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Harvard LJMU Referencing Guide

When writing up your project/assignment it is important that you provide details of the various resources you have consulted. You need to use a recognised referencing system. This is a quick guide giving examples of resources and how to reference in the Harvard LJMU style.

This guide provides basic examples of how to reference and how to display a citation in a paragraph, it is not a guide to academic writing, grammar or sentence structure.

Please Note: always check with your programme leader, module handbook or school as to what referencing style should be used.

Quick access to examples:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

If you cannot find what you are looking for here on the contents page, you may be able to find it by pressing Ctrl and F on your keyboard to call up the Find box and typing in the word or phrase.

Section One: Why Reference? 7

What is referencing? **7**

When do you need to give a reference? **8**

Why should you reference? **8**

When do you not need to give a reference? **8**

Bibliography and Refence list – what is the differnce? **9**

Section Two: Quotations and Paraphrasing 9

General Points about Quotations **9**

Short quotations **10**

Long quotations 10

Quotes: webpages/websites 10

Quotes: audio/visual materials **11**
Quote for Film/Screen School student: 11
Author quoting another person (Secondary Reference) 11

Paraphrasing **11**

Section Three: Authors 12

Some general points about authors **12**
One Author 12
Two Authors 12
Three Authors 13
Four or more Authors 13
Edited by or compiled by 13
No Author 13
Organisation/Society/Government Department 14
Anonymity in the interests of Confidentiality 14
Same Author Different Years 14
Same Author Same Year 15
Same Last Name and Year but Different Authors 16
Citing Multiple Sources/Authors 16
References read about in other publications (Secondary sources/references) 16

Section Four: Compiling a Reference List 17

Reference List **17**

Section Five: A-Z list of sample references 18

Abbreviating/Abbreviations **18**

Acts of Parliament/Bill **18**
Acts – non-UK legislation 19
Advanced Publication/Advanced Access Journal Articles 19

Advertisements **19**

AI Software **19**

Amended or updated old texts **19**

Anonymity in the interests of Confidentiality **20**

Apps **20**

Authors **20**

Blogs **21**
Newspaper blogs 21

Books **21**

One Author 22
Two Authors 22
Three Authors 22
Four or more Authors 22
Books Edited by or Compiled by 23
No Author 23
Items by an Organisation/Society/Government Department 23
Anonymising 24

Book Chapters 24
Chapter from Edited Book 24
Chapter from an Edited Book online 24
Chapter online- PDF 25

Book Editions 25
Revised, Reissue, Updated or Classic Editions 26
Amended Editions 26
Translated Editions: 26

British Standards 26
Print 26
Electronic 26

Brochure 27

Case Studies 27

CDs 27

Chapters 28
Chapter from an Edited Book 28
Chapter from an Edited Book online 28
Chapter online - single chapter PDF 29
Chapter online - Thesis/Dissertation 29

Command Papers 29

Computer Programs/software 29

Conference Papers/Proceedings 30

Confidentiality 31

Conversations 31

Court cases 31

Dance Performances from a collection on a DVD 32

Dictionary definitions 32

Drug Monograph 32

DVDs/CDs **32**
DVDs for Film/Screen School Students only 32

eBooks **33**

Editions **34**

Edited Book **34**

Email messages **34**

Excel Spreadsheet **34**

Extracts **35**
Extracts from a CD/DVD/Film/Video 35
Extracts from a Film for Film/Screen School Students only 35
Extracts from a journal article online 35
Extract from a thesis/dissertation online 36

Films **36**
Films for Film/Screen School Students only 36

Government Reports **36**

Graphs and Tables **36**

Guests/Visiting speakers from a commercial company **37**

House of Commons Briefing Paper **37**

Images **37**
Image from a book 37
Images from Microsoft Office: PowerPoint stock images 37
Images online 38
Images – online no author accredited 38
Images online – no title 38
Images- your own photographs/drawings 38
Images from social media 39

Industry/Trade Magazines or Publications Articles **39**

Infographics **40**

Interviews **40**
Email interview 40
Face-to-Face interviews 40
Radio interviews 40
TV interviews 41
Video Interviews – non TV/Radio 41

Journal Articles **41**
Journal Articles - Advanced Access/Publication 42
Journal Articles: electronic details 42

Web address/weblink: ... 42
Full DOI weblink: ... 43
DOI:... 43
Journal Articles: database link... 43
Journal Articles: no volume, issue or page details – missing details ... 44
Journal Articles: no volume numbers with seasons and pages ... 45
Journal Articles: only one page number ... 45
Journal Articles: article number and no pages ... 46
Journal Articles: editorials ... 47
Journal Articles: extract... 47
Journal Articles: no identifiable author ... 47
Journal article: no page numbers ... 47

Law for non-law students ... 48
Act of Parliament Bills ... 48
Hansard ... 48
Whole debate/record:... 48
Written Statement: ... 49
Law Case/Court Cases ... 49
Law Commission Report ... 49

Lectures ... 50

Letters ... 50

Live Performances ... 50
Dance... 50
Concert ... 50

Maps ... 51

Marketing Reports ... 51

Memo/Memoranda ... 51

Monograph: Drug ... 51

MP3s ... 51
MP3 Single Track from a compilation album ... 52

Multi-volume works ... 52

Music Compilation - single tracks ... 52

National Curriculum documents ... 53

Newspaper Articles ... 53
Online/Electronic copy ... 53
Print copy ... 54
News Websites ... 54

No year/publication date ... 55

No volume details/pages **55**

Observation **55**

Online Chapter PDF **55**
Online chapter – Thesis/Dissertation 55

Online Documents/PDFs **55**

Online Video **56**

Paintings **56**

Parliament: Hansard Speech or Debate **56**

PDFs available online **57**

Personal Diary/Journal **57**

Photographs **57**

Podcasts **57**

PowerPoints **58**
PowerPoint from lectures 58
PowerPoint from a conference - online 58
PowerPoint Microsoft Stock images 58

Press Releases **59**

Radio Programmes **59**

Religious Texts **59**
Print: 59
Online: 59

Reports **60**
Education Reports 60
Government Department Reports 61
Government Research Report 61
House of Commons Report 61
Law Commission Reports 61
Marketing Report- Mintel 61
Ofsted 62
School Inspections 62
Reports – referencing an article from an edited report 62

Secondary Sources/References **62**
Secondary References to abstracts 63

Social Media **64**
Image on social media 64

Software **64**

Speeches **64**
Online speech 64
Visiting speaker from a particular company 64

Statutory Instruments (SI) **65**

Tables and Graphs **65**

Theses/Dissertations **65**
Thesis/Dissertation- online chapter 65

Translations of old texts **66**

TV Programmes **66**

Unpublished Works **66**

Updated/Amended old texts **66**

Videos available online **66**
Kanopy videos 67

Webinar **67**

Webpages/websites **67**
PDFs on a webpage 68
Webpage articles 68

Year missing **69**

YouTube Videos **69**

Section One: Why Reference?

When writing up an assignment it is important that you provide details of the various resources you have consulted. You need to use a recognised referencing system.

The **Harvard LJMU** is the one used most frequently in LJMU, this guide will help you learn how it works.

What is referencing?

Referencing is the **acknowledgement** of all the sources that you have referred to (cited) in your assignments. There are two parts to referencing:

- **Citation:** Brief details of each source are 'cited' in the **body of your text** to argue, support, explain key points

- **Reference:** Full publication details for each source are provided in a **reference list** at the end

When do you need to give a reference?

- if you quote the exact words of another author
- if you paraphrase or summarise a passage by another author
- if you use an idea or material based directly on the work of another author

Why should you reference?

- it enables you to find an item you have previously consulted
- it allows you to pass on to a friend or colleague details of an item that you have consulted, secure in the knowledge that he/she will be able to trace it easily
- it helps the reader understand how you have reached your conclusions
- to avoid accusations of plagiarism
- it enables you to identify the sources of quotes

Referencing involves inserting brief details, usually the item's author's last name and year of publication within round brackets, for example: (Neville, 2009) or Neville (2009), at the appropriate point in your text and full details of the item in a reference list at the end of your work. The entry in the reference list for Neville's book would be:

Neville, C. (2009) *How to improve your assignment results.* Maidenhead: Open University Press.

Before submitting an assignment, check that your reference list includes accurate and full details of all the items you refer to in the assignment.

When do you not need to give a reference?

In all academic and professional fields some ideas are regarded as "common knowledge" and do not need to be referenced.

Pears and Shields (2010, p.2) define common knowledge as "facts, dates, events and information that are expected to be known by someone studying or working in a particular field". They suggest that students who are unsure whether "the material you want to use in your assignment constitutes common knowledge, … need to ask … the following questions:

- Did I know this information before I started my course?
- Did this information/idea come from my own brain?

If the answer to either or both of these questions is "No", then the information is not common knowledge. In these cases, you need to cite and reference your source(s)" (2010, p.3).

Bibliography and Refence list – what is the differnce?
Some people use these terms synonymously. However, according to the British Standards Institution: "a bibliography identifies books and articles relevant to the text; it is not restricted to items cited in the text... A list of references is confined to publications cited in the text" (BSI, 2000 p.16).

Some terms you may come across:

Bibliography: a list of sources you have consulted during your research

Citation: an in-text reference to an author/source

Direct Quotation: the actual words used by the author – exact starting page number is required in the citation

Ellipsis: using 3 dots within a quotation to show there are missing/omitted words

Et al: Latin for "and others" this is used in citations to items by more than three authors

Ibid: means "as mentioned directly above." You can use it when you are citing an author for a second time, if you have not cited another item in between. **Not used in Harvard system**

Indirect Quotation: paraphrasing or altering slightly an author's words

Op.cit: means "work already cited in a different part of the text." **Not used in Harvard system**.

Paraphrasing: altering an author's words to your own, you must cite the original source, but page numbers are **not** required

Reference List: list of sources you have referred to in your assignment

Sic: between square brackets, for example: **[sic]** after a quotation indicates that any spelling mistakes or grammatical errors are not yours

Section Two: Quotations and Paraphrasing

General Points about Quotations
A quotation helps you support an argument and illustrate the range of your research. Before including a quotation, consider whether it is relevant. It is important that a quotation is easily identifiable as such and accompanied by a page number.

Page numbers for quotes can be presented in several ways, using a comma after the year or a colon, for example:

Titmuss (1958, p.51) or Titmuss (1958 p.51) or Titmuss (1958: 51)

(Titmuss, 1958, p.51) or (Titmuss, 1958 p.51) or (Titmuss, 1958: 51)

Choose one of these styles and use it consistently.

Please Note: you should always check with your programme leader, module handbook or school to ensure what referencing style should be used.

Short quotations
Quotation of three lines or less are enclosed in quotation marks and included in the body of the essay, for example:

"Occupational welfare includes those benefits that accrue to wage and salary earners over and above their pay, including those referred to as fringe benefits" (Titmuss, 1958 p.51).

Long quotations
We recommend that longer quotations are indented (they can be enclosed in inverted commas, but it is not necessary) and presented in singleline- spacing, for example:

Titmuss (1958, p.51) illustrates this occupational division of welfare with the following examples:

> pensions for employees, wives and dependents; child allowances; death duties; health and welfare services; personal expenses for travel, entertainment, dress and equipment; meal vouchers; motor cars and season tickets ... and an incalculable variety of benefits in kind ranging from obvious forms of realisable goods to the most intangible forms of amenity.

Or

> pensions for employees, wives and dependents; child allowances; death duties; health and welfare services; personal expenses for travel, entertainment, dress and equipment; meal vouchers; motor cars and season tickets ... and an incalculable variety of benefits in kind ranging from obvious forms of realisable goods to the most intangible forms of amenity (Titmuss, 1958 p.51).

Quotes: webpages/websites
If you want to quote from a website, use the paragraph number or line number to pinpoint the information:

According to Bebbington and Parkinson (2012, para.4) "opportunities are deteriorating for children to experiment with different and lesser known sports".

Cited as: GOV.UK (2016, para.4) or (GOV.UK, 2016 para.4) or (GOV.UK, 2016, para.4)

GOV.UK (2016, line 10) or (GOV.UK, 2016 line 10) or (GOV.UK, 2016, line 10)

Always reproduce quotations **exactly**, including their punctuation. You should even reproduce any spelling or grammatical errors from the original. Insert [sic] immediately afterwards to indicate that the error was made in the original and not as you were transcribing it.

You may make **alterations or additions to a quoted passage** to help your reader's comprehension or to fit the quotation neatly into your sentence or paragraph. Enclose any words that you add in square brackets [ ] and insert three dots ... to indicate anything you have removed.

Quotes: audio/visual materials

Audio/visual materials such as podcasts, YouTube videos, DVD etc, use the 24-hour clock to pinpoint the location, for example:

Million Dollar Baby (2005: 00:04:30) or (Million Dollar Baby, 2005: 00:04:30)

Quote for Film/Screen School student:

You may want to **quote a specific part** from the DVD/film – use the Director as the author and the 24-hour clock to indicate the starting point. For example:

Into the Wild (Penn, 2007: 00:25:35) or In Penn's (2007: 00:25:35) film *Into the Wild*

Author quoting another person (Secondary Reference)

Author (year) Name of person quoting. *Name of the Website/Newspaper* [online]
Available at:
[Accessed: date]

Cited as: Person quoting (quoted in Author, year)

Robinson, J. (2011) Eric Schmidt, chairman of Google, condemns British education system. *The Guardian* [online], 26th August 2011
Available at: http://www.theguardian.com/technology/2011/aug/26/eric-schmidt-chairman-google-education
[Accessed: 18th October 2016]

Schmidt (quoted in Robinson, 2011 para.12) declared "I was flabbergasted to learn that today computer science isn't even taught as standard in UK schools."

Paraphrasing

This is when you use your own word to express an author's words, ideas or concept. You still need to acknowledge that author with a citation, but **you do not need a page number**, for example:

Developing a natural conversational style to an interview takes time (Charmaz, 2014), so time should…

Addison (2010) suggest that the ability to create imaginative and original art…

Please Note: LBS students (not Events or Tourism): When paraphrasing you may be required to include page numbers, please check with your tutor.

Section Three: Authors

Some general points about authors

If you can identify the name of a person/accredited with the creation of an item, that is who you should regard as its author. Reference authors under their last name followed by their initials (not their full name/s) and without any titles or qualifications. For example:

Professor Stephen W. Hawking would be: Hawking, S.W.

In your paragraph/text they are cited (referred to) by just their last name followed by the year, so Stephen Hawking would be cited as: Hawking (1988) or (Hawking, 1988)

All the authors credited should be included in the reference and listed in the order in which they appear on the title page.

Edited publications need to include an abbreviation to identify the editor(s). For example:

Edited by Geoffrey Campbell-Platt would be: Campbell-Platt, G. (ed.)

Cited as: Campbell-Platt (2012) or (Campbell-Platt, 2012)

Publications written by an organisation or society, where there is no named person, treat the organisation/society as the author. For example:

Cited as: Joseph Rowntree Foundation (2014) or (Joseph Rowntree Foundation, 2014)

One Author

Cottrell, S. (2019) *The study skills handbook*. 5th ed. London: Red Globe Press.

Cited as: Cottrell (2019) or (Cottrell, 2019)

Quotations should be followed by a page number, for example: Gottfried (1983, p.45) or (Gottfried, 1983 p.45). See Section 2 above for more details.

Two Authors

Gopee, N. and Galloway, J. (2017) *Leadership and healthcare*. 3rd ed. London: Sage.

Cited as: Gopee and Galloway (2017) or (Gopee and Galloway, 2017)

Quotations should be followed by a page number, for example: Gopee and Galloway (2017, p.89) or (Gopee and Galloway, 2017p.89). See Section 2 above for more details.

Three Authors

Field, K., Holden, P. and Lawlor, H. (2000) *Effective subject leadership*. London: Routledge Falmer.

Cited as: Field, Holden and Lawlor (2000) or (Field, Holden and Lawlor, 2000)

Quotations should be followed by a page number, for example: Field, Holden and Lawlor (2000, p.55) or (Field, Holden and Lawlor, 2000 p.55). See Section 2 above for more details.

Edwards, C.P., Gandini, L. and Forman, G.E. (2012) *The hundred languages of children: the Reggio Emilia experience in transformation*. 3rd ed. Santa Barbara: Praeger.

Cited as: Edwards, Gandini and Forman (2012) or (Edwards, Gandini and Forman, 2012)

Quotations should be followed by a page number, for example: Edwards, Gandini and Forman (2012, p.36) or (Edwards, Gandini and Forman, 2012 p.36). See Section 2 above for more details.

Four or more Authors

If a publication has more than three authors, give **all** the authors' names in the full reference in the order in which they are listed in the item:

Nemeth, E., Snyder, G., Hein, T., Whaley, B. and Mackin, D. (2018) *Unix and Linux system administration handbook*. 5th ed. Boston: Addison-Wesley.

In your assignment, give just the name of the first author followed by et al. (Latin for and others) in your citation.

Cited as: Nemeth et al. (2005) or (Nemeth et al., 2005)

Quotations should be followed by a page number, for example: Nemeth et al. (2005, p.21) or (Nemeth et al., 2005 p.21). See Section 2 above for more details.

Edited by or compiled by

Treat the editor or compiler of a work in the same way as an author and indicate his/her function in brackets, for example: (ed.), (comp.) in the full reference but not in the text.

Ghebre-Sellassie, I., Martin, C., Zhang, F. and DiNunzio, J. (eds.) (2018) *Pharmaceutical extrusion technology*. 2nd ed. Boca Raton: CRC Press.

Cited as: Ghebre-Sellassie et al. (2018) or (Ghebre-Sellassie et al., 2018)

Quotations should be followed by a page number, for example: Ghebre-Sellassie et al (2018, p.22) or (Ghebre-Sellassie et al., 2018 p.22). See Section 2 above for more details.

No Author

If it is unclear who the author is, for example, a dictionary, use the title. This would normally then be referred to by the title in the text and in the reference list:

Encarta Concise English Dictionary (2001) London: Bloomsbury.

Cited as: Encarta Concise English Dictionary (2001) or (Encarta Concise English Dictionary, 2001)

Quotations should be followed by a page number, for example: Encarta Concise English Dictionary (2001, p.22) or (Encarta Concise English Dictionary, 2001 p.22). See Section 2 above for more details.

Organisation/Society/Government Department
A publication where no individual/person is accredited as the author should be referenced using the name of the organisation/society or Government department. For example:

Royal College of Nursing (2023*) Accountability and delegation: your pocket guide* [online] Available at: https://www.rcn.org.uk/Professional-Development/Accountability-and-delegation [Accessed: 9th November 2023]

If the organisation/society/department is well known by an acronym or initials, the first time you cite them use the full name followed by its abbreviated name in brackets, for example:

> …In its updated guidance on the topic the Royal College of Nursing (RCN) (2023) now recommends …

If you need to refer to the organisation again, refer to it by its abbreviated name, RCN (2023) or (RCN, 2023). **Use the full name of the organisation in your reference list.**

Quotations should be followed by a page number, for example: Royal College of Nursing (RCN) (2012, p.4) or (Royal College of Nursing (RCN), 2023 p.4). See Section 2 above for more details.

Anonymity in the interests of Confidentiality
You may sometimes need to withhold names to preserve confidentiality - such as on school or hospital placements:

Hospital A (Name withheld, 2021) *Title of the document*

School A (Name withheld, 2014) *Name of the Policy/website*

Ofsted (year) *Inspection under Section 9 of the Education (Schools) Act 1994: School A (Name Withheld)*

Cited as: Hospital A (Name withheld, 2021)
School A (Name withheld, 2014)
Ofsted (year)

Same Author Different Years
List works by the same author published in different years in chronological order (earliest first) in your reference list.

Blume, J. (1979) *It's not the end of the world*. London: Heinemann.

Blume, J. (1989) *Just as long as we're together*. London: Chivers.

Blume, J. (1993) *Here's to you, Rachel Robinson*. London: Heinemann.

If you want to cite them together then it would be: Blume (1979; 1989; 1993) or (Blume, 1979; 1989; 1993)

Lareau, A. (2003) *Unequal childhoods: class, race and family life*. London: University of California Press.

Lareau, A. (2015) Cultural knowledge and social inequality. *Behaviour Modification,* v.39 (1), pp.1-27.

Cited at the same time as: Lareau (2003; 2015) or (Lareau, 2003; 2015)

Same Author Same Year

If you refer to more than one work by an author published in the same year, add a lower-case letter in alphabetical order to the references after the year to differentiate between them.

Capel, S. (2010a) *Learning to teach in the secondary school: a companion to school experience*. 4th ed. Abington: Routledge.

Capel, S. (2010b) *Learning to teach physical education in the secondary school: a companion to school experience*. 3rd ed. Abington: Routledge.

Cited as: Capel (2010a) or (Capel, 2010a) (Capel, 2010b) or (Capel, 2010b)

Cited at the same time: Capel (2010a; 2010b) or (Capel, 2010a; 2010b)

Quotes need a page number see Section 2 for more details. for example: Capel (2010a, p.25) or (Capel, 2010a p.25)

To cite more than one source by the same author at the same point in your text, put them in **chronological order** – earliest first.

Lareau, A. (2003) *Unequal childhoods: class, race and family life*. London: University of California Press.

Lareau, A. (2015) Cultural knowledge and social inequality. *Behaviour Modification,* v.39 (1), pp.1-27.

Cited as: Lareau (2003; 2015) or (Lareau, 2003; 2015)

Same Last Name and Year but Different Authors

If you are referring to items by different authors with the same last name published in the same year include their initial to distinguish between them, for example:

(M. Smith, 2009) and (V. Smith, 2009) (P. Burgess, 2020) and (L. Burgess, 2020)

Citing in the text:

P. Burgess (2020) argues

It was argued (P. Burgess, 2020)

Citing Multiple Sources/Authors

If you refer to more than one item at the same point in your text, list the items in order of publication date (earliest first), for example:

Several studies (Robinson, 1997; Jones, 2003; Patel, 2006)

References read about in other publications (Secondary sources/references)

You may want to cite a work which you have seen cited by another author. If you have not read the original work, this is called a secondary source/reference. The citation for this work should include both the author of the work you have read and the one you have not read. In your reference list provide full details of the item which you have read.

For example: You read a book by Jones and on p.24 Jones has cited Smith, 1993. In your reference list you put the details of the book **you have read**, in this case Jones. You reference would be:

Jones, R. (2003) *Social change and educational reform*. London: Routledge.

In your text you need to include both Jones and Smith:

Cited as: Smith (1993 cited in Jones, 2003 p.24) or (Smith, 1993 cited in Jones, 2003 p.24)

Your reader knows that they need to go to p.24 of Jones' book and they will see what you read about Smith.

You read a journal article by Tembrioti and Trangaridou published in 2013 and on p.5 they cite Leijen, Lam, Wildschut and Simons, 2009. Your reference would be:

Tembrioti, L. and Trangaridou, N. (2013) Reflective practice in dance: a review of the literature. *Research in Dance Education* [online], v.15 (1), pp.4-22.

Cited as: Leijen, Lam, Wildschut and Simons (2009 cited in Tembrioti and Trangaridou, 2013, p.5) or (Leijen, Lam, Wildschut and Simons, 2009 cited in Tembrioti and Trangaridou, 2013, p.5)

Henry, C.J., Kaur, B. and Quek, R.Y.C. (2020) Chrononutrition in the management of diabetes. *Nutrition and Diabetes* [First Published online 19th February 2020], v.10 (6). DOI: 10.1038/s41387-020-0109-6
[Accessed: 4th March 2023]

Cited as: Kalsbeek, la Fleur and Fliers (2014 cited in Henry, Kaur and Quek, 2020, p.2) or (Kalsbeek, la Fleur and Fliers, 2014 cited in Henry, Kaur and Quek, 2020 p.2)
You should always display the secondary citation **as it appears in the document** you are reading. For example: there are 4 authors cited in the document – normally we would use et al, but you need to keep it exactly as it is written. So, you would cite it as:

Radford, Bosanquet, Webster and Blatchford (2015 cited in Bowles, Radford and Bakopoulou, 2018, p.42) or (Radford, Bosanquet, Webster and Blatchford, 2015 cited in Bowles, Radford and Bakopoulou, 2018, p.42)

Section Four: Compiling a Reference List

A reference list normally consists of **full details** of all the items you have referred to/cited in your text. It is one list, A-Z by author's last name regardless of whether they are references for books, journal articles or other items. See below for a short example of a reference list.

Reference List

Capel, S. (2010a) *Learning to teach in the secondary school: a companion to school experience*. 4th ed. Abingdon: Routledge.

Capel, S. (2010b) *Learning to teach physical education in the secondary school: a companion to school experience.* 3rd ed. Abingdon: Routledge.

Department for Education (2010) *Children and young people* [online]
Available at: http://www.education.gov.uk/childrenandyoungpeople
[Accessed: 19th February 2023]

Edwards, C.P., Gandini, L. and Forman, G.E. (2012) *The hundred languages of children: the Reggio Emilia experience in transformation*. 3rd ed. Santa Barbara: Praeger.

Locke, J. (2007) *An essay concerning human understanding. Book II: ideas* (original published 1690: amended and updated by Jonathan Bennett) [online]
Available at: http://www.earlymoderntexts.com/assets/pdfs/locke1690book2.pdf
[Accessed: 22nd January 2023]

Parkinson, L. and Bebbington, M. (2012) David Cameron should give PE teachers a sporting chance. *The Guardian Teacher's Blog* [blog], 9th August 2012
Available at: http://www.guardian.co.uk/teacher-network/2012/aug/09/david-cameron-pe-teachers-sporting

[Accessed: 10th January 2023]

Tembrioti, L. and Trangaridou, N. (2013) Reflective practice in dance: a review of the literature. *Research in Dance Education*, v. 15 (1), pp.4-22.

UNICEF (2007) *Article 28* [online video]
Available at http://www.youtube.com/watch?v=zWo0aYvx7xk&feature=relmfu
[Accessed: 19th April 2023]

Notes on the above list

- References to materials by the same author are arranged by their publication date
- Page numbers are only included in reference list entries for journal articles, conference papers, edited book chapters and essays
- Check that you have included in your reference list full and accurate details of all the items you have referred to in your assignment

Section Five: A-Z list of sample references

Abbreviating/Abbreviations
If the organisation/government department/society is well known by an acronym or its initials, use the **full name** the first time you refer to them in your text followed by its abbreviated name in brackets, for example:

Department for Education (DfE) (2018) or (Department for Education (DfE), 2018)

When you refer to them again you can use the abbreviated name: DfE (2018) or (DfE, 2018)

Use the **full name** of the organisation in your reference list, unless it is commonly known by the abbreviation such as NHS, UNESCO etc.

Quotations should be followed by a page number, for example: Royal College of Nursing (RCN) (2019, p.45) or (Royal College of Nursing (RCN), 2019 p.45). See Section 2 above for more details.

Acts of Parliament/Bill
Title of the Act/Bill Year [online]
Available at:
[Accessed: date]

Special Educational Needs and Disability Act 2001 [online]
Available at: http://www.legislation.gov.uk/ukpga/2001/10/contents
[Accessed: 29th March 2023]

Cited by the title of the act with **no italics or brackets**: Special Educational Needs and Disability Act 2001

Police Act 1997: Chapter 50. London: The Stationery Office

Acts – non-UK legislation
Title of the Act/Bill Year (Country) [online]
Available at:
[Accessed: date]

The Protection of Women from Domestic Violence Act 2005 (India) [online]
Available at:
[Accessed: date]

Advanced Publication/Advanced Access Journal Articles
See Journal Articles - Advanced Access/Publication

Advertisements
Name of Company placing advert (year) Title of Advertisement [job advertisement]. *Title of Newspaper* [online], date of publication.
Available at:
[Accessed: date]

Print:
Liverpool Empire (2012) 'Cinderella' [advertisement]. *Liverpool Echo,* Thursday October 4, 2012. p.19

AI Software
see Computer Programs/software

Amended or updated old texts
Because the text has been changed or altered, use the current date and acknowledge the original year of publication after the title:

Locke, J. (2007) *An essay concerning human understanding. Book II: ideas* (original published 1690: amended and updated by Jonathan Bennett) [online]
Available at: <http://www.earlymoderntexts.com/assets/pdfs/locke1690book2.pdf>
[Accessed: date]

Cited as: Locke (2007) or (Locke, 2007)

Meltzoff, J. and Kornreich, M. (2017) *Research in Psychotherapy* (originally published 1970, e-version by Robin Fox) [online]. London: Routledge.

Available at: Research in Psychotherapy - Robin Fox - Google Books
[Accessed: date]

Cited as: Meltzoff and Kornreich (2017) or (Meltzoff and Kornreich, 2017)

Anonymity in the interests of Confidentiality
You may sometimes need to withhold names to preserve confidentiality - such as on school or hospital placements:

Hospital A (Name withheld, 2021) *Title of the document*

Cited as: Hospital A (Name withheld, 2021) or (Hospital A, name withheld, 2021)

School A (Name withheld, 2014) *Name of document/website*

Ofsted (year) *Inspection under Section 9 of the Education (Schools) Act 1994: School A (Name Withheld)*

Apps
This is for students using a specific App in a lab test and need to reference the app used. The author would be the name of the Company who created the app.

Author (year) *Title of the App* [app]
Available at:
[Accessed: date]

Authors
If you can identify the name of a person or persons accredited with the creation of the source, then that would be your author. Reference authors using their last name and their initials, no titles or qualifications are used. For example:

> Professor Stephen W. Hawking would be: Hawking, S.W.
> Cited as: Hawking (1988) or (Hawking, 1988)
>
> MELANIE M. DOMENECH RODRÍGUEZ PH.D., MELISSA R. DONOVICK M.S., SUSAN L. CROWLEY PH.D. would be: Domenech Rodriguez, Donovick and Crowley
>
> Cited as: Domenech Rodriguez, Donovick and Crowley (2009) or (Domenech Rodriguez, Donovick and Crowley, 2009)

All the authors accredited should be included in the reference in the order they appear on the title page.

Publications by an editor need to have an abbreviation to signify this in the reference list. For example:

Edited by Geoffrey Campbell-Platt would be: Campbell-Platt, G. (ed.)
Cited as: Campbell-Platt (2012) or (Campbell-Platt, 2012)

For publications been written by an organisation or society, with no named person, you should use the organisation/society as the author. For example: Joseph Rowntree Foundation

Cited as: Joseph Rowntree Foundation (2018) or (Joseph Rowntree Foundation, 2018)
See Section 3: Authors for more details.

Blogs
Author (year) Title of individual blog entry. *Blog title* [blog], Blog posting date
Available at:
[Accessed: date]

Berry, I. (2011*) Art of the week* [blog], 18th April 2011
Available at: http://www.artinliverpool.com/blog/
[Accessed: 19th April 2022]

Cited in the body of your assignment as: (Berry, 2011) or Berry (2011)

Quotations: you can use a paragraph or line number to pinpoint the location: (Berry, 2011 para.3) or Berry (2011, para.3) (Berry, 2011 line 24) or Berry (2011, line 24)

Newspaper blogs
Parkinson, L. and Bebbington, M. (2012) David Cameron should give PE teachers a sporting chance. *The Guardian Teacher's Blog* [blog], 9th August 2012
Available at: http://www.guardian.co.uk/teacher-network/2012/aug/09/david-cameron-pe-teachers-sporting
[Accessed: 10th January 2022]

Cited as: Bebbington and Parkinson (2012) or (Bebbington and Parkinson, 2012)

Quotations: you can use a paragraph or line number to pinpoint the location: Bebbington and Parkinson (2012, para.3) or (Bebbington and Parkinson, 2012 para.3)

Books
Checklist of details to include in a reference to a printed book, which you can be located on the title page and back of the title page.

Author's name – Last name and initials
(Year of publication in brackets)

Title and subtitle (if any) of the book, this is normally underlined or set in italics
Edition (only include this if it is a second onwards)
Place of publication – town or city normally in UK
Publisher's name

Author/s (year) *Title of the book*. Edition if second onwards. Place of Publication: Publisher.
Please Note: some lecturers may ask you provide the web details of eBooks which you have accessed via the library search tool Discover, see **eBooks** for examples.

One Author
Birla, R. (2014) *Introduction to tissue engineering applications and challenges*. Hoboken: Wiley.

Cited as: Birla (2014) or (Birla, 2014)

Quotations should be followed by a page number, for example: Birla (2014, p.45) or (Birla, 2014 p.45). See Section 2 above for more details.

Two Authors
Gopee, N. and Galloway, J. (2019) *Leadership and healthcare*. 3rd ed. London: Sage.

Cited as: Gopee and Galloway (2019) or (Gopee and Galloway, 2019)

Quotations should be followed by a page number, for example: Gopee and Galloway (2019, p.89) or (Gopee and Galloway, 2019 p.89). See Section 2 above for more details.

Three Authors
Lovász, L., Pelikán, J. and Vesztergombi, K. (2003) *Discrete mathematics: elementary and beyond*. New York: Springer.

Cited as: Lovász, Pelikán and Vesztergombi (2003) or (Lovász, Pelikán and Vesztergombi, 2003)

Quotations should be followed by a page number, for example: Lovász, Pelikán and Vesztergombi (2003, p.63) or (Lovász, Pelikán and Vesztergombi, 2003 p.63). See Section 2 above for more details.

Four or more Authors
If a publication has more than three authors, give **all** the authors' names in the full reference in the order in which they are listed in the item:

Bhattacharya, S., Alexander, N., Lombardi, D. and Ghosh, S. (2015) *Fundamentals of engineering mathematics*. London: ICE Publishing.

In your assignment, give just the name of the first author followed by et al. (Latin for and others) in your citation:

Cited as: Bhattacharya et al. (2015) or (Bhattacharya et al., 2015)

Quotations should be followed by a page number, for example: (Bhattacharya et al., 2015 p.55) or Bhattacharya et al. (2015, p.15). See Section 2 above for more details.

Books Edited by or Compiled by

Treat the editor or compiler of a work in the same way as an author and indicate his/her function in brackets, for example: (ed.), (comp.) in the full reference but not in the text.

Hansen, A. (ed.) (2020) *Children's errors in mathematics*. 5th ed. London: Learning Matters.

Cited as: Hansen (2020) or (Hansen, 2020)

Quotations should be followed by a page number, for example: Hansen (2020, p.17) or (Hansen, 2020 p.17). See Section 2 above for more details.

Johnston-Wilder, S., Lee, C.A. and Pimm, D. (eds.) (2017) *Learning to teach mathematics in the secondary school: a companion to school experience*. 4th ed. London: Routledge.

Cited as: Johnston-Wilder, Lee and Pimm (2017, p.23) or (Johnston-Wilder, Lee and Pimm, 2017 p.23).

No Author

If it is unclear who the author is, for example, a dictionary, use the title. This would normally then be referred to by the title in the text and in the reference list:

Encarta Concise English Dictionary (2001) London: Bloomsbury.

Cited as: Encarta Concise English Dictionary (2001) or (Encarta Concise English Dictionary, 2001)

Quotations should be followed by a page number, for example: Encarta Concise English Dictionary (2001, p.22) or (Encarta Concise English Dictionary, 2001 p.22). See Section 2 above for more details.

Items by an Organisation/Society/Government Department

If a publication is produced by an organisation and no individual is credited as the author, treat the organisation as the author.

Royal College of Nursing (2011*) Accountability and delegation: what you need to know.* London: Royal College of Nursing.

If the organisation is well known by an acronym or its initials, the first time you refer to their item, provide the organisation's full name in your text followed by its abbreviated name in brackets, for example:

> …In its updated guidance on the topic the Royal College of Nursing (RCN) (2011) now recommends …

If you need to refer to the organisation again, refer to it by its abbreviated name. **Use the full name of the organisation in your reference list.**

Quotations should be followed by a page number, for example: Royal College of Nursing (RCN) (2011, p.45) or (Royal College of Nursing (RCN), 2011 p.45). See Section 2 above for more details.

Anonymising or hiding the author for confidentiality see Anonymity in the interests of confidentiality.

Book Chapters
If the chapter is **not** from an **edited book,** then you need to reference the whole book.

Chapter from Edited Book
This is a chapter from an edited book where the title page states it was "edited by…" or "Compiled by…" someone. An individual author has written each chapter and, in some instance, has separate publication dates/year.

To cite a chapter from an **edited book**, you need to include the details of that chapter and also the full details of the book in the reference list. In the text you need to cite the author of the chapter and year of the book not the editor.

Author/s of the Chapter (year) Title of the Chapter. In: Editor/s (ed/s.) (year if different to the chapter if not leave out) *Title of the Book in italics*. Edition if second onwards. Place of Publication: Publisher pages

Ward-Penny, R. (2017) Mathematics and the national curriculum. In: Johnston-Wilder, S., Lee, C.A. and Pimm, D. (eds.) *Learning to teach mathematics in the secondary school: a companion to school experience*. 4th ed. London: Routledge pp.13-31

Cited as: Ward-Penny (2017) or (Ward-Penny, 2017)

Quotations should be followed by a page number, for example: Ward-Penny (2017, p.23) or (Ward-Penny, 2017 p.23.) See Section 2 above for more details.

Chapter from an Edited Book online
If the book is **not** written/compiled by an editor, you should reference the whole book.

If the eBook is from within LJMU library collections then you can reference an eBook in the same way as a printed book as above. If you are asked to include or want to include the web details for an eBook or the eBook is from the web, for example Google, then it would be referenced as follows:

Author/s of Chapter (year) Title of the chapter. In: Editor/s (year) (ed./eds.) *Title of the book* [online]. Edition if second onwards. Place of Publication: Publisher pages

Available at:
[Accessed: date]

** only include the year after the editors if is different to the year of the chapter

Harwell, M.R. (2011) Research design in qualitative/quantitative/mixed methods In: Conrad, C.F. and Serlin, R.C. (eds.) *The Sage handbook for research in education: pursuing ideas as the keystone of exemplary inquiry* [online]. London: Sage pp.147-182
Available at:
[Accessed: date]

Cited as: Harwell (2011) or (Harwell, 2011)

Chapter online- PDF
A PDF of **single book chapter** online, which may or may not have all the details – so give what you can.

Author/s of Chapter (year) Title of the chapter. In: Editor/s (year) (ed./eds.) *Title of the book* [online chapter]. Edition if second onwards. Place of Publication: Publisher pages
Available at:
[Accessed: date]

Norton, D.E. (2002) Evaluating and selecting literature for children. In: *Through the eyes of a child: an Introduction to children's literature* [online chapter]. 6th ed. London: Pearson Prentice Hall pp.74-115
Available at:
[Accessed: date]

If you cannot find all the details, then give what you can:

Author (year) *Title of the chapter in italics* [online chapter], pp.??
Available at:
[Accessed: date]

Sage Edge (n.d.) *Chapter 13: Quantitative Data Analysis* [online chapter], pp.375-416
Available at:
[Accessed: date]

Book Editions
If you do not see an edition indicated on the title page or back of the title page, then you do not need to include this information in the book reference. You do not put 1st this is assumed.

You only need to put an edition statement in a book reference if it is the **second edition** onwards**.** Edition statements appear are abbreviated to numbers followed by ed., for example: 2nd ed.; 3rd ed.; 4th ed. etc. and it would follow the title of the book.

El-Hawary, M. E. (2002) *Principles of electric machines with power electronic applications.* 2nd ed. Piscataway: Wiley and IEEE Xplore.

Ljung, L. (1999) *System identification theory for the user.* 2nd ed. Upper Saddle River: Prentice Hall.
Revised, Reissue, Updated or Classic Editions are abbreviated, for example: Rev. ed.; Rev. 2nd ed.; Classic ed.; Updated ed.; Reissue ed.

Liger-Belair, G. (2013) *Uncorked: the science of Champagne.* Rev. ed. Princeton: Princeton University Press.

Tripp. D. (2012) *Critical incidents in teaching developing professional judgement*. Classic ed. London: Routledge.

Widrow, B. and Walach, E. (2008) *Adaptive inverse control: a signal processing approach*. Reissue ed. Piscataway: Wiley and IEEE Press.

Amended Editions: because the text has been changed or altered, use the current date and acknowledge the original year of publication after the title:

Locke, J. (2007) *An essay concerning human understanding. Book II: ideas* (originally published 1690: amended and updated by Jonathan Bennett) [online]
Available at: <http://www.earlymoderntexts.com/assets/pdfs/locke1690book2.pdf
[Accessed: date]

Cited as: Locke (2007) or (Locke, 2007)

Translated Editions: acknowledge who translated the text.
Piaget, J. (1968) *Genetic epistemology* (lecture translated by Eleanor Duckworth) [online]
Available at: https://openlibrary.org/books/OL13572363M/Genetic_epistemology.
[Accessed: 22nd June 2023]

Cited as: Piaget (1968) or (Piaget, 1968)

British Standards

Print

British Standards Institution (year) *Number and name of the standard.* London: British Standards Institute.

British Standards Institution (2013) *BS EN ISO5526:2013 Cereals, pulses and other food grains. Nomenclature.* London: British Standards Institute.

Electronic

British Standards Institution (year) *Number and name of the standard* [online]
Available through: https://bsol.bsigroup.com

[Accessed: date]

British Standards Institution (2013) *BS EN ISO5526:2013 Cereals, pulses and other food grains. Nomenclature* [online]
Available through: https://bsol.bsigroup.com
[Accessed: 5th April 2022]

Cited as: British Standards Institution (2013) or (British Standards Institution, 2013)

Brochure
Author/Company Name (year) *Title of the brochure* (Brochure). Place of Publication: Publisher.

Author/Company Name (year) *Title of the brochure* (Brochure) [online]
Available at:
[Accessed: date]

Team Côte d'Azur (n.d.) *Côte d'Azur: decision centre for the tourism industry* (Brochure) [online]
Available at:
[Accessed: date]

Case Studies
Author (year) *Title of the case study* (case study). Place of Publication: Publisher.

Author (year) *Title of the case study* (case study*)* [online]
Available at:
[Accessed: date]

Tejenda, A. (2011) *The National Strategies: power of reading - raising achievement in literacy through enjoyment and creativity* (case study*)* [online]
Available at:
[Accessed: date]

Cited as: Tejenda (2011) or (Tejenda, 2011)

Quotations should be followed by a page number, for example: Tejenda (2011, p.8) or (Tejenda, 2011 p.8). See Section 2 above for more details.

CDs
Shostakovich, D. (1959) *Cello Concerto No.1*, performed by Maria Klieg and Polish National Symphony Orchestra, conducted by Antoni Wit [CD] New York: Sony.

Cited as: Shostakovich (1959) or (Shostakovich, 1959)

Chapters

Chapter from an Edited Book

The title page of an edited or compiled will say "Edited by…" or "Compiled by…" someone and each chapter is written by different authors, in some instance, they may have a separate publication dates/year.

To cite a chapter from an **edited book**, you need to include the details of that chapter and also the full details of the book in the reference list. In the text you need to cite the author of the chapter and year of the book not the editor.

Author/s of the Chapter (year) Title of the Chapter. In: Editor/s (ed./eds.) (year) *Title of the Book in italics*. Edition. Place of Publication: Publisher pages

** If the chapter has a different year to the book, then you need to include both years:

Ward-Penny, R. (2017) Mathematics and the national curriculum. In: Johnston-Wilder, S., Lee, C.A. and Pimm, D. (eds.) *Learning to teach mathematics in the secondary school: a companion to school experience*. 4th ed. London: Routledge pp.13-31

Cited as: Ward-Penny (2017) or (Ward-Penny, 2017)

Quotations should be followed by a page number. See Section 2 above for more details. for example: Ward-Penny (2017, p.23) or (Ward-Penny, 2017 p.23)

Chapter from an Edited Book online

If the book is within LJMU library collections, then you can reference an eBook in the same way as a printed book. If it is **not**, then you need to include the web details or if you are asked to include the web details for an eBook by your lecturer then it would be referenced as follows:

Author/s of Chapter (year) title of the chapter. In: Author/s (ed) *Title of the book* [online]. Edition if second onwards. Place of Publication: Publisher pages
Available at:
[Accessed: date]

Harwell, M.R. (2011) Research design in qualitative/quantitative/mixed methods In: Conrad, C.F. and Serlin, R.C. (eds.) *The Sage handbook for research in education: pursuing ideas as the keystone of exemplary inquiry* [online]. London: Sage pp.147-182
Available at:
[Accessed: date]

Cited as: Harwell (2011) or (Harwell, 2011)

Quotations should have a page number. See Section 2 above for more details, for example: Harwell (2011, p.162) or (Harwell, 2011 p.162)

If the book is **not** written/compiled by an editor, you should reference the whole book.

Chapter online - single chapter PDF

A PDF of individual book chapter online, which may or may not have all the editor details:

Norton, D.E. (2002) Evaluating and selecting literature for children. In: *Through the eyes of a child: an Introduction to children's literature* [online chapter]. 6th ed. London: Pearson Prentice Hall pp.74-115
Available at:
[Accessed: date]

Cited as: Norton (2002) or (Norton, 2002)

Author (year) *Title of the chapter in italics* [online chapter], pp.3-19
Available at:
[Accessed: date]

Chapter online - Thesis/Dissertation

Author (year) Title of the Chapter. In: *Title of the Thesis* [online chapter], Level of study, Place/University of study pp.-pp.
Available at:
[Accessed: date]

Command Papers

Different abbreviations have been used to identify command papers, use the abbreviation in force when the command paper was published, for example:

> Cd. for those published 1900-1918; Cmd. for those published 1919-1956
> Cmnd. for those published 1956-1986; Cm. for those published since 1986

Denning, A.T. (1963) *Report in the light of circumstances surrounding the resignation of the former Secretary of State for War, Mr. J.D. Profumo* (Cmnd.2152). London: H.M.S.O.

Home Office (1978) *Reform of Section 2 of the Official Secrets Act 1911* (Cmnd.7285). London: H.M.S.O.

Computer Programs/software

Programs/software are cited by its name in the text without mention of its release date. You should include the version or release number in the reference list entry.

Author (year) *Title of the program* (version) [computer program]
Available at:
[Accessed: date]

QSR International (2021) *NVIVO for Windows* (1.5.935) [computer program]

Available at:
[Accessed: date]

Cited as: NVIVO (QSR International, 2021) was used…

OpenAI (2023) *ChatGPT* (May 3 version) [AI software]
Available at:
[Accessed: date]

Cited as: ChatGPT (Open AI, 2023) was used…

Conference Papers/Proceedings
Author/s (year) Title of the paper. *Title of the Conference*, Place of conference, date of conference

Author/s (year) Title of the paper. *Title of the Conference* [online], Place of conference, date of conference
Available at:
[Accessed: date]

Bugis, R. and Sapsuha, S. (2013) Think pair share technique to improve students' reading comprehension. *ICE-Ed Conference ELT Practices in Asia: Challenges and Opportunities* [online], Manila, Philippines, 26th- 28th October
Available at:
[Accessed: date]

Cited as: Bugis and Sapsuha (2013) or (Bugis and Sapsuha, 2013)

Palmer, M. (2008) Maths and dyslexia. *Proceedings of the British Society for Research into Learning Mathematics* [online], East Anglia, 28 March, v.28 (1), pp.41-46.
Available at:
[Accessed: date]

Cited as: Palmer (2008) or (Palmer, 2008)

Quotations should be followed by a page number, for example: Palmer (2008, p.43) or (Palmer, 2008 p.43). See Section 2 above for more details.

Brown, M. Askew, M. Millet, A. (2003) How has the national numeracy strategy affected attainment and teaching in year 4? *Proceedings of the British Society for Research into Learning Mathematics* [online], Oxford, 7 June v.23 (2), pp.13-18.
Available at: http://www.bsrlm.org.uk/informalproceddings.html
[Accessed: 5th April 2022]

Cited as: Brown, Askew and Millet (2003) or (Brown, Askew and Millet, 2003)

Quotations should be followed by a page number, for example: Brown, Askew and Millet (2003 p.14) or (Brown, Askew and Millet, 2003 p.14). See Section 2 above for more details.

Confidentiality
Sometimes names need to withheld for confidentiality- such as school placements or medical documents:

Hospital A (Name withheld, year) *Name of document*
Hospital (Name withheld, year) *Name of document*

School A (Name withheld, 2014) *School Behaviour Policy/website*
School (Name withheld, 2014) *Name of the Policy/website*

Ofsted (year) *Inspection under Section 9 of the Education (Schools) Act 1994: School A (Name Withheld)*

Conversations
Surname, Initial (year) Conversation with Name of Person. Date of the conversation.

Please Note: that none of the details should be set in italics.

Court cases
This advice is intended for students in subject areas other than law who need to refer to court cases infrequently. Law students should normally provide OSCOLA style references when citing legal authorities.

Format for in-text citations: (Names of parties involved, Year)

(R v Jones, 2009) or R v Jones (2009)

Full reference:
Names of parties involved [Year] *Standard abbreviated name of law report*, volume number (if available), pages (if available)

R v Jones [2009] *EWCA Crim,* 120

Standard abbreviations of titles and the full forms of standard title abbreviations are available from http://www.legalabbrevs.cardiff.ac.uk/

Interfile full references to court cases in your reference list under the first party to the case.

Dance Performances from a collection on a DVD
You may want to cite an individual dance which is part of a compilation on a DVD or from an online source.

Choreographer (original year of performance) Title of the /dance. In: *Title of the compilation* (year) [online video/DVD]. Place of Publication: Publisher.
Available at:
[Accessed: date]

Dudley, J. (1934) Harmonica breakdown. In: *The new dance gala historical concert retrospective 1930s-1970s* (2008) [online DVD]. Dallas: Dancetime Publications.
Available at: http://daiv.alexanderstreet.com/view/1630420
[Accessed: 22nd October 2022]

Cited as: Dudley (1934) or (Dudley, 1934)

Dictionary definitions
If you are referring to a definition rather than the whole dictionary:
English Oxford Dictionary (2018) *Stigma* (definition) [online]
Available at: https://en.oxforddictionaries.com/definition/stigma
[Accessed: 24th April 2022]

Cited as: English Oxford Dictionary (2018) or (English Oxford Dictionary, 2018)

Drug Monograph
This is how to reference a description/summary of a drug from a professional manual/handbook such as the British National Formulary (BNF).

Joint Formulary Committee (2020) *British National Formulary:* Levocitirizine hydrochloride [online]. London: BMJ Group and Pharmaceutical Press.
Available through: http://www.medicinescomplete.com
[Accessed: 1st October 2023]

Please Note: the name of the drug is not in italics and the URL/weblink take the reader to the home age of Medicines Complete.

DVDs/CDs
Eat, Pray, Love (2010) [DVD] Directed by Ryan Murphy. USA: Columbia Pictures (133 mins)

Shostakovich, D. (1959) *Cello concerto no.1, performed by Maria Klieg & Polish National Symphony Orchestra, conducted by Antoni Wit.* [CD]. New York: Sony.

DVDs for Film/Screen School Students only

You need to include the name of the director along with the year on the initial citation/first citation. For example:

Murphy, R. (2010) *Eat, Pray, Love* [DVD] Directed by Ryan Murphy. USA: Columbia Pictures (133 mins)
Cited as: *Eat, Pray, Love* (Murphy, 2007) or In Murphy's (2010) film *Eat, Pray, Love*

Once the director and year have been established within an **essay** they need not be repeated. In a dissertation, the director and year need to be re-established when starting a new chapter.

You may want to **quote a specific section** from the DVD so use the 24-hour clock to indicate the starting point: for example: Million Dollar Baby (2005: 00:04:30) or (Million Dollar Baby, 2005: 00:04:30)
Format could be: [extract, DVD] [extract, online video] [extract, Film]

eBooks
If the book is within LJMU library collections, then you can reference an eBook in the same way as a printed book.

If you found the eBook on the web, for example in Google that is **not in LJMU Library** or you are asked to include web details web details, then reference it as follows:

Author/s (year) *Title of the book* [online]. Edition if second onwards. Place of Publication: Publisher. Available at: Web location/ URL -this is a link or web address for the book
[Accessed: date]

Bell, J. (2014) *Doing your research project: a guide for first-time researchers* [online]. 6th ed. Maidenhead: Open University Press.
Available at: https://ljmu-primo.hosted.exlibrisgroup.com/permalink/f/kb8geu/44JMU_ALMA_DS2151821990003826
[Accessed: 8th December 2022]

Cited as: Bell (2014) or (Bell, 2014)

Quotations should be followed by a page number, for example: Bell (2014, p.22) or (Bell, 2014 p.22). See Section 2 above for more details.

Sharpe, J. (2005) *Remember, Remember: A cultural history of Guy Fakes Day* [online]. Cambridge, Ma: Harvard University Press.
Available at:
https://books.google.co.uk/books?id=hYYSKgMpAxIC&printsec=frontcover#v=onepage&q&f=false
[Accessed: date]

Cited as: Sharpe (2005) or (Sharpe, 2005)

Quotations should be followed by a page number, for example: Sharpe (2005, p.33) or (Sharpe, 2005 p.33). See Section 2 above for more details.

Editions
see Book Editions

Edited Book
Some books are compiled/put together by an editor and each chapter has a different author. To reference an edited book, you need to tell the reader that it is an edited book using an abbreviation: (ed.) for a single editor and (eds.) for multiple editors. For example:

Hassan, D. (ed.) (2018) *Managing Sport Business: an introduction.* 2nd ed. New York: Routledge.

Cited as: Hassan (2018) or (Hassan, 2018)

Dasen, P.R. and Akkari, A. (eds.) (2008) *Educational theories and practices from the majority world*. Delhi: Sage.

Cited as: Dasen and Akkari (2008) or (Dasen and Akkari, 2008)

Quotations should be followed by a page number, for example: Dasen and Akkari (2008, p.97) or Dasen and Akkari, 2008 p.97). See Section 2 above for more details.

Email messages
Sender Surname, Initial (email address) date of the email
Title of the email. Email to Name of Recipient (recipient's email address)

Bukahil, M. (M.Bukahil@email.com) 23rd January 2023
Updating policy. Email to Alex Docherty (A.Docherty@email.com)

Cited as: Bukahil (2023) or (Bukahil, 2023)

Excel Spreadsheet
Author (year) *Title of the spreadsheet* (Excel spreadsheet) [online]
Available at:
[Accessed: date]

Department of Health (2012) *NDNS headline results from year 1, 2 and 3 combined* (Excel spreadsheet) [online]
Available at: https://www.gov.uk/government/statistics/national-diet-and-nutrition-survey-headline-results-from-years-1-2-and-3-combined-of-the-rolling-programme-200809-201011
[Accessed: 18th September 2022]

Cited as: Department of Health (2012) or (Department of Health, 2012)

Use the line number or cell number to pinpoint specific information: Department of Health (2012, line 10) or Department of Health (2012, B22)

Extracts

Extracts from a CD/DVD/Film/Video

You may want to refer to a specific part or extract from a full-length item. You should reference the item in the following way providing the starting point within the film/track and the end time of the extract.

Title of the film/Video/DVD (year) [format]. Directed by..... Place of Production: Production Company. Start-end time of extract using 24-hour clock

Format could be noted as: [extract, DVD] [extract, online video] [extract, Film]
The following example is a 2 minutes and 5 seconds extract from a film:

Million Dollar Baby (2005) [extract, Film]. Directed by Clint Eastwood. USA: Warner Brothers. (148 mins) 00:04:30-00:06:35 mins

Cited as: (Million Dollar Baby, 2005)

You may want to **quote a specific part** from the DVD so use the 24-hour clock to indicate the starting point: *Million Dollar Baby* (2005: 00:04:30) or (Million Dollar Baby, 2005: 00:04:30)

Extracts from a Film for Film/Screen School Students only

You need to include the name of the director along with the year on the initial citation/first citation. For example:

Penn, L. (2007) *Into the Wild* [Film]. Directed by Sean Penn. USA: MGM (148 mins)

Cited as: *Into the Wild* (Penn, 2007) or In Penn's (2007) film *Into the Wild*

Please Note: once the director and year have been established within an **essay** they need not be repeated.

In a dissertation, the director and year need to be re-established when starting a new chapter.
You may want to **quote a specific part** from the DVD so use the 24-hour clock to indicate the starting point: *Into the Wild* (Penn, 2007: 00:25:35) or In Penn's (2007: 00:25:35) film *Into the Wild*

Extracts from a journal article online

Author (year) Title of the article [extract]. *Title of the Journal in italics* [online], v. (issue), pp-pp. Available at:

[Accessed: date]

Cited as: Author (year) or (Author, year)

Quotations should be followed by a page number, for example: Author (year, p.?) or (Author, year p.?). See Section 2 above for more details.

Extract from a thesis/dissertation online

Author (year) *Title of the Thesis* (extract from Master thesis) [online], Level of study, Place/University of study pp.-pp
Available at:
[Accessed: date]

Films

It is usually sufficient to quote the film's title in the text of an essay. Include the date only if more than one film with the same title has been made. The entry in your reference list should include the director's name, country of origin and length.

Into the Wild (2007) [Film]. Directed by Sean Penn. USA: MGM (148 mins)

Cited as: Into the Wild (2007) or (Into the Wild, 2007)

You may want to **quote a specific section** - use the 24-hour clock to indicate the starting point:
Into the Wild (2007: 00:22:30) or (Into the Wild, 2007: 00:22:30)

Films for Film/Screen School Students only

You need to include the name of the director along with the year on the initial citation/first citation. For example:

Penn, L. (2007) *Into the Wild* [Film]. Directed by Sean Penn. USA: MGM (148 mins)

Cited as: *Into the Wild* (Penn, 2007) or In Penn's (2007) film *Into the Wild*

Once the director and year have been established within an **essay** they need not be repeated.
In a dissertation, the director and year need to be re-established when starting a new chapter.

Government Reports

See Reports

Graphs and Tables

Author (year) *Title of the Book*. Place of Publication: Publisher.

Cited as: (Author, year p.??)

If it was in a report/PDF:
Author (year) *Title of the document* [online]
Available at:
[Accessed: date]

Cited as: (Author, year p.??)

The citation would go under the graph or table in brackets as well as in your paragraphs if you are talking about it. You could provide the title of the graph under the image followed by the author and year.

Guests/Visiting speakers from a commercial company
See Speeches

House of Commons Briefing Paper
See Reports

Images

Image from a book
Author of book (year) *Title of the book.* Place of Publication: Publisher.

Cited as: (Author, year, p.??)

The citation would go under the image in brackets as well as in your paragraphs if you are talking about it.

Images from Microsoft Office: PowerPoint stock images
Microsoft Office PowerPoint has "stock images" which have little information. Use the launch date as the year. If you click on the Alt Text icon, a description will appear in a side panel – use this as the title.

Microsoft Office 365 (2011) *White Flowers blossoming on a green background* (PowerPoint Stock Image) [online Image]
Available at: https://www.office.com/
[Accessed: 28th October 2022]

Cited as: (Microsoft Office 365, 2011)

Alternatively, you may want to use a number system (Image 1) (Image 2) etc. This can be useful if you are using multiple images in a poster or PowerPoint presentation, as it looks cleaner, if you cannot locate all the details for an image.

Image 1:

Microsoft Office 365 (2011) *White Flowers blossoming on a green background* (PowerPoint Stock Image) [online Image]
Available at: https://www.office.com/
[Accessed: 28th October 2022]

Cited as: (Image 1)

The citation goes under the image in brackets, as well as in your paragraphs if you write about it. In the reference list the full reference would be under I for Image (see example reference lists).

Images online
For images found on the internet the required elements for a reference are:
Author or owner of website (Year image created) *Title of work* [online image]
Available at: include web site address/URL
[Accessed: date]

If there is no date use (n.d.) which is short for no date

Images – online no author accredited
Where the author is not known, begin the reference with the title of the work

Alcoholic Beverages [online image] (n.d.)
Available from: www.microsoft.com
[Accessed: 25th January 2022]

Cited as: (Alcoholic Beverages, n.d.)

Images online – no title
If you cannot find details such as author, date, or title, try to find the filename of the image, for example: right click and look at the properties of the file. If none of the above can be found begin the reference with the subject and title of the work. Put square brackets around the title to indicate it is not the "official title."

[*Child placing gauze over knee wound*] [online image] (n.d.)
Available at: http://www.dadpal.com/2009/12/wounds-care-help-and-wound-vac-herapy.html
[Accessed: 23rd November 2022]

Cited as: (Child placing gauze, n.d.)

Images- your own photographs/drawings
When using your own photographs/ pictures/electronic productions, you are be the artist/author

Author (year) *Title of the image/artwork* [Image], unpublished work

Author (year) *Title of the image* [photograph], unpublished work

Fealey, J. (2019) *Children at play* [photograph], unpublished work

Cited as: (Fealey, 2019) or (Fealey, 2019)

Images from social media
Burnett, D. (2019) *Zendaya animatronic dress* [Instagram image] 8th May.
Available at: https://www.instagram.com/p/BxNiabZHpO-/
[Accessed: 10th March 2021]

Cited as: Burnett (2019) or (Burnett, 2019)

Industry/Trade Magazines or Publications Articles
Some trade or industry produced magazines do not have authors attributed to articles/ news/pieces. In these cases, treat the name/title of the magazine as the author and the title of the piece as the article title. Some magazines may have issue or part number so include those details, but you do not need any brackets.

Title of the Magazine (year) Title of the article. *Title of the Magazine*, date of publication, number if there is one, page

Travel Bulletin (2012) New research finds industry could do more to help disabled people. *Travel Bulletin*, 5 October, no.1797, p.3

OR
Travel Bulletin (2012) New research finds industry could do more to help disabled people. *Travel Bulletin*, 5 October, no.1797, p.3-3

Cited as: Travel Bulletin (2012) or (Travel Bulletin, 2012)

Please Note: some lecturers may ask for the web details of articles:

Title of the Magazine (year) Title of the article. *Title of the Magazine* [online], date of publication
Available at:
[Accessed: date]

Travel Bulletin (2012) New research finds industry could do more to help disabled people. *Travel Bulletin* [online], 5 October, no.1797, p.3
Available at:
[Accessed: date]

OR
Travel Bulletin (2012) New research finds industry could do more to help disabled people. *Travel Bulletin* [online], 5 October, no.1797, p.3-3
Available at:
[Accessed: date]

Cited as: Travel Bulletin (2012) or (Travel Bulletin, 2012)

Infographics
Creator/Author Name (year) *Title of The Infographic* [infographic]
Available at:
[Accessed: date??]

Department of Health and Social Care and Office for Health Improvement and Disparities (2022) *UK Chief Medical Officers' physical activity for disabled children and disabled young people* [infographic]
Available at: https://www.gov.uk/government/publications/physical-activity-guidelines-disabled-children-and-disabled-young-people
[Accessed: 18th October 2023]

Cited as: Department of Health and Social Care and Office for Health Improvement and Disparities (2022) or (Department of Health and Social Care and Office for Health Improvement and Disparities, 2022)

Interviews

Email interview
Name of Person Interviewed (year) *Interview of the interview* [email interview by name of interviewer], date

Fealey, J. (2023) *Test interview* [email interview by Pauline Smith], 3rd November

Cited as: Fealey (2023) or (Fealey, 2023)

Face-to-Face interviews
Name of Person Interviewed (year) Interview by name of interviewer. Place, date

Blair, T. (2009) Interview by Jeremy Paxman. London, 22nd September

Cited as: Blair (2009) or (Blair, 2009)

Radio interviews
Name of Person Interviewed (year) Title of the interview if any [interview by name of Interviewer] *Title of the Broadcast* [online], Place, date

Blair, H. (2009) Being a mother at forty [interview by Jane Smith] *Woman's Hour* [online], BBC Radio 4, 18th September
Available at:
[Accessed: date]

Quotations- use the 24-hour clock. See Section 2 above for more details.

TV interviews
Name of Person Interviewed (year) title of the interview if any [interview by name of Interviewer]
Title of the Broadcast [online], Place (if known), date
Rogers, B. (2014) Interviewed for SkySports. *SkyNews* [online], 18th January
Available at:
[Accessed: date]

Dooley, S. (2013) Interviewed on *Breakfast News* [online video], 3rd January
Available at:
[Accessed: date]

Saul, R. (2014) New book claims ADHD does not exist interviewed on Fox & Friends. *Fox News* [online video], 18th February
Available at:
[Accessed: date]

Quotations- use the 24-hour clock. See Section 2 above for more details.

Video Interviews – non TV/Radio
Slightly different as there are no square brackets around the name of the interviewer- this is to avoid 2 sets of square brackets next to each other.

Name of Person Interviewed (year) *title of the interview* if any. Interview by name of Interviewer [online video], date

Snowling, M. (2017) *Professor Maggie Snowling interview part 1 Dyslexia Cardiff*. Interview by Association for Child and Adolescent Mental Health [online video], 29th September
Available at:
[Accessed: date]

Quotations- use the 24-hour clock. See Section 2 above for more details.

Journal Articles
These are the details to include in a reference for a journal article:

Author's name – Last name, initial
Year of publication in brackets
Title and subtitle (if any) of the article
Title of the journal in italics
Volume number
Part/Issue Number/Season or Month
Pages – start and end

Author/s (year) Title of the article. *Title of the Journal,* volume (issue/part number/month or season), pages.

Journal volume, part or issue and page numbers can be presented in several ways, choose one and use it consistently, for example:

6 (4), 30-31 or V.6 (4), pp.30-31 or Vol.6, part 4, pp.30-31

Please Note: Some lecturers may ask you provide the web details of journal articles, see Journal Article – electronic details for examples.

Reichard, R. and Johnson, S.K. (2011) Leader self-development as organizational strategy. *The Leadership Quarterly,* v.22 (1), pp.32-42.

Cited: Reichard and Johnson (2011) or (Reichard and Johnson, 2011)

Quotations should be followed by a page number, for example: Reichard and Johnson (2011, p.33) or (Reichard and Johnson, 2011 p.33). See Section 2 above for more details.

Sun, Y.Y., Sie, L., Faturay, F., Auwalin, I. and Wang, J. (2021) Who are vulnerable in a tourism crisis? A tourism employment vulnerability analysis for the COVID-19 management. *Journal of Hospitality and Tourism Management*, v.49 (December), pp.304-308.

Cited as: Sun et al (2021) or (Sun et al., 2021)

For more guidance about articles written by more than one author, see section 3: Authors.

Journal Articles - Advanced Access/Publication

Some journal articles are published online prior to their print or final publication date and are known as Advanced Access or Online First Articles.For more information about how to reference these see Journal articles without volume, issue or page details

Journal Articles: electronic details

Some lecturers require you to provide the web location for online/electronic journal articles, so you need to include some additional details in the reference. This would be [online] and also either a web address/link, a full DOI web link or a DOI.

Web address/weblink:

Author/s (year) Title of the article. *Title of the Journal* [online], volume (issue/part), pp.-pp. Available at: weblink/URL
[Accessed: date]

de Ataide e Silva, T., Di Cavalcanti Alves de Souza, M.E., de Amorim, J.F., Stathis, C.G., Leandro, C.G. and Lima-Silva, A.E. (2013) Can carbohydrate mouth rinse improve performance during exercise? A systematic review. *Nutrients* [online], v.6 (1), pp.1-10.

Available at: https://www.proquest.com/docview/1537094224?accountid=12118&pq-origsite=primo
[Accessed: 8th December 2022]

Full DOI weblink:
Author/s (year) Title of the article. *Title of the Journal* [online], volume (issue/part), pp.-pp.
Available at: full DOI link
[Accessed: date]

de Ataide e Silva, T., Di Cavalcanti Alves de Souza, M.E., de Amorim, J.F., Stathis, C.G., Leandro, C.G. and Lima-Silva, A.E. (2013) Can carbohydrate mouth rinse improve performance during exercise? A systematic review. *Nutrients* [online], v.6 (1), pp.1-10.
Available at: https://doi.org/10.3390/nu6010001
[Accessed: 8th December 2022]

DOI:
Author/s (year) Title of the article. *Title of the Journal* [online], volume (issue/part), pp.-pp. DOI: number?
[Accessed: date]

de Ataide e Silva, T., Di Cavalcanti Alves de Souza, M.E., de Amorim, J.F., Stathis, C.G., Leandro, C.G. and Lima-Silva, A.E. (2013) Can carbohydrate mouth rinse improve performance during exercise? A systematic review. *Nutrients* [online], v.6 (1), pp.1-10. DOI: 10.3390/nu6010001
[Accessed: 8th December 2022]

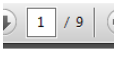
Cited as: de Ataide e Silva et al. (2013) or (de Ataide e Silva et al., 2013)

Quotations should be followed by a page number for example: de Ataide e Silva et al. (2013, p.2) or (de Ataide e Silva et al., 2013 p.2). See Section 2 above for more details.

If the journal article has no volume number but has seasons and pages:

Author (year) Title of the article. *Title of the Journal* [online], season/month, pages.
Available at: web address/link or full DOI weblink
[Accessed: date]

Author (year) Title of the article. *Title of the Journal* [online], season/month, pages. DOI:
[Accessed: date]

If there are no page numbers on the PDF use the numbers provided in the PDF toolbar 

for quotes.

Journal Articles: database link
Reichard, R.J., Walker, D.O., Putter, S.E., Middleton, E. and Johnson, S.K. (2016) Believing is becoming: the role of leader developmental efficacy in leader self-development. *Journal of Leadership & Organizational Studies* [online], v.24 (2), pp.137–156.

Available at:
https://journals.sagepub.com/doi/abs/10.1177/1548051816657981?journalCode=jlob
[Accessed: 18th April 2022]

OR
Reichard, R.J., Walker, D.O., Putter, S.E., Middleton, E. and Johnson, S.K. (2016) Believing is becoming: the role of leader developmental efficacy in leader self-development. *Journal of Leadership & Organizational Studies* [online], v.24 (2), pp.137–156.
Available at: https://doi.org/10.1177/1548051816657981
[Accessed: 18th April 2022]

OR
Reichard, R.J., Walker, D.O., Putter, S.E., Middleton, E. and Johnson, S.K. (2016) Believing is becoming: the role of leader developmental efficacy in leader self-development. *Journal of Leadership & Organizational Studies* [online], v.24 (2), pp.137–156. DOI: 10.1177/1548051816657981
[Accessed: 18th April 2022]

Cited as: Reichard et al (2016) or (Reichard et al., 2016)

Quotations should be followed by a page number, for example: Reichard et al. (2016, p.139) or (Reichard et al., 2016 p.139). See Section 2 above for more details.

Journal Articles: no volume, issue or page details – missing details
Some journal articles are published online prior to their print or final publication date and are known as Advanced Access or Online First Articles.

These articles often have missing or only partial details such as no volume, issue or page numbers and they sometimes only have a DOI or "digital object identifier."

To reference an article, which has only been published online you include a published online date to make it clear that the full details were not available. The format statement would be:

[First published online 22nd July, 2013] or [First published online 22nd July 2013] choose one style and be consistent.

Author (year) Title of the article. *Title of the Journal* [First Published online Date]. DOI.
[Accessed: date]

Ross, M. (2013) Stereoscopic visuality: Where is the screen, where is the film? *Convergence: The International Journal of Research into New Media Technologies* [First published online 22nd July 2013]. DOI: 10.1177/1354856513494178
[Accessed: 8th November 2022]

Cited as Ross (2013 or (Ross, 2013)

Brummelman, E., Thomaes, S., Overbeek, G., Orobio de Castro, B., van den Hout, M. A. and

Bushman, B. J. (2013) On feeding those hungry for praise: person praise backfires in children with low self-esteem. *Journal of Experimental Psychology: General* [First published online 13th February 2013]. DOI: 10.1037/a0031917
[Accessed: 18th October 2022]

Cited as: Brummelman et al (2013) or (Brummelman et al., 2013)

If you may have some details so, provide what you can:

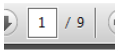
Henry, C.J., Kaur, B. and Quek, R.Y.C. (2020) Chrononutrition in the management of diabetes. *Nutrition and Diabetes* [First Published online 19th February 2020], v.10 (6). DOI: 10.1038/s41387-020-0109-6
[Accessed: 4th March 2023]

Cited as: Henry, Kaur and Quek (2020) or (Henry, Kaur and Quek, 2020)

Yu, X., Zhang, W. and Liang, J. (2021) Physician distribution across China's cities: regional variations. *International Journal for Equity in Health* [First Published online 13th July 2021], v.20, 162. DOI: 10.1186/s12939-021-01503-5
[Accessed: 22nd July 2022]

Cited as: Yu, Zhang and Liang (2021) or (Yu, Zhang and Liang, 2021)

Journal Articles: no volume numbers with seasons and pages
Author (year) Title of the article. *Title of the Journal* [online], season/month, pages. DOI: ??
[Accessed: date]

If you want to use a quote and there are no page numbers on the PDF, use the numbers provided in the PDF toolbar 

.

Journal Articles: only one page number

Sometimes they only have a single e-number or p.e number: p.e036192 . You can use this number as the start and end of the pages.

Author/s (year) Title of the article. *Title of the Journal* [online], volume number (issue/part number), p.e.036192-036192.
Available at: web address
[Accessed: date]

OR
Author/s (year) Title of the article. *Title of the Journal* [online], volume number (issue/part number), p.e.036192-036192.
Available at: full DOI weblink
[Accessed: date]

OR
Author/s (year) Title of the article. *Title of the Journal* [online], volume number (issue/part number), p.e.036192-036192. DOI:
[Accessed: date]
If you are using a quote, it would normally be (author, year page number). See Section 2 above for more details.

If there are no page numbers on the PDF use the numbers provided in the PDF toolbar

Journal Articles: article number and no pages
Sometimes journal articles they do not have volume, part or page numbers or have an Article Number, you can use an article number in place of the missing elements.

Author/s (year) Title of the article. *Title of the Journal* [First Published online date], volume number (issue/part number), article number. DOI:
[Accessed: date]

Yu, X., Zhang, W. and Liang, J. (2021) Physician distribution across China's cities: regional variations. *International Journal for Equity in Health* [First Published online 13th July 2021], v.20, 162. DOI: 10.1186/s12939-021-01503-5
[Accessed: 22nd July 2022]

Author/s (year) Title of the article. *Title of the Journal* [online], volume number (issue/part number), article number.
Available at:
[Accessed: date]

Guire, L., Mulvey, K.L., Goff, E., Irvin, M.J., Winterbottom, M., Fields, G.E., Hartstone-Rose, A. and Rutland, A. (2020) STEM gender stereotypes from early childhood through adolescence at informal science centers. *Journal of Applied Developmental Psychology* [online], v.67 (March-April), article no.101109.
Available at: https://www.sciencedirect.com/science/article/pii/S0193397319300930?via%3Dihub
[Accessed: date]

OR
Guire, L., Mulvey, K.L., Goff, E., Irvin, M.J., Winterbottom, M., Fields, G.E., Hartstone-Rose, A. and Rutland, A. (2020) STEM gender stereotypes from early childhood through adolescence at informal science centers. *Journal of Applied Developmental Psychology* [online], v.67 (March-April), 101109-101109.
Available at: https://www.sciencedirect.com/science/article/pii/S0193397319300930?via%3Dihub
[Accessed: date]

If you are using a quotation, it would normally be (author, year page number). See Section 2 above for more details.

If there are no page numbers on the PDF use the numbers provided in the PDF toolbar

Journal Articles: editorials
Author (year) Title of the editorial (editorial). *Title of the Journal*, volume (issue/part), pages.

Kahn, D. (2013) Converging Passages: Social Reform, Peace, and Montessori Education for Life (editorial). *AMI Journal*, December, pp.5-18.

Cited as: Kahn (2013) or (Kahn, 2013)

Journal Articles: extract
Author (year) Title of the article [extract]. *Title of the Journal in italics* [online], v. (issue), pp-pp. Available at:
[Accessed: date]

Cited as: Author (year) or (Author, year)

Journal Articles: no identifiable author
If you cannot identify the author of a journal article then use the name of the journal:

The Lancet (2016) Title of the article (editorial). *Title of the Journal,* volume (issue/part), page.

Cited as: The Lancet (2016) or (The Lancet, 2016)

Journal article: no page numbers
Sometimes journal articles do not have a volume, a part/issue number or page numbers and some have an article number. You can use an article number in place of the missing elements. Some articles may give a DOI and also a first published online date:

Author/s (year) Title of the article. *Title of the Journal* [First Published online date], volume number (issue/part number), article number. DOI:
[Accessed: date]

Yu, X., Zhang, W. and Liang, J. (2021) Physician distribution across China's cities: regional variations. *International Journal for Equity in Health* [First Published online 13th July 2021], v.20, 162. DOI: 10.1186/s12939-021-01503-5
[Accessed: 22nd July 2022]

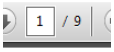
OR
Author/s (year) Title of the article. *Title of the Journal* [online], volume number (issue/part number), article number.
Available at:
[Accessed: date]

Guire, L., Mulvey, K.L., Goff, E., Irvin, M.J., Winterbottom, M., Fields, G.E., Hartstone-Rose, A. and Rutland, A. (2020) STEM gender stereotypes from early childhood through adolescence at informal science centers. *Journal of Applied Developmental Psychology* [online], v.67 (March-April), article no.101109.

Available at: https://www.sciencedirect.com/science/article/pii/S0193397319300930?via%3Dihub
[Accessed: date]

Guire, L., Mulvey, K.L., Goff, E., Irvin, M.J., Winterbottom, M., Fields, G.E., Hartstone-Rose, A. and Rutland, A. (2020) STEM gender stereotypes from early childhood through adolescence at informal science centers. *Journal of Applied Developmental Psychology* [online], v.67 (March-April), 101109-101109.
Available at: https://www.sciencedirect.com/science/article/pii/S0193397319300930?via%3Dihub
[Accessed: date]

If you are using a quotation, it would normally be (author, year page number). See Section 2 above for more details.

If there are no page numbers on the PDF use the numbers provided in the PDF toolbar 

Law for non-law students

This advice is intended for students in subject areas other than law who need to refer legal documents. Law students should normally provide OSCOLA style references when citing legal authorities.

Act of Parliament Bills

Title of the Act/Bill Year [online]
Available at:
[Accessed: date]

Special Educational Needs and Disability Act 2001 [online]
Available at: http://www.legislation.gov.uk/ukpga/2001/10/contents
[Accessed: 29th March 2021]

Cited by the title of the act with no italics or brackets: Special Educational Needs and Disability Act 2001

Hansard

Hansard is the official record of debates and speeches made in the House of Commons and the House of Lords.

Whole debate/record:

House of Commons (2022) *Parliamentary Debates* (Hansard) [online], 11thMay, v.714, No.2
Available at: https://hansard.parliament.uk/commons/2022-05-11
[Accessed: 27th July 2022]

Cite as: House of Commons (2022) or (House of Commons, 2022)

Speech/Comment by an individual include the column number within your citation:

Colleen Fletcher (MP) (2016, col.1734) stated …

Fletcher, C. (2016) Energy and climate change. *House of Commons Hansard Debates* [online], 24th March 2016, cols.1733-1772
Available at:
https://publications.parliament.uk/pa/cm201516/cmhansrd/cm160324/debtext/160324-0001.htm#16032433000005
[Accessed: 26th July 2022]

Written Statement:
Author (year) Subject of statement. *House of… Hansard written statement* [online], date, v.?
Available at:
[Accessed: date]

Walker, R. (2022) Education Update. *House of Commons Hansard written statement* [online], 14th March, v.710, cols.22WS-24WS
Available at: https://hansard.parliament.uk/commons/2022-03-14/debates/22031426000006/EducationUpdate
[Accessed: 2nd August 2022]

Cited as: Robin Walker (MP) (2022) or (Robin Walker (MP), 2022)

Law Case/Court Cases
This advice is intended for students in subject areas other than law who need to refer to cases infrequently. Law students should normally provide OSCOLA style references when citing legal authorities.

Format for in-text citations: (Names of parties involved, Year)

Examples: (R v Jones, 2009) or R v Jones (2009)

Full reference: Names of parties involved [Year] *Standard abbreviated name of law report*, volume number (if available), pages (if available)

R v Jones [2009] *EWCA Crim,* 120

Standard abbreviations of titles and the full forms of standard title abbreviations are available from http://www.legalabbrevs.cardiff.ac.uk/

Law Commission Report
Law Commission (year) *Title of the report or consultation paper* (no.?) [online]
Available at:
[Accessed: date]

Law Commission (2010) *Adult Social Care* (LAW COM no.326) [online]

Available at: https://www.lawcom.gov.uk/project/adult-social-care/#adult-social-care-report
[Accessed: 2nd August 2022]

Lectures

Always check with your lecturer to make sure that you can use these.

Spoken:
Lecturer's Surname, Initial(s) (year) *Title of the lecture*. Liverpool John Moores University. Date of the lecture.

Notes:
Lecturer's Name, Initial. (year) title of the lecture. *Module code and title of Module* [online]
Available at:
[Accessed: date]

Smith, J. (2018) Missing link. *ECL2999 Progression and curriculum* [online]
Available at: https://canvas.ljmu.ac.uk/
[Accessed: 18th March 2019]

Cited as: Smith (2018) or (Smith, 2018)

PowerPoints see PowerPoints from lectures

Letters

References should begin with the name of the person sending the letter.

Kinnock, N. (1986) Letter to author, 12 August

Cited as: Kinnock (1986) or (Kinnock, 1986)

Please Note: there are no italics.

Live Performances

Dance

Choreographer (date of premiere) *Title*. [Date seen and location]

Alston, R. (22nd June, 1990) *Soda lake* [19th September, 2003 Covent Garden]

Cited as: Alston (1990) or (Alston, 1990)

Concert

Composer or Band (year of performance) *Title*. [Date seen and location]

The Killers (2013) *Battle born world tour* [17th February, 2013 Manchester Arena]

Cited as: The Killers (2013) or (The Killers, 2013)

Maps
Author/Compiler/Producer name (year of publication) *Title of map*, sheet number, scale. Place of Publication: Publisher (Series)

Ordnance Survey (2001) *Clare, Limerick, Tipperary*, sheet 65, 1:50,000, Dublin: Ordnance Survey (Discovery Series)
Cited as: (Ordnance Survey, 2001)

Marketing Reports
See Reports

Memo/Memoranda
Author (year) *Title of the memo* (memorandum) [submitted to] [online]
Available at:
[Accessed: date]

Teacher Support Network (2010) *Behaviour and discipline in schools* (memorandum) [submitted to Education Select Committee] [online] House of Commons Session, 2010-2011
Available at:
[Accessed: 2nd October 2021]

Cited as: Teacher Support Network (2010) or (Teacher Support Network, 2010)

Monograph: Drug
This is how to reference a description/summary of a drug from a professional manual/handbook such as the British National Formulary (BNF).

Joint Formulary Committee (2020) *British National Formulary:* Levocitirizine hydrochloride [online]. London: BMJ Group and Pharmaceutical Press.
Available through: http://www.medicinescomplete.com
[Accessed: 1st October 2023]

Please Note: the name of the drug is **not** in italics and the URL/weblink take the reader to the home age of Medicines Complete.

MP3s
You may not always be able to find the place of publication or publisher, but these details should be included when possible.

Artist (year) Title of the song. *Title of the Album* [MP3] Place of Publication: Publisher.

Available at:
[Accessed: date]

The Feeling (2006) Love it when you call. *Twelve stops and home* [MP3]
Available at:
[Accessed: date]

Cited as: (The Feeling, 2006)

MP3 Single Track from a compilation album
Reed, L. (2003) Perfect day. In: *Essential rock: definitive rock classics and power ballads* (2009) [MP3] New York: Sony Music.

Multi-volume works
Crossman, R. (1975-1977) *Diaries of a cabinet minister*. 3 vols. London: Hamish Hamilton.

Citing: include the volume number if referring to a page for example: (Crossman, 1975-1977, 1:132)

One volume in a multi-volume set without an individual volume title:

Barr, A. and Feigenbaum, E.A. (1981) *The handbook of artificial intelligence*. Vol. 2. Stanford: Heuris Tech Press.

Cited as: Barr and Feigenbaum (1981) or (Barr and Feigenbaum, 1981)

If the volume has an individual title:

Hollis, D. (1980) *Animal identification: a reference guide. Vol.3: Insects*. London: British Museum (Natural History).

Music Compilation - single tracks
Artist (original year of performance) Title of the song/dance etc. In: *Title of the compilation* (year) [online video/DVD]. place of publication: Publisher.
Available at:
[Accessed: date]

Reed, L. (2003) Perfect day. In: *Essential rock: definitive rock classics and power ballads* (2009) [MP3]. New York: Sony Music.

Cited as: Reed (2003) or (Reed, 2003)

National Curriculum documents
Name of Department (year) *The national strategies for primary: title of the part if there is one* [online]
Available at:
[Accessed: date]

Department for Education (2013) *The National Curriculum in England: subtitle* [online]
Available at:
[Accessed: date]

Cited as: Department for Education (2013) or (Department for Education, 2013)

If you are going to cite this source more than once, you can abbreviate the name of the government department providing you have used the full name first and indicated the abbreviation:

Department for Education (DfE) (2013) or (Department for Education (DfE), 2013)

Quotations should be followed by a page number. See Section 2 above for more details. for example: Department for Education (DfE) (2013, p.24) or (Department for Education (DfE), 2013 p.24)

Newspaper Articles
Online/Electronic copy
Author (year) Title of the article. *Title of the Newspaper* [online], date
Available at: URL/ link
[Accessed: date]

Cheng, J. (2020) World news: flooding imperils huge China dam. *Wall Street Journal* [online], 22nd July 2020
Available at: https://www.proquest.com/docview/2425770688?accountid=12118&pq-origsite=primo
[Accessed: 2nd August 2022]

Cited as: Cheng (2020) or (Cheng, 2020)

Plum, J. (2021) Opinion: Do colleges care more about students than sports teams about their fans? (Letter to the Editor). *The Washington Post* [online], 25th November 2021
Available at: https://www.washingtonpost.com/opinions/letters-to-the-editor/do-colleges-care-more-about-students-than-sports-teams-about-their-fans/2021/11/24/8e85af66-4bd8-11ec-a7b8-9ed28bf23929_story.html
[Accessed: 26th November 2022]

Cited as: Plum (2021) or (Plum, 2021)

Bloom, A. (2018) Thousands of teachers are on long-term stress leave, new figures reveal. *TES* [online], 11th January 2018
Available at: https://www.tes.com/news/thousands-teachers-are-long-term-stress-leave-new-figures-reveal
[Accessed: 28th August 20220]

Cited as: Bloom (2018) or (Bloom, 2018)

Quotations: you can use the paragraph or line number to pinpoint information: Hooper (1997, para.3) or (Hooper, 1997 line 22)

Print copy
Author (year) Title of the article. *Title of the Newspaper*, date, p.?

White, J. (1992) Liverpool's most valuable home draw. *The Independent*, 2nd October, p.12

Cited as: White (1992) or (White, 1992)

Quotations should be followed by a page number, for example: White (1992, p.12) or (White, 1992 p.12). See Section 2 above for more details.

News Websites
If there is a named reporter, then use them as the author and add the news website:

Author (year) Title of the article. *Title News website* [online], date
Available at: URL/ link
[Accessed: date]

Easedale, S. (2021) Plastic pollution: can seaweed end problem? *BBC News* [online], 15th November 2021
Available at: https://www.bbc.co.uk/news/uk-wales-59264278
[Accessed: 29th November 2022]

Cited as: Easedale (2021) or (Easedale, 2021)

Quotations: you can use the paragraph or line number to pinpoint information:
Easedale (2021, para.7) or (Easedale, 2021, line 8)

If there is no named reporter, then use the news site as the author:

BBC NEWS (2012) *One in six young people not in education* [online], 22nd August 2012
Available at: http://www.bbc.co.uk/news/education-19342998
[Accessed: 29th August 2022]

Cited as: BBC NEWS (2012) or (BBC NEWS, 2012)

OR
BBC News (2012) *One in six young people not in education* [online], 22nd August 2012
Available at: http://www.bbc.co.uk/news/education-19342998
[Accessed: 29th August 2022]

Cited as: BBC News (2012) or (BBC News, 2012)

Quotations: you can use the paragraph or line number to pinpoint information: BBC News (2012, para.3) or (BBC, 2012 line 8)

If an article has no author, begin the reference with the title of the newspaper or website.

No year/publication date
If you cannot find a date of publication, insert n.d. (short for no date) in place of the year.

Coull, Y. (n.d.) *Generations Working Together: learning through intergenerational practice* [online]
Available at:
[Accessed: date]

Cited as: Coull (n.d.) or (Coull, n.d.)

No volume details/pages
See Journal articles without volume, issue or page details - missing details

Observation
Name of the person being observed (year) Title of the observation (Observation). Full date

Please Note: there are no italics.

Online Chapter PDF
A PDF of **single book chapter** online, see Chapters

Online chapter – Thesis/Dissertation
See Chapters

Online Documents/PDFs
Author (year) *Title of the document* [online]
Available at:
[Accessed: date]

National Reading Panel (2000) *Teaching children to read* [online]
Available at: http://www.nationalreadingpanel.org/Publications/publications.html

[Accessed: 27th January 2020]

Cited as: National Reading Panel (2000) or (National Reading Panel, 2000)

Quotations should be followed by a page number. See Section 2 above for more details. for example: National Reading Panel (2000, p.33) or (National Reading Panel, 2000 p.33)

Online Video
See Videos available online

Paintings
Artist (year) *title of the work* [medium] City: gallery or collection that houses the work.

Artist (year) *Title* [online]
Available at:
[Accessed: date]

Waterhouse, J. (1888) *The Lady of Shalott* [online]
Available at: http://www.tate.org.uk/art/artists/john-william-waterhouse-583
[Accessed: 2nd April 2021]

Cited as: Waterhouse (1888) or (Waterhouse, 1888)

Parliament: Hansard Speech or Debate
Hansard is the official record of debates and speeches made in the House of Commons and the House of Lords.

Whole debate/record:
House of Commons (2022) *Parliamentary Debates* (Hansard) [online], 11thMay v.714, No.2
Available at: https://hansard.parliament.uk/commons/2022-05-11
[Accessed: 27th July 2022]

Cited as: House of Commons (2022) or (House of Commons, 2022)
If you are referring to a specific area include the column number within your citation.

Colleen Fletcher (MP) (2016, col.1734) stated …

Fletcher, C. (2016) Energy and climate change. *House of Commons Hansard Debates* [online], 24th March 2016, cols.1734-1772
Available at:
https://publications.parliament.uk/pa/cm201516/cmhansrd/cm160324/debtext/160324-0001.htm#16032433000005
[Accessed: 26th July 2021]

PDFs available online
See Online Documents/PDFs

Personal Diary/Journal
Surname, Initial (year) *Personal Journal/Diary*. Unpublished work.

Photographs
Artist/Photographer (Year of production) *Title of image* [type of medium]
Available at: web site address/URL
[Accessed: date]

Parr, M. (1985) *The last resort 25* [online image]
Available at: https://www.tate.org.uk/art/artworks/parr-the-last-resort-25-p78703
[Accessed: 16th July 2021]

Cited under the photograph as: (Parr, 1985)

Use yourself as the author if you are using your own photographs/ pictures etc.

Author (year) *Title of the image* [photograph], unpublished work

You can cite it using you last name and year or use Image 1 etc under the image and in your reference list it would be:

Image 1:
Author (year) *Title of the image* [photograph], unpublished work

Podcasts
Broadcaster/Author (year) *Programme title, Series Title* (if relevant) [podcast], date of transmission
Available at: include web site address/URL
[Accessed: date]

National Museums Liverpool (2011) *A cadet from "SS Politician" remembers* [podcast], February 2011
Available at: http://www.liverpoolmuseums.org.uk/podcasts/politician-cadet.aspx
[Accessed: 14th April 2020]

Cited as: National Museums Liverpool (2011) or (National Museums Liverpool, 2011)

To use quotes from audio/visual materials use the 24-hour clock. See Section 2 for more details.

PowerPoints
Author (year) *Title of the PowerPoint* [online PowerPoint]
Available at:
[Accessed: date]

PowerPoint from lectures
Check with your lecturer to see if you can use these.

Lecturer's Name, Initial. (year) title of the lecture. *Module code and title of Module* [online PowerPoint]
Available at: Canvas link
[Accessed: date]

Smith, J. (2011) Missing link. *ECL2999 Progression and Curriculum* [online PowerPoint]
Available at: https://canvas.ljmu.ac.uk/
[Accessed: 18th March 2019]

Cited as: Smith (2011) or (Smith, 2011)

Quotations: you can use the slide number to pinpoint information: Smith (2011, slide 4) or (Smith, 2011 slide 4)

PowerPoint from a conference - online
Maynard, T. (2010) Letting go: child-led learning in the outdoor environment. *TACTYC 2010 Conference Grounds for Play: Exploring Risk in the Outdoor Early Years Environment* [online PowerPoint]. Novotel: Birmingham, 13th November
Available at: http://www.tactyc.org.uk/conferences/conference-131110.asp
[Accessed: 2nd October 2020]

Cited as: Maynard (2010) or (Maynard, 2010)

PowerPoint Microsoft Stock images
Microsoft Office PowerPoint has "stock images" which have little information. Use the launch date as the year. If you click on the Alt Text icon, a description will appear in a side panel – use this as the title.

Microsoft Office 365 (2011) *White Flowers blossoming on a green background* (PowerPoint Stock Image) [online Image]
Available at: https://www.office.com/
[Accessed: 28th October 2022]

Cited as: (Microsoft Office 365, 2011)

Alternatively, you may want to use a number system (Image 1) (Image 2) etc. See Images for details.

Press Releases

Issuing Body (2011) *Title of the paper/press release* [online], date of release
Available at:
[Accessed: date]

Department for Education (2010) *Gove: teachers, not politicians, know how best to run schools* [online], 26th May 2010
Available at: http://www.education.gov.uk/inthenews/pressnotices/a0061085/gove-not-politicians-know-how-to-run-schools
[Accessed: 12th September 20220]

Cited as: Department for Education (2010) or (Department for Education, 2010)

Radio Programmes

Woman's Hour: Campaigning women (2012) [Radio Programme online], BBC Radio 4, 31st December.
Available at: http://www.bbc.co.uk/programmes/b01phf4h
[Accessed: 2nd April 2022]

Brigs, D. (2013) Risk and tourism [interview by Laurie Taylor] *Thinking Allowed* [Radio Programme online], BBC Radio 4, 18th September
Available at: http://www.bbc.co.uk/programmes/b03b2j75
[Accessed: 28th September 2022]

Please Note: it is the name of the programme that are in italics.

Religious Texts

Print:

Title not in italics (year) Edition /Version if there is one. Place of Publication: Publisher.

Online:

Title not in italics (year) [online]
Available at:
[Accessed: date]

King James Bible (2022) [online]
Available at: https://www.kingjamesbibleonline.org/
[Accessed: 7th December 2022]

Cited as: King James Bible (2022) or (King James Bible, 2022)

If you were quoting a passage/Gospel/verse, for example:

“He shall feed his flock like a shepherd: he shall gather the lambs with his arm, and carry them in his bosom, and shall gently lead those that are with young” (King James Bible, 2022, Isaiah 20:11).

You would reference the whole Bible – but you could use a direct web address/URL as the link:

King James Bible (2022) [online]
Available at: https://www.kingjamesbibleonline.org/Isaiah-Chapter-40/#11
[Accessed: 7th December 2022]

If you were using a popular name for a verse, for example:

The Beatitudes (King James Bible, 2022, Matthew 5: 3-11)

You would reference the whole Bible – but you could use a direct web address/URL as the link:

King James Bible (2022) [online]
Available at: https://www.kingjamesbibleonline.org/Matthew-Chapter-5/#3
[Accessed: 7th December 2022]

Reports
The basic details for a report are:

Author (year) *Title of the document* [online]
Available at:
[Accessed: date]

Some reports, such as Government research report, House of Commons reports and Law reports need some additional details, see the examples below.

Education Reports
Education reports can be reference by the name of the Committee or if it is a popular report, by the name of the Chairperson:

Board of Education (1933) *Report of the Consultative Committee on Infant and Nursery Schools* (Hadow Report) [online]
Available at: www.educationengland.org.uk/documents/hadow1933/hadow1933.html
[Accessed: date]

OR
Hadow, W.H. (1933) *Report of the Consultative Committee on Infant and Nursery Schools* (Hadow Report) [online]
Available at: www.educationengland.org.uk/documents/hadow1933/hadow1933.html
[Accessed: date]

Government Department Reports
Public Health England (2016) *Government Dietary Recommendations: government recommendations for energy and nutrients for males and females aged 1-18years and 19+ years* [online]
Available at:
[Accessed: date]

Government Research Report
Author (year) *Title of the document* (Research Report number) [online]
Available at:
[Accessed: date]

House of Commons Report
House of Commons Education and Skills Committee (2006) *Special Educational Needs Third Report of Session 2005–06 Volume I* (HC478-1) [online]
Available at: https://publications.parliament.uk/pa/cm200506/cmselect/cmeduski/478/478i.pdf
[Accessed: 1st October 2022]

Cited as: House of Commons Education and Skills Committee (2006) or (House of Commons Education and Skills Committee, 2006)

Quotations should be followed by a page number, for example: House of Commons Education and Skills Committee (2006, p.5) or (House of Commons Education and Skills Committee, 2006 p.5). See Section 2 above for more details.

Bates, A. (2017) *Early Intervention* (House of Commons Briefing Paper No. 7647) [online]
Available at: https://dera.ioe.ac.uk/id/eprint/30984/1/CBP-7647.pdf
[Accessed: 24th November 2023]

Cited as: Bates (2017) or (Bates, 2017)

Law Commission Reports
Law Commission (year) *Title of the report or consultation paper* (no.?) [online]
Available at:
[Accessed: date]

Law Commission (2010) *Adult Social Care* (LAW COM no.326) [online]
Available at: https://www.lawcom.gov.uk/project/adult-social-care/#adult-social-care-report
[Accessed: 2nd August 2022]

Cited as: Law Commission (2010) OR (Law Commission, 2010)

Marketing Report- Mintel
Mintel (year) *Title of the report in italics* [online]
Available at:
[Accessed: date]

Cited as: Mintel (year) or (Mintel, year)

Quotations should be followed by a page number, for example: Mintel (2021, p.2) or (Mintel, 2021 p.2). See Section 2 above for more details.

Ofsted

Ofsted can be in lower case or capitals – choose **one** display option and stick with it.

Ofsted (2013) *Unseen children: access and achievement 20 years on: evidence report* [online]
Available at: https://www.gov.uk/government/publications/unseen-children-access-and-achievement-20-years-on
[Accessed: date]

Cited as: Ofsted (2013) OR (Ofsted, 2013)

OFSTED (2013) *Unseen children: access and achievement 20 years on: evidence report* [online]
Available at: https://www.gov.uk/government/publications/unseen-children-access-and-achievement-20-years-on
[Accessed: date]

Cited as: OFSTED (2013) OR (OFSTED, 2013)

School Inspections

Burke, B. (1995) *Inspection under section 9 of the Education (Schools) Act 1994: Bedford High School, Manchester Road, Leigh. WN7 2TY* [online]
Available at: http://www.open.gov.uk/ofsted/pdf/3594019.pdf
[Accessed: 26th November 2022]

If you need to hide the name of the school for reasons of confidentiality, then see Anonymity.

Reports – referencing an article from an edited report

If you had a report with article or sections written by different authors and you want to reference an individual article:

Author of article (year) Title of the article. In: Editor (ed.) *Title of the report* [online], pp-pp.
Available at:
[Accessed: date]

Secondary Sources/References

You may want to refer to a work you found quoted by another author. Always be sure to add a note including a page number to the reference in your assignment, so that it is clear that you have not consulted the original source.

Provide a reference to the item you have read in your reference list. The reader can then use that information and the page number noted in your assignment to trace full details of the item. For example:
You have read a book by Jaworski, Wood and Dawson, published in 1999 and they have cited a book on page 101 written by Schifter in 1991. The **book you have read**, is the item in your reference list.

Jaworski, B., Wood, T.L. and Dawson, S. (1999) *Mathematics teacher education critical international perspectives*. London: RoutledgeFalmer.

Your citation would be for Schifter but also where you read about it:

> Schifter (1991 cited in Jaworski, Wood and Dawson, 1999 p.101) argued…
>
> It was argued (Schifter, 1991 cited in Jaworski, Wood and Dawson, 1999 p.101)…

You have read a journal article by Nair, Patil and Mertova published in 2009 and on page 133 the authors cite a paper written by Vohra and Kasuba published in 2004. The **article you have read**, is the item in your reference list:

Nair, C.S., Patil, A. and Mertova, P. (2009) Re-engineering graduate skills - a case study. *European Journal of Engineering Education* [online], 34 (2), pp.131-139.
Available at: https://www.tandfonline.com/doi/full/10.1080/03043790902829281
[Accessed: 3rd August 2023]

Your citation would be for Vohra and Kasuba but also where you read about it:

> Vohra and Kasuba (2004 cited in Nair, Patil and Mertova, 2009 p.133) established....
>
> It was agreed (Vohra and Kasuba, 2004 cited in Nair, Patil and Mertova, 2009 p.133) that…

Secondary References to abstracts
You may occasionally want to refer in your assignment to an item you uncovered during a literature search but have not read in full. Include the abstract number in the reference to indicate that you are working from the abstract not the full document.

Spanos, N.P. (1992) A comparison of hypnotic and nonhypnotic treatments for smoking. *Imagination, Cognition and Personality*, v.12 (1), pp.23-43.
(From PsyclNFO, [online] Abstract No. 1993-11137-001)
[Accessed: 1st September 2019]

Cited as: Spano (1992) or (Spano, 1992)

Social Media
Social Media **are not** generally regarded as academic sources; check with your lecturer to see if they are an acceptable source to use for a particular assignment.

Name of Facebook Account Holder (year) *Name of the Page* [Facebook]
Available at:
[Accessed: date]

Author of the Tweet (year) *Content of the tweet in italics* [Twitter], date and month of post
Available at:
[Accessed: date]

Image on social media
Burnett, D. (2019) *Zendaya animatronic dress* [Instagram] 8th May
Available at: https://www.instagram.com/p/BxNiabZHpO-/
[Accessed: 10th March 2021]

See Images for information about citing.

Software
see Computer Programs/Software

Speeches
Hancock, M. (2014) *Maths and English provision in post-16 education*, speech 2 July, London [online]
Available at: https://www.gov.uk/government/speeches/maths-and-english-provision-in-post-16-education
[Accessed: date]

Cited as: Hancock (2014) or (Hancock, 2014)

Quotations: you can use the paragraph number or line number if no page number is available: Hancock (2014, para.3) or (Hancock, 2014 para.3) Hancock (2014, line 9) or (Hancock, 2014 line 9)

Parliamentary speeches see Law Hansard

Online speech
King, M.L. (1963) *I have a dream*, speech 28 August, Washington D.C. [online]
Available at: http://wwwmlkonline.net/dream.html
[Accessed: 5th April 2021]

Cited as: King (1963) or (King, 1963)

Visiting speaker from a particular company

Speaker's Name, (Year) *Presentation title*. [Guest Speaker from…] Place of presentation. Full date of presentation.

Cited as: Speaker's Last Name (year) or (Speaker's Last Name, year)

Statutory Instruments (SI)
Education (School Teacher Performance Management) (England) *Regulations 2006* (SI 2006/2661) [online]
Available at: www.legislation.gov.uk/uksi/2006/2661/pdfs/uksi_20062661_en.pdf
[Accessed: 18th March 2021]

Tables and Graphs
Author (year) *Title of the Book*. Place of Publication: Publisher.

Author (year) *Title of the document* [online]
Available at:
[Accessed: date]

Cited as: (Author, year, p.?)

You could use the title of the graph under the image followed by the author and year. See Images for more details.

Theses/Dissertations
Author (year) *Title of Thesis*. Level of study, place of study.
Hull, A.P. (1988) *Changing patterns of accessibility and mobility in sixteen parishes in east Kent, 1973-1982.* Unpublished Ph.D. thesis, Liverpool Polytechnic.

Author (year) *Title of Thesis* [online], Level of study, place of study.
Available at:
[Accessed: date]

Magallon, A. (2019) *Why self-care Is vital for social services professionals* [online], MA thesis, California State University.
Available at:
[Accessed: 14th April 2022]

Thesis/Dissertation- online chapter
This is when a single chapter is found as a PDF online.

Author (year) Title of the Chapter. In: *Title of the Thesis* [online], Level of study, Place/University of study pp.-pp.
Available at:

[Accessed: date]

Translations of old texts
See Book Editions

TV Programmes
It is usual to give the title, country of origin, channel, transmission date, if possible, and episode title, if appropriate.

Why Poverty? Part 4, Park Avenue: money, power and the American dream [TV programme], BBC4, 27th November 2012

Porrit, J. (1991) Interview by Jonathan Dimbleby *Panorama* [TV programme], BBC1, 18th March

Details of the director and scriptwriter may be included, if significant:

Blackeyes. d. Ken Trodd, scr. Denis Potter UK [TV programme], BBC2, 23 September 1989
Documentary films may be listed under the name of the director or production company.

Unpublished Works
Reference unpublished works in the usual way according to their format but include a note to indicate that the item is unpublished:

Hull, A.P. (1988) *Changing patterns of accessibility and mobility in sixteen parishes in east Kent, 1973-1982*. Unpublished Ph.D. Thesis, Liverpool Polytechnic.

Your own work – research, then use your own name as the author:

Author (year) *Title of the research in italics*. Unpublished work

Updated/Amended old texts
See Book Editions

Videos available online
Author (year) *Title of the video* [online video]
Available at:
[Accessed: date]

Gray, C. (1991) *What are social stories?* [online video]
Available at: http://www.thegraycenter.org/social-stories/what-are-social-stories
[Accessed: 30th March 2019]

Cited as: Gray (1991) or (Gray, 1991)

You may want to **quote a specific section.** Use the 24-hour clock to indicate the starting point: Gray (1991: 00:29:45) or (Gray, 1991: 00:29:45)

Robinson, K. (2006) *Do schools kill creativity* [online video]
Available at:
https://www.ted.com/talks/sir_ken_robinson_do_schools_kill_creativity?language=en
[Accessed: date??]

Cited as: Robinson (2006) or (Robinson, 2006)

If they use a quote then they should use the 24-hour clock to indicate where it is in the video: Robinson (2006: 00:12:30) or (Robinson, 2006: 00:12:30)

Kanopy videos
Author (year) *Title of the video* [online video]
Available at:
[Accessed: date]

Learning Seed (2008) *Cognitive & Language Development* [online video]
Available at: https://www.kanopy.com/en/ljmu/video/56487
[Accessed: date??]

McEvoy, W. and McEvoy, K. (2012) *Play and Learning at School: five year olds* [online video]
Available at: https://www.kanopy.com/en/ljmu/video/76423
[Accessed: date??]

If there are no named author then use Kanopy can be used as the author.

Webinar
Author (year) *Title of the webinar* [webinar], date of the webinar
Available at:
[Accessed: date]

Webpages/websites
Author (year) *Title of the webpage* [online]
Available at:
[Accessed: date]

GOV.UK (2016) *Types of school* [online]
Available at: https://www.gov.uk/types-of-school/overview

[Accessed: 16th July 2022]

Cited as GOV.UK (2016) or (GOV.UK, 2016)

Quotations: you can use the paragraph number or line number to pinpoint specific information there are no page numbers:

GOV.UK (2016 para.4) or (GOV.UK, 2016 para.4) OR GOV.UK (2016 line 10) or (GOV.UK, 2016 line 10)

PDFs on a webpage
See Online Documents/PDFs

Webpage articles
If you want to refer to an article written on a website and there is an author **named,** your reference.
This is an online newspaper article:

Plum, J. (2021) Opinion: Do colleges care more about students than sports teams about their fans? (Letter to the Editor). *The Washington Post* [online], 25th November 2021
Available at: https://www.washingtonpost.com/opinions/letters-to-the-editor/do-colleges-care-more-about-students-than-sports-teams-about-their-fans/2021/11/24/8e85af66-4bd8-11ec-a7b8-9ed28bf23929_story.html
[Accessed: 26th November 2022]

Cited as: McDonough (1999) or (McDonough, 1999)

Quotations: you can use the paragraph or line number: McDonough (1999, para.2) or (McDonough, 1999 line23).

This is a news website:

BBC News (2012) *One in six young people not in education* [online], 22nd August 2012
Available at: http://www.bbc.co.uk/news/education-19342998
[Accessed: 3rd August 2021]

Cited as: BBC News (2012, para.8) or (BBC News, 2012 para.8)

OR
BBC NEWS (2012) *One in six young people not in education* [online], 22nd August 2012
Available at: http://www.bbc.co.uk/news/education-19342998
[Accessed: 3rd August 2021]

Cited as: BBC NEWS (2012, para.8) or (BBC NEWS, 2012 para.8)

If there is no named author then use the webpage owner as the author.

Web pages often have long URLs/addresses. In these cases, we recommend that you include just the basic URL/address in a reference, for example: as far as the first forward slash.

Year missing
See No year/publication date

YouTube Videos
Screen name of contributor (year) *Video Title,* Series Title if relevant [online video]
Available at: include web site address/URL
[Accessed: date]

Robinson, K. (2006) *Do schools kill creativity* [online video]
Available at:
https://www.ted.com/talks/sir_ken_robinson_do_schools_kill_creativity?language=en
[Accessed: 16th October 2022]

Cited as: Robinson (2006) or (Robinson, 2006)

If they use a quote then they should use the 24-hour clock to indicate where it is in the video: Robinson (2006: 00:12:30) or (Robinson, 2006: 00:12:30).

UNICEF (2007) *Article 28* [online video]
Available at: http://www.youtube.com/watch?v=zWo0aYvx7xk&feature=relmfu
[Accessed: 19th April 2021]

Cited as: UNICEF (2007) or (UNICEF, 2007)

See Videos available online for more examples.

If it is an interview –see also Interviews

For further help and advice on Harvard referencing please contact your Academic Engagement Librarian.

Guide Updated: January 2024
By: Jackie Fealey