

# 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 a member  
of the Learning Resources team, the HE academic support  
team or the lecturer who has given you the assignment.**

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# Referencing explained

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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 Department of Higher Education employs several methods to detect plagiarism when you submit work. You will submit work through a software called Turnitin, which 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 drawings, paintings, sculptures, and photography, as well as advertisements, 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 to avoid committing an academic offence.

### Artificial Intelligence (AI)

You may have seen media articles and videos about the rise of using artificial intelligence in education and research (e.g., ChatGPT). **These can be useful tools for research and study but must not be used to produce any part of your assessments and submitted as if your own work.**

When you submit a piece of work for assessment, you are required to declare that the work submitted is your own and has not been copied or reproduced from any other source, unless referenced accordingly.

**If any student is found to be submitting work as their own when it has been produced by any artificial intelligence software and not referenced accordingly, the College plagiarism procedure will be enacted.**

If you have any questions regarding plagiarism and referencing correctly, please ask your tutor for advice or guidance.

# 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 double quotation 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. This can occur in instances where an author has quoted a piece of text that is no longer available or cannot be accessed. Secondary referencing should be avoided where possible and the original text should be referenced instead.

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.

### [Search engines and referencing](#)

Research predominantly takes place online and search engines are used daily.

Search engines gather the information from multiple sites and shows you where to find materials, these should NOT be referenced. Always be sure to reference the direct webpage where the text you're using is displayed.

References should never include Bing, Google or any other search engine unless the research directly concerns them as a source. The same goes for ResearchGate and any other platform that gather research materials for you, instead reference the direct source.

If you're using Wikipedia for research purposes, this is another example of a website that gathers information from multiple sources. Scroll down the webpage of Wikipedia to find the relevant reference information for the direct source of the information obtained.

## 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 use the corporate author (organisation), e.g., BBC, TATE, NHS etc. (if applicable). If no author or organisation is found, consider whether the source is credible.

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

Consider the copyright © date. If there is no date use (n.d.) in its place. n.d stands for 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.

### 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.

### 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, consider whether the source is credible. **Bibliographical information shouldn't be difficult to find in reliable sources.**

### 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 physical copy and scanned as a PDF?

In this instance, reference the physical copy.

### Can I use abbreviations?

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

Then further in the essay: In direct opposition, OFSTED highlighted...

# Source List

## Archive material

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

### Information required

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

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.

Label: Fig. number *Title* (year of publication)

In the list of illustrations: For a list of illustration add the corresponding figure number before the full reference.

### Examples

In text: (Ray, 1940) or (see fig.1)

In the reference list: 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.

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

In the list of illustrations: Figure 1. 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.

## Artwork in exhibition

*The space in which art objects meet an audience, includes virtual galleries and exhibitions.*

### Information required

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

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.

Label: Fig. number *Title* (year of publication)

In the list of illustrations: For a list of illustration add the corresponding figure number before the full reference.

### Examples

In text: (Monet, 1916) or (see fig.1)

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

Label: Fig.1 *Les Nymphéas* (1916)

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

## Blog/Vlog

*Personal online journal/ video by individuals about a topic or experience published online. **Please check with your tutor if blog is an acceptable source to reference in your work.***

### Information required

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

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: date).

### Examples

In text: (Conrad, 2019)

In the reference list: 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: 12<sup>th</sup> April 2019).

## Book

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

### Information required

Direct in text citation: (Author's surname, year of publication, page number)

Indirect in text citation: (Author's surname, year of publication)

Reference list: Author's surname, authors initial. (year) *Title*. Edition. (if applicable) Place of publication: Publisher.

### Examples

Indirect citation: (Whitworth, 2009)

Direct citation: (Whitworth, 2009, p.34)

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

## Chapter/essay in book written by different authors

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

### Information needed

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

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

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.

### Examples

Direct in text citation: (Espin, 1996, p.56)

Indirect in text citation: (Espin, 1996)

In the reference list: 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)

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

### Information required

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

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

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)

### Examples

Direct in text citation: (Warnock, 2010, p.56)

Indirect in text citation: (Warnock, 2010)

In the reference list: 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

*Professional/ industry agreed guidelines that must be adhered to, such as school policies.*

***Where a placement requires, please anonymise the place of publication and organization, use style confidential sources for guidance.***

### Information required

In text: (Authors surname/ organisation, year)

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 date).

### Examples

In text: (Ministry of Justice, 2020)

In the reference list: 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)

## Computer game or program

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

### Information required

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

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

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

In the list of illustrations: For a list of illustration add the corresponding figure number.

### Examples

In text: (The Legend of Zelda: A Link to the Past, 1991)

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

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

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

## Conference paper

*A written document provided at a conference based on the presentation given.*

### Information required

In text: (Surname, conference year)

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

### Examples

In text: (Secker, 2015)

In the reference list: 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)

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

### Information needed

In text: (Surname, conference year)

In the reference list: Author's surname, Author's initial. (conference year) *title of the paper* [online]. Conference title place dates. URL (Accessed: date).

### Examples

In text: (Secker et al., 2010)

In the reference list: 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: 12<sup>th</sup> April 2019).

## Confidential sources

*You may need to refer to confidential material. For example, if you have access to an organisation's intranet whilst on placement and need to cite some of their documents.*

### Information required

In text: (placement school, year)

In the reference list: [Placement school] (year) *Title of the document*.

Location: [anonymised placement]. Unpublished (accessed date)

### Examples

In text: (Placement school, 2019)

In the reference list: [Placement school] (year) *Safeguarding form*. Essex: [anonymised school]. Unpublished (accessed 20<sup>th</sup> May 2023)

## Court case

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

### Information required

In text: (Name of the case, year of case)

In the reference list: 'Name of the case' (year). court, case number.

*Database or website* [Online]. URL (Accessed: date).

### Examples

In text: (Newby Foods Ltd v. Food Standards Agency, 2017)

In the reference list: '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).

## eBook

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

### Information required

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

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

In the reference list: Author's surname, author's initial. (year of publication) *Book title* [online]. URL (Accessed: date).

### Examples

Direct in text citation: (Scholz, 2013, p.168)

Indirect in text citation: (Scholz, 2013)

In the reference list: 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: 12<sup>th</sup> April 2019).

## Exhibition catalogue/gallery brochure

*Booklet showing/ explaining each exhibit in a gallery, also includes theatre programmes.*

### Information required

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

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.

### Examples

In text: (Bray, 2015)

In the reference list: Bray, X. (2015) *Goya: The Portraits*. London: The National Gallery.

## Film/DVD/videotape

Video viewed in traditional format, NOT online.

### Information required

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

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.

Label: Fig. number *Title* (year of publication)

In the list of illustrations: For a list of illustration add the corresponding figure number.

### Examples

In text: Fig.1 *Scott Pilgrim* (2010)

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

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

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

## Government publications

*Documents published by government, usually found online.*

### Information required

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

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

### Examples

In text: (Public Health England, 2021)

In the reference list: Public Health England. (2021) Health profile for England 2021. <https://www.gov.uk/government/publications/health-profile-for-england-2021> (accessed 27th July 2022)

## Image stored online

*Image created electronically and stored online. This can include logo's though they must be references as the original creation.*

### Information required

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

In the reference list: Artist's surname, artist's initial. (year of publication) title [media]. URL (Accessed: date).

Label: Fig. number *Title* (year of publication)

In the list of illustrations: For a list of illustration add the corresponding figure number.

### Examples

In text: (Arita, 1996) or (see fig.1)

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

Label: Fig.1 *Pikachu* (1996)

In the list of illustrations: Figure 1. Arita, M. (1996) *Pikachu* [Trading card]. <https://www.pokemon.com/us/pokemon-news/pokemon-creator-profile-mitsuhiro-arita/> (Accessed: 12<sup>th</sup> April 2019).



## Interview

*An interview is a structured conversation where one participant asks questions, and the other provides answers. This source can be typically used for interviews carried out for dissertation research purposes.*

### Information required

In text: (Interviewee last name, year)

In the reference list: Interviewee last name, initial. (year) 'Title of the interview'. Interview with interviewee. Interviewed by Interviewer *for title of publication*, date of interview.

### Examples

In text: (Riley, 2022)

In the reference list: Riley, B. (2022) 'The Life of Riley'. Interview with Bridget Riley. Interviewed by H. Potter *for The Daily Prophet*, 10<sup>th</sup> June 2022.

## Interview (online)

*An interview is a structured conversation where one participant asks questions, and the other provides answers. This source can be typically used for any interviews published online in either video format or written.*

### Information required

In text: (Interviewee last name, year)

In the reference list: Interviewee last name, initial. (year) 'Title of the interview'. Interview with interviewee. Interviewed by Interviewer *for title of publication*, date of interview. Available at: link (accessed date)

### Examples

In text: (Astley, 2022)

In the reference list: Astley, R. (2022) 'Alison Hammond Meets her Childhood Crush Rick Astley'. Interview with Rick Astley. Interviewed by A. Hammond *for This Morning*, 10<sup>th</sup> Dec 2020. Available at: <https://www.youtube.com/watch?v=SFu94-kaUco> (accessed 19<sup>th</sup> May 2023)

## Journal article

*An article written based on a specific topic, published and printed in a physical journal. Includes printed articles that have been scanned as a PDF.*

### Information required

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

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

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

### Examples

Direct in text citation: (Greaf, 2016, p.655)

Indirect in text citation: (Greaf, 2016)

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

## Journal article (online)

An article written based on a specific topic, published in a journal available online.  
Exclusively journals available online. For scanned copies of PDFs, see Journal Article.

### Information required

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

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

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: date).

### Examples

Direct in text citation: (House, 2015, p.935)

Indirect in text citation: (House, 2015)

In the reference list: 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=edshol.hein.journals.berktech30.26&site=eds-live&custid=s4189023> (Accessed: 12<sup>th</sup> April 2019).

## Legislation

*'Legislation' is the term used to describe the main laws passed by the legislative bodies of the UK e.g. Acts of the UK Parliament, Scottish Parliament, Welsh Parliament and Northern Ireland Assembly. It also includes Acts passed by historical parliaments.*

### Information required

In text: (Name of the Act year of publication)

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

### Examples

In text: (Food Act 1984)

In the reference list: Food Act 1984 Elizabeth II. Ch. 8. London: HMSO.

## Live performance

*Live performance is a term that covers various forms of artistic expression performed by live actors in person. Live performances can include plays, musicals, concerts, operas and dances.*

### Information required

In text: (Composer, playwright or choreographer last name, year)

In the reference list: Composer, playwright or choreographer last name, initial. (year of first public performance) Title of performance directed by directors name. Location of performance, date seen.

### Examples

In text: (Hammerstein and Rogers, 2023)

In the reference list: Hammerstein, O and Rogers, R. (2023) Oklahoma! directed by Daniel Fish. Wyndhams theatre, 28<sup>th</sup> June 2023.

## Music

Music downloads and streams are available from a range of different websites including Spotify, YouTube, Tidal, Qobuz, Primephonic, Amazon Music, Apple Music, SoundCloud, Deezer and iTunes.

### Information required

In text: (Artist, year)

In the reference list: Artist name (year) Title of song/ track. *Title of the album*. Available at name of streaming service (accessed date)

### Examples

In text: (Sayer, 1976)

In the reference list: Sayer, L (1976) You make me feel like dancing. Endless Flight. Available at Spotify (accessed 19<sup>th</sup> July 2023)

## Newspaper article

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

### Information required

In text: (Author's surname, year of publication)

In the reference list: Author's surname, Author's initial. (year of publication) 'article title'. *Newspaper title* issue date.

### Examples

In text: (Furness, 2019)

In the reference list: Furness, H. (2019) 'Prince Harry announces 'positive enlightening and inclusive' Apple TV collaboration with Oprah Winfrey'. *The Telegraph* 10<sup>th</sup> April 2019.

## Newspaper article (online)

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

### Information required

In text: (Author's surname, year of publication)

In the reference list: Author's surname, author's initial. (year of publication) 'Article title' [online]. *Journal title*. URL (Accessed: date).

### Examples

In text: (Griffin, 2019)

In the reference list: 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: 12<sup>th</sup> April 2019).

## Personal communications

*Written communication includes any written document, handwritten or word processed, including emails, letters, instant messages, social media direct messages and memos.*

### Information required

In text: (Sender, speaker or author, year)

In the reference list: Sender, speaker or author, initial (year) Medium of conversation to receiver of communication date of communication.

### Examples

In text: (Smith, year)

In the reference list: Smith, J. (1995) Letter to Miriam Margoyles, 9<sup>th</sup> June.

# Photograph

*Picture taken with a camera and printed.*

## Information required

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

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

Label: Fig. number *Title* (year of creation)

In the list of illustrations: For a list of illustration add the corresponding figure number.

## Examples

In text: (Spike, 2003) or (see fig.1)

In the reference list: 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.1 *Dandelion flower bud* (2003)

In the list of illustrations: 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.*

### Information required

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

In the reference list: Photographer's surname, photographer's initial. (year of creation) *title of photograph* [medium]. URL (Accessed: date).

Label: Fig. number *Title* (year of creation)

In the list of illustrations: For a list of illustration add the corresponding figure number.

### Examples

In text: (Robin, 2015) or (see fig.1)

In the reference list: Robin, A. (2015) *Laughing child in field* [Photograph]. <http://images.wellcome.ac.uk> (Accessed: 12<sup>th</sup> April 2019).

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

In the list of illustrations: Figure 1. Robin, A. (2015) *Laughing child in field* [Photograph]. <http://images.wellcome.ac.uk> (Accessed: 12<sup>th</sup> April 2019).

## Podcast

*A digital audio file made available on the internet.*

### Information required

In text: (Originator of the podcast, year of publication)

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: date).

### Examples

In text: (Parcast Network, 2018)

In the reference list: Parcast Network. (2018) *Conspiracy Theories: The Manhattan Project* [online] 12<sup>th</sup> December 2018.

<https://www.parcas.com/conspiracy> (Accessed: 12<sup>th</sup> April 2019).



## Regulations (online)

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

### Information required

In text: (Name/title and year)

In the reference list: Name/title and year (SI Year/Number). URL (accessed on date)

### Examples

In text: (The Education (Pupil Registration) (England) Regulations 2006)

In the reference list: 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

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

### Information required

In text: (Chapter, number)

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

### Examples

In text: (Genesis, 1:21)

In the reference list: 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.*

### Information required

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

Indirect in text citation: (author's surname/reporting body, year of publication)

In the reference list: Author's surname, authors initial or reporting body. (year) *Title*. Issuing organisation, Report number.

### Examples

Direct in text citation: (London Assembly, 2018, p.43)

Indirect in text citation: (London Assembly, 2018)

In the reference list: (1) 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.*

### Information required

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

Indirect in text citation: (author's surname/reporting body, year of publication)

In the reference list: Author's surname, author's initial/reporting body. (year of publication) *title*, issuing organisation, report number. URL (Accessed: date).

### Examples

Direct in text citation: (OFSTED, 2019, p.30)

Indirect in text citation: (OFSTED, 2019)

In the reference list: 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: 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.*

### Information required

In text: (author's surname, year of publication)

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: date).

### Examples

In text: (Beardsworth, 2000)

In the reference list: 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)

## Script

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

### Information required

In text: (author's surname, year of publication)

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

### Examples

In text: (Pinter, 1991)

In the reference list: Pinter, Harold. (1991) *The Birthday Party*. London: Faber and Faber limited.

## Secondary reference

*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.**

### Information required

In text:

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

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

In the reference list (book):

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

\*if applicable

In the reference list (journal online):

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

### Examples

Direct in text citation: (Foucault, 1978, cited in Sheridan, 1980, p. 138)

Indirect in text citation: (Foucault, 1978, cited in Sheridan, 1980)

In the reference list (book):

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

In the reference list (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=edshol.hein.journals.berktech30.26&site=eds-live&custid=s4189023> (Accessed: 12<sup>th</sup> April 2019).

## Social media post

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

### Information required

In text: (Author of the post, year of publication)

In the reference list: Author of the post. (year of publication) Full post, date of post. URL (date accessed).

### Examples

In text: (American Library Association, 2019)

In the reference list: 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)

*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.*

## Song lyrics

*The words of a song.*

### Information required

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

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.

### Examples

In text: (Parton, 1980)

In the reference list: Parton, D. (1980) *9 to 5. 9 to 5 and Odd Jobs*. Nashville: RCA.

## Television/Radio programme

*A programme broadcast on live television/ radio.*

### Information required

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

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

Label: Fig. number *Title* (year of publication)

In the list of illustrations: For a list of illustration add the corresponding figure number.

### Examples

In text: (Love Island, S4E24, 2018) or (see fig.1)

In the reference list: *Love Island: S4E24.* (2018) ITV2: 27<sup>th</sup> June. 19.00 hrs.

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

In the list of illustrations: 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/ ITX/ Netflix/ Amazon Prime.

### Information needed

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

In the reference list: *Programme title: series number episode number.* (year of publication) name of the channel: transmission date. URL (Accessed: date).

Label: Fig. number *Title* (year of publication)

In the list of illustrations: For a list of illustration add the corresponding figure number.

### Examples

In text citations: (Masterchef, S15E24, 2019) or (see fig.1)

In the reference list: *Black Mirror: S3E1.* (2016) Netflix: 21<sup>st</sup> October. 00:00 hrs. <https://www.netflix.com/gb/title/70264888> (accessed 19th July 2023)

Label: Fig.1 *Black Mirror* (2016)

<https://www.netflix.com/gb/title/70264888> (accessed 19th July 2023).

In the list of illustrations: Figure 1. *Black Mirror: S3E1.* (2019) Netflix: 21<sup>st</sup> October. 00.00 hrs. <https://www.netflix.com/gb/title/70264888> (accessed 19th July 2023).



## Translated text (official translation)

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

### Information required

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

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

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

### Examples

Direct in text citation: (Goscinnny, 1965, p.34)

Indirect in text citation: (Goscinnny, 1965)

In the reference list: Goscinnny, R. (1965) *Asterix in Britain*. Translated by Anthea Bell. London: Orion.

## Translated text (unofficial translation)

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

### Information required

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

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

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.

### Examples

Direct in text citation: (Goscinnny, 1965, p.34)

Indirect in text citation: (Goscinnny, 1965)

In the reference list: Goscinnny, R. (1965) *Asterix chez les Bretons*. Paris: Dargaud (In French).

## Video (online)

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

### Information required

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

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: date).

Label: Fig. number *Title* (year of publication)

In the list of illustrations: For a list of illustration add the corresponding figure number.

### Examples

In text: (Super Mario Odyssey Review, 2017) or (see fig.1)

In the reference list: *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).

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

In the list of illustrations: 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

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

### Information required

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

In the reference list: Author's surname, Author's initial or organisation name. (year of publication) *title of the webpage*. URL (Accessed: date).

### Examples

In text: (NHS, 2019)

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

This Referencing Handbook was created by the Learning Resources team and is approved by the HE Curriculum and Quality committee. If you have any concerns or comments about the guide or this style of referencing, please contact [learningresources@southessex.ac.uk](mailto:learningresources@southessex.ac.uk).