Manchester Metropolitan University

School of Art Numeric Referencing

3rd edition

Hetal Patel, Lecturer
in conjunction with
Library Staff
September 2022

Acknowledgements

In constructing this guide, a number of handbooks from various institutions were consulted. Permission to use information from these institutes has been granted. The authors would like to thank and acknowledge the following institutes:

Disclaimer

This handbook is designed to be used specifically by undergraduate students within the School of Art at Manchester Metropolitan University. However, all students are advised to check with academic staff as to which style of referencing is required (Harvard or Numeric) as some tutors may have a preference.

Postgraduate students and those who are submitting material for publication should adhere strictly to guidelines or specifications provided by their supervisor or publishers of the relevant journal.

Contents

Why should i reference?

Referencing is a way to acknowledge how other people's ideas and work have contributed to yours. It also enables the reader to look up the sources you've used and find out more.

What are citations, footnotes and bibliographies?

Citation

Citations are used where you mention other people's work or ideas in the text.

This can be when you have paraphrased/summarised or directly quoted from an author.

The numeric system uses footnotes. You insert a footnote to indicate each source you are citing, i.e. [1] for the first source, [2] for the second, etc.

Examples

'Art appreciation can also involve the more demanding process of criticising the art object on the basis of its artistic methods'[1].

Nochlin[2] has drawn attention to the implications for visual representation of myths concerning the timelessness of the Orient.

You can use a superscript number as shown above. In Word, footnotes can be added by choosing References, then selecting Insert Footnotes. The footnote will appear at the bottom of the page (as shown below).

Numbers should run as a continuous sequence throughout your work. Make sure you are consistent with the placement of the numbers and their format to avoid distracting the reader.

Please note that this style allows you to use either footnotes (a list at the bottom of each page) or endnotes (one numbered list at the end of the document). These numbers must match the sources used in your text. Pick either footnotes or endnotes and use them consistently through the assignment.

---

[1] Arnold, D. (2004) *Art history: a very short introduction*. New York, Oxford University Press p.3
[2] Nochlin, L. (1990) *Realism.* Harmsworth: Penguin.

In each footnote you must give the full details of the source you have used – regardless of whether you have paraphrased or quoted.

The format of the footnotes depends on the type of source you have used i.e. book, journal article, website, etc.

Examples

[1] Berger, J. (2008) *Ways of seeing.* London: BBC.

[2] Hylton, R. (2004) 'Decibel: the politics of cultural diversity.' *Art Monthly,* 274(March) pp. 20-21.

[3] Campt, T. (2021) *A black gaze: artists changing how we see.* Cambridge: MIT Press.

[4] Fujiwara, D. and MacKerron, G. (2015) *Cultural activities, artforms and wellbeing.* Arts Council England. [Online] [Accessed on 22nd July 2022] https://www.artscouncil.org.uk/sites/default/files/download-file/Cultural_activities_artforms_and_wellbeing.pdf

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If you use the same source more then once, you can take the following approach:

- The first time you use the source, give the full reference details.
- The next time/s you use the source, just include the following details
  - Author(s) surname
  - Number where you first cited the source
  - If using a direct quotation, then give the relevant page number

---

Examples

[5] Berger, ref 1, p.15.

[6] Fujiwara and MacKerron, ref 4.

As well as your footnotes, you **MUST** include a bibliography at the end of your assignment.

An easy way to do this, is to copy and paste the full reference details from your footnotes. You should ensure that each source appears only once, delete any repetitions. Any page numbers for direct quotes can be omitted.

The bibliography should be arranged alphabetically A-Z using the author's surname.

This list can also include sources you have read for context but not directly cited in your assignment.

Example

Bibliography

Arnold, D. (2004) *Art history: a very short introduction*. New York, Oxford University Press.

Berger, J. (2008) *Ways of seeing.* London: BBC.

Berger, S. (2017) *The art of philosophy: visual thinking in Europe from the late Renaissance to the early Enlightenment.* Princeton: Princeton University Press.

Campt, T. (2021) *A black gaze: artists changing how we see.* Cambridge: MIT Press.

Fujiwara, D. and MacKerron, G. (2015) *Cultural activities, artforms and wellbeing.* Unknown place of publication: Arts Council England. [Online] [Accessed on 22nd July 2022] https://www.artscouncil.org.uk/sites/default/files/download-file/Cultural_activities_artforms_and_wellbeing.pdf

Hylton, R. (2004) 'Decibel: the politics of cultural diversity.' *Art Monthly,* 274(March) pp. 20-21.

Nochlin, L. (1990) *Realism.* Harmondsworth: Penguin.

Rebel women: the great art fight back. (2019) [Online] BBC4, 22:30 18th June 2019. Available through Box of Broadcasts. [Accessed on 1st April 2022]

Ratelle, A., Ruddell, C., Dobson, N. and Honess Roe, A. (eds.) (2019) *The animation studies reader.* New York: Bloomsbury Academic.

Sontag, S. (2008) *On photography.* London: Penguin.

Wijers, E. (2018) 'Emersive storytelling: an exploration of animation and the fourth wall as a tool for critical thinking.' *Animation Practice, Process & Production,* 7(1) pp. 41-65.

If you have sources by different authors with the same surname - list authors in alphabetical order according to the initial of the authors first name.

Example

Berger, J. (2008) *Ways of seeing.* London: BBC.

Berger, S. (2017) *The art of philosophy: visual thinking in Europe from the late Renaissance to the early Enlightenment.* Princeton: Princeton University Press.

Sources with the same author but different publication dates - list references in chronological order with the earliest first.

Example

Berger, J. (2008) *Ways of seeing.* London: BBC.

Berger, J. (2017) *Portraits: John Berger on artists.* London: Verso.

Citation general rules

When directly citing a source include the author/s surname in the text. When you don't have an author's name you can use an equivalent such as organisations name instead. You can either place the footnote number next to the name or at the end of the sentence as shown below. Make sure you are consistent with your numbers and their format throughout to avoid distracting the reader.

Examples

Nochlin[8] has drawn attention to the implications for visual representation of myths concerning the timelessness of the Orient.

Nochlin has drawn attention to the implications for visual representation of myths concerning the timelessness of the Orient.[8]

Multiple authors

Many sources are written by more than one person/organisation. When you have two authors include both their names.

Example

Fujiwara and MacKerron[4] believe that

However, when you have three or more names, it is not practical to include them in the text. In this case you can use the first author's name followed by the phrase et al.

This informs the reader that the source has three or more authors.

Example

It has been found by Ratelle et al.[10] that ….

Secondary sources

Important: A secondary source is when you quote or paraphrase information from an author who is quoted in another source.

When citing in the text you need to include the surname of the person who had the original idea. It is also useful to include details of where that idea/s was actually published.

Example

Extract taken from the book by Whitehead and Mason[16] :

> A better way of appreciating the skills of reflective practice is to use Burns and Bulman's framework. This involves a five-element scheme for reflection in which the first is self-awareness.

In this case the ideas come from Burns and Bulman but were published in the source by Whitehead and Mason. It is the source by Whitehead and Mason that needs to appear in the footnote/bibliography.

Using quotes

For sources you have paraphrased from, just give the full source details When citing a direct quote, you need to:

- Insert single quotations around the author's words.
- If you are using a direct quote, you need to add a page number of where the quote appears in the source, if there are defined page numbers.
- Use the words exactly as they appear from the original source.
- If you need to shorten a quote, use ellipses (…) to indicate which part of the quote is missing.
- If you spot a mistake in the quote, you can add the term [sic] next to the error. This indicates this error comes from the original source.
- If you want to insert your own words into a quote you can add square bracket [..] around the extra text. Remember that the sentence must make grammatical sense.

Length of quotes

Short quotes

Quotes shorter than 20 words can be embedded into your text. You **must** put quotation marks around the text that you are adding. Remember, the sentence needs to make grammatical sense.

Example with page numbers

When using a direct quote from a source with a page number, add the page number at the end of the footnote.

TEXT

An artist can be defined as 'someone who makes paintings or drawings'[1].

FOOTNOTE

[1] Harris, J. (2006) *Art history: the key concepts.* London: Routledge p.29.

Example from an online source

Many sources do not have page numbers. If a page number doesn't exist, just give the full reference details in the footnote.

TEXT

Arts Council's[1] recent statement called Let's Create states 'we want England to be a country in which the creativity of each of us is valued and given the chance to flourish'.

FOOTNOTE

[1] Arts Council. (2022) *Let's create.* [Online] [Accessed on 25th July 2022] https://www.artscouncil.org.uk/letscreate

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Long quotes

Quotes longer that 20 words should be indented and placed in a separate paragraph.

If you indent the quote, then you do not need to add quote marks

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Example

For an individual to manage their workload effectively, a plan can be devised to tackle daily, weekly and monthly commitments. Whitehead and Mason[6] have argued:

> The fundamental rules of balancing commitments and responsibilities are to anticipate problems, communicate with others, plan thoroughly, implement proactively, evaluate effectively and amend accordingly. Make a list of the main problems that you think will arise in the course of your study and prioritise them with the most serious on top.

Each aspect that has been mentioned will be addressed…

Instead of

For an individual to manage their workload effectively, a plan can be devised to tackle daily, weekly and monthly commitments. Whitehead and Mason[6] have argued 'the fundamental rules of balancing commitments and responsibilities are to anticipate problems, communicate with others, plan thoroughly, implement proactively, evaluate effectively and amend accordingly. Make a list of the main problems that you think will arise in the course of your study and prioritise them with the most serious on top.' Each aspect that has been mentioned will be addressed…

Using images

You can include images in your work.

Key points:

- Use images as visual evidence to support your writing.

- Make sure your images are relevant to the discussion and relevant to the point you are making.

- Never leave a reader to make the connection between the image and your written argument.

If you include image/s you need to place them in the text and label them.

- Images should be called figures in your work.

- Number figures 1,2,3 etc in the order they appear in the text

- Provide each image with a label i.e. Figure 1, Figure 2, etc and a title.

Example

Figure 1: Charles Landseer(c1815) The Muscles of the Head of a Horse

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If you have included images, you will also need to add a separate list at the end of your bibliography called a List of Figures.

This will:

- Give the list of images in the order they appear in the text
- Give the source information i.e. where you found the image

Example

List of Figures

Figure 1: Landseer, C. (c1815) *The Muscles on the Head of a Horse.* Black and red chalk on paper, 32x52.5cm. Art UK [Online] [Accessed on 25th July 2022] https://artuk.org/discover/artworks/the-muscles-of-the-head-of-a-horse-239520/search/keyword:black--licence:2pd/page/2

Figure 2: Fink, E. (1974) H*orse and Jockey.* Lithograph on paper. Tate. [Online] [Accessed on 24th July 2022] https://www.tate.org.uk/art/artworks/frink-horse-and-jockey-p06205

Figure3: Emin, T. (2015) *My Bed.* Authors own photograph

Figure 4: Still from 'Clothes to die for.' *This World.* (2014) [Online] BBC2, 22nd July 2014. Available through Box of Broadcasts. [Accessed on 4th April 2022].

Citing & referencing specific sources: A-Z of reference types

Look at your source and match it to the relevant source types outlined below.

Reference formats are the same for both footnote and bibliography.

The source types below are based on the MMU Harvard style, further examples are given on the library's MMU Harvard guide - https://www.mmu.ac.uk/library/referencing-and-study-support/referencing/mmu-harvard

Acts of Parliament

When citing Acts of Parliament, you must write in full, the short title of the Act and the year.

> EXAMPLES
>
> According to the 1996 Housing Act[1], there are….

Use the following format for your footnote/bibliography.

> Short title of the Act and Year (chapter number of the act, abbreviated to 'c.') Place of publication: Publisher.
>
> EXAMPLE
>
> Housing Act 1996 (c.52) London: HMSO.

For Acts of Parliament that are published by Her Majesty's Stationary Office, the abbreviated version of the publisher's name HMSO can be used in the footnote and bibliography

Acts introduced prior to 1963

For Acts, prior to 1963, you need to include additional information

> Title of the Act and Year (Year of reign of the monarch at the time the Act was introduced, the abbreviated monarch's name, chapter number of the Act) Place of publication: Publisher.
>
> Example
>
> Charities Act 1960 (8&9 Eliz. 2, c.58) London: HMSO.
>
> Statistics of Trade Act 1947 (10&11 Geo. 6, c.39) London: HMSO.

Annual reports(online)

Please note that to reference an annual report you will generally have to use the organisation's name as an author's name is usually not provided.

Name of company. (Year of publication) *Title of annual report (in italics)*. [Online] [Date accessed] URL

Example

John Lewis Partnership PLC. (2020) *Annual report and accounts 2020.* [Online] [Accessed on 18th June 2020] https://www.johnlewispartnership.co.uk/content/dam/cws/pdfs/Juniper/ARA2020/JLP-2020-Annual-Report-and-Accounts.pdf

App content

Use the following format for your footnote/bibliography.

Owner/creator. (Year) (Use year accessed if release date is not available). 'Title of app content.' Publisher or Producer (if ascertainable). *Title of app.* Version number. [App] [Date accessed]

Example

Morgan, J. (2012) 'Business marketing lecture.' Duke University. *iTunes-U.* Version 1.9.11. [App] [Accessed on 25th January 2012]

Apps

Use the following format for your footnote/bibliography.

Originator/s. (Year) (Use year accessed if release date is not available). *Title of app.* Version number (if known). [App] [Date accessed]

Example

Skyscape. (2010) *Skyscape*. *Medical Resources.* Version 1.9.11. [App] [Accessed on 18th January 2011]

Archive material

Archive material can include various types of material, you will need to choose the right format for your footnote/bibliography.

When referencing archive material, the collection details can be as important as the details of the material itself.

Key points:

- Follow the usual format specific to the source followed by the archive collection details and archive location (physical or online).
- Add the [Medium] in square brackets, if the type of medium is not identifiable by the title or by the elements specific to the source, as shown in the third example below.
- Include any reference numbers if available on the source.

Referencing archive material accessed online

Use the following format for your footnote/bibliography.

Author surname, Initial/s. (year of publication/creation) *Title of material (in italics)* {and/or any other elements specific to the source} (source reference number in brackets). [Medium (if required)] Archive collection title. [Online] [Access date] URL

Examples

Freud, S. (1934) *Postcard to Saul Rosenzweig.* Sigmund Freud papers: general correspondence, 1871-1996. Library of Congress Digital Collections [Online} [Accessed on 29th April 2017] https://www.loc.gov/resource/mss39990.04022/?sp=2

Higginson, G. (1929) *the Manchester School of Art* (2759). [Film] North West Film Archive. [Online] [Accessed on 4th February 2022] https://www.nwfa.mmu.ac.uk/viewVideo.php?token=7544agw13621w7h273904aP5nxZYm0978b49Hq2dw

Referencing archive material viewed physically

Use the following format for your footnote/bibliography.

Author surname, Initial/s. (year of publication/creation) *Title of material (in italics)* {and/or any other elements specific to the source} (source reference number in brackets). [Medium (if required)] Archive collection title. Location of archive/collection.

Example
Legh, P. (1729) *Letter to Francis Leicester July 24th* (DLT C35/74). Leicester-Warren Family of Tabley Records. Cheshire Archives and Local Studies, Chester.

Artworks

When referencing an artwork, choose the most appropriate format.

Original artwork

Key points:

- To cite an artwork, you must include the title of the work, as well as the artist's name and date of creation if it is important to the point you are making.
- Include the abbreviation c. if this is how the date is given in the original source. This stands for 'circa' and is used when the exact date of creation is unknown.

Artist's surname/s, Initial/s. (Year of production) *Title (in italics).* Medium, Size (if available), Location of artwork i.e. gallery or museum.
Example
Perry, G. (2001) *Aspects of Myself.* Earthenware vase, 55x41cm, Tate Gallery, London.
Gentileschi, A. (c.1616) *Self Portrait as Saint Catherine of Alexandria.* Oil painting, 71.4x69cm, The National Gallery, London.

Online reproduction on an artwork

Artist's surname/s, Initial/s. (Year of production) *Title (in italics).* Medium, Size (if given). Organisation. [Online] [Access date] URL
Example
Weems, C. (1995-6) *And I Cried.* Chromogenic print with sand blasted text on glass. MOMA. [Online] [Accessed on 1st July 2022] https://www.moma.org/collection/works/91870?sov_referrer=theme&theme_id=5255

Artwork shown in an exhibition

Artist's surname/s, Initial/s. (Year of production) *Title (initalcis).* Medium, Size (if given), In: Name of Exhibition, Location of Exhibition. Dates of Exhibition.

Example

Gilliam, S. (1970) *Carousel Change.* Acrylic paint on canvas and leave string. In: Soul of a Nation: Art in the Age of Black Power. Tate, London, 12th July-22nd October 2017.

Artwork reproduced in a book/exhibition catalogue

Artist's surname/s, Initial/s. (Year of production) 'Title of work.' Medium, Size (if given). In: Author's/Editor's surname/s, Initial/s. (Year of publication) *Title of book (in italics).* Edition if applicable., Place of publication: Publisher, Page number.

Example

Hatoum, M. (1988) 'Over my dead body.' Black and white billboard, 204x304cm. In: Spector, N, Breet, G. and Archers, M. (2016) *Mona Hatoum.* London: Phaidon, pp. 56-57.

Bills

Key point:

- Use the House in which the Bill originated i.e. House of Commons or House of Lords.

Use the following format for your footnote/bibliography.

Title of the Bill (Year)

Example

In the Homelessness Reduction Bill (2016)[1]

When referencing a Bill, you should provide the following information:

Title of Bill (Year) The House in which the Bill originated. (Bill no. and parliamentary session/year) Place of publication: Publisher.

Example

Homelessness Reduction Bill. (2016) House of Commons. (Bill 7 2016-2017) London: TSO. Children and Social Work Bill. (2017) House of Lords. (Bill 121 2016-2017) London: TSO.

Books/eBooks/Exhibition Catalogues

PLEASE NOTE: Electronic books are usually a scanned copy and contain the same information as a print book. They are therefore referenced in the same way as print books.

General rules

Year of publication and reprints

The year of publication, for a book, refers to the year the book was first published and **not** the **reprint date**. If you are presented with a list of years, you need to select the year the book was **first published**.

Example

First published 1992, reprinted 1992, 1994, 1996, 1997, 1998 (twice), 1999, 2000, 2002

Choose 1992 as the year of publication. A reprint is exactly the same as the original publication.

Reprints of a book with new publishers

If a book is reprinted by a new publisher, you will need to use the date of the original publication as well as date of the newer version.

EXAMPLE

Rogers, C. R. (1961, reprinted 2004) *On becoming a person: a therapist's view of psychotherapy.* London: Constable.

Key points:

- You may find that the **place of publication** lists a number of locations from all over the world, just select the first location because this would be the place the book was published.
- If there is no **edition** listed leave this out; if the book is listed as **1ˢᵗ edition** also leave this out.
- When referencing an **edited book**, you should put the **editor's** surname/s instead of the authors. You indicate this by using (ed.) or (eds.) immediately after the surname/s and initial/s, as shown in the Davis and Hochdorfer examples below.

Use the following format for your footnote/bibliography

Author's or editor's surname/s, Initial/s. (ed/s.) (Year of publication) Title of book (in italics). Edition if applicable., Place of publication: Publisher.

Examples

Association of Illustrators. (2011) *Images 35: best of British illustration 2011*. London: Association of Illustrators.

Chambers, E. (2014) *Black artists in British art: a history since the 1950s.* London: I.B. Tauris.

Cottrell, S. (2017) C*ritical thinking skills: developing effective analysis and argument.* 3ʳᵈ ed. Basingstoke: Palgrave.

Davis, H. and Turpin, E. (eds.) *Art in the Anthropocene: encounters among aesthetics, politics, environments and epistemologies.* London: Open Humanities Press.

Hochdorfer, A., Joselit, D. and Ammer, M. (eds.) (2015) *Painting 2.0: expression in the information age: gesture and spectacle, eccentric figuration, social networks*. Munich: Museum Brandhorst.

Male, A. (2019) *The power and influence of illustration : achieving impact and lasting significance through visual communication.* London: Bloomsbury Visual Arts.

Torta, S. and Minuty, V. (2017). *Storyboarding: turning script to motion*. 2ⁿᵈ ed. Bloomfield: Mercury Learning & Information.

Case law

Key point:

- When citing case law in your assignment text, you should provide the following information in this format: Party Names (separated by a 'v' and in italics), Year of the case was heard

Use the following format for your footnote/reference

Party Names (separated by a 'v' and in italics) [Year the case was heard] Volume number (if available) Law Report abbreviation Start page.

Example

Alternative Power Solution Ltd v Central Electricity Board. [2014] 4 All ER 882.

Mountgarrett (Rt Hon Viscount) v Claro Water Board. (1963) 15 P & CR 53.

Chapter in an edited book

IMPORTANT: Only use this format if the book is edited and the chapters are written by different authors.

Citing a chapter from an edited book

Please bear in mind that you need to cite the **author of the chapter** whose idea you have used. For example, if you have read a chapter by Rose Sinclair in a book edited by Elaine Igoe you use Sinclair's name in your text.

EXAMPLE

Sinclair[2] asserts how you 'come to dwell in the textiles space is an important dialogue that all professional designers go through'.

Referencing a chapter from an edited book

Use the following format in your footnote/bibliography

Surname of the author/s who wrote the chapter, Initial/s. (Year of publication) 'Title of the chapter.' *In (in italics)* Surname of the editor/s, Initial/s. (ed/s.) *Title of book (in italics).* Edition if applicable., Place of publication: Publisher, first and last page numbers of the chapter.

Examples

Sinclair, R. (2021) 'What does it mean/take to be a Black textile designer'. London: Bloomsbury Visual Arts, pp. 130-145.

Dickson, D. (2006) 'Reflecting.' *In* Hargie, O. (ed.) *The handbook of communication skills.* 3rd ed., London: Routledge, pp. 165-194.

If you cite the same source later in your footnotes then you can just repeat the author's surname and the reference number where you first cited the book. i.e. Sinclair, ref.12.

Company data/reports from company financial databases

Use the following format in your footnote/bibliography

Name of organisation (owner of database). (Year of report) Title of company report. *Title of database (in italics).* [Online] [Date accessed] URL

Example

Bureau van Dijk. (2019) Carnival PLC. *FAME.* [Online] [Accessed on 22nd April 2020] https://fame4.bvdinfo.com/version-202048/fame/1/Companies/Report

Company reports

Follow the format for Annual Reports

Computer /Video Games

Use the following format in your footnote/bibliography

Creator/Developer. (Year of release) Title (in italics). Edition or Version (if applicable). Platform. [Game] Place of publication/distribution: Publisher/Distribution company.

> Example
>
> Ubisoft. (2010) Assassin's Creed: Brotherhood. Standard edition. Xbox. [Game] Montreal: Ubisoft.

When referencing an online/downloaded computer game, use the following format in your footnote/bibliography

> Creator/Developer. (Year of release) *Title (in italics).* Edition or Version (if applicable). Platform. [Game] [Access date] URL
>
> Example
>
> Blue Byte Mainz. (2015) *Anno 2205*. Standard edition. PC. [Game] [Accessed on 1st August 2016] http://store.ubi.com/uk/anno-2205/56c4947888a7e300458b4570.html#start=29

Conference papers/proceedings

Conference proceedings

Use the following format in your footnote/bibliography

> Name of organisation. (Year of publication) *Title of conference (including number of annual conference if given) (in italics)*. Volume number if applicable. Location of conference (venue, city), date of conference. Editor's (or Chair's) Surname/s, Initial/s. (ed/s.) (if given). Place of publication: Publisher.
>
> Example
>
> Academy of International Business. (2001) *Proceedings of the 28th annual conference of the Academy of International Business (UK chapter) International business in the 21st century: change and continuity - strategies, institutions, regulations and operations.* Vol. 1. Manchester Metropolitan University Business School, Manchester, 6th – 7th April 2001. McDonald, F. and Tuselman, H. (eds.) Manchester: Manchester Metropolitan University Business School.

Online conference paper

Use the following format in your footnote/bibliography.

Author's surname/s, Initial/s. (Year of publication) 'Title of conference paper. *In (in italics)* Name of organisation. *Title of conference (including number of annual conference if given) (in italics).* Volume number if applicable. Location of conference (venue, city), date of conference. Editor's (or Chair's) Surname/s, Initial/s. (ed/s.) (if given) Place of publication: Publisher, first and last page numbers of paper. [Online] [Access date] URL

Example

Brookes, A. and Clark, C. (2001) 'Narrative dimensions of transformative learning'. *In* Adult Education Research Conference. *Proceedings of the 42nd Annual Adult Education Research Conference* Michigan State University, East Lansang, MI, 1st –3rd June 2001, pp. 1-7. [Online] [Accessed on 3rd April 2018] https://newprairiepress.org/aerc/2001/papers/12/

Please note, if any elements are not present, such as the editor or publisher then omit them.

Referencing an unpublished conference paper

Use the following format in your footnote/bibliography.

Author's surname/s, initial/s. (Year of conference) 'Title of paper.' Paper presented at: *Title of conference (in italics).* Location of conference (venue, city), date of conference. [**NB:** no page numbers are needed]

Example

Meagher, K. (2007) 'The importance of public affairs in the business training sector.' Paper presented at: *The Regional Public Affairs Conference*: *Giving the North a voice in Westminster: adding value through public affairs.* Manchester Metropolitan University Business School, Manchester, 20th March.

Referencing a conference presentation document

Use the following format in your footnote/bibliography.

Author's surname/s, initial/s. (Year of conference) *Title of paper (in italics).* [Type of document] Title of conference, Location of conference (venue, city), date of conference. [Online] [Access date] URL

Example

Woods, L. (2018) *How do computing students use the library?* [PowerPoint presentation] Librarians' Information Literacy Annual Conference, University of Liverpool, Liverpool, 4th April 33 | P a g e 2018.

[Online] [Accessed on 13th May 2019] https://www.slideshare.net/infolit_group/how-docomputing-students-use-the-library-woods

Dissertations/Theses

Use the following formats in your footnote/bibliography.

Print Dissertation/Theses

Author's surname/s, Initial/s. (Year of submission) *Title of thesis (in italics).* Degree statement. Name of the awarding institution.

Example

Gillen, J.K. (1998) *An investigation into young children's telephone discourse.* Ph.D. Manchester Metropolitan University.

Online Dissertation/Theses

Author's surname/s, Initial/s. (Year of submission) *Title of thesis (in italics).* Degree statement. Name of the awarding institution. [Online] [Access date] URL

Example

Mazzarella, F. (2018)Crafting situated services. Meaningful design for social innovation with textile artisan communities. Ph.D. Loughborough University. [Online] [Accessed on 26th July 2022] https://ualresearchonline.arts.ac.uk/id/eprint/14898/1/Thesis-2018-Mazzarella.pdf

EU documents/legislation

Use the following formats in your footnote/bibliography.

Legislation type Legislation number (including year) and title. Publication details, including journal title volume (in italics), date and page numbers.

Council Regulation (EC) No 1907/2006 of 18 December 2006 concerning the Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH) establishing a European Chemicals Agency. Official Journal L 396, 30/12/2006 pp. 1 – 849.

Council Directive 2014/94/EU of 22 October 2014 on the deployment of alternative fuels infrastructure. Official Journal L 307, 28/10/2014 pp. 1 – 20

Films/DVDs/Videos

Citing Films/DVDs/Videos

Key point:

When citing information taken from films/DVDs/videos you will need to use the title in the text.

If the title of the film/DVD/video is long, you need to use the full title the first time you refer to it. However, the title can be abbreviated when you refer to it again.

Examples

To kill a burglar: the Tony Martin story (TM story) [22] addressed the issue of…

The Matrix Reloaded[23] highlights…

Referencing films

Key points:

- Use the format below if you watched this film as screening, i.e. in a cinema, lecture theatre or gallery.
- If known indicate the place of production and the production company, omit if unknown.
- For films you always start a reference with the name of the film rather than a director.

Use the following formats in your footnote/bibliography.

> *Title of the Film (in italics).* (Year of production) Director's initial/s. surname/s. [Film] Place of production: Production Company.
>
> Example
>
> *The Wind that Shakes the Barley.* (2006) Directed by K. Loach. [Film] UK: UK Film Council.

Referencing films accessed online

Use the following formats in your footnote/bibliography.

> *Title of the Film (in italics).* (Year of production) Director's initial/s. surname/s. [Online] Available through (name of online provider). [Date accessed]
>
> Example
>
> *Slumdog Millionaire*. (2008) Directed by D. Boyle. and L. Tandan. [Online] Available through Netflix. [Accessed on 3rd October 2021]

Referencing films shown on TV

Use the following format in your footnote/bibliography

> *Title of the Film (in italics).* (Year of production) Director's initial/s. surname/s. [Television] Television channel, time and date of broadcast.
>
> Example
>
> *All the President's Men.* (1976) Directed by A. Pakula. [Television] BBC2, 21.00 21st January 2021.

Referencing DVDs/Videos

Key points:

- Use the format below for a film from a DVD/video
- If known indicate the place of production and the production company, omit if unknown.
- For films you always start a reference with the name of the film rather than a director.

> *Title of the DVD/video (in italics).* (Year of distribution) Director's initial/s. surname. Material type, either [DVD] or [Video] Place of distribution: Distribution Company.
>
> ## Examples
>
> *The Matrix Reloaded.* (2003) Directed by A. and L. Wachowski. [DVD] Los Angeles: Warner Brothers Inc.
>
> *To kill a burglar: the Tony Martin story*. (2006) Directed by R. Bond. [DVD] BBC.
>
> *The art of Helen Chadwick.* (2004) [DVD] London: Illuminations

Referencing extra features on DVDs/videos: film commentaries

When citing from a film commentary that you have viewed on a DVD/video, you will need to use the surname/s of the commentator/s as follows:

> ## Examples
>
> Altman and Tonkin[25] describe making the film The Player as …
>
> Altman and Tonkin stated, 'when making the film The Player…'[26].

Use the following formats in your footnote/bibliography.

> Commentator's Surname/s, Initial/s. (Year) 'Film commentary.' *Title of the DVD/video (in italics).* Director's initial/s. surname/s. Material type, either [DVD] or [Video] Place of distribution: Distribution Company.
>
> ## Example
>
> [2]Altman, R. and Tonkin, M. (2001) 'Film commentary.' *The Player.* Directed by R. Altman. [DVD] USA: Pathė.

Referencing extra features on DVDs/videos: interviews with film director/s

When citing information from an interview with a film director that you have viewed on a DVD/video, you will need to use the surname/s of the interviewee/s as follows:

> The surname/s of the interviewee/s and the year of the interview.
>
> Examples
>
> In an interview about The Matrix Reloaded, the director[27] expressed…
>
> Wachowski said 'When making the film The Matrix Reloaded…' [28]

Use the following formats in your footnote/bibliography.

> Interviewee's Surname/s, Initial/s. (Year) 'Title of interview.' Interviewed by interviewer's initial/s. surname. *Title of the DVD/video (in italics).* Director's initial/s. surname/s. Material type, either [DVD] or [Video] Place of distribution: Distribution Company.
>
> EXAMPLES
>
> Wachowski, A. (2003) 'Interview with A. Wachowski.' Interviewed by L. Jones. *The Matrix Reloaded.* Directed by A. and L. Wachowski. [DVD] Los Angeles: Warner Brothers Inc.

Referencing extra features on dvds/videos: documentary

Use the following formats in your footnote/bibliography.

> 'Title of documentary.' (Year) Produced by producer's initial/s. surname/s. *Title of DVD/video (in italics).* Director's initial/s. surname/s. Material type, either [DVD] or [Video] Place of distribution: Distribution Company.
>
> EXAMPLE
>
> 'Hitchcock: the early years.' (2001) Produced by D. Lemon. *The 39 Steps.* Directed by A. Hitchcock. [DVD] UK: Carlton Visual.

Foreign language sources

Key point:

- The translated English title (of the book or journal article) should be added in brackets following the original language title.

Book

Author's surname/s, initial/s. (Year of publication) *Title of book (in italics).* (English translation of title.) Place of publication: Publisher.

Example

Sand, G. (1932) Histoire de ma vie. (History of my life.) Paris: Calmann-Levy.

Journal article

Author's surname/s, initial/s. (Year of publication) 'Title of journal article.' (English translation of journal article.) *Title of journal (in italics),* Volume number(Issue number) first and last page numbers of whole journal article.

Example

Kamp, K. (2010) 'Entre el trabajo y el juego: perspectivas sobre la infancia en el suroeste norteamericano.' (Work and play: perspectives on children in the American Southwest.) Complutum, 21(2) pp. 103-120.

Online newspaper article

Author's surname/s, Initial/s. (Year of publication) 'Title of article.' (English translation of article title.) *Title of newspaper (in italics).* [Online] Date of publication. [Date accessed] URL

Example

El País. (2015) 'La Semana Santa con más turistas de los últimos ocho años.' (The Holy Week with the most tourists in the past eight years.) El País. [Online] 7th April. [Accessed on 19th December 2017] https://elpais.com/ccaa/2015/04/07/andalucia/1428434394_012889.html

Government command papers

Command papers can include: White Papers, which present a statement of the government's policy and Green Papers, which are discussion papers/reports presented to the Royal commission or departmental committees.

Many of these papers include the word 'command', which can be abbreviated to 'cmnd', 'cmd' or 'cm'.

Citing command papers

When using a command paper, you can use the name of the government department/organisation for which the publication was produced or the chairperson's name, if there is one. The chairperson's name is normally used if the report is commonly known by their name, but you still need to include the name of the government department/organisation, as shown in the examples below.

Examples

Using the Department's name

The name of the department must be written in full when you first refer to it, however in subsequent citations you can use the abbreviation.

The Department of Education and Science[34] claims that…

The DES[34] claims that…

Using the Chair's name

The Swann Report (Department of Education and Science (DES)[34] has found that…

…as highlighted by the Swann Report (DES)[34]

Referencing command papers

Key points:

- Most government publications will have an official reference number. If the paper does not have a number leave this field blank.
- Usually, government White and Green papers are published by either Her Majesty's Stationery Office (HMSO) or by The Stationery Office (TSO). The abbreviated versions of the publisher's name can be used in the footnote/bibliography.

Use the following formats in your footnote/bibliography.

Government department/organisation for which the publication was produced. (Year of publication) *Title (in italics)*. The word or an abbreviation of the word 'Command'. Official reference number if there is one, place of publication: Publisher (Name of chairperson if there is one and the word Report).

Examples

Department of Education and Science. (1985) *Education for all: report of the committee of inquiry into the education of children from ethnic minority groups*. Cmnd. 9453, London: HMSO. (Swann Report)

Department of Trade and Industry. (2005) *Our energy future: Creating a low carbon economy*. Cmnd. 5761, London: TSO.

Guest presentations

Use the following formats in your footnote/bibliography.

Presenter's surname/s, Initial/s. (Year of presentation) *Title of lecture.* Name of institution where the presentation has taken place, city of presentation, date of presentation.

Example

Jones, R. (2012) *The future of IT and Library Services.* Presentation at Wessex University, Wessex, 10th January.

Journal articles

PLEASE NOTE: Many electronic journal articles are scanned versions of the print edition. They are therefore referenced the same as print journals. If your article is an exception, then see the format for an online journal article.

Referencing journal articles

Key points:

- If you have used et al. you need to list **all** authors in your footnote/bibliography.
- If there is **no volume/issue number** available, use the month or season in which the journal was published.

- Ensure you use pp. and state the page numbers of the **first and last pages of the article**. If you only state the first page number this will give the impression that the journal article is only one page long.
- If there is no author's name provided on an article use the publication title in place of this, as shown in the fourth example below.

Use the following formats in your footnote/bibliography.

Author's surname/s, Initial/s. (Year of publication) 'Title of journal article.' *Title of journal (in italics),* Volume number (Issue number), first and last page numbers of whole journal article.

Examples

Alliez, E. and Bonne, J-C. (2013) 'Unframing painting, pushing back the walls.' *Journal of Contemporary Painting,* 5(1) pp. 117-134.

Wijers, E. (2018) 'Emersive storytelling: an exploration of animation and the fourth wall as a tool for critical thinking.' *Animation Practice, Process & Production,* 7(1) pp. 41-65.

Issue number missing

Murken, K., Mears, L. and Baldwin, K. (2007) 'Contemporary art and the book.' *Journal of Artists' Books,* 22(Fall) pp. 22-24.

Volume number missing

Crawford, M and Hassan, S. (2018) 'Global Black consciousness.' *NKA: Journal of Contemporary African Art,* (42/43) pp. 4-7.

No author name

Art Newspaper (2022) 'Never too late to become an artist'. *Art Newspaper,* (347) p. 47.

Online only journal articles

Many electronic journal articles are scanned versions of the print edition. However, a few journals only publish online, and some articles appear online ahead of the print publications. These are sometimes referred to 'first online', 'early view', 'article in press' and may not have a volume/issue number or page number details.

Online only journal article

Author's surname(s), Initials/s. (Year of publication) 'Title of journal article'. *Title of journal (in italics),* Volume number(issue number) or Volume number:article number first and last pages numbers of the whole journal article (if applicable). [Online] [Access date] DOI or URL

Example

Scanu, A. (2021) 'How to tell a story without words: time and focalization in Shaun Tan's The Arrival (2006).' *The Comics Grid: Journal of Comics Scholarship,* 11(1), pp.1-19. [Online] [Accessed on 26th July 2022] https://doi.org/10.16995/cg.4043

First online journal article

Author's surname/s, Initial/s. (Year of publication) 'Title of journal article.' *Title of journal (in italics).* [Online] 'First online' or publisher's terminology) online publication date. [Access date] DOI: number

Example

Batsis, D. and Bitsikas, X. (2022) 'The zone: a study of sound art as hyperreality'. *Leonardo.* [Online} 'Preprint' published 21st July 2022. [Accessed on 26th July 2022] DOI: 10.1162/leon_a_02256

Leaflets/posters

Key points:

- If there is no author's name on the item use the organisation's name that produced it.
- If there is no publisher information provided, state the location the source leaflet/poster was seen (to replace the place of publication) and the date it was seen (to replace the publisher), as shown in the second example below.

Author's surname/s, Initial/s. or Name of organisation. (Year of publication) *Title or description (in italics).* [Type of source e.g. leaflet or poster] Place of publication if available or location the medium was viewed: Publisher if available *or* date the information was viewed.

Examples

Counselling Service. (no date) *Need to talk?* [Leaflet] Manchester: Manchester Metropolitan University.

The National Student Survey. (no date) *Be heard.* [Poster] Reception area, Gaskell campus: Date viewed 29 January 2009.

If an author or organisation's name is unavailable you should provide the following format

Description of the source (in italics). (Year of publication) [Type of source e.g. Leaflet, poster] Place of publication if available *or* location the medium was viewed: Publisher if available *or* date the information was viewed.

Example

The Foyer-UNIAID accommodation bursaries. (2009) [Poster] Student services notice board, Didsbury campus: Date viewed 9 February 2009.

Lecture notes

Key points:

- If the lecture notes do not have a title then write 'no title' where the title should be.
- If there is no place of publication and publisher it is safe to assume these will be the university you attend.
- If you do not have the lecture number/ module name you omit this information from the reference.

Author's surname/s, Initial/s. (Year of production) *Title of the lecture notes (in italics).* Place of publication: Publisher. Number of pages in handout, distribution date, the lecture number, module name.

Example

Patel, H., Shields, E. and Inala, P. (2011) *Using Harvard referencing to reference online sources.* Manchester: Manchester Metropolitan University. 2-page handout, distributed on 15th March 2011.

Robinson, J. (2004) *No title*. Wolverhampton: University of Wolverhampton. 3-page handout, distributed on 13th March 2005 in lecture 3 for module 'Teaching gymnastics'.

Magazine articles

Key points:

- Use the month in place of the volume and issue number if the magazine is published monthly.
- If no author's name is included on the article, use the title of magazine instead.
- For print magazine articles accessed online, you may need to download the article to identify the page number/s.

Print magazine articles

Author's surname/s, Initial/s. (Year of publication) 'Title of article.' *Title of magazine (in italics),* Volume number(Issue number) first and last page numbers of whole article

Example

Freud, E. (2019) 'In at the deep end.' *Vogue,* June, pp.80-81.

For further advice please see the section on Journal Articles

Online magazine articles

Key point:

- Online magazines articles are published on the magazine's website only and are not available in print issues. Volume and issue numbers are not usually given.

Author's surname/s, Initial/s. (Year of publication) 'Title of article.' Title of magazine (in italics). [Online] Date of publication. [Date accessed] URL

Example

Okwodu, J. (2017) 'Was Fall 2017 the season curves conquered the runways?' Vogue. [Online] 6th March. [Accessed on 22nd March 2018] http://www.vogue.com/article/curve-models-fall-2017-runways-size-diversity-in-fashion

Market research reports

Key points:

- To reference a market research report you will generally need to use the organisation's name as an individual author is not usually given.
- If the URL for the webpage where the report was found requires you to login with a username and password, you need to use the homepage of the market report database in your reference, as in the example below. This will be the first page you view after you have logged in to the database.

Use the following format in your footnote/bibliography.

Name of research company or organisation. (Year of publication) *Title of report (in italics)*. Date of report (month and year – if available). [Online] [Date accessed] URL

Examples

Mintel. (2022) *Furniture retailing UK 2022.* [Online] [Accessed on 24th July 2022] http://academic.mintel.com

WGSN Insight. (2021) *TikTok creators: DIY & craft trends.* September 2021. [Online] [Accessed on 21st July 2022] https://www.wgsn.com/insight

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Newspapers

Key points:

- If there is no author, then use the publication title instead.
- Some newspapers produce different editions throughout the day (e.g. First edition, Second edition, Evening edition, City edition etc.). If your copy has an edition you must state this, as shown in the first example below.

Referencing print newspaper articles

Use the following format in your footnote/bibliography.

Author's surname/s, Initial/s. (Year of publication) 'Title of article.' *Name of newspaper (in italics).* Name of supplement if applicable. Date of publication. Edition if applicable, Page number of article.

Examples

Moore, S. (2007) 'Careers are calling.' *Manchester Evening News.* MEN job search supplement. 18th January. City edition. p. 3.

Travis, A. and Topham, G. (2012) 'Airlines raise pressure to relax border controls.' *The Guardian.* 24th April. p. 8.

Referencing online newspaper articles

Use the following format in your footnote/bibliography.

Author's surname/s, Initial/s. (Year of publication) 'Title of article.' *Name of newspaper (in italics).* [Online] Date of publication. [Date accessed] URL

Example

Crompton, S. (2019) 'Hip-hop to haute couture: dance's love affair with fashion.' *The Guardian* [Online] 12th November 2019. [Accessed on 13th November 2019] https://www.theguardian.com/stage/2019/nov/12/funny-face-fame-fashion-dance-street-style-choreography-audrey-hepburn

Online audio

Use the following formats in your footnote/bibliography.

Standalone audio

Owner/creator surname, initial/s. (Year of publication) Title (in italics). Name of organisation (if different to owner/creator). [Online audio] [Date accessed] URL

Example

UCL Institute of Education. (2018) What if… we really wanted to support schools facing the greatest challenge? [Online audio] [Accessed on 12th April 2018] https://soundcloud.com/ioelondon/whatif-we-really-wanted-to-support-schools-facing-the-greatest-challenge

Episode from a series

Owner/creator surname, initial/s. (Year of publication) 'Title of episode.' Title (in italics). Name of organisation (if different to owner/creator). [Online audio] [Date accessed] URL

Example

Mad in America. (2017) 'Lucy Johnstone: the power threat meaning framework.' Mad in America: science, psychiatry and social justice. [Online audio] [Accessed on 29th November 2018] https://itunes.apple.com/gb/podcast/mad-in-america-science-psychiatry-and-socialjustice/id1212789850?mt=2&i=1000404875126

Online images or photos

This format is used for standalone online images. For artworks, please see the relevant section of the guide.

Key points:

- If a year of publication is not available, state: no date.
- If no specific title is given, provide a brief description of the image/photo.

Author's surname/s, Initial/s. OR name of organisation (Year of publication) *Title of image or description of image (in italics)*. Name of organisation (if not already stated). [Online image] [Date accessed] URl

Examples

Allison, C. (2007) *Tornado picture.* Oklahoma weather stock: photo and video stock by Charles Allison. [Online image] [Accessed on 16th February 2009] http://www.oklahomalightning.com/TornadoPics/TornadoPics.htm

Oxford Illustrated Science Encyclopaedia. (no date) *Volcano.* [Online image] [Accessed on 16th February 2009] http://www.oup.co.uk/oxed/children/oise/pictures/earth/volcano/

Online PDF documents

IMPORTANT: Many journal articles are available as PDFs, please see journal articles section for an appropriate format. This format should be used for PDF documents such as reports, etc.

Key points:

- If one of the publication details are missing use the following text:
  - Missing place of publication use: Unknown place of publication
  - Missing publisher details use: Unknown publisher
- If both the place of publication and publisher details are missing, then omit this information from the reference.

Use the following format in your footnote/bibliography.

Author's surname/s, Initial/s. or Name of organisation. (Year of publication) *Title (in italics).* Edition if applicable. Place of publication if available: Publisher if ascertainable. [Online] [Date accessed] URL

Example

Crossick, G. and Kaszynska, P.(2016) *Understanding the value of arts and culture: the AHRC Cultural Value Project.* Swindon: Arts & Humanities Research Council. [Online] [Accessed on 26th May 2022] https://www.ukri.org/publications/ahrc-cultural-value-project-report/

Design Council. (2021) *System-shifting design: an emerging practice explored.* [Online] [Accessed on 10th June 2022] https://www.designcouncil.org.uk/fileadmin/uploads/dc/Documents/Systemic%2520Design%2520Report.pdf

Fujiwara, D. and MacKerron, G. (2015) *Cultural activities, artforms and wellbeing.* Unknown place of publication: Arts Council England. [Online] [Accessed on 22nd July 2022] https://www.artscouncil.org.uk/sites/default/files/download-file/Cultural_activities_artforms_and_wellbeing.pdf

Ramdarshan Bold, M. (2019) *Representation of people of colour among children's book authors and illustrators.* Unknown place of publication: Book Trust. [Online] [Accessed on 27th July 2022 https://www.booktrust.org.uk/globalassets/resources/represents/booktrust-represents-diversity-childrens-authors-illustrators-report.pdf

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Online videos

When referencing an online video, for example a YouTube video, you should use the following format.

Owner/creator. (date) *Title. (in italics)* [Online video] [Date accessed] URL

Example
Gillespie, I. (2019) *TED Talk: why is this painting so shocking?* [Online video] [Accessed on 31st October 2019] https://www.ted.com/talks/iseult_gillespie_why_is_this_painting_so_shocking?language=en

See instructions under Website for videos found on websites such as TikTok

Patents

Use the following format in your footnote/bibliography.

Patent Applicant of patent. (Year) *Title of patent (in italics).* Name of inventor/s (if different to applicant). Official patent series Patent Serial Number.
Example
SkyBell Technologies, Inc. (2015) *Doorbell security and safety.* Invented by Joseph Frank Scalisi. United States Patent 9,060,103 B2.

Play/s

Use the following format in your footnote/bibliography.

Author, Initial/s. (Year of the edition) *Title of play* (in italics). Editor's surname/s, initial/s. (ed/s.) Edition if applicable., Place of publication: Publisher.
Example
Shakespeare, W. (1995) *Twelfth Night*. Warren, R. and Wells, T. (eds.) Oxford: Oxford University Press.

Primary sources

You may need to reference primary research in your assignment. Often it can be useful to include an appendix at the end of your assignment. This could include further details such as interview questions, transcripts, etc. If information is available in an appendix, then you can refer a reader to the relevant part of the appendix, rather than having to reference individual responses.

Interviews

Key points:

- Remember that you need the consent of the interviewee to use their name in your assignment. If they have not given permission, you need to use a pseudonym or initials e.g. Interviewee 1 or Respondent 1
- For the date use the day and month e.g. 20th September.

Interviewee's name or initials. (Year) Interviewed by author, Date.

Examples

Smith, J. (2020) Interviewed by author, 20th July.

Interviewee 1. (2022) Interviewed by author, 11th November.

Questionnaires

Use the following format for your footnote/bibliography.

Respondent's name or initials. (Year) Questionnaire, completed date.

Examples

Smith, J. (2022) Questionnaire, completed 18th August.

Respondent 1. (2021) Questionnaire, completed 25th November.

Personal communication

Use the following format for your footnote/bibliography.

Sender's surname/s, Initial/s. (Year communication was sent) *Subject of communication (in italics).* Type of communication and name of recipient. Date communication was sent (day month).

Example

Inala, P. (2009) *Make poverty history.* Email to Tony Blair. 2nd July.

Religious texts

Use the following format in your footnote/bibliography

Full title of text, including sub-title (in italics). (Year of publication) Place of publication: Publisher.

Examples

The Bible: Authorized King James Version. (2008) Oxford: Oxford Paperbacks.

The Torah: The Five Books of Moses: Pocket edition. (2000) Philadelphia: Jewish Publication Society.

Software

Use the following format in your footnote/bibliography.

Software developer/owner. (Year of release) *Title of software (in italics).* Version/edition number. [Software] Place of publication/production: Publisher. [Access date] download URL if available

Example

IBM Corporation. (2016) *SPSS Statistics.* Version 24. [Software] New York: IBM Corporation. [Accessed on 30th March 2017]

Songs

Use the following formats in your footnote/bibliography.

Referencing songs from a single (a or b sides)

Artist's surname/s, Initial/s. (Year of release) 'Title of song.' *Title of single (in italics).* [format, medium] Location of record label: Record label.

Example

Lennon, J. (1971) 'Working class hero.' *Imagine.* [single, vinyl record] UK: Apple.

Referencing songs from an album

Artist's surname/s, Initial/s. (Year of release) 'Title of song.' *Title of album* (in italics). [format, medium] Location of record label: Record label.

Example

Lennon, J. (1971) 'Imagine.' *Imagine.* [album, vinyl record] UK: Apple.

Referencing an album

Artist's surname/s, Initial/s. (Year of release) *Title of album (in italics).* [format, medium] Location of record label: Record label.

Example

Lennon, J. (1971) *Imagine.* [album, CD] UK: Apple

Sources with no author

If the source has been produced/authored by an organisation it is possible to use the name of an organisation in place of an individual.

In sources like newspaper articles/journal articles you can use the name of the publication instead. Check the relevant reference types for further information.

If those details are not available then use the following format.

Anonymous and anon

Where ''Anonymous' or 'Anon' are clearly stated on the source of information, use this for the author

Example

Anonymous. (1996) *Primary colors: a novel of politics.* New York: Vintage.

If Anonymous or Anon are not stated then you should use the words 'Author unknown' in place of the author's name.

Speeches

Key points:

- Speeches can be accessed in different formats, for example, a transcript, a video recording, audio recording, etc. You will need to indicate the format in your reference.
- A speech may be delivered on multiple occasions. You need to indicate the location, so you are referencing that specific version.

Use the following format for your footnote/bibliography.

Surname of speaker, initial/s. (Year of speech) 'Title of speech.' Location Delivered, Date Delivered. [Format] In Source in which speech was located.

Examples

Hancock, M. (2018) 'Leadership within the NHS.' Leaders in healthcare conference, 15th November. [Transcript] In Department of Health and Social Care. *Speech: leadership within the NHS*. [Online] [Accessed on 23rd April 2020] https://www.gov.uk/government/speeches/leadership-within-thenhs

Thunberg, G. (2019) 'You did not act in time.' Houses of Parliament, 23rd April. [Transcript] In The Guardian. ''You did not act in time': Greta Thunberg's full speech to MPs.' *The Guardian.* [Online] 23th April. [Accessed on 25th April 2019] https://www.theguardian.com/environment/2019/apr/23/greta-thunberg-full-speech-to-mps-youdid-not-act-in-time

Thunberg, G. (2019) 'You did not act in time.' Houses of Parliament, 23rd April. [Online video] In WWF UK. *Greta Thunberg full speech to UK Parliament: climate strikes*. [Online video] [Accessed on 21st February 2020] https://www.youtube.com/watch?v=rYNM4rsnNFM

Standards (online)

Use the following format in your footnote/bibliography:

Name of authorising organisation. (Year of Publication) *Identifying letters and numbers and full title of Standard (in italics).* Place of publication: Publisher. [Online] [Date accessed] URL

Example

British Standards Institution. (2008) *BS 9999:2008 Code of practice for fire safety in the design, management and use of buildings.* London: BSI. [Online] [Accessed on August 11th 2015] https://bsol-bsigroup-com.ezproxy.mmu.ac.uk/

Translated sources

Use the following formats for your footnote/bibliography.

Referencing a translated book

Author's surname/s, Initial/s. (Year of publication of original work) *Title of book (in italics).* Translated by Initial/s. Surname of translator, year of translated publication. Place of publication: Publisher.

Example

Siohan, R. (1959) *Stravinsky.* Translated by E. W. White, 1965. London: Calder and Boyars Ltd.

Refencing a translated book with an editor

Author's surname/s, Initial/s. (Year of publication of original work) *Title of book (in italics).* Translated by Initial/s. Surname of translator, year of translated publication. Surname of editor/s, initial./s. (ed/s.) (Year if different to translated year) Place of publication: Publisher.

Example

Vygotsky, L. S. (1934) *Thought and language.* Translated by E. Hanfmann and G. Vakar, 1962. Kozulin, A. (ed.) (2012) Cambridge, Mass.: MIT Press.

Translated book with introduction/section written by another author

Surname of author/s who wrote introduction, initial/s. (Year of publication) 'Title of Introduction/section.' In (in italics) Author's surname/s, Initial/s. (Year of publication of original work) *Title of book (in italics).* Translated by Initial/s. Surname of translator, year of translated publication. Place of publication: Publisher, first and last page of the introduction/section.

Example

Thurman, J. (2010) 'Introduction.' In Beauvoir, S. de. (1949) *The second sex.* Translated by C. Borde and S. Malovany-Chevallier, 2010. New York: Alfred A. Knopf, pp. ix-xvi.

Author's surname/s, Initial/s. (Year of publication) 'Title of journal article.' Translated by Initial/s. Surname of translator, year of translated publication. *Title of journal (in italics),* Volume number(Issue number) first and last page numbers of whole journal article.

Example

Bourdieu, P. (1988) 'Vive la crise!: for heterodoxy in social science.' Translated by L. J. D. Wacquant, 1987. Theory and Society, 17(5) pp. 773-787.

TV and radio broadcasts

Citing TV or radio broadcasts

Key points:

- You must state the title when citing information taken from a broadcast. This can be either the title of the episode or the title of the programme, whichever is listed first in the reference.
- If the title of the broadcast is long, you need to use the full title the first time you refer to it in your assignment. However, the title can be abbreviated from then on, as in the first example below.

Examples

Hillsborough – how they buried the truth[29] addressed the issue of…

Britain on Film[30] examines…

Referencing TV or radio broadcasts

Use the following format in your footnote/bibliography.

Episode from a series

Title of episode.' (if applicable) *Title of series/programme.* (Year) Medium, either [Television] or [Radio] Television or radio channel, time and date of broadcast.

Example

'Hillsborough – how they buried the truth.' *Panorama.* (2013) [Television] BBC1, 21.00 20th May 2013.

'Mark Kermode reviews The Great Gatsby.' *Kermode and Mayo's Film Review.* (2013) [Radio] UK: BBC R5live, 14:00 17th May 2013.

Standalone programme

Title of series/programme. (Year) Medium, either [Television] or [Radio] Television or radio channel, time and date of broadcast.

Example

Leeds: life in the bus lane (2022) [Radio] Radio4, 20.00 25th July 2022.

For films shown on television please see relevant section under Films/DVDS/videos.

Referencing TV and radio broadcasts accessed online

Use the following format

'Title of episode.' (if applicable) *Title of series/programme.* (Year of production) [Online] Television or radio channel, time and date of broadcast. Available through (online provider). [Date accessed]

Examples

Britain on Film. (2013) [Online] BBC Four, 20.00 6th August 2013. Available through Box of Broadcasts database. [Accessed 1st September 2013]

Rebel women: the great art fight back. (2019) [Online] BBC4, 22:30 18th June 2019. Available through Box of Broadcasts. [Accessed on 1st November 2019]

Webpages (including blogs and social media sites)

Key points:

- If no author is given use the organisation's name instead. If you have stated the name of the organisation in place of the author, you do not need to state it again in the reference.
- If there is no publication date state the words: *no date* in place of the year.
- This format is used for all webpages including pages from blogs and social media sites.
- The date (Day and Month) is required for blogs and social media posts.

Webpage with an author

Author's surname/s, Initial/s. (Year of publication) *Title of page (in italics)*. Name of organisation. [Online] [Date accessed] URL

Examples

Arts Council. (2022) *Let's create.* [Online] [Accessed on 25th July 2022] https://www.artscouncil.org.uk/letscreate

Tickner, L. (2003) *Feminism and art.* Oxford Art Online [Online] [Accessed on 1st November 2019] https://www.oxfordartonline.com/groveart/view/10.1093/gao/9781884446054.001.0001/oao-9781884446054-e-7000027837

Webpage without an author

Name of organisation. (Year of publication) *Title of page (in italics)*. [Online] [Date accessed] URL

Example

Tate. (no date) *Surrealism* [Online] [Accessed on 9th July 2022] https://www.tate.org.uk/art/art-terms/s/surrealism

BBC. (2019) *Edinburgh artists Michael Youda wins top prize at Scottish portrait awards* [Online] [Accessed on 13th November 2019] https://www.bbc.co.uk/news/uk-scotland-50404466?intlink_from_url=https://www.bbc.co.uk/news/entertainment_and_arts&link_location=live-reporting-story.

Social Media/Instagram/TikTok/Twitter

Author's surname/s, Initial/s. (Year of publication) *Title of page (in italics)*. Date (Day and Month) the information was posted (if available)Name of organisation. [Online] [Date accessed] URL

Examples

Abdulhadi, S.(2022) We are still explaining what the nakba is 74 years later. 15th May. Samaabdulhadiofficial. [Online] [Accessed on 15th May 2022] https://www.instagram.com/p/CdI_opVtmht/?igshid=MDJmNzVkMjY%3D

ahluwalia.world @ahluwalia.world. (2022) Behind the scenes in the run up to the ahluwalia aw22 lfw show. 20th February. Ahluwalia. [Online] [Accessed on 19th August 2022] https://www.tiktok.com/@ahluwalia.world/video/7066866836905692422

BBC News Graphics @BBCNewsGraphics. (2018) Facebook's Mark Zuckerberg is answering us senators' questions…11th April. BBC News. [Online] [Accessed on 12th April 2018] https://twitter.com/BBCNewsGraphics/status/984101706341474305