations:

For a list of illustration add the corresponding figure number.

**Example:** Figure 1. *Love Island: S4E24.* (2018) ITV2: 27<sup>th</sup> June. 19.00 hrs.

# Television/Radio Programme (Online)

---

A programme electronically available after live broadcast via an on demand or streaming service such as iPlayer/ 4OD/ Netflix/ Amazon Prime.

In text:

(Programme title: series number episode number, year of publication) or (see fig. number)

**Example:** (Masterchef, S15E24, 2019) or (see fig.1)

In the reference list:

*Programme title: series number episode number.* (year of publication) name of the channel: transmission date (day.month.time). URL (accessed on date).

**Example:** *Masterchef: S15E24.* (2019) BBCOne: 29<sup>th</sup> March. 21.00 hrs.

Label:

Fig. number *Title* (year of publication)

**Example:** Fig.1 *Masterchef* (2019)

<https://www.bbc.co.uk/iplayer/episode/m0003mgd/masterchef-series-15-episode-24>

(accessed on 12<sup>th</sup> April).

In the list of illustrations:

For a list of illustration add the corresponding figure number.

**Example:** Figure 1. *Masterchef: S15E24.* (2019) BBCOne: 29<sup>th</sup> March. 21.00 hrs.

<https://www.bbc.co.uk/iplayer/episode/m0003mgd/masterchef-series-15-episode-24>

(accessed on 12<sup>th</sup> April).

# Translated Text (Unofficial Translation)

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A text published in a language other than English that has been translated by the reader/  
online translation program.

## In text:

Direct citation: (author's surname, year of publication, page number)

**Example:** (Goscinny, 1965, p.34)

Indirect citations: (author's surname, year of publication)

**Example:** (Goscinny, 1965)

## In the reference list:

If you have translated your source into English, reference it as indicated in this guide (depending on its type) and add (In original language) at the end of the bibliographic reference.

Author's surname, author's initial. (year of publication) *Book title*. Edition used\*. Place of publication: publisher (original language).

\*if applicable

**Example:** Goscinny, R. (1965) *Asterix chez les Bretons*. Paris: Dargaud (In French).

# Translated Text (Official Translation)

---

Official publication of a text published in a language other than English.

## In text:

Direct citation: (author's surname, year of publication, page number)

**Example:** (Goscinny, 1965, p.34)

Indirect citations: (author's surname, year of publication)

**Example:** (Goscinny, 1965)

## In the reference list:

Author's surname, author's initial. (year of publication) *Book title*. Translated by translator's first name and surname. Edition used\*. Place of publication: publisher.

\*if applicable

**Example:** Goscinny, R. (1965) *Asterix in Britain*. Translated by Anthea Bell. London: Orion.

# Video (Online)

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Video created and published by an amateur, typically uploaded into Youtube, Instagram or TikTok.

In text:

(Title of the video, year of production) or (see fig. number)

**Example:** (Super Mario Odyssey Review, 2017) or (see fig.1)

In the reference list:

*Title of the video*, episode, series [medium] Presenter, performer or producer's surname. Broadcasting channel (year of production) length of programme or clip. URL (accessed on date).

**Example:** *Super Mario Odyssey Review*, S6E34 [online video] Khalil. The Completionist (2017) 34mns. <https://www.youtube.com/watch?v=70pQfAsqVBg> (accessed on 12<sup>th</sup> April 2019).

Label:

Fig. number *Title* (year of publication)

**Example:** Fig.1 *Super Mario Odyssey Review* (2017)

In the list of illustrations:

For a list of illustration add the corresponding figure number.

**Example:** Figure 1. *Super Mario Odyssey Review*, S6E34 [online video] Khalil. The Completionist (2017) 34mns. <https://www.youtube.com/watch?v=70pQfAsqVBg> (accessed 12<sup>th</sup> April 2019).

# Website

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A set of related web pages located under a single domain name, typically produced by a single person or organisation.

In text:

(author's surname or organisation, year of publication)

**Example:** (NHS, 2019)

In the reference list:

Author's surname, Author's initial or organisation name. (year of publication) *title of the document*. URL (accessed on date).

**Example:** NHS. (2019) *Stress*. <https://www.nhs.uk/mental-health/feelings-symptoms-behaviours/feelings-and-symptoms/stress/> (accessed 27<sup>th</sup> July 2022).