

Harvard



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**Citing and
Referencing
Guide: Harvard**

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Citing

In your assignment, when you have used an idea or a quote from a book, journal article or other source you must acknowledge this in your text. We refer to this as 'citing'.

What does citing look like?

In your text, a citation will usually follow the format *author-year of publication*. It is very rarely different; an 'author' is the person or organisation/department who created, wrote or produced the work. If you use a direct quote, you will additionally include a page number, where available. There is flexibility in where you put a citation, but not what you put into it.

| ✗ Incorrect | ✓ Correct | Why? |
|--|--|---|
| Haylock, D. (2006) | Haylock (2006) | Don't need an initial, this will be in your reference list. |
| Haylock & Thangata (2007) define differentiation as "ways in which teachers take into account in their planning and teaching the differences between the pupils in the class". | Haylock & Thangata (2007: p.57) define differentiation as "ways in which teachers take into account in their planning and teaching the differences between the pupils in the class". | Direct quotes should be cited in the text with a page number (if available) for the page where it appeared, so the reader can locate the quote. |
| http://www.autism.org.uk (2010) | National Autistic Society (2010) | Don't use a website address. You can use a corporate author, when there is no named person for the work you are citing. |
| DfE (2011) | Department for Education (DfE) (2011) | The first time you use an acronym, it is good practice to provide the full name too. |
| The use of rods, blocks and coins can be useful in teaching place value to children. (Haylock 2006) | The use of rods, blocks and coins can be useful in teaching place value to children (Haylock 2006). | Full stop should be after the citation, otherwise it becomes 'detached'. |
| Littleford, Halstead and Mulraine (2004) | Littleford et al. (2004) | Do not list three or more authors. Instead include the surname of the first author, then write 'et al'. Remember to list <i>all</i> authors in your reference list. |
| Pears, Shields (2010) Pears + Shields (2010) | Pears and Shields (2010) Pears & Shields (2010) | You may use 'and' or an ampersand '&' but don't mix them up – pick one method and be consistent. |

Paraphrasing & Summarising

What is it? Writing another author's idea or findings in your own words. You may **paraphrase** a quote or short paragraph in to your own words, making it more meaningful within the context of your work. You may also **summarise** the content of a longer passage of text, such as an article or a report, or write about a seminal piece of work, policy or theory in your subject area.

Why do it? You are demonstrating that you have understood what you have read. Paraphrasing and summarising enables you to include supporting or contrasting evidence in your work in a more creative, flowing way.

Examples:

Pears and Shields (2010) offer tips to help students avoid plagiarism, including good time management, the use of quotation marks for direct quotes, and making full notes of all reference details for every source.

It is important to choose a research topic which you are likely to be interested in for a long period of time, and think through all the potential difficulties of researching that topic before you commit to it (Bell 2010).

The literature on academic skills offers a variety of tips on reading effectively, including: underlining to focus your attention on the text, questioning what is being read, summarising chunks of reading, and categorising different sources to give purpose to what you are reading (Northedge 2005; Creme and Lea 2008; Grix and Watkins 2010).

Direct quote

What is it? Using an actual quote from a source to back up your perspectives, discussions, ideas or arguments. Remember to use quotation marks.

Why do it? Demonstrates the breadth of your reading. Sometimes the author's own words say it best. However, quotes can break the flow of your writing if you use them too often. You should start long quotes of three lines or more in a new, indented paragraph.

Examples:

Collecting and reading through assignment feedback is a valuable and important part of learning, however Race (2007: p.32) suggests that regular self-assessment is also crucial, so that a student can “identify in good time those elements that will be the most valuable and important areas to which to devote additional time and effort”.

Race (2007: p.32) emphasises the benefits of self-testing:

“It is more or less assumed that motivated students will organize for themselves the actions and processes which lead to making sense of what they are learning. The best ways of checking that you are making sense of what you have been learning is to test yourself out with it. Practice at testing yourself is ideal rehearsal for formal assessments too.”

Alternatively, the citation can go at the end:

“It is more or less assumed that motivated students will organize for themselves the actions and processes which lead to making sense of what they are learning. The best ways of checking that you are making sense of what you have been learning is to test yourself out with it. Practice at testing yourself is ideal rehearsal for formal assessments too.”

Race (2007: p.32)

To omit part of a quote, you can use three dots (...). This is called ellipsis:

“ ‘Formative feedback’ ... can help you develop your approach, and fine-tune your efforts towards getting that good degree” (Race 2007: p.87).

Sometimes you will want to use a quote from a webpage. If there is no page number available, you cannot include one. Your reference list should offer your reader a direct link to the webpage which displays the quote.

Two separate publications with the same author(s) and same year

If you cite a new source which has the same author and was written in the same year as an earlier citation, you must use a lower case letter after the date to differentiate between the two.

Examples:

Good relationships with parents are crucial in tackling a child's poor behaviour. Dukes and Smith (2009a: p.28) explain how these might be nurtured: "Mutual respect, a valuing of diversity and effective communication are essential to forming good relationships with parents."

Dukes and Smith (2009b) suggest several methods of communicating with parents, such as regular meetings, diaries, observations and records.

In the reference list:

Dukes, C. and Smith, M. (2009a) *Building better behaviour in the early years*. London, SAGE.

Dukes, C. and Smith, M. (2009b) *Recognising and planning for special needs in the early years*. London, SAGE.

Citing from chapters written by different authors

Some books may contain chapters written by different authors. When citing work from such a book, the author(s) who wrote the chapter should be cited, not the editor(s) of the book.

Example:

Buckler and Hobbs (2009) advise students that the learning process can be very different at university.

In the reference list:

Buckler, L. and Hobbs, S. (2009) University life: the student perspective. In: Doughty, R. and Shaw, D. (eds.) *Film: the essential study guide*. Abingdon, Routledge, pp. 15-24.

Secondary referencing

What is it? Pears and Shields (2010: p.8) explain:

"In some cases you will read a source that refers to the work of somebody else, known as a **secondary source**. Probably you should find and read the item referred to. However, where this is not possible and you still wish to include the work referred to, you can only mention it as a citation, known as secondary referencing".

Why do it? You'll need to do it when you cannot locate the original source. You are advised to read the original source, so that you can see the context for yourself and view it without the perspective of a second author. However, sometimes this is not possible, particularly in cases where you are discussing well-established theories and ideas which were published many years ago; the original sources will be very hard to acquire. In your reference list, you only include the source you have used, not the original secondary source.

Example:

Vygotsky (1931) cited by Langford (2005: p.48) discusses pattern recognition by infants: "For the infant, objects are divided into objects to recognise, to grasp, etc., that is they are distinguished according to different sensory patterns".

Including Visual Materials in your work

Duplication of charts, diagrams, pictures etc. should be treated as direct quotes, in that the author(s) should be acknowledged and page numbers shown both in your text where the diagram is discussed or introduced, and in the caption you write for it. You are also advised to ask your tutors in your Institute about whether there is a policy or guidance on reproducing a table of figures/illustrations in your work, alongside the reference list.

Let's say you're discussing UK populations and want to include the chart below that you have found. This chart would need to be given its own **caption** to show where the chart is from, referenced properly in your **reference list** and **cited in your text**.

Example:

Figure 1 (Office of National Statistics 2011) indicated that...



Figure 1: UK Population (Source: Office for National Statistics 2011)

In your reference list:

Office for National Statistics (2011) *Population*. [Online]. Available from: <http://www.statistics.gov.uk/cci/nugget.asp?id=6> [Accessed 19th April 2011].

Reference list

This is your list of all the sources that have been cited in the assignment. It is inclusive, showing books, journals and other sources in one comprehensive list (not separated into source type).

- The list should be in alphabetical order by author/editor.
- Sources are laid out in a particular format that must be followed.
- Apart from the first word, all other words in book and article titles begin with lower case letters, except for proper nouns such as cities, countries and names. (Note this does not apply to journal titles).
- A **bibliography** follows the same layout as a reference list, but is used to list all the sources you consulted for your work, but did not cite (You should check with tutors whether an additional bibliography is acceptable; many tutors will only want you to include a reference list).

What does a reference list look like?

Start with a title – Reference List – and then list all the sources you have cited in your work, in alphabetical order by author.

Reference List

Bell, J. (2010) *Doing your research project: a guide for first-time researchers in education, health and social science*. 5th edition. [e-book] Maidenhead, Open University Press. Available from: My iLibrary [Accessed 12th April 2011].

Buckler, L. and Hobbs, S. (2009) University life: the student perspective. In: Doughty, R. and Shaw, D. (eds.) *Film: the essential study guide*. Abingdon, Routledge, pp. 15-24.

Cassaday, H.J., Bloomfield, R.E. and Hayward, N. (2002) Relaxed conditions can provide memory cues in both undergraduates and primary school children. *British Journal of Educational Psychology*, 72 (4), 531-547.

Crete, P. and Lea, M.R. (2008) *Writing at university: a guide for students*. 3rd edition. [e-book] Maidenhead, Open University Press. Available from: My iLibrary [Accessed 12th April 2011].

Dukes, C. and Smith, M. (2009a) *Building better behaviour in the early years*. London, SAGE.

Dukes, C. and Smith, M. (2009b) *Recognising and planning for special needs in the early years*. London, SAGE.

Grix, J. and Watkins, G. (2010) *Information skills: finding and using the right resources*. Basingstoke, Palgrave Macmillan.

Langford, P.E. (2005) *Vygotsky's developmental and educational psychology*. [e-book] Hove/New York, Psychology Press. Available from: My iLibrary [Accessed 12th April 2011].

Mintel (2011) *Car Buying – UK – March 2011*. [Online]. Available from: Mintel [Accessed 7th April 2011].

Northedge, A. (2005) *The good study guide*. 2nd edition. Milton Keynes, Open University Press.

Pears, R. and Shields, G. (2010) *Cite them right: the essential referencing guide*. 8th edition. Basingstoke, Palgrave Macmillan.

Race, P. (2007) *How to get a good degree: making the most of your time at university*. 2nd edition. [e-book] Maidenhead, Open University Press. Available from: My iLibrary [Accessed 12th April 2011].

Top tips for good referencing

- ✓ When making notes about your reading, always write down the basic source details: author, date, title, page number (especially for quotes), and where needed, website address and/or journal title/volume/issue. This saves time later and helps you to avoid accidental plagiarism.
- ✓ Consider using different colours for your notes. For example, you might use **black** for your own ideas, green for quotes and blue for paraphrasing/summarising.
- ✓ Try to create your reference list as you are writing your assignment. Leaving it until the last minute makes the task more difficult and time-consuming. If you do it using a word processor, you can copy/paste the references into your assignments later.
- ✓ **Be consistent** in your use of punctuation and in the layout of each source type. For example: use either an ampersand (&) or the word 'and' to list multiple authors in your reference list. Normally, authors are listed using surname and initial(s) only, but you may wish to include the full first name. Pick your preferred methods and then use them consistently throughout your reference list.
- ✓ If you are unsure how to reference a particular source, then try to answer the following questions:
 - Who is the author? (Person(s) or organisation as corporate author)
 - When is the date (year) of publication?
 - What is the title?
 - Is there a place of publication?
 - Is there a publisher?

These are the basic elements you need when referencing any source. If you can find an answer for each question, then you should be able to put together a reference. Additional information is needed where the source is online (usually a URL and a date of access), or where the source is within a collection (for example, a chapter in an edited book, or an article in a journal). Some online sources, e.g. webpages, will not have a place of publication or a publisher – so you don't need to include them.

- ✓ Remember that your reader must be able to link the citation in your text to the full reference in your reference list, so that they can locate the original source. Therefore, your author(s) and year must be the same in your citation and in your reference list. **PROOF-READING is essential**; read it aloud, does it make sense? Any spelling mistakes? Missing punctuation? Do your quotes, paraphrases and citations flow?
- ✓ Can't find where a particular quote came from? Can't remember the title of the book you used? All is not lost. Try searching Google (www.google.co.uk) and My iLibrary e-books. You can use quotation marks (“”) to help you track down a quote. The library catalogue can also provide reference details, particularly for books. You can view your Loan History through your online library account too.
- ✓ The University of Worcester referencing guidance cannot give examples for every type of source that's out there. Sometimes you need to be creative and consistent in your methods. Consider using a comprehensive guide to referencing to help you devise the best solution, such as Pears and Shields (2010) (reference below).

- ✓ If you would like more advice about referencing, the following book may be useful:
Neville, C. (2010) *The complete guide to referencing and avoiding plagiarism*. 2nd edition. Maidenhead, Open University Press.
- ✓ If you get stuck, ask for help. Academic Liaison Librarians and your tutors can advise on referencing.
Email: askalibrarian@worc.ac.uk
- ✓ See also the Pebblepad website created by Sarah Oxford, Education Librarian. It offers further examples and responses to questions the librarian team get from students. <http://tinyurl.com/2cdgpus>



- ✓ **This guide has been created with reference to the following source, where required:** Pears, R. and Shields, G. (2010) *Cite them right: the essential referencing guide*. 8th edition. Basingstoke, Palgrave Macmillan.

Layout for each type of publication

Books

Author(s): normally surname and initial(s). List all authors (do not use *et al.* in the reference list). Use ampersand (&) or 'and' – pick one method and be consistent throughout.

Year of publication: in brackets

Title: in *italics*

Series title and number: if part of a series

Edition: if not the first edition

Place of publication: if there is more than one place listed, use the first one

Publisher

Layout examples:

Newell, R. and Burnard, P. (2011) *Research for evidence-based practice in healthcare*. 2nd edition. Oxford, Wiley-Blackwell.

Rittinghouse, J.W. and Ransome, J.F. (2010) *Cloud computing: implementation, management, and security*. Boca Raton, Florida, CRC Press.

Chapters in books

Author(s) of the chapter

Year of publication: in brackets

Title of chapter

In:

Editor(s) of book

(ed.) or (eds.) to represent editor or editors, if more than one

Title of book: in *italics*

Series title and number: if part of a series

Edition: if not the first edition

Place of publication: if there is more than one place listed, use the first one

Publisher

Page(s) where the chapter is located: Usually a page range. Use 'p.' before a single page number and 'pp.' where there are multiple pages

Layout examples: (see next section for an e-book example)

Eliot, S. (2010) History of the book. In: Da Sousa Correa, D. and Owens, W.R. (eds.) *The handbook to literary research*. 2nd edition. Abingdon, Routledge, pp. 49-68.

Parker, C. (2004) The role of the state in sport. In: Beech, J. and Chadwick, S. (eds.) *The business of sport management*. Harlow, Pearson Education, pp. 43-66.

Books accessed online (e-books)

Author(s)

Year of publication: in brackets

Title: in *italics*

Series title and number: if part of a series

Edition: if not the first edition

[e-book]

Place of publication: if there is more than one place listed, use the first one

Publisher

Available from: database name or, if freely available, web address of e-book

[Date of access]

Layout examples: (NB: first example is for a chapter in an edited book)

Hayes, D. (2010) Professionalism and trainee teachers. In: Arthur, J. and Cremin, T. (eds.) *Learning to teach in the primary school*. 2nd edition. [e-book] Abingdon, Routledge, pp.18-28. Available from: MyiLibrary [Accessed 12th April 2011].

Matthews, D.J. (2010) *What cats can teach us*. [e-book] London, Penguin. (NB: You may wish to use this for books read on e-readers, such as a Kindle. More recent software upgrades for Kindle allow you to view page numbers for citing purposes.)

Strongman, K.T. (2006) *Applying psychology to everyday life: a beginner's guide*. [e-book] Chichester, John Wiley & Sons. Available from: MyiLibrary [Accessed 12th April 2011].

Thomas, K.T., Lee, A.M. and Thomas, J.R. (2000) *Physical education for children: daily lesson plans for elementary school*. 2nd edition. [e-book] Champaign, IL, Human Kinetics. Available from: <http://books.google.co.uk/books?id=eN1MbmCZs4MC&lpg=PP1&dq=physical%20education&pg=PP1#v=onepage&q&f=false> [Accessed 9th May 2011].

Books that have been translated

Author/Editor: if it is an editor always put (ed.) or (eds.) after the name(s)

Year of publication: in brackets

Title: in *italics*

Trans: followed by the name of the person(s) who translated the book

Series title and number: if part of a series

Edition: if not the first edition

Place of publication: if there is more than one place listed, use the first one

Publisher

Layout example:

Höffe, O. (2007) *Democracy in an age of globalisation*. Trans. Haubrich, D. & Ludwig, M. Studies in Global Justice, volume 3. Dordrecht, Springer.

Books written in a foreign language

Author/Editor: if it is an editor always put (ed.) or (eds.) after the name(s)

Year of publication: in brackets

Title: in *italics*

[Title in original language]: in *italics*

Series title and number: if part of a series

Edition: if not the first edition

Place of publication: if there is more than one place listed, use the first one

Publisher

Layout example:

Milani, F. (2001) *The Phantom of the Opera*. [*Le Fantome De L'Opera*]. Paris, LeRoux.

Journal articles

Author(s)

Year of publication: in brackets

Title of article

Title of journal: in *italics*

Volume number

Issue (or part) number: in brackets. Occasionally, no issue number is available

Page number(s) of the article: do not use 'p.' or 'pp.' before page numbers

Layout example:

Cassaday, H.J., Bloomfield, R.E. and Hayward, N. (2002) Relaxed conditions can provide memory cues in both undergraduates and primary school children. *British Journal of Educational Psychology*, 72 (4), 531-547.

Journal articles accessed online (e-journal articles)

Author(s)

Year of publication: in brackets

Title of journal article

Title of journal: in *italics*

[Online]

Volume number

Issue number: in brackets. Occasionally, no issue number is available

Page numbers of the article: do not use 'p.' or 'pp.' before page numbers

Available from: database name or, if freely available, website address of online journal

[Date of access]

Layout examples:

Englebrecht, F. & Wendt, T. (2008) Detecting sugar: an everyday problem when facing diabetes. *Science in School*. [Online] 9, 22-27. Available from: http://www.scienceinschool.org/repository/docs/issue9_diabetes.pdf [Accessed 12th November 2010].

Gillenwater, P.J. & Kaelin, M. (2008) Take your new team to the top. *Journal of Accountancy*. [Online] 205 (3), 58-60. Available from: Business Source Premier [Accessed 11th November 2010].

Independent Studies, Dissertations and Theses

You may reference PhD theses, and dissertations, project reports, discourses and essays (MSc, MA, BSc and BA) using the information below.

Author

Year of publication: in brackets

Title: in *italics*

Type of thesis: e.g. PhD thesis

Academic institution

Layout example:

Webber, A. (2007) *The concept of the female body in a selection of writing by Margaret Atwood and Carol Ann Duffy*. BA (Hons). University of Worcester.

Newspaper articles

Paper copy

Reporter: if there is no reporter use the name of the newspaper as a corporate author.

Full date and year of publication: in brackets

Title of article

Title of newspaper: in *italics*

Page number(s) of the article: use 'p.' before a single page number and 'pp.' where there are multiple pages

Layout example:

Kidderminster Shuttle (Thursday 22nd July 2010) Second school uses 'lolli-cam'. *Kidderminster Shuttle*, p.5.

Termlett, G. (Thursday 12th May 2011) Spanish city struck by deadly earthquake. *The Guardian*, p.19.

Online copy (may also be used for items on news websites)

Reporter: if there is no reporter use the name of the newspaper as a corporate author.

Full date and year of publication: in brackets

Title of article

Title of Newspaper/news website: in *italics*

[Online]

Page number(s) of article if available: use 'p.' before a single page number and 'pp.' when there are multiple pages.

Available from: newspaper database name or web address of news item

[Date of access]

Layout examples:

Baker, M. (Saturday 19th June 2010) Schools 'in a curriculum vacuum'. *BBC News*. [Online] Available from: <http://www.bbc.co.uk/news/10355207> [Accessed 27th July 2010].

Barker, I. (Friday 25th June 2010) Two-thirds of TAs engaged in 'active teaching'. *The Times Educational Supplement*. [Online] Available from: <http://www.tes.co.uk/article.aspx?storycode=6048531> [Accessed 28th July 2010].

Reynard, A. (Tuesday 11th March 2008) There are lessons only parents can teach. *The Daily Telegraph*. [Online] p.20. Available from: Lexis Library. [Accessed 5th April 2012].

Conference proceedings

Online materials

Author(s)/Presenter(s)

Year: in brackets

Title of paper: in *italics*

[Online]

Conference title:

Location of conference

Day(s) and month of conference

Available from: website address

[Date of access]

Layout examples:

Whetton, C. and Sainsbury, M. (2007) *E-assessment for improving learning*. [Online] 33rd International Association for Educational Assessment Conference. Baku, Azerbaijan, 16-21 September. Available from: <http://www.nfer.ac.uk/nfer/publications/44405/44405.pdf> [Accessed 28th July 2010].

Published proceedings (print)

Author(s)/Presenter(s)

Year: in brackets

Title of conference paper

followed by **In:**

Editor(s): followed by (ed.) or (eds.)

Title of publication: in *italics*

Place of publication

Publisher

Page number(s) of paper: use 'p.' before a single page number and 'pp.' when there are multiple pages.

Layout example:

Dombey, H. (2002) Making the case: why we need to teach children the regularities of our spelling system. In: Cook, M. (ed.) *Perspectives on the Teaching and Learning of Phonics: Papers from two conferences held by the United Kingdom Reading Association in 1999 and 2000*. Royston, UKRA, pp. 14-28.

Acts of Parliament

Author: Acts of Parliament have a Corporate Author, which is Parliament itself. This should be displayed as Great Britain if it needs to be distinguished from Acts produced by other Governments. It is more usual to leave this information out of the reference.

Title: in *italics*. This is the 'short title' of the Act, which includes the year, with key words capitalised.

Chapter: if required, in brackets

Place of publication

Publisher

Layout example:

Disability Discrimination Act 2005. (c.13). London, The Stationary Office.

For Acts prior to 1963, a different system operated based on the date of the Sovereign's accession to the throne (called the regnal year) and the dates of the Parliamentary session.

Layout example:

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

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

White and Green papers

White and Green papers are Government consultation papers to inform the debate on new policy and laws. They usually have a CM number you can use as 'paper number'.

Government department

Year of publication: in brackets

Title: in *italics*

Paper number

Place of publication

Publisher

Layout examples: (NB: the second example shows an online version, including [Online], URL and access date.)

Department of Health (2004) *Choosing Health: making healthier choices easier*. CM6374. London, TSO (The Stationery Office).

Gove, M. (2010) *The importance of teaching: the schools White Paper 2010*. [Online] CM7980. London, The Stationery Office. Available from: <https://www.education.gov.uk/publications/eOrderingDownload/CM-7980.pdf> [Accessed 27th May 2011].

Reports

Author*: use the name of the organisation or project team if there is no named author

Year of publication*: in brackets

Title*: in *italics*

[Online]: if online

Organisation*

Report number*: if available

Place of publication: if available

Publisher: if available

Available from: website address, if online

[Date of access]: if accessed online

(NB: All items marked with an asterisk (*) are the basic elements required for a report (see example 1). However, you may find that you are able to reference an online document much like a website or as a book (if it has been published). You can only use the information available to you; remember to be consistent and ensure that your reader can make the connection between your citation, your reference and the original source.)

Layout examples:

Online report:

Morgan, Dr. R. (2011) *Younger children's views*. [Online] Ofsted. Report number: 100094. Available from: <http://www.ofsted.gov.uk/Ofsted-home/Publications-and-research/Browse-all-by/Care/Children-s-rights/Younger-children-s-views/> [Accessed 3rd May 2011].

Rose, Sir J. (2009) *Independent review of the primary curriculum: final report*. [Online] Available from: <https://www.education.gov.uk/publications/standard/publicationdetail/page1/DCSF-00499-2009> [Accessed 27th May 2011].

Published report:

National Skills Task Force (2000) *Tackling the adult skills gap: upskilling adults and the role of workplace learning. Third Report of the National Skills Task Force*. Department for Education and Employment. Report number: SKT26. London, DfEE.

Market Reports

Author

Year: in brackets

Title of market report: in *italics*

[Online]

Available from: database name or URL

[Date of access]

Layout example:

Mintel (2011) *Car Buying – UK – March 2011*. [Online] Available from: Mintel [Accessed 7th April 2011].

Maps

Author

Year of publication: in brackets

Title: in *italics*

Scale

Series title and number: if part of a series

Place of publication: if there is more than one place listed, use the first one

Publisher

Layout example:

Geographical Survey of Great Britain. (1972) *Brighton*. 1:50.000. London, AA Publishing.

Webpages

Author (s): if there is no author or corporate author, use the title of the page as the main point of reference

Year if available: in brackets. If no date is available, put 'no date' in brackets

Title: in *italics*

[Online]

Available from: website address

[Date of access]

Layout example:

Medwell, J., Wray, D., Poulson, L., & Fox, R. (1998) *Effective teachers of literacy*. [Online] Available from: <http://www.leeds.ac.uk/educol/documents/000000829.htm> [Accessed 5th October 2010].

National Autistic Society. (2011) *What is Asperger Syndrome?* [Online] Available from: www.autism.org.uk/asperger [Accessed 3rd May 2011].

Multimedia: audio and visual

Television programme

Title of programme: in *italics*
Year of transmission: in brackets
Name of channel
Date of transmission: day and month.

Layout example:

Atlantis. (2011) BBC One, 8th May.

Episode in a television series

Title of episode: in single quotation marks
Year of transmission: in brackets
Title of programme: in *italics*
Series and episode number
Name of channel
Date of transmission: day and month.

Layout example:

'Woodland animals'. (2011) *The Animal's Guide to Britain*. Series 1, episode 3. BBC Two, 5th May.

Television programme viewed online

Follow the format for television programme, or episode in a television series, as above. Then add:

[Online]
Available from: website address
[Date of access]

Layout example:

'Woodland animals'. (2011) *The Animal's Guide to Britain*. Series 1, episode 3. BBC Two, 5th May.
[Online] Available from: www.bbc.co.uk/iplayer [Accessed 9th May 2011].

DVD, Blu-ray, VHS (including films and programmes in these formats)

Title of film/programme: in *italics*
Year: in brackets
Directed by: followed by director's name (if available)
[DVD]: replace with [Blu-Ray] or [VHS] if viewed in any of these formats.
Place of production
Production company

Layout example:

Harry Potter and the Chamber of Secrets. (2002) Directed by: Chris Columbus. [DVD] USA, Warner Brothers.

Accommodating different learning styles. (2004) [DVD] Bristol, Classroom Video.

Online video

Author: name or alias of person posting video

Year: when the video was posted online

Title of video

[Online]

Available from: website address

[Date of access]

Layout example:

cfccnc (2009) *A quick guide to plagiarism*. [Online] Available from: <http://www.youtube.com/watch?v=VnTPv9PtOoo> [Accessed 24th September 2010].

Music: downloads

Artist: if no artist, use the title

Year of distribution: in brackets

Title of recording: in *italics*

Name of download site: in *italics*

[Download]

Available from: URL

[Date of access]

Layout example:

The Killers (2004) *Mr Brightside*. *iTunes*. [Download] Available from: <http://www.apple.com/uk/itunes/> [Accessed 27th April 2011].

Music: CD or cassette

Artist

Year of distribution: in brackets

Title of recording: in *italics*

[CD] or [Audio cassette]

Place of distribution

Distribution company

Layout example:

Oasis (1995) (*What's the story*) *Morning glory*. [CD] London, Creation Records.

Podcasts

Author/Presenter: where there is no author, use the title of the podcast instead.

Year of publication: in brackets

Title of podcast: in single quotation marks

Title of internet site: in *italics*

[Podcast]

Day and month of posted message

Available from: website address

[Date of access]

Layout example:

Winkleman, C. (2011) 'Radio 2 Arts Show with Claudia Winkleman 22 Apr 11'. *The Arts Show with Claudia Winkleman*. [Podcast] 26th April. Available from: <http://www.bbc.co.uk/podcasts/series/r2weekndr> [Accessed 3rd May 2011].

Images, photos, charts and figures

You are advised to be aware of any copyright restrictions on images you wish to use. Check the Terms and Conditions of the source where the image is held; you may be required to obtain the permission of the original creator. Consider using sources which provide images under Creative Commons licences (for example, *Flickr Creative Commons* or sites suggested at <http://wiki.creativecommons.org/Image>).

When including or adapting an image in your work, you should give it a descriptive caption which includes a citation. The Author-Date citation must enable your reader to link it to the full reference at the end of your work.

Fig. 1 adapted from Haylock 2006: p.72

Fig. 2 *Family Tree* (BBC Learning 2010)

Images appearing within a printed source

Author: if no author, use organisation as corporate author

Year of publication: in brackets

Title of publication: in *italics*

Edition: if not the first edition

Place of publication

Publisher

Page where image appears: 'p.' or 'pp.'

Type of image (see below)

Graphs and charts = **graph**.

Photos = **[Photograph]**

Illustrations = **illus.**

Figures = **fig.**

Tables = **table**.

Layout examples:

Haylock, D. (2006) *Mathematics explained for primary teachers*. 3rd edition. London, SAGE, p.195, graph.

Haylock, D. (2006) *Mathematics explained for primary teachers*. 3rd edition. London, SAGE, p.72, fig.

Images appearing online: website or database

Author: or photographer, creator

Year the image or photo was taken/posted online

Title of image or photo: in *italics*

Title of online collection: in *italics*. Omit if the image is not part of a collection.

[Online]

Available from: website address

[Date of access]

Layout examples:

D. Sharon Pruitt (2009) *Free School Child Choosing Aqua Blue Colored Pencil*. *Flickr*. [Online] Available from: <http://www.flickr.com/photos/pinksherbet/3387327059/> [Accessed 30th July 2010].

Larkin, J. (2010) *Earth Hour 2010 Recognised Around The World*. *Getty Images*. [Online] Available from: http://edina.ac.uk/purl/eig2/getty_stills.98087633.jpg [Accessed 9th May 2011].

Materials from Lectures and VLEs

NB: You are advised to check with your tutor if you intend to use any materials from your lectures. It may be that they can provide the reference details for information they have provided, so that you can read the original source, or they may prefer you to read more widely and not reference their notes and presentations.

Face-to-face communications

Author/speaker

Year: in brackets

Title of lecture, discussion or printed material: in *italics*

[Medium and module code]: see examples

Day/Month: of the communication

Layout examples:

Jones, M. and Bloggs, P. (2010) *What does eSafety mean to you?* [Discussion in PITE1001]. 7th October.

Savage, M. (2008) *eSafety in schools*. [Lecture to PITE1001]. 21st April.

VLE materials (for example, Moodle or Blackboard)

Author/creator

Year: in brackets

Subject of message or title of material

Description and location: in *italics*. For example: module code, VLE name and nature of material

Day/Month of posting

[Online]

Available from: website address

[Date of access]

Layout example:

Smith, D. (2009) ICT in schools. *PITE1001 Blackboard discussion topic*, 1st October. [Online] Available from: <http://worchester.blackboard.com> [Accessed 2nd October 2009].

NB: If the material is a book chapter, article or other published materials made available through the VLE, you must reference the original source.

Interviews

Name of person interviewed

Year of interview: in brackets

Title of interview: if available, in single quotation marks

Interviewed by: followed by **interviewer's name**, and **the publication or programme title in *italics***

Name of channel: if a television broadcast

Day/Month of interview

Page number(s) where the interview appears: if in print. Use 'p.' or 'pp.'

[Online]: if on the Internet

Available from: website address

[Date of access]

Layout examples:

Clegg, N. (2011) Interviewed by Andrew Marr for *The Andrew Marr Show*, BBC One, 8th May.

Cole, L. (2011) 'Lily Cole: We can buy less and pay more'. Interviewed by Decca Aitkenhead for G2 (*The Guardian*), 21st March. [Online] Available from: <http://www.guardian.co.uk/lifeandstyle/2011/mar/21/lily-cole-supermodel-fashion-ethical> [Accessed 9th May 2011].

Personal communications

Author/sender/speaker

Year: in brackets

Type of communication: (e.g. e-mail, letter, conversation, telephone, text message, fax)

Receiver of communication

Day/month of communication

Layout examples:

Smith, J. (2011) Email to Tom Jones, 12 May.

Jones, T. (2011) Conversation with Jane Smith, 12 May.



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