

# Harvard LJMU Referencing: quick glossary of examples

**This the short guide with format examples.** For more information about referencing, how to create a reference list, authors and using quotes see the full Harvard LJMU Referencing Guide: <https://www.ljmu.ac.uk/~media/library/library-skills/harvardreferencingfullguide.pdf?la=en>

Quick access: hover over the letter below and use Ctrl and click to jump to the a section. Use Ctrl and right click on the title in the table of contents to the jump to the example in the guide.

**Please Note: always check with your programme leader, module handbook or school the preferred referencing style to be used.**

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## Referencing Examples

### 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.

### 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: 29<sup>th</sup> March 2019]

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]

### **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: [www.earlymoderntexts.com/assets/pdfs/locke1690book2.pdf](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, Donovanick and Crowley

Cited as: Domenech Rodriguez, Donovanick and Crowley (2009) or (Domenech Rodriguez, Donovanick 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)



## **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: 19<sup>th</sup> April 2019]

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

## **Newspaper blogs**

Bebbington, M. and Parkinson, L. (2012) David Cameron should give PE teachers a sporting chance. *The Guardian Teacher's Blog* [blog], 9<sup>th</sup> August 2012  
Available at: <http://www.guardian.co.uk/teacher-network/2012/aug/09/david-cameron-pe-teachers-sporting>  
[Accessed: 10<sup>th</sup> January 2021]

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

## **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 last name and initials  
(Year of publication in brackets)  
*Title and subtitle* (if any) of the book, this is normally underlined or 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. 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)

## **Two Authors**

Gopee, N. and Galloway, J. (2019) *Leadership and healthcare*. 3<sup>rd</sup> ed. London: Sage.

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

### **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)

### **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: (Bhattacharya et al., 2015) or Bhattacharya et al. (2015)

### **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*. 5<sup>th</sup> ed. London: Learning Matters.

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

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

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

### **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)

### **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.

If you need to anonymise the author for confidentiality reasons 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. 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*. 4<sup>th</sup> ed. London: Routledge pp.13-31

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

#### **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]. Place of Publication: Publisher pages

Available at:

[Accessed: date]

Please Note: 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]. 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]. 6<sup>th</sup> ed. London: Pearson Prentice Hall pp.74-115

Available at:

[Accessed: date]

If you don't have all the above information, 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 1<sup>st</sup> 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: 2<sup>nd</sup> ed.; 3<sup>rd</sup> ed.; 4<sup>th</sup> ed. etc. and it would follow the title of the book.

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

Ljung, L. (1999) *System identification theory for the user*. 2<sup>nd</sup> ed. Upper Saddle River: Prentice Hall.

**Revised, Reissue, Updated or Classic Editions** are abbreviated, for example: Rev. ed.; Rev. 2<sup>nd</sup> 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: [www.earlymoderntexts.com/assets/pdfs/locke1690book2.pdf](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](https://openlibrary.org/books/OL13572363M/Genetic_epistemology).  
[Accessed: 22<sup>nd</sup> June 2019]

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: 5<sup>th</sup> April 2020]

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)

### **CDs**

See [DVDs/CDs](#)

### **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

Please Note: 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*. 4<sup>th</sup> ed. London: Routledge pp.13-31

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

### **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]. 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)

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]. 6<sup>th</sup> ed. London: Pearson Prentice Hall pp.74-115

Available at:

[Accessed: date]

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

Available at:

[Accessed: date]

### **Chapter online - Thesis/Dissertation**

This is when a single chapter is online as a PDF.

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, 26<sup>th</sup> -28<sup>th</sup> 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)

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/informalproceedings.html>  
[Accessed: 5<sup>th</sup> April 2019]

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

### **Confidentiality**

See [Anonymity in the interests of confidentiality](#)

### **Conversations**

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

Please Note: 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

Interfile full references to court cases in your reference list under the first party to the case. Standard abbreviations of titles and the full forms of standard title abbreviations are available from <http://www.legalabbrevs.cardiff.ac.uk/>

### **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 2019]

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: 24<sup>th</sup> April 2019]

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: Levocetirizine hydrochloride* [online]. London: BMJ Group and Pharmaceutical Press.

Available through: <http://www.medicinescomplete.com>

[Accessed: 1<sup>st</sup> October 2020]

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

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 and it 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. 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]. 6<sup>th</sup> ed. Maidenhead: Open University Press.  
Available at: [https://ljamu-primo.hosted.exlibrisgroup.com/permalink/f/kb8geu/44JMU\\_ALMA\\_DS2151821990003826](https://ljamu-primo.hosted.exlibrisgroup.com/permalink/f/kb8geu/44JMU_ALMA_DS2151821990003826)  
[Accessed: 8<sup>th</sup> December 2021]

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

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)

**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*. 2<sup>nd</sup> 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)

### **Email messages**

Sender Surname, Initial (email address) date of the email

*Title of the email*. Email to Name of Recipient (recipient's email address)

Fealey, J. (J.Fealey@ljmu.ac.uk) 23rd January 2014  
*Updating Harvard*. Email to Rob Caley (R.J.Caley@ljmu.ac.uk)

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

### **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: 18<sup>th</sup> September 2019]

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

## **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 Name. 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)

### **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.

### **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)

### **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 give 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)

## Film for Film/Screen School Student 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: 28<sup>th</sup> October 2021]

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, especially 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: 28<sup>th</sup> October 2021]

Cited as: (Image 1)

The citation would go 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* [type of medium]

Available at: include web site address/URL

[Accessed: date]

Coca Cola (2007) *New Coke logo* [online image]

Available at: [http://www.thecoca-](http://www.thecoca.com/)

[colacompany.com/presscenter/img/imagebrands/downloads/lg\\_new\\_coke\\_logo.jpg](http://www.thecoca.com/presscenter/img/imagebrands/downloads/lg_new_coke_logo.jpg)

[Accessed: 24<sup>th</sup> March 2012]

Cited as: (Coca Cola, 2007)

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

### **Images – online no author credited**

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](http://www.microsoft.com)

[Accessed: 25<sup>th</sup> January 2019]

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

### **Images online – no title**

Where none of the usual details such as author, date, or image title are known, try to find the filename of the image, for example by right clicking and looking 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: 23<sup>rd</sup> August 2019]

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

### **Images- own photographs/drawings**

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

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:

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)

## **Interviews**

### **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]

### **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], 18<sup>th</sup> February  
Available at:  
[Accessed: date]

### **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]

### **Journal Articles**

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

Author's name – Last name and initials  
Year of publication in brackets  
Title and subtitle (if any) of the article.  
*Title of the journal normally underlined or set in italics*  
Volume  
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)

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. 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 22<sup>nd</sup> July, 2013] or [First published online 22<sup>nd</sup> 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 22<sup>nd</sup> July, 2013]. DOI: 10.1177/1354856513494178  
[Accessed: 20<sup>th</sup> June 2020]

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 13<sup>th</sup> February 2013]. DOI: 10.1037/a0031917

[Accessed: 18<sup>th</sup> October 2020]

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

If you may have some details – so give what you can find. This one has a volume and issue number but no pages:

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

[Accessed: 18<sup>th</sup> October 2020]

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

This one has a volume and an article number:

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 13<sup>th</sup> July 2021], v.20, 162. DOI: 10.1186/s12939-021-01503-5

[Accessed: 22<sup>nd</sup> July 2021]

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

Journals with seasons and pages:

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

Available at:

[Accessed: date]

### **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: web 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://www.proquest.com/docview/1537094224?accountid=12118&pg-origsite=primo>

[Accessed: 8<sup>th</sup> December 2021]

### 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 Ataíde 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: 8<sup>th</sup> December 2021]

### DOI:

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

[Accessed: date]

de Ataíde 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: 8<sup>th</sup> December 2021]

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

Journal articles with no volume numbers but have 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]

### Journal Articles: from a database

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: 18<sup>th</sup> April 2020]

OR with Full DOI

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: 18<sup>th</sup> April 2020]

OR with DOI

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: 18<sup>th</sup> April 2020]

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

### **Journal Articles: without 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 22<sup>nd</sup> July, 2013] or [First published online 22<sup>nd</sup> 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 22<sup>nd</sup> July 2013]. DOI: 10.1177/1354856513494178  
[Accessed: 8th November 2019]

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 13<sup>th</sup> February 2013]. DOI: 10.1037/a0031917  
[Accessed: 18<sup>th</sup> October 2020]

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 19<sup>th</sup> February 2020], v.10 (6). DOI: 10.1038/s41387-020-0109-6  
[Accessed: 18<sup>th</sup> October 2020]

Cites 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 13<sup>th</sup> July 2021], v.20, 162. DOI: 10.1186/s12939-021-01503-5  
[Accessed: 22<sup>nd</sup> July 2021]

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

Journal articles with no volume numbers but have seasons and pages:

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

### **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, or on its own, for example:

p.e.036192 OR p.e036192-036192 OR p.e.036192-036192

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 OR full DOI weblink  
[Accessed: date]

OR with DOI

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

### **Journal Articles: article number**

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 13<sup>th</sup> July 2021], v.20, 162. DOI: 10.1186/s12939-021-01503-5  
[Accessed: 22<sup>nd</sup> July 2021]

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]

### **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 Article- 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 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 13<sup>th</sup> July 2021], v.20, 162. DOI: 10.1186/s12939-021-01503-5

[Accessed: 22<sup>nd</sup> July 2021]

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]

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



### **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/Bill**

See [Acts of Parliament/Bill](#)

### **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], 11<sup>th</sup> May v.714, No.2  
Available at: <https://hansard.parliament.uk/commons/2022-05-11>  
[Accessed: 27<sup>th</sup> 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], 24<sup>th</sup> March 2016, cols.1733-1772  
Available at:  
<https://publications.parliament.uk/pa/cm201516/cmhansrd/cm160324/debtext/160324-0001.htm#16032433000005>  
[Accessed: 26<sup>th</sup> 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], 14<sup>th</sup> March, v.710, cols.22WS-24WS  
Available at: <https://hansard.parliament.uk/commons/2022-03-14/debates/22031426000006/EducationUpdate>  
[Accessed: 2<sup>nd</sup> 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: 2<sup>nd</sup> 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 (year) title of the lecture. *Module code and title of Module* [online]

Available at:

[Accessed: date]

Smith, J. (2011) Missing link. *ECL2999 Progression and curriculum* [online]

Available at: <https://canvas.ljmu.ac.uk/>

[Accessed: 18<sup>th</sup> March 2019]

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

Lecture PowerPoints - see [PowerPoints](#)

### **Letters**

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

Please Note: that there are no italics.

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

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

### **Live Performances**

#### **Dance**

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

Alston, R. (22<sup>nd</sup> June, 1990) *Soda lake* [19<sup>th</sup> 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* [17<sup>th</sup> 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](#)

### **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: 2<sup>nd</sup> October 2019]

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: Levocetirizine hydrochloride* [online]. London: BMJ Group and Pharmaceutical Press.

Available through: <http://www.medicinescomplete.com>

[Accessed: 1<sup>st</sup> October 2020]

Please Note: the name of the drug is **not** in italics and the URL/weblink take the reader to the home page 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) [CD] place of publication: Publisher.

Available at:

[Accessed: date]

Reed, L. (2003) Perfect day. In: *Essential rock: definitive rock classics and power ballads* (2009) [CD]  
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)

### **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], 22<sup>nd</sup>  
July 2020

Available at: <https://www.proquest.com/docview/2425770688?accountid=12118&pg-origsite=primo>

[Accessed: 2<sup>nd</sup> August 2021]

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], 25<sup>th</sup> 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](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: 26<sup>th</sup> November 2021]

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

Bloom, A. (2018) Thousands of teachers are on long-term stress leave, new figures reveal. *TES* [online], 11<sup>th</sup> January 2018

Available at: <https://www.tes.com/news/thousands-teachers-are-long-term-stress-leave-new-figures-reveal>

[Accessed: 28<sup>th</sup> August 2020]

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

### **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*, 2<sup>nd</sup> October, p.12

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

### **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], 15<sup>th</sup> November 2021

Available at: <https://www.bbc.co.uk/news/uk-wales-59264278>

[Accessed: 29<sup>th</sup> November 2021]

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

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], 22<sup>nd</sup> August 2012

Available at: <http://www.bbc.co.uk/news/education-19342998>

[Accessed: 29<sup>th</sup> August 2019]

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

BBC News (2012) *One in six young people not in education* [online], 22<sup>nd</sup> August 2012

Available at: <http://www.bbc.co.uk/news/education-19342998>

[Accessed: 29<sup>th</sup> August 2019]

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

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 pages](#)

### **Observation**

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

Please Note: there are no italics.

### **Online Chapter**

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: 27<sup>th</sup> January 2019]

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

### **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: 2<sup>nd</sup> April 2019]

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], 11<sup>th</sup> May v.714, No.2

Available at: <https://hansard.parliament.uk/commons/2022-05-11>

[Accessed: 27<sup>th</sup> July 2022]

Cite 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.

Fletcher, C. (2016) Energy and climate change. *House of Commons Hansard Debates* [online], 24<sup>th</sup> March 2016, cols.1734-1772

Available at:

<https://publications.parliament.uk/pa/cm201516/cmhansrd/cm160324/debtext/160324-0001.htm#16032433000005>

[Accessed: 26<sup>th</sup> July 2019]

### **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: 16<sup>th</sup> July 2019]

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 see [Images](#) for more details.

### **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: 14<sup>th</sup> April 2019]

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

### **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.

Smith, J. (2011) Missing link. *ECL2999 Progression and Curriculum* [online PowerPoint]

Available at: <https://canvas.ljmu.ac.uk/>  
[Accessed: 18<sup>th</sup> March 2019]

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

### **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, 13<sup>th</sup> November

Available at: <http://www.tactyc.org.uk/conferences/conference-131110.asp>  
[Accessed: 2<sup>nd</sup> October 2019]

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: 28<sup>th</sup> October 2021]

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. See [Images](#) for more 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], 26<sup>th</sup> May 2010

Available at: <http://www.education.gov.uk/inthenews/pressnotices/a0061085/gove-not-politicians-know-how-to-run-schools>

[Accessed: 12<sup>th</sup> September 2019]

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, 31<sup>st</sup> December.

Available at: <http://www.bbc.co.uk/programmes/b01phf4h>

[Accessed: 2<sup>nd</sup> April 2019]

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: 28<sup>th</sup> September 2019]

Note: the name of the programme that goes 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: 7<sup>th</sup> December 2022]

Cited as: King James Bible (2022)

King James Bible (2022) [online]

Available at: <https://www.kingjamesbibleonline.org/Isaiah-Chapter-40/#11>

[Accessed: 7<sup>th</sup> 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: 7<sup>th</sup> 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 Committee or if it is popular, the Chairperson:

Board of Education (1933) *Report of the Consultative Committee on Infant and Nursery Schools* (Hadow Report) [online]

Available at: <http://www.educationengland.org.uk/documents/hadow1933/hadow1933.html>

[Accessed: date]

Hadow, W.H. (1933) *Report of the Consultative Committee on Infant and Nursery Schools* (Hadow Report) [online]

Available at: <http://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/House of Commons Committee Reports

Author (year) *Title of the document* (Research Report number) [online]

Available at:  
[Accessed: date]

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: 1<sup>st</sup> October 2021]

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

### **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: 2<sup>nd</sup> August 2022]

### **Marketing Report- Mintel**

Mintel (year) *Title of the report in italics* [online]

Available at:  
[Accessed: date]

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

### **Ofsted**

Ofsted can be written 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: 26<sup>th</sup> November 2019]

### 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 quoted by another author. To do this you need cite where you read about this author as well as the quoted source.

For example: you have read a book by Jaworski, Wood and Dawson, published in 1999 and on page 101 they have cited a book written by Schifter published in 1991. The **book you have read**, so the book by Jaworski, Wood and Dawson is the item in your reference list.

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

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

According to Schifter (1991 cited in Jaworski, Wood and Dawson, 1999 p.101) teaching...

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

You have read a journal article by Nair, Patil and Mertova published in 2009 and on page 133 they have cited 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: 3<sup>rd</sup> August 2021]

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

To cite an item you found 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 PsycINFO, [online] Abstract No. 1993-11137-001)  
[Accessed: 1<sup>st</sup> September 2019]

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

### Social Media

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 See [Images](#)

### 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)

Parliament- see [Law Hansard](#)

### Online

King, M.L. (1963) *I have a dream*, speech 28 August, Washington D.C. [online]  
Available at: <http://www.mlkonline.net/dream.html>  
[Accessed: 5<sup>th</sup> April 2019]

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

### Visiting speaker from a 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](http://www.legislation.gov.uk/uksi/2006/2661/pdfs/uksi_20062661_en.pdf)

[Accessed: 18<sup>th</sup> March 2020]

### 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 2021]

Thesis/Dissertation- online chapter See [Chapters](#)

### 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, 27<sup>th</sup> November 2012

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

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]

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](https://www.ted.com/talks/sir_ken_robinson_do_schools_kill_creativity?language=en)

[Accessed: date??]

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

Screen name of contributor (year) *Video Title*, Series Title if relevant [online video]

Available at: include web site address/URL

[Accessed: date]

UNICEF (2007) *Article 28* [online video]

Available at: <http://www.youtube.com/watch?v=zWo0aYvx7xk&feature=relmfu>

[Accessed: 19<sup>th</sup> April 2019]

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

If it is an interview –see also [Interviews](#)

### **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: 16<sup>th</sup> July 2019]

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

### **Documents/PDFs found on a webpage**

See [Online Documents/PDFs](#)

### **Webpage articles**

For newspapers or news articles on websites see [Newspaper Articles](#)

### **Year Missing**

See [No year/publication date](#)

### **YouTube Videos**

See [Videos Online](#)

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

Guide Updated: January 2024

By: Jackie Fealey