



**Manchester  
Metropolitan  
University**

9th edition

Hetal Patel, Lecturer  
*in conjunction with*  
The MMU Harvard referencing team  
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## Disclaimer

This Harvard referencing handbook is designed to be used specifically by undergraduate students studying at Manchester Metropolitan University. However, all students are advised to check with their programme team as to which style of referencing is required as a few departments do not use the Harvard system.

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.

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## Why should I reference?

One of the purposes of referencing is to enable others to find the information that you have used in your assignment.

Referencing and citing are ways to acknowledge how other people's ideas and work have contributed to yours. They also enable the reader to look up the sources you've used and find out more.

### Plagiarism

Plagiarism is a failure to acknowledge another person's work or idea and claiming this idea as your own. This is deemed as cheating/academic misconduct and is treated as a **serious offence**. For more information on academic integrity and academic misconduct, see the information on the website <https://www.mmu.ac.uk/student-life/course/assessments/academic-integrity>

## What are citations, references and a bibliography?

### Citations

Acknowledging other people's work/ideas **within** your assignment or in the main body of your text is called '**citing**'. You will often come across citations when you are reading books or journals.

### References

This is a **list of sources** that you have cited in the main text of your assignment. You must include this list at the **end of your assignment**.

### Bibliography

This is a list of sources that you have cited in your work (i.e. your reference list) and also the sources that you have read but have not cited in the main text of your assignment. This list should also be placed at the end of your assignment, after the reference section; however, you only need to produce a bibliography alongside a reference list if you have been asked to do so.

### Citations

For most sources, the only information you need when citing within the text of your work is the **author's surname** and the **year of publication**. However, please also bear in mind:

- If there is no author but there is an **organisation's name** you use this instead.
- If there is **no date** state these words instead of the year e.g. (no date).

- If you are citing a number of sources that support your argument you would cite these in chronological order, separated by a semi-colon. For example: (Beck, 2012; Shields, 2013; Inala, 2014)
- If you are citing a number of sources, and one of those sources has no date of publication, you would put the source with no publication at the end of your citation. For example: (Beck, 2012; Shields, 2013; Inala, 2014; Brown, no date)

For more complex citations, examples are provided with each specific source throughout the guide.

### Presenting citations

---

If you do not use the author's name in your writing, the author and year are placed in brackets at the end of the statement as follows.

#### Example

---

Recording personal achievements can be used as a reflective tool and can help an individual identify their own skills and expertise (Cottrell, 2015).

If you are using the author's name in your writing, you would add the year in brackets following the author's surname, as follows.

#### Example

---

Cottrell (2015) suggests that recording personal achievements can be used as a reflective tool and can help an individual identify their own skills and expertise.

### Using page numbers

---

It is essential to provide the page number(s) for **direct quotes**. It can also be helpful to provide the page number(s) when you have paraphrased the text, as this can help the reader easily find the part of the source that you are referring to.

### Sources with one author:

---

Author's surname or organisation's name and the year of publication.

#### Examples

---

... (Cottrell, 2015)

... (Association of Illustrators, 2011)

... (Business Enterprise and Regulatory Reform, no date)

#### Sources with two authors:

---

Both authors' surnames or two organisations' names and the year of publication.

#### Example

---

... (Lightbown and Spada, 1993)

#### Sources with three or more authors:

---

Surname of the **first** author *only* followed by et al. and the year of publication.

#### Example

---

... (Burrows et al., 2009)

#### An author who has published more than one piece of work in the same year:

---

To distinguish between different sources by the same author published in the same year, use a, b, c etc. after the year in both the citation and the reference. The letter you assign to the publication should be in order of its appearance in the main text of your work. Therefore, the first publication you cite should be assigned the letter 'a', the next citation will be 'b' etc., regardless of the month in which it was published.

#### Example

---

(Cottrell, 2012a) {i.e. for the first instance of a citation by Cottrell published in 2012}

(Cottrell, 2012b) {i.e. for the second instance of a citation by Cottrell published in 2012}

#### Authors with the same surname

---

When citing different sources by authors with the same surname, include the initial/s of the authors to distinguish between them.

#### Examples

... (M. Mullins, 2016)

... (L. J. Mullins, 2011)

Sources with the same lead author but different co-authors, published in the same year, where et al. would be required in the citation

If the abbreviation et al. in the citation leads to a confusion between two different groups of authors (with the same lead author) who have published in the same year, include as many authors in the citation as necessary in order to distinguish between the two groups of authors.

#### Examples

---

(Stanley, Miller et al., 2010)

(Stanley, Penhale et al., 2010)

In addition, in your reference list the two sources would be ordered as they appear above, i.e. alphabetically by the second author surname.

#### Authors with hyphenated forenames

If the forename is hyphenated, it is important that all forename initials are included in the reference list entry.

For the in-text citation, only the surname is required.

#### Example

---

The author Rachael-Anne Knight would be referred to as Knight, R-A. in the reference list and the name in the in-text citation would be Knight.

#### Authors with complex surnames

Please note, in all cases, the name used in the reference list entry and in-text citation should match the name on the work being cited.

#### Examples

## Hyphenated surnames

---

If the surname is hyphenated, include both names and the hyphen in the reference list entry and in-text citation.

### Example

---

Diego J. Rivera-Gutierrez would be referred to as Rivera-Gutierrez, D. J. in the reference list and the in-text citation would be Rivera-Gutierrez.

## Two-part surnames with no hyphen

---

If the surname has two parts separated by a space and no hyphen, you generally include both names in the reference list entry and in-text citation. Many Spanish names follow this format.

### Example

---

Rena Torres Cacoulllos would be referred to as Torres Cacoulllos, R. in the reference list and the in-text citation would be Torres Cacoulllos.

## Surnames including a particle/prefix

---

Generally, surnames with prefixes (e.g. de, de la, der, van, von, etc.) should be listed under the prefix, retaining the use of upper or lower case letters as included in the author name on the work being cited.

### Example

---

Guy de Maupassant would be listed as de Maupassant, G. in the reference list and de Maupassant in the in-text citation.

There are occasional exceptions to this rule, e.g. Ludwig van Beethoven tends to be listed as Beethoven, L. van in reference lists and Beethoven in all in-text citations.

## Surnames including a suffix

---

If the surname includes a suffix (e.g., Jr., Sr., III), this would be placed after the initials in the reference list entry but is not included in the in-text citation.

### Example

---

Herbert M. Turner III would be listed as Turner, H. M., III. in the reference list and Turner in the in-text citation.

---

### Using page numbers

---

It can also be helpful to provide the page number(s) when you have paraphrased the text, as this can help the reader easily find the section of the source from which you are citing.

Most disciplines at Manchester Met however, do **not** require you to use page numbers when paraphrasing from a source. If you are unsure, please check with your tutor or department.

## Direct quotes

When citing a direct quote, you need to include the page number or the word 'online', if you have used an online source, in the citation.

For more complex quotes, examples are provided for each specific source throughout the guide:

### Direct quotes with page numbers

---

When citing a direct quote from a source you need to use the surname/s of the author/s and the year followed by the page number, in the following format:

#### Example

---

When critically evaluating others' work, it's important to use 'tact and a constructive approach...' (Cottrell, 2005:97).

When beginning your sentence with the author's surname, your citation will only include the year of publication followed by the page number, in the following format:

#### Example

---

Cottrell (2005:97) suggests that when critically evaluating other's work it's important to use 'tact and a constructive approach...'.

### Direct quotes from online sources

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As many online sources have no page number, when quoting directly you need to state that the information has been found online in the following way:

#### Example

---

According to the Business Enterprise and Regulatory Reform (no date:online) pay-as-you go ensured that ‘...mobile phones are one of the most inclusive technologies’.

## Direct quotes: general rules

- When using quotes, the wording that you have used in your assignment needs to be **EXACTLY** the same as the text from the source.
- *Single quotation marks* must be used at the beginning and end of the quote so the reader knows where the quote begins and ends.
- Quotes should not be altered into italics, underlined or emboldened unless you want to *highlight/emphasise* a specific word in the quote. If you do this cite the quote as: (Egan, 2002:186 emphasis added) to show you have altered it.
- If the information from a source you are using as a direct quote runs over two pages, use both page numbers, for example: (2016:1-2).
- If you do not use the whole sentence, make sure you use *ellipses (...)* to indicate which part of the sentence is missing; these may be at the start of the quote, the end of the quote, or in the middle if you have shortened the wording.
- If you come across a **mistake** in a quote and do not want this mistake to be attributed to you, you can add the term [sic] next to the error. This can also apply to **different spellings** of words e.g. color and colour.
- If you want to insert words into a quote you can add **square brackets [ ]** around the additional text but remember the sentence must make grammatical sense. It is important to use square brackets and not round brackets around the extra text because this indicates that this is your addition and not the author's.

## Length of quotes

### Short quotes

Quotes of up to and including 20 words, or up to two sentences (whichever is the greater) can be embedded into the text. You **MUST** put single quotation marks around the text that you are inserting into your assignment, as shown below. Remember, the sentence needs to make grammatical sense.

#### Example

For an individual to manage their workload effectively, a plan can be devised to tackle daily, weekly and monthly commitments. Within this framework, individuals can identify issues that ‘...arise in the course of your study and prioritise them with the most serious on top’ (Whitehead and Mason, 2003:27). By setting time aside and identifying possible events that may occur...



The quote used in the above example does not start at the beginning of the original sentence. Thus, the ellipses '...' have been used to illustrate that the quote is only part of the original sentence.

## Long Quotes

Longer quotes should be indented and placed in a separate paragraph, as shown below.

You do not need to place quotation marks around the quote if it is classified as a long quote.

### Example

Moyser (2006:85) defines Elite interviewing as:

The use of interviews to study those at the 'top' of any stratification system, be it in sport, academia, social status, religion, beauty or whatever. In practice, however, elite research focuses mainly on political and economic notables. The study of elites touches on some of the major and perennial issues of social analysis. The views and activities of generals, businessmen, politicians and church leaders have been of concern to social thinkers since the earliest days of Western thought.

As this definition points out...

## Referencing list format

**ALL** sources that have been mentioned in the main text need to be listed, **alphabetically**, in the referencing section using the correct format as detailed in this guide.

If you have used **et al.** in your citation you need to list **all** authors in your reference list, for sources of up to eight authors. For sources with more than eight authors, follow the instruction in this guide under **Sources with more than eight authors**.

If you have two or more authors with the **same surname** you must list them in alphabetical order according to the author's initial/s:

### Examples

Mullins, L. J. (2007) *Management and organisational behaviour*. 8<sup>th</sup> ed., Harlow: Financial Times Prentice Hall.

Mullins, R. (2007) 'iPhone: why one little gadget matters so much.' *Network World*, 24(50) p. 33.

---

If you have a single author, where the surname is the same but the publication year is different, the sources should be listed in chronological order with the earliest publication first:

### Examples

---

Cottrell, S. (2005) *Critical thinking skills: developing effective analysis and argument*. Basingstoke: Palgrave Macmillan.

Cottrell, S. (2008) *The study skills handbook*. 3<sup>rd</sup> ed., Basingstoke: Palgrave Macmillan.

If you have two or more sources where the author's surname is the same, but one publication is written by a single author and the other is written by more than one author, the single authored publication will be listed first. This will be the case regardless of the author's first name:

### Examples

---

Jameson, R. (1994) 'Making the connection.' *Housing*, 30(1) pp. 45-46.

Jameson, K. and Kidd, P. (1974) *Pre-school play*. London: Studio Vista.

In the above example Jameson, R. comes before Jameson, K. This is because a joint publication is always placed after the single author of the same name.

If you are referencing two sources by the same author, where one has a publication date, and the other one doesn't, place the reference with no date after the reference with a publication date.

### Examples

---

Food and Agriculture Organization of the United Nations. (2022) *Food outlook – biennial report on global food markets*. Rome: FAO [Online] [Accessed on 25<sup>th</sup> January 2023] <https://www.fao.org/3/cc2864en/cc2864en.pdf>

Food and Agriculture Organization of the United Nations. (no date) *FAO and the post-2015 development agenda*. [Online] [Accessed on 25<sup>th</sup> January 2023] <https://www.fao.org/sustainable-development-goals/overview/fao-and-the-2030-agenda-for-sustainable-development/en/>

### Acts of Parliament

#### Citing Acts of Parliament

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

**PLEASE NOTE: Unlike the other citation formats the year of publication does not need to be placed in brackets as this forms part of the title of the Act (with exception of direct quotes, see below).**

#### Examples

According to the 1996 Housing Act, there are....

The 1960 Charities Act clearly stated that....

#### Direct quotes

When citing a direct quote from an Act of Parliament, write the full short title of the Act and the year, followed by the page number written in brackets.

#### Example

The 1996 Housing Act (1996:13) states that tenants have the right to purchase their property as long as 'the dwelling was provided with public money and has remained in the social rented sector'.

**NB** Please note that when quoting directly you need to add the year a second time.

#### Referencing Acts of Parliament

When referencing an Act of Parliament, you should provide the following information in the format displayed below:

**PLEASE NOTE: Unlike for other reference types the year of publication does not need to be placed in brackets as this forms part of the title of the Act (with exception of direct quotes, see below).**

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.

## Acts introduced prior to 1963

If you are using an Act that was introduced prior to 1963, you will need to include some additional information alongside the chapter number.

Short title of the Act and Year. (Year of reign of the monarch at the time the Act was introduced the monarch's name which can be abbreviated, chapter number of the Act) Place of publication: Publisher.

### Examples

---

Statistics of Trade Act 1947. (10&11 Geo. 6, c.39) London: HMSO.

Charities Act 1960. (8&9 Eliz. 2, c.58) London: HMSO.

## Annual Reports

### Citing annual reports

When citing annual reports by paraphrasing or using direct quotes the information will be presented as shown on pages 10-17.

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

### Referencing print copy annual reports

When referencing annual reports, you should provide the following information in the format displayed below:

Name of company. (Year of publication) *Title of annual report*. Place of publication: Publisher.

### Example

---

eBay. (2011) *Annual Report 2011*. San Jose: eBay Inc.

## Referencing online annual reports

When referencing an online annual report, you should provide the following information in the format displayed below:

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

### Citing app content

When citing information from app content by paraphrasing, the information will be presented as shown on pages 10-17.

When citing a direct quote from an app, you should use the following format:

### Direct quotes

The originator of the app, the year the app was released and the word app.

### Example

'... product, price, promotion...' (Morgan, 2012:app)

### Referencing app content

When referencing content from an app, you should provide the following information in the format displayed below:

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 25<sup>th</sup> January 2012]

## Apps

An app refers to an application that is accessed on a mobile device, such as a tablet or smart phone. There are academic sources produced as apps so you may need to cite and reference one in your academic work.

### Citing apps

When citing information from apps by paraphrasing, the information will be presented as shown on pages 10-17.

When using a direct quote from an app, you should use the following format:

#### Direct quotes

The originator of the app, the year the app was released and the word app.

#### Example

'healthcare in England...' (Skyscape, 2010:app)

### Referencing apps

When referencing an app, you should provide the following information in the format displayed below:

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 18<sup>th</sup> January 2011]

## Archive material

## Citing archive material

When citing archive material by paraphrasing or using direct quotes the information will be presented as shown on pages 10-17.

Archive material can be various types of source material and as such, the format may differ depending on the type of material.

When referencing archive material, the archive collection details are just as important as the details of the material itself.

### General rules:

- Follow the usual format specific to the source (see first example below for a journal article located in an online archive collection), 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 provided on the source, as shown in the third example below.

## Referencing archive material accessed online

When referencing archive material accessed online, you should provide the following information in the format displayed below:

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 20<sup>th</sup> April 2017] <https://www.loc.gov/resource/mss39990.04022/?sp=2>

Higginson, G. H. (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=7544agw13621w7h273904aP5...>

## Referencing archive material viewed physically

When referencing archive material viewed physically, you should provide the following information in the format displayed below:

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 24<sup>th</sup>* (DLT C35/74). Leicester-Warren Family of Tabley Records. Cheshire Archives and Local Studies, Chester.

## Artworks

### Citing Artworks

Citation element

(Artist, Year)

Example citation

---

(Perry, 2001)

### Referencing Artworks

#### 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.

Examples

---

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 of an artwork

---

Citation element

(Artist, Year)

Example citation

---

(Weems, 1995-6)

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 1<sup>st</sup> July 2022]  
[https://www.moma.org/collection/works/91870?sov\\_referrer=theme&theme\\_id=5255](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 (in italics)*. 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 leather string. In: Soul of a Nation: Art in the Age of Black Power. Tate, London, 12th July-22<sup>nd</sup> October 2017.

### Artwork reproduced in a book/exhibition catalogue

---

Citation element

(Artist, Year)

Example citation

---

(Hatoum, 1989)

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 Archer, M. (2016) *Mona Hatoum*. London: Phaidon, pp.56-57.

## Bills

### Citing Bills

When citing a Bill, you should provide the following information in the format displayed below:

Title of the Bill (Year)

Example

---

Homelessness Reduction Bill (2016)

### Referencing Bills

When referencing a Bill, you should provide the following information in the format displayed below:

#### Key point:

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

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

**PLEASE NOTE: Electronic books found online (not via ebook readers) will be referenced in the same manner as a print copy of a book. This is because an electronic book is just a scanned copy of the original print book. This means the information in both versions of the book is exactly the same.**

### 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

---

If presented with the following information:

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

You would choose 1992 as the year of publication. The reason why you would not choose any of the other years, such as 2002, is because the information in the books that have been reprinted is the same as the information found in the book when it was first published.

#### Reprints of old text with new publishers

---

If a book has been reprinted by a new publisher (and not the original publisher) then the date when it was reprinted with the new publisher needs to be recorded along with the original publication date. This is so that someone searching for the edition you have used can find it, but you are also being clear about the original date of the information.

---

## Example

---

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

## Citing books

When citing books by paraphrasing or using direct quotes the information will be presented as shown on pages 10-17.

## Referencing books

### Key Points:

- If a book has two or more publication locations listed, you would always select the first one as the place of publication. This should be a town or city and you would not normally need to include any additional location information such as the county, state or country name. The only exception to this is if a foreign city has the same name as one in the UK. In this case, you should also include the abbreviation for the state immediately after the town/city name e.g. Cambridge, Mass. or Perth, WA.
- If there is no **edition** listed leave this out. If the book is listed as **1<sup>st</sup> edition** also leave this out.
- When referencing an **edited book**, you should put the **editor's** surname/s instead of the author's. You indicate this by using (ed.) or (eds.) immediately after the surname/s and initial/s, as shown in the Hargie example below.

Taking the above into account, when referencing a published book, you should provide the following information in the format displayed below:

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.

Burrows, A., Parsons, A., Price, G. and Pilling G. (2009) *Chemistry<sup>3</sup>: introducing inorganic, organic and physical chemistry*. Oxford: Oxford University Press.

Lightbown, P. and Spada, N. (1993) *How languages are learned*. Oxford: Oxford University Press.

Cottrell, S. (2011) *Critical thinking skills: developing effective analysis and argument*. 2<sup>nd</sup> ed., Basingstoke: Palgrave Macmillan.

## Ebooks with no page numbers

Some eBooks accessed via eBook providers such as ProQuest and O'Reilly do not have page numbers printed on each page of the book or, may have different page numbers to the print version. In this instance, use the example citation and reference formats below.

### Example citation

(Tracy, 2014) OR, if using a 'direct quote', (Tracy, 2014:ch 1)

### Reference elements

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

### Example

---

Tracy, B. (2014) *Leadership*. [Online] New York: AMACON. [Accessed on 10th August 2022] <https://learning.oreilly.com/library/view/leadership-the-brian/9780814433416/xhtml/chapter01.html>

## Briefing papers

### Citing briefing papers

When citing briefing papers, by paraphrasing or by using direct quotes, the information will be presented as shown on pages 10-17.

### Referencing briefing papers

Author's surname/s, Initial/s. (Year) *Title of paper (in italics)*. Organisation/department name briefing paper number. Place of publication: Publisher. [Online] [Access date] URL

### Example

---

Baker, C. (2017) *Accident and Emergency statistics: demand, performance and pressure*. House of Commons Library Briefing Paper no. 6964. London: House of Commons Library. [Online] [Accessed on 3rd April 2017] <http://researchbriefings.files.parliament.uk/documents/SN06964/SN06964.pdf>

## Business cases

### Citing business cases

When citing a business case, by paraphrasing or by using direct quotes, the information will be presented as shown on pages 10-17.

### Referencing business cases – online copy

Author's surname/s, Initial/s. (Year) *Title of case (in italics)*. Case collection and/or number (if applicable). Place of publication: Publisher. [Online] [Access date] URL

#### Example

Lawrence, K. (2020) *Was McDonald's right to fire its CEO?* London: SAGE Business Cases Originals. [Online] [Accessed on 20<sup>th</sup> July 2020] <https://sk-sagepub-com.mmu.idm.oclc.org/cases/was-mcdonalds-right-to-fire-its-ceo>

Orradottir, B., Barrio, I. C. and Boyaninska, D. (2019) *From bare to birch: large-scale ecosystem restoration in Iceland*. Case no. 719-0053-1. Rotterdam: RSM Case Development Centre. [Online] [Accessed on 20<sup>th</sup> July 2020] <https://www.thecasecentre.org/educators/products/view?id=165870>

### Referencing business cases – print copy

Author's surname/s, Initial/s. (Year) *Title of case (in italics)*. Case collection and/or number (if applicable). Place of publication: Publisher.

#### Example

Steenburgh, T. J. and Avery, J. (2010) *Marketing analysis toolkit: situation analysis*. Harvard Business School Case No. 510-079. Boston, MA: Harvard Business School Publishing.

## Case law

Law students should follow the OSCOLA style of referencing. Instruction and examples below are for non-law students only. If you are studying law as part of another programme (e.g. Combined Honours) check with your tutor which referencing style you should use.

### Citing case law

---

When citing case law, you should provide the following information in the format displayed below:

Party Names (separated by a 'v' and in italics), Year of the case was heard

Example

(*Alternative Power Solution Ltd v Central Electricity Board*, 2014)

## Referencing case law

When referencing case law, you should provide the following information in the format displayed below:

**Key points:**

- The use of round and square brackets:
  - Square brackets are used when the date is essential to locate the case, because there are multiple volumes each year.
  - If the date is not essential to locate the case, because there is only one volume per year, the year should be entered in round brackets, as shown in the second example below:

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

Examples

*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

**PLEASE NOTE: The following rules DO NOT apply if you are referencing information in a chapter from a book entirely written by the same author/s. These rules only apply when the book is edited and the chapters are written by different authors.**

### Citing a chapter from an edited book

When citing chapters from an edited book by paraphrasing or using direct quotes the information will be presented as shown on pages 10-17. **NB:** please see below for information on which author to cite.

---

Please bear in mind that you only need to cite the **author of the chapter** whose idea you have used within your assignment. For instance, if you have read a chapter by David Dickson in a book edited by Owen Hargie you use Dickson's name in the citation.

When you are using different chapters within the edited book, each chapter you cite will have a separate entry in your reference list.

The book entitled 'The handbook of communication skills' is edited by Owen Hargie. The book was published in 2006 and there are a number of different chapters that are authored by other people. You do not need to mention, in the main body of your assignment, that the chapter was found in Hargie's book because this is not relevant for the citation. However, this information will be provided in the reference list so that anyone can locate the correct source.

### One or two authors

---

Surname/s of chapter author and year of publication

#### Example

---

Dickson (2006) asserts that to try to define or conceptualise 'reflecting' as an interactive skill is very complex.

### Three or more authors:

---

Surname of the first author **only** followed by et al. and the year of publication.

#### Example

---

Randall et al. (2006) state that non-verbal behaviour causes people to...

### Direct quotes

---

When citing a direct quote from a book chapter you also need the page number which is written after the year in the following format:

#### Example

---

Dickson (2006:167) believes reflection can be beset by problems such as '... conceptual confusion, terminological inconsistency, and definitional imprecision...'

## Referencing a chapter from an edited book



---

When referencing the work of an author who has written a chapter in an edited book, you should provide the following information in the format displayed below:

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

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

Randall, A. G., Druckman, D., Rozelle, R. M. and Baxter, J. C. (2006) 'Non-verbal behaviour as communication: approaches, issues and research.' *In Hargie, O. (ed.) The handbook of communication skills.* 3<sup>rd</sup> ed., London: Routledge, pp. 73-120.

## Company data/reports from company financial databases

### Citing data/reports from company financial databases

When citing data or information from a company report found on a company financial database, the information will be presented as shown on pages 10-17.

Please note that to cite data/reports located on company and financial databases, you will have to use the organisation's name as an author name is not present.

### Referencing data/reports from company financial databases

When referencing data/reports located on company and financial databases, you should provide the following information in the format displayed below:

Name of organisation (owner of database). (Year of report) Title of company report. *Title of databases (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 an Annual Report when using information from a company report which has been produced and published by the company itself.

## Computer / video games

### Citing computer / video games

When citing computer games, you should provide the following information in the format displayed below:

(Creator/developer, Year of release)

#### Example

---

(Ubisoft, 2011)

### Referencing a computer / video game

When referencing a computer game, you should provide the following information in the format displayed below:

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.

### Referencing an online/downloaded computer game

When referencing an online computer game, or one that you have downloaded, you should provide the following information in the format displayed below:

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 and conference proceedings (published and unpublished)

### Citing conference papers (published or unpublished)

When citing conference papers by paraphrasing or using direct quotes the information will be presented as shown on pages 10-17.

#### Key points:

- Please note that when using information from conference papers, you need to cite the author (for published material) or presenter (for unpublished material) of the paper and not the organisation who held the conference or the editor of the conference proceedings.
- The whole conference proceedings would usually only appear in a bibliography rather than as a cited source, as you would normally cite from a conference paper.
- Please note, if any elements of the reference are not ascertainable, such as the editor or publisher details then leave these out, as in the example below.
- An online conference paper will usually be downloadable as a PDF document. Please note that quite often the page numbers of the downloaded paper will start at page 1 rather than reflecting its position in the conference proceedings, which is the case for the example reference below.

### Referencing conference proceedings

When referencing conference proceedings, you should provide the following information in the format displayed below:

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 28<sup>th</sup> 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, 6<sup>th</sup>-7<sup>th</sup> April 2001. McDonald, F. and Tuselman, H. (eds.) Manchester: Manchester Metropolitan University Business School.

### Referencing published conference papers – print copy

When referencing a paper from conference proceedings, you should provide the following information in the format displayed below:

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.

#### Example

Kuznetsov, A. and Kuznetsova, O. (2001) 'The progress of market culture in Russia and managerial response.' *In Academy of International Business. Proceedings of the 28<sup>th</sup> 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, 6<sup>th</sup>-7<sup>th</sup> April 2001. McDonald, F. and Tuselman, H. (eds.) Manchester: Manchester Metropolitan University Business School, pp. 471-488.

### Referencing published conference papers – online copy

When referencing published conference papers available online, you should provide the following information in the format displayed below:

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 Lansing, MI, 1st – 3rd June, pp. 1-7. [Online] [Accessed on 3rd April 2018] <http://newprairiepress.org/aerc/2001/papers/12/>

### Referencing unpublished conference papers (paper presented at a conference)

When referencing an unpublished conference paper, you should provide the following information in the format displayed below:

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, 20<sup>th</sup> March.

### Referencing an online conference presentation

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

2018. [Online] [Accessed on 13th May 2019] [https://www.slideshare.net/infolit\\_group/how-do-computing-students-use-the-library-woods](https://www.slideshare.net/infolit_group/how-do-computing-students-use-the-library-woods)

## Discussion papers

### Citing discussion papers

When citing discussion papers by paraphrasing or using direct quotes the information will be presented as shown on pages 10-17.

### Referencing print discussion papers

When referencing print discussion papers, you should provide the following information in the format displayed below:

Author's surname/s, Initial/s. (Year of publication) *Title of paper* (in italics). Organisation name  
discussion paper number. Place of publication: Publisher

#### Example

Duncan, B. and Trejo, S. J. (2011) *Low-skilled immigrants and the U.S. labor market*. IZA Discussion Paper no. 5964. Bonn: Institute for the Study of Labor.

### Referencing online discussion papers

When referencing online discussion papers, you should provide the following information in the format displayed below:

Author's surname/s, Initial/s. (Year of publication) *Title of paper* (in italics). Organisation name  
discussion paper number. Place of publication: Publisher. [Online] [Date accessed] URL

#### Example

Duncan, B. and Trejo, S. J. (2011) *Low-skilled immigrants and the U.S. labor market*. IZA Discussion Paper no. 5964. Bonn: Institute for the Study of Labor. [Online] [Accessed on 3<sup>rd</sup> March 2016]  
<http://ftp.iza.org/dp5964.pdf>

### Citing dissertations/theses

When citing dissertations by paraphrasing or using direct quotes the information will be presented as shown on pages 10-17.

### Referencing dissertations/theses – print copy

#### Key points:

- **Degree statement** refers to whether the dissertation/thesis was for the award of B.A., B.Sc., M.A., M.Sc., Ph.D. etc.

Taking the above into account, when referencing a dissertation, you should provide the following information in the format displayed below:

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.

### Referencing dissertations/theses – online copy

When referencing online dissertations/theses, you should provide the following information in the format displayed below:

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

Strokosch, K. (2012) *Understanding the co-production of public services: the case of asylum seekers in Glasgow*. Ph.D. The University of Edinburgh. [Online] [Accessed on 9<sup>th</sup> September 2019]  
<https://www.era.lib.ed.ac.uk/handle/1842/7885>

## Ebook readers

**PLEASE NOTE:** Downloadable books read on an ebook reader *only* should be cited and referenced as below. When citing and referencing ebooks located and accessed via the Library website, they should be referenced in the same manner as a print copy of a book, as outlined on page 10 of this guide.

### Citing ebook readers

When citing information from ebook readers by paraphrasing the information will be presented as shown on pages 10-17.

#### Direct quotes

When citing a direct quote from an ebook *that contains page numbers* the information should be presented as shown on pages 7-8. If the ebook *does not provide page numbers*, you will need to cite the information using the location number indicated instead, as shown in the first example below. If no location is indicated, then use the chapter number, as shown in the second example below.

#### Examples

Research indicates (Burrows, 2009:loc 23) ...

In his work, Bowyer (2003:chapter 3) suggests...

### Referencing ebook readers

Taking the above into account, when referencing a downloadable book accessed on an ebook reader, you should provide the following information in the format displayed below:

Author's surname/s, Initial/s. (Year of publication) *Title of book (in italics)*. Edition if applicable., [name of ebook reader] Place of publication: Publisher.

#### Examples

Burrows, A., Parsons, A., Price, G. and Pilling, G. (2009) *Chemistry<sup>3</sup>: introducing inorganic, organic and physical chemistry*. [Kindle Fire] Oxford: Oxford University Press.



## EU documents/legislation

EU legislation is also known as regulations, directives, or decisions.

### Citing EU documents/legislation

When citing EU legislation by paraphrasing or using direct quotes, you should provide the **Type, number and year** of the piece of legislation in the format displayed below.

The order the legislation number and date appear in the citation should follow the order they appear on the legislation document, as shown in the examples below:

**Name, number and year** of the piece of legislation.

#### Examples

(Council Regulation, 1907/2006)

(Council Directive, 2014/94)

#### Direct quotes

To quote directly you will need to add the page number at the end of the citation, as shown in the examples below.

#### Examples

(Council Regulation, 1907/2006:45)

(Council Directive, 2014/94:15)

### Referencing EU documents/legislation

When referencing EU legislation, you should provide the following information in the format displayed below:

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

#### Examples

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.

## Excel file

### Citing an Excel file

When citing data from an Excel file, the information will be presented as shown on pages 10-17. Please note: You do not need to treat citing data from an excel spreadsheet as a direct quote. Therefore, you do not need to use single quotation marks, or a page number in the bracketed citation. Instead, add additional information in the reference, if required, to help direct the reader to the specific data used.

### Referencing an Excel file

When referencing an Excel file, you should provide the following information in the format displayed below. If appropriate, enter additional information for example a tab number or section title, after the title of the file, as in the example below.

Author's surname/s, Initial/s. or Name of organisation. (Year of publication) *Title of file (in italics)*. (Title of tab/section title) Name of organisation (if not already included as the author). [Online] [Date accessed] URL

#### Example

Department for Business, Energy & Industrial Strategy. (2020) *Trade union membership statistics 2019: tables*. (Table 1.1) [Online] [Accessed on 22nd June 2020]  
<https://www.gov.uk/government/statistics/trade-union-statistics-2019>

## Exhibition catalogues – please follow the format under the Books section

- For referencing artworks shown in an exhibition, please see the Artworks section on page 24.

## Films/DVDs/videos

### Citing films/DVDs/videos

When citing information taken from films/DVDs/videos you will need to use the **title** and **year**, with the exception of **some** extra features on DVDs/videos – see the sections on ‘Citing extra features on DVDs/videos: film commentary’ (page 45) and ‘Citing extra features on DVDs/videos: interviews with film director/s’ (page 45) for information on these exceptions.

Sometimes when citing from a film, DVD or video you are not citing the owner/creator of the source. Instead, you may be citing someone else speaking. In this instance you need to present your citation differently, including introducing the ‘speaker/s’ name in your writing. Please refer to the FAQ on the online version of this guide [‘Citing someone who is not the author of the source’](#) for further instruction.

When citing about the content of the film (rather than what someone has said, such as character in the film) you should present the citation as below)

If the title of the film/DVD/video 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

To Kill a Burglar: the Tony Martin story (TM story, 2006) addressed the issue of...

The Matrix Reloaded (2003) highlights...

#### Direct quotes

To quote directly you need the time at which the words were spoken in the film/DVD/video.

#### Example

...states The Terminator, ‘I’ll be back’ (The Terminator, 1984:36mins 22).

### Referencing films

#### Key points:

- You should only reference a film using the following format if you have watched it at a ‘screening’, for example at a cinema, lecture theatre or gallery. In this instance, you should state

---

the type of media as [Film] and indicate the place of production and production company, if ascertainable.

- The order in which the surname and initial/s of the director/s is presented, is **opposite** to the order in which the names of author/s of books/journal articles/internet sources etc. are presented. Here the director's initial/s are presented before the surname.

Taking the above into account, when referencing a film, you should provide the following information in the format displayed below:

*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 DVDs/videos

### Key points:

- If you have viewed a **film** on a DVD or video you should reference it as shown below, and state the place of distribution and distribution company.
- The order in which the surname and initial/s of the director/s is presented, is **opposite** to the order in which the names of author/s of books/journal articles/online sources etc. are presented. Here the director's initial/s are presented before the surname

Taking the above into account, when referencing a DVD or video, you should provide the following information in the format displayed below:

*Title of the DVD/video (in italics)*. (Year of production) Director's initial/s. surname. Material type, either [DVD] or [Video] Place of distribution: Distribution company.

#### Examples

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*The Matrix Reloaded*. (2003) Directed by A. and L. Wachowski. [DVD] Los Angeles: Warner Brothers Inc.

*Domestic Violence Prevention Video for Schools*. (2003) Directed by T. Debbonaire. [Video] London: Westminster Domestic Violence Forum.

## Citing 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 and the year of the commentary as follows:

(NB: Also see p. 12 for instruction on citing three or more authors).

The surname/s of the commentator/s and the year of the commentary.

#### Example

---

Making the film *The Player* is described as ... (Altman and Tonkin, 2001)

#### Direct quotes

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To quote directly you need to include the time at which the words were spoken in the film or DVD/video.

#### Example

---

'When making the film *The Player*...' (Altman and Tonkin, 2001:1min 56)

### Referencing extra features on DVDs/videos: **film commentaries**

When referencing a film commentary that you have viewed on a DVD/video you should provide the following information in the format displayed below:

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

---

Altman, R. and Tonkin, M. (2001) 'Film commentary.' *The Player*. Directed by R. Altman. [DVD] USA:  
Pathé.

### Citing 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 and the year of the interview as follows:

(NB: Also see p. 12 for instruction on citing three or more authors).

The surname/s of the interviewee/s and the year of the interview.

#### Example

In an interview about *The Matrix Reloaded*, the director expressed... (Wachowski, 2003)

#### Direct quotes

To quote directly you need to include the time at which the words were spoken in the DVD/video.

#### Example

'When making the film *The Matrix Reloaded*...' (Wachowski, 2003:3mins 22)

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

When referencing an interview with a film director that you have viewed on a DVD/video, you should provide the following information in the format displayed below:

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.

#### Example

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.

### Citing extra features on DVDs/videos: **documentary**

When citing from documentaries found on DVDs/videos you should present the information as shown in the section on: Citing films/DVDs/videos on page 43.

### Referencing extra features on DVDs/videos: **documentary**

When referencing a documentary that was viewed as an extra feature on a DVD/video, you should provide the following information in the format displayed below:

'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.

### Citing films accessed online

When citing films accessed online, the information should be presented as shown in the section on: Citing Films/DVDs/Videos on page 43.

### Referencing films accessed online

When referencing a film accessed online, you should provide the following information in the format displayed below:

*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 3<sup>rd</sup> October 2013]

*12 Years a Slave*. (2016) Directed by S. McQueen. [Online] Available through Box of Broadcasts. [Accessed on 25th June 2020]

### Foreign language sources

#### Citing foreign language sources

When citing foreign language articles or books by paraphrasing or using direct quotes, the information will be presented as shown pages 10-17.

#### Referencing foreign language sources

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## Key points:

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

When referencing foreign language sources, you should provide the following information in the format displayed below:

### 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.

### Newspaper article – online edition

---

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

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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](https://elpais.com/ccaa/2015/04/07/andalucia/1428434394_012889.html)

## General Reports

### Citing general reports

When citing general reports by paraphrasing or using direct quotes the information will be presented as shown on pages 10-17.

### Referencing print copy general reports

#### Key points:

- If there is no report code or number on the report, leave this field blank as in the first example below.

When referencing a report that is **not a market or annual report**, you should provide the following information in the format displayed below:

Author's surname/s, Initial/s. or Name of organisation. (Year of publication) *Title of report (in italics)*. Place of publication: Publisher. (Report code and number)

#### Examples

Lowden, K., Hall, S., Elliot, D. and Lewin, J. (2011) *Employers' perceptions of the employability skills of new graduates*. London: Edge Foundation.

ECOTEC. (2003) *Guidance on mapping social enterprise: final report to the DTI Social Enterprise Unit*. London: ECOTEC Research and Consulting Ltd. (C2453)

### Referencing online general reports

NB: Follow the format for referencing '**Online PDF documents**'.

## Government Command papers

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

It is also useful to know that sometimes the word 'command', on command papers and in some reference lists may be abbreviated to 'Cmnd', 'Cmd', 'Cd', 'Cm', or 'CP'.

## Citing Command papers

When citing a command paper, you can use the name of the government department /organisation for which the publication was produced. Sometimes the chairperson's name is used for the name of the report, if this is commonly known, 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 in your work, followed by the acronym in brackets. The acronym can then be used for subsequent mentions of the department, as shown below:

(The Department of Education and Science [DES], 1985) claims that...

...as stated by the DES (1985) in their paper.

#### Using the chair's name

---

The Swann Report (Department of Education and Science [DES], 1985) has found that...

...as highlighted by the Swann Report (DES, 1985)

#### Direct quotes

---

When citing a direct quote from a command paper, you need to provide the chairperson's name and/or the name of the department, the year followed by the page number:

#### Example

---

The Swann Report (DES, 1985:399) highlights that terminology was already shifting and '...some educationists now talk of home and/or community or national languages rather than mother tongues'.

## Referencing Command papers

---

### Key points:

- Most government publications will have an **official reference number**. If the paper you have read does not have a number, leave this field blank.
- Use the word Command, or the abbreviation (cmdnd, cmd, or cm) as it appears on the document.
- 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 reference list.

Taking the above into account, when referencing a command paper, you should provide the following information in the format displayed below:

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

### Citing guest presentations

When citing guest presentations by paraphrasing or using direct quotes the information will be presented as shown on pages 10-17.

Please note that it is the presenter's surname/s you will use.

To quote directly, you will need to use the presenter's surname/s, the year and the word presentation, in the format shown in the example below:

#### Direct quotes

And Jones (2012:presentation) prophetically stated that ‘...the two departments would merge by April this year’.

## Referencing guest presentations

When referencing information from a guest seminar/lecture/presentation, you should provide the following information in the format displayed below:

Author’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, 10<sup>th</sup> January.

## Illustrations: e.g. images, pictures, diagrams, graphs, charts or tables.

When using an illustration from a source, you will have to refer to it three times within your work: a caption underneath the illustration; a citation within the main body of your text to explain why you have included the illustration in your work; and an entry in your reference list.

## Caption elements for illustrations

You will usually have to give the illustration a title; this can be your own words or quoted from the original text. As these types of illustrations are exact reproductions (i.e. treated as a direct quote) you will always need a page number (or the word online for sources without a page number, such as sources found online).

**NB:** When using tables in your work, the caption should state *Table #*. For all other illustrations use *Figure #*.

*Figure # (in italics):* title of illustration (Source: Author, year: page number or online)

### Example

*Figure 1:* Data showing water usage in the North West 2010-2013 (Source: Defra, 2014:online).

---

## Citing illustrations

### Example

Figure 1 showing water usage in the North West from 2010 to 2013 (Defra, 2014:online) demonstrates...

## Referencing illustrations

The reference will depend on the type of source you have used. Please refer to the relevant section depending on whether you have used a book, webpage, journal article etc.

For Artworks reproduced in a book, see the entry for 'Reproduction in a book' under the Artworks section.

## An illustration you have created yourself using data from sources

When inserting an illustration you have created yourself in your work, using data from sources, for example a table or diagram, your caption would be presented differently to the above instruction.

The example below is for a table. However, if you have created your own diagram use a figure number instead.

The table would have a caption including the Table number and title. The title would be your own. Below the table number and title, enter (Data from: ..) followed by a citation or a multiple citation depending on the number of sources you have obtained the data from.

### Example caption

*Table 1:* Product prices.

(Data from: Asda, 2020; Sainsbury's, 2020; Tesco, 2020)

When referring to the table as a whole in the main body of your assignment, you would not need to include a citation, as the table is your own creation. For example, if you are simply stating: Table 1 shows the prices for products...

However, if you are referring to specific data in the table, you would cite it in the usual way.

---

You would then need an entry in your reference list for each source from which you obtained the data. Your reference would then follow the format required for the particular source.

## Journal articles

### Citing journal articles

When citing journal articles by paraphrasing or using direct quotes the information will be presented as shown on pages 10-17.

### Referencing journal articles

**PLEASE NOTE: In most cases, an electronic journal article is referenced in the same way as a print copy of the article. This is because most electronic journals are simply scanned copies of the print version. However, there are exceptions to this, please see online journal section below.**

#### Key points:

- If there is **no volume/issue number** available, use the month or season in which the journal was published. You should place the month or season after the missing volume or issue number as shown in the examples below.
- 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 third example below.

Taking the above into account, when referencing a journal article, you should provide the following information in the format displayed below:

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

Mar, R., DeYoung, C., Higgins, D. and Peterson, J. (2006) 'Self-liking and self-competence separate self-evaluation from self-deception: associations with personality, ability, and achievement.' *Journal of Personality*, 74(4) pp. 1047-1078.

Morven, F. and Cunnigham, J. (2019) 'Recruiting and retaining of indigenous probation officers: steps to creating diverse workplaces that reflect community cultures.' *Equality, Diversity and Inclusion*, 39(2) pp. 145-165.

Accountancy. (2009) 'Innocent wants VAT relief on smoothies.' *Accountancy*, 143(1389) p. 14.

### Articles with no issue number

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Kitwood, T. (1988) 'The technical, the personal, and the framing of dementia.' *Social Behaviour: An International Journal of Applied Social Psychology*, 3, June, pp. 83-91.

### Articles with no volume number

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Income Data Services. (2008) 'Establishing an employer brand.' *IDS HR Studies*, (872) June, pp. 2-8.

### Articles from a supplement issue

---

If an article is from a supplement issue, use the format below for the volume, supplement issue and page numbers.

Castell, G.S., Serra-Majem, L. and Ribas-Barba, L. (2015) 'What and how much do we eat? 24-hour dietary recall method.' *Nutricion Hospitalaria*, 31(S3) pp. 46-48.

If 'S' appears before the article page numbers, you should also include this in your reference, as shown in the example below.

Broady, T.R., Brener, L., Hopwood, M., Cama, E., Treloar, C. and Holt, M. (2020) 'HIV stigma by association among Australian gay and bisexual men.' *AIDS*, 34(S1) pp. S53-S61.

## Online journal articles

**As mentioned above, in most cases, an electronic journal article is referenced in the same way as a print copy of the article. This is because most electronic journals are simply scanned copies of the print version. However, there are exceptions to this where articles are *only* available online, or, appear online ahead of the print publication. If this is the case, you will be required to format the reference differently to a print journal article, using slightly different or additional elements for the full reference. This is in order to provide sufficient information so that others can find the same article**

### General rules:

- If the online journal article has a download option, then use this to identify page numbers, particularly for citing direct quotes, where a page number is required. Please note that quite often the page numbers of the downloaded article will start at page 1 rather than reflecting its position in the journal.
- If available, include the DOI (Digital Object Identifier) of the article when referencing online journal articles. This is the unique number for the online article and can usually be found on the article or abstract page.

- 
- If there is no DOI available, use the URL instead.

### First online journal articles

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It is important to indicate, when referencing a journal article that appears online ahead of the print publication, that this is the case. This is because when the article is assigned to a print issue at a later date, the publication date details will change. Publishers may refer to these articles as 'first online', 'online first', 'early view', 'article in press' or 'provisional article' (this specific terminology should be included in the reference – see below) and at the time of access may not have volume, issue or page number details.

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

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Watkins, L., Kuhn, M., Ledbetter-Cho, K., Gevarter, C. and O'Reilly, M. (2015) 'Evidence-based social communication interventions for children with autism spectrum disorder.' *The Indian Journal of Pediatrics*. [Online] 'First online' published 19th November 2015. [Accessed on 16th May 2016] DOI: 10.1007/s12098-015-1938-5

### Online only journal article

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Some journal titles are only published online and are not available in print format. As such, often they do not have the same details as print journal articles, for example no issue number. If this is the case and other details are provided, such as an article number, include this instead as in the first example below. Leave out page numbers if the article is not downloadable.

Author's surname/s, Initial/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 page numbers of whole journal article (if applicable). [Online] [Access date] DOI: or URL

### Examples

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McCulloch, P. F., Warren, E. A. and DiNovo, K. M. (2016) 'Repetitive diving in trained rats still increases Fos production in brainstem neurons after bilateral sectioning of the anterior ethmoidal nerve.' *Frontiers in Physiology*, 7:148, pp. 1-12. [Online] [Accessed on 26th April 2016] DOI: 10.3389/fphys.2016.00148



McMahon, C. R. (1997) 'Hysterical academies: Lacan's theory of the four discourses.' *Internet Journal of Language, Culture and Society*, 2, pp. 1-19. [Online] [Accessed on 12th January 2016] [http://www.anialian.com/Hysterical\\_Academies.htm](http://www.anialian.com/Hysterical_Academies.htm)

### Preprint journal article

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Preprint journal articles have been accepted by the journal editorial team but have not been assigned to an issue, or, published online on the journal website. These articles can appear on preprint websites ahead of being accepted by the journal, and journal title will be indicated. For articles on preprint websites, that have not been accepted by a journal, see the section on Preprint articles.

Author's surname/s, Initial/s. (Year of publication) 'Title of journal article.' *Title of journal (in italics)*. Preprint Date (month and year) [Online] [Access date] DOI: number or URL

Fezzi, C. and Fanghella, V. (2020) 'Real-time estimation of the short-run impact of COVID-19 on economic activity using electricity market data.' *Environmental and Resource Economics*. Preprint July 2020. [Accessed on 23<sup>th</sup> July 2020] <https://arxiv.org/abs/2007.03477>

## Journals: special issue

### Key Points:

When citing and referencing a whole journal issue, use the editor/s name in place of the author/s name.

- You would normally only cite and reference a whole journal when it is a special issue with a common theme throughout all articles within that issue, and you are referring to a common theme in your work.
- If you are citing from individual articles within a special issue, you should cite and reference each individual article in the format provided for journal articles shown on page 54.
- An ordinary issue would not usually have a title, so again you should cite and reference the individual articles in the format provided for journal articles shown on page 54.

### Citing journals: special issue

When citing from a special issue of a journal the information will be presented as shown on pages 10-17, using the editor's name/s in place of the author/s name, as shown in the referencing example below.

### Referencing journals: special issue

---

When referencing a journal, you should provide the following information in the format displayed below:

Editor's surname/s, initial/s. (Year of publication) 'Title of issue.' [Special issue] *Title of Journal (in italics)*, volume number(issue number).

#### Example

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Gimson, A. (ed.) (2012) 'Nurturing creativity & innovation.' [Special issue] *Development and Learning in Organizations: an International Journal*, 26(6).

## Leaflets/posters

**PLEASE NOTE: Please check with your programme team to clarify the suitability of using these sources in your work, as they may not be an acceptable form of reference for some programmes.**

### Citing leaflets/posters

When citing leaflets or posters the information will be presented as shown on pages 10-17.

If there is no creator's name on the item use the organisation's name that produced it.

### Referencing leaflets/posters

If there is no publisher information provided, state the location the source was viewed (to replace the place of publication) and the date it was viewed (to replace the publisher), as shown in the second example below.

Taking the above into account, when referencing leaflets or posters, you should provide the following information in the format displayed 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

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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<sup>th</sup> January 2013.

---

If an author or organisation's name is not present you should provide the following information in the format displayed below:

*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<sup>th</sup> February 2009.

## Lecture notes

**PLEASE NOTE: Citing and referencing information from lecture notes is not recommended by certain courses. Please check with your programme team to clarify whether this is acceptable practice before you use this source.**

### Citing lecture notes

When citing lecture notes by paraphrasing or using direct quotes the information will be presented as shown on pages 10-17.

### Referencing 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 publishing information it is safe to assume these will be the university you attend.
- If you do not have the lecture number or module name you can leave this information out of the reference.

Taking the above into account, when referencing lecture notes, you should provide the following information in the format displayed below:

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.

#### Examples

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

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

## Magazine articles

### Citing magazine articles

When citing magazine articles by paraphrasing or using direct quotes the information will be presented as shown on pages 10-17.

### Referencing magazine articles

In most instances, magazine articles are referenced as journal articles. Like journal articles, magazine articles that are accessed online and are also available in print are referenced in the same way as the print copy.

### Key points

- Use the month in place of the volume and issue number if the magazine is published by month, as in the second example below.
- If no author's name is displayed on the article, use the title of magazine at the start of the reference, in place of the author.
- For print magazine articles accessed online, you may need to download the article to identify the page number/s.
- See the section on [Journal articles](#) for further instruction if required.

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.

### Examples

Baker, S. (2000) 'Wall Street darling to become the next billion-dollar baby.' *Apparel Industry Magazine*, 61(12) p. 10.

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

## Referencing online magazine articles

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

For online magazine articles, follow the format for an [Online newspaper article](#), as below.

### Key points

- If a specific date is provided (day and month, as in the below example), rather than a volume/issue number or month, this would identify the article as an online magazine article.
- See the section on Newspaper articles (Online edition) for further instruction if required.

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 reports/company and industry profiles/country reports

### Citing market reports

When citing market reports by paraphrasing or using direct quotes the information will be presented as shown on pages 10-17.

### Referencing market reports/company and industry profiles/country reports - print copy

When referencing market reports, you should provide the following information in the format displayed below:

Name of research company or organisation. (Year of publication) *Title of report (in italics)*. Date of report (month and year- if available). Edition if applicable., Place of publication: Publisher.

#### Example

Mintel. (2012) *Coffee shops: UK*. February 2012. London: Mintel Group.

## Referencing market reports/company and industry profiles/country reports – online copy

### Key points:

- 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 into the database. Or, if available, use a permalink/stable URL, (this will usually be found on the abstract page) as in the example below.

Taking the above into account, when referencing a market report that you have accessed from an online database (such as Mintel), you should provide the following information in the format displayed below:

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. (2012) *Coffee shops: UK*. February 2012. [Online] [Accessed on 14<sup>th</sup> April 2012]  
<http://academic.mintel.com>

Marketline. (2015) *Adidas AG*. October 2015. [Online] [Accessed on 1<sup>st</sup> October 2016]  
<http://search.ebscohost.com.mmu.idm.oclc.org/login.aspx?direct=true&db=dmhco&AN=ABC57279-4FF3-4592-A48C-17D2E6B59C0F&site=ehost-live>

Euromonitor International. (2017) *Apparel and footwear in the United Kingdom*. January 2017. [Online] [Accessed on 5th January 2018]  
<http://www.portal.euromonitor.com.ezproxy.mmu.ac.uk/portal/analysis/tab>

## Newspaper articles

### Citing newspaper articles

When citing newspaper articles by paraphrasing or using direct quotes the information will be presented as shown on pages 10-17.

### Referencing print copies of newspaper articles

### Key points:

- 
- If you have used information from the **supplement section** you must state that you have done so, as shown in the first example below.
  - Some newspapers produce different editions throughout the day (e.g. First edition, Second edition, Evening edition etc.). If your copy has an edition you must state this, as shown in the first example below.
  - If there is no author then use the publication title in place of this.

Taking the above into account, when referencing a print copy of a newspaper, you should provide the following information in the format displayed below:

<p>Author's surname/s, Initial/s. (Year of publication) 'Title of article.' <i>Name of newspaper (in italics)</i>. Name of supplement if applicable. Date of publication. Edition if applicable, Page number of article.</p> <p><b>Examples</b></p> <hr/> <p>Moore, S. (2007) 'Careers are calling.' <i>Manchester Evening News</i>. MEN job search supplement. 18<sup>th</sup> January. City edition, p. 3.</p> <p>Travis, A. and Topham, G. (2012) 'Airlines raise pressure to relax border controls.' <i>The Guardian</i>. 24<sup>th</sup> April. p. 8.</p>
--

## Referencing online newspaper articles

When referencing a newspaper article that you have found online, you need to put the information in the following format:

<p>Author's surname/s, Initial/s. (Year of publication) 'Title of article.' <i>Name of newspaper (in italics)</i>. [Online] Date of publication. [Date accessed] URL</p> <p><b>Example</b></p> <hr/> <p>Arthur, C. (2012) 'YouTube loses music clip copyright battle in court.' <i>The Guardian</i>. [Online] 24<sup>th</sup> April. [Accessed on 24<sup>th</sup> April 2012] <a href="http://www.guardian.co.uk/technology/2012/apr/20/youtube-music-clip-copyright-court">http://www.guardian.co.uk/technology/2012/apr/20/youtube-music-clip-copyright-court</a></p> <p>The Guardian. (2020) 'LGBT+ marches from London to New York call for end to racism.' <i>The Guardian</i>. [Online] 27th June. [Accessed on 3rd July 2020] <a href="https://www.theguardian.com/world/2020/jun/27/lgbt-marches-from-london-to-new-york-call-for-end-to-racism">https://www.theguardian.com/world/2020/jun/27/lgbt-marches-from-london-to-new-york-call-for-end-to-racism</a></p>
--

## Online audio

### Citing online audio

When citing from an online audio source, the information will be presented as shown on pages 10-17. However, instead of the author's surname/s you should use the creator's surname/s or the organisation's name.

The creator/owner of the video and the year.

#### Example

(UCL Institute of Education, 2018)

#### Direct quotes

To quote directly you need the time at which the words were spoken within the video

#### Example

(UCL Institute of Education, 2018:6 mins 23)

Sometimes when citing from an online video you are not citing the owner/creator of the source. Instead, you may be citing someone else speaking in the video. In this instance you need to present your citation differently, including introducing the 'speaker/s' name in your writing. Please refer to the FAQ on the online version of this guide ['Citing someone who is not the author of the source'](#) for further instruction.

### Referencing an online audio

When referencing an online audio, you should provide the following information in the format displayed below:

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/what-if-we-really-wanted-to-support-schools-facing-the-greatest-challenge>



---

For an **online audio source that is an episode as part of a series**, you should provide the following information in the format displayed below:

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-social-justice/id1212789850?mt=2&i=1000404875126>

## Online images or photos

### Citing online images or photos

When citing images the information will be presented as shown on pages 10-17. However, instead of the author's surname/s you will use the creator's surname/s or the organisation's name. **NB:** Also see the section on **Illustrations** for further instruction on using online images or photos in your work.

### Referencing online images or photos

#### Key points:

- Occasionally, a year of publication may not be provided. If this is the case, you must state there is: no date.
- If no title is available, instead provide a brief description of the image/photo. If there are a number of images/photos on the page where you accessed the information and they all show the same image, you do not need to distinguish between them. However, you must make sure you do provide a description.

Taking the above into account, when referencing an online image or photo, you should provide the following information in the format displayed below:

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 16<sup>th</sup> February 2009]

<http://www.oklahomalightning.com/TornadoPics/TornadoPics.htm>

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

## Online PDF documents

**PLEASE NOTE: This referencing format should NOT be used to reference journal articles that have been found on electronic databases. Electronic journal articles should be referenced in the same way as paper copies; see section on 'journal articles' on p. 54.**

### Citing Online PDF documents

When citing from Online PDF documents by paraphrasing or using direct quotes the information will be presented as shown on pages 10-17.

### Referencing online PDF documents

#### Key points:

- If the document **does not** state both a place of publication and the name of a publisher, you will need to say these **details are unavailable** by writing: Publisher details not available.
- If only one of the publication details is missing you can use the following:
  - if the place of publication is not provided use: Unknown place of publication.
  - if the publisher information is not provided use: Unknown publisher.
- If **both** the place of publication and the publisher details are missing then leave these elements out completely.

Taking the above into account, when referencing a PDF document, you should provide the following information in the format displayed below:

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

#### Examples

Department for Education. (2014) *The national curriculum in England: framework document*.

Unknown place of publication: Department for Education. [Online] [Accessed on 28<sup>th</sup> September

2017]

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/381344/Master\\_final\\_national\\_curriculum\\_28\\_Nov.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/381344/Master_final_national_curriculum_28_Nov.pdf)

National Institute for Health and Care Excellence. (2011) *Alcohol-use disorders: diagnosis, assessment and management of harmful drinking and alcohol dependence*. CG115. Manchester:

National Institute for Health and Care Excellence. [Online] [Accessed on 4<sup>th</sup> January 2017]

<https://www.nice.org.uk/guidance/cg115/resources/alcoholuse-disorders-diagnosis-assessment-and-management-of-harmful-drinking-and-alcohol-dependence-pdf-35109391116229>

The Office for Standards in Education, Children's Services and Skills. (2015) *The framework for the inspection of local authority arrangements for supporting school improvement*. Manchester: The

Office for Standards in Education, Children's Services and Skills. [Online] [Accessed on 27<sup>th</sup> February 2018]

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/462244/Framework\\_for\\_the\\_inspection\\_of\\_local\\_authority\\_arrangements\\_for\\_supporting\\_school\\_improvement.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/462244/Framework_for_the_inspection_of_local_authority_arrangements_for_supporting_school_improvement.pdf)

### Citing a chapter in an Online PDF document

When citing from a chapter in an Online PDF documents, by paraphrasing or using direct quotes, cite the chapter author/s and follow the guidance as shown on pages 10-17.

### Referencing a Chapter in an Online PDF document

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* (in italics). Edition if applicable. Place of publication if ascertainable: Publisher, first and last page numbers of the chapter. [Online] [Date accessed] URL

#### Example

Stansfeld, S., Clark, C., Bebbington, P., King, M., Jenkins, R. and Hinchliffe, S. (2016) 'Common mental disorders.' *In* McManus, S., Bebbington, P., Jenkins, R. and Brugha, T. (eds.) *Mental health and wellbeing in England: adult psychiatric morbidity survey 2014*. Leeds: NHS Digital, pp. 37-68. [Online] [Accessed on 28th November 2017] [https://files.digital.nhs.uk/pdf/q/3/mental\\_health\\_and\\_wellbeing\\_in\\_england\\_full\\_report.pdf](https://files.digital.nhs.uk/pdf/q/3/mental_health_and_wellbeing_in_england_full_report.pdf)

### Online videos

## Citing online videos

Sometimes when citing from an online video you are not citing the owner/creator of the source. Instead, you may be citing someone else speaking in the video. In this instance you need to present your citation differently, including introducing the 'speaker/s' name in your writing. Please refer to the FAQ on the online version of this guide ['Citing someone who is not the author of the source'](#) for further instruction.

When citing videos that have been found online such as YouTube videos, and you are citing the creator/owner, you will need to cite the information as follows:

The creator/owner of the video and the year.

### Example

---

The video (MMU Library Services, 2014) briefly illustrates how to avoid...

### Direct quotes

---

To quote directly you need the time at which the words were spoken within the video

### Example

---

'...we have the most extraordinary power to change lives with music and to involve people in music' (TEDx Talks, 2001:1min 49).

## Referencing online videos

When referencing an online video, for example a YouTube video, you should provide the following information in the format displayed below:

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

### Examples

---

MMU Library Services. (2014) *How to Avoid Plagiarism*. [Online video] [Accessed on 10<sup>th</sup> June 2014] <https://www.youtube.com/watch?v=licBnQl2czM>

TEDx Talks. (2001) *TEDxSydney: Richard Gill – The Value of Music Education*. [Online video] [Accessed on 27<sup>th</sup> October 2016] <https://www.youtube.com/watch?v=HeRus3NVbwE>

## Parliamentary debates (Hansard)

### Citing parliamentary debates (Hansard)

When citing a parliamentary debate, you should provide the following information in the format displayed below:

(Abbreviation for House and Debate Date of debate)

#### Example

(HC Deb 9th December 2015)

### Referencing a parliamentary debate (print copy)

When referencing a parliamentary debate (print copy), you should provide the following information in the format displayed below:

Abbreviation for House and Debate Date of debate, Volume number, Column number.

#### Example

HC Deb 9th December 2015, 603, col. 998.

### Referencing a parliamentary debate (online version)

Abbreviation for House and Debate Date of debate, Volume number, Column number. [Online]  
[Access date] URL

#### Example

HC Deb 9th December 2015, 603, col. 998. [Online] [Accessed on 23rd February 2017]  
<https://hansard.digiminster.com/Commons/2015-12-09/debates/15120945000001/MentalHealth>

## Parliamentary papers - online

### Citing parliamentary papers – online

---

When citing a parliamentary paper found online, by paraphrasing or using direct quotes, the information will be presented as shown on pages 10-17.

## Referencing parliamentary papers – online

### Key points:

- Parliamentary papers will have an official reference number, for example, for House of Commons papers this will begin with HC.
- Usually, Parliamentary 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 reference list.

Taking the above into account, when referencing parliamentary papers found online, you should provide the following information in the format displayed below:

Author surname/s, initial/s. or, Name of body/committee. (Year) *Title of paper/report (in italics)*.  
Paper reference number. Place of publication: Publisher. [Online] [Date accessed] URL

### Examples

Redfern, M., Keeling, J. and Powell, E. (2001) *The Royal Liverpool Children's Inquiry report*. HC12-II.  
London: TSO. [Online] [Accessed on 21st March 2017]  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/250934/0012\\_ii.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/250934/0012_ii.pdf)

House of Commons Education Select Committee. (2010) *The responsibilities of the Secretary of State: oral and written evidence taken before the Education Committee on the 28th July 2010*. HC 395-i.  
London: TSO. [Online] [Accessed on 27th February 2017]  
<https://www.publications.parliament.uk/pa/cm201011/cmselect/cmeduc/395-i/395i.pdf>

## Patents

### Citing a Patent

When citing a Patent, by paraphrasing or using direct quotes, the information will be presented as shown on pages 10-17.

### Referencing a 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.

## Plays

### Citing a play

When citing from a play by paraphrasing, the information will be presented as shown below:

The Playwright's surname and the year the play was written or the year of the edition/reprint.

#### Examples

---

(Churchill, 1994)

(Shakespeare, 1995)

#### Direct quotes

---

Playwright's surname, the year the play was written, or the year of the edition/reprint:act number (in Roman numerals).scene number.line number/s.

If the script is not presented with act, scene and line numbers, use the page number, as shown in the second example below.

#### Examples

---

(Shakespeare, 1995:I.4.12)

(Churchill, 1994:6)

#### Citing more than one play by the same playwright

---

If you are discussing more than one play by the same playwright, if appropriate, introduce the title of the play (in italics) in your writing when you first mention it, and cite as above. Subsequent citations can then include the title of the play.

#### Examples

---

(*Twelfth Night*:I.4.12)

(The Skriker:6)

## Referencing a play

When referencing a play, you should provide the following information in the format displayed below:

Author, Initial/s. (Year of the edition) *Title of play* (in italics). Editor's surname/s, initial/s. (ed/s.) if applicable. Edition if applicable., Place of publication: Publisher.

### Examples

Shakespeare, W. (1995) *Twelfth Night*. Warren, R. and Wells, T. (eds.) Oxford: Oxford University Press.

Churchill, C. (1994) *The Skriker*. London: Nick Hern Books.

## Poems

### Citing poems

#### Citing a collection of poems by the same author

(Duffy, 2015)

#### Citing a whole poem

It may be appropriate to introduce the author and title of the poem in your writing. The reference for this would be easily located in your reference list – see below for instruction.

When introducing the title of the poem in your work, place it in single quotation marks, for example, 'Whatever'. Place book titles/poetry collections or anthologies in italics, for example, *Collected poems*. The first time you use an author's name in your writing, use their full name. Use only the surname for subsequent mentions of the same author.

If however, it is not appropriate to name the author or title of the poem for the purpose of your assignment, your citation should be formatted as below.

#### Example

(Duffy, Whatever)



### Citing a section or specific line/s of a poem

---

The line number/s of the poem is used in the citation when citing a specific section or line of a poem. If a poem has stanzas, also use the stanza number in the citation to help direct the reader to the section you are citing. If the poem does not have stanzas then leave this element out, as in the second example below.

**If you have introduced the author and title of the poem in your writing**, then you only need to use the stanza and/or line number in the citation, for example: (stanza 3, lines 1-2).

If however, you have not introduced the author and title of the poem in your writing, as there is no specific need for the purpose of your assignment, your citation should be formatted as below.

### Examples

---

(Duffy, Whatever, stanza 3, lines 1-2)

(Duffy, Spell, line 2)

### Direct quotes

---

When quoting directly from poetry, two lines of poetry/verse can be incorporated into the sentence. More than two lines of poetry/verse should be indented and placed in a separate paragraph. Please see the section on **Direct Quotes** for examples of how this is presented.

If you need to emphasize enjambment in only two lines of poetry, you can also place in a separate paragraph and indent,

## Referencing poems

The reference should reflect the specific source in which you located the poem, whether that is a book/webpage etc. Therefore the elements of the reference would be depend on the source, for example:

### Poem located in a book

---

Author surname, initial/s. (year of publication of the source) 'Title of poem.' In Author/editor of publication/source (if different to author/poet of cited poem) *Title of publication/source (in italics)*. Place of publication: Publisher, page number/s.

### Examples

---

Duffy, C. A. (2015) 'Whatever.' In *Collected poems*. London: Picador, p. 413.

Duffy, C. A. (2015) 'Spell.' In *Collected poems*. London: Picador, p. 481.

### Poem located on a webpage

---

Author surname, initial/s. (year of publication of the source) 'Title of poem.' In *Title of source/website (in italics)*. [Online] [Access date] URL

### Example

---

Duffy, C. A. (2005) 'Whatever.' In *The Poetry Archive*. [Online] [Accessed on 2<sup>nd</sup> November 2018] <https://www.poetryarchive.org/poem/whatever>

### Referencing a collection of poems by the same author

---

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

### Example

---

Duffy, C. A. (2015) *Collected poems*. London: Picador.

## Preprint articles

### Citing preprint articles

When citing a preprint article, by paraphrasing or using direct quotes, the information will be presented as shown on pages 10-17.

### Referencing preprint articles

---

When referencing preprint articles, you should provide the following information in the format displayed below:

Author/s surname, initial/s. (Year) *Title of article (in italics)*. Preprint date (month and year).  
[Online] [Accessed date] URL

#### Example

---

Christensen, T. M. (2020) *Existence and uniqueness of recursive utilities without boundedness*. Preprint July 2020. [Online] [Accessed on 1<sup>st</sup> August 2020] <https://arxiv.org/abs/2008.00963>

## Press release

### Citing a press release

When citing a press release, by paraphrasing or using direct quotes, the information will be presented as shown on pages 10-17.

### Referencing a press release

Name of organisation/body/office. (Year of publication) *Title of page (in italics)*. Date of press release (day and month), press release number (if available). Organisational department (if different to author). [Online] [Date accessed] URL

#### Examples

---

Office of Public Affairs. (2015) *Nine FIFA officials and five corporate executives indicted for racketeering conspiracy and corruption*. 27th May, press release no. 15-677. Department of Justice, US. [Online] [Accessed on 8th November 2017] <https://www.justice.gov/opa/pr/nine-fifa-officials-and-five-corporate-executives-indicted-racketeering-conspiracy-and>

Natural England. (2016) *England's largest outdoor learning project reveals children more motivated to learn when outside*. 14th July. [Online] [Accessed on 26th May 2020] <https://www.gov.uk/government/news/englands-largest-outdoor-learning-project-reveals-children-more-motivated-to-learn-when-outside>

## Religious texts

## Citing religious texts

To cite a religious text you would do so as follows, **whether or not it is a direct quote or paraphrased**:

Name of religious text, Book, text marker e.g. chapter and verse.

### Example

...is a Bible quote often stated (John, 3:16).

...is a tenet of the faith (The Koran, The Cow, 2:238)

A powerful affirmation is found in the Torah (Devarim, 4:35)...

## Referencing religious texts

When referencing religious texts, you should provide the following information in the format displayed below:

*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.

## Secondary sources

**PLEASE NOTE: Secondary sources are authors who have been cited in the book/journal etc. that you have read but whose original work you have not read.**

## Citing secondary sources

When citing within the text you need to include the surname of the author whose idea you are using **and** the surname of the author of the book/journal from which you found the information.

Surname of author/s you are citing and the year of the source it was originally published, the surname of the author/s of the source in which you have found the information and the year of the publication in which you have found it.

### Example

---

Extract taken from the book by Whitehead and Mason (2003:186):

A better way of appreciating the skills of reflective practice is to use Burns and Bulman's (2000) framework. This involves a five-element scheme for reflection in which the first is self-awareness. Self-awareness is important for many walks of life and it is vital in nursing.

**If you wanted to mention Burns and Bulman's framework based on the information you have read in Whitehead and Mason's book you would cite the authors as follows:**

Burns and Bulman (2000, cited in Whitehead and Mason, 2003) have developed a 5 step framework for reflection. The first stage of this framework focuses on self-awareness.

In the above example you have shown that you are using Burns and Bulman's (2000) framework on reflection in your assignment. However, because you did not find this information from the original paper by Burns and Bulman that was published in 2000, you have made it clear that the information was found in Whitehead and Mason's book which was published in 2003.

### Direct quotes from a secondary author

---

When quoting information in your assignment you might want to use the same direct quote that the author of the book/journal etc. used. For example:

The following information was taken from Mander (2009) on page 118. The information was presented as a direct quote from an original source:

'Weeping alone is painful. Grief is most powerfully eased when it can be shared' (Carmichael, 1991:107).

If you want to use this quote in your assignment you will **not** use the page number that is presented next to Carmichael's name i.e. 107. Instead you will need to present the page number of the source that you found the information from i.e. 118.

### Example

---

Dealing with the loss of a loved one can be difficult, especially when an individual is grieving alone. Sharing this grief can help alleviate the distress according to Carmichael (1991, cited in Mander,

2009:118) who argued that 'weeping alone is painful. Grief is most powerfully eased when it can be shared'.

### Paraphrasing a quote from a secondary source

---

You may wish to quote the work of a secondary author whose work has been paraphrased. For example:

The following information was taken from Mander (2009) on page 118. The information was not a direct quote, but was instead presented in Mander's own words:

In their Turkish-based survey to identify factors associated with crying, Kukullu and Keser (2006) demonstrated that crying is culturally-influenced, even culturally-determined.

### Example

---

Mourning the loss of a loved one has been found to be '...culturally-influenced, even culturally-determined' according to Kukullu and Keser (2006, cited in Mander, 2009:118).

## Referencing secondary sources

When referencing a secondary source, you should provide the following information in the format displayed below:

### Key points:

- When referencing a secondary source, you only need to mention the author/s of the source (be it a book, journal, online article etc.) of where the information was found **and not the author whose idea you cited**.

In your reference list, you only need to reference the original source you used.

If you used Burns and Bulman's idea in your assignment, but did not find this information from the original source and instead found the information in Whitehead and Mason's book, you need to reference Whitehead and Mason's book.

### Example

---

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

Whitehead, E. and Mason, T. (2003) *Study skills for nurses*. London: SAGE Publications Ltd.

If Whitehead and Mason's publication was a journal then you would reference the information as a journal.

### Example

---

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

Whitehead, E. and Mason, T. (2003) 'Study skills for nurses.' *Social Science and Medicine*, 58(2) pp. 369-378.

## Software

### Citing software

When citing software, by paraphrasing or using direct quotes, the information should be presented as shown below:

The name of the software developer or owner and the year the software was released.

### Example

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(IBM Corporation, 2016)

### Direct quotes

---

(IBM Corporation, 2016: online)

### Referencing software

When referencing software, you should provide the following information in the format displayed below:

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

### Citing songs

When citing from a song, by paraphrasing or using a direct quotes, the information should be presented as shown below:

The artist, and the year the song was released.

#### Example

In the song Imagine (Lennon, 1971) ...

### Referencing songs from a single (a or b sides)

When referencing a song from a single, you should provide the following information in the format displayed below:

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

When referencing a song from an album, you should provide the following information in the format displayed below:

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

When referencing an album, you should provide the following information in the format displayed below:

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.

## Referencing songs accessed online

When referencing a song accessed online, you should provide the following information in the format displayed below:

Artist's surname/s, Initial/s. (Year of release) 'Title of song.' *Title of album (in italics)*. [Online] Available through (online provider). [Access date]

### Example

Lennon, J. (1971) 'Imagine.' *Imagine*. [Online] Available through Spotify. [Accessed 4th September 2019]

## Sources with more than eight authors

Sometimes sources can have a very high number of authors, particularly journal articles and reports. When referencing a source that has many authors, i.e. more than eight, you do not need to add all of the author's names in the reference. Instead, add the first eight authors listed, followed by et al. You do not need to enter 'and' between the seventh and eighth author listed.

### Journal article example

Dunstan, D. W., Zimmet, P. Z., Welborn, T. A., de Courten, M. P., Cameron, A. J., Sicree, R. A., Dwyer, T., Colagiuri, S., et al. (2002) 'The rising prevalence of diabetes and impaired glucose tolerance: the Australian Diabetes, Obesity and Lifestyle Study.' *Diabetes Care*, 25(5) pp. 829–834.

The **citation** for the above article would be:

(Dunstan et al., 2002)

## Sources with no author

Check the relevant reference type in this guide for instruction on what to use when no author's name is provided on the source.

In many cases the organisation's name is used in place of the author, for example, for online sources such as webpages.

In some instances the publication title is used in place of the author, for example journal articles and newspaper articles, where no author/reporter's name is present.

### Anonymous and anon

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

#### Example:

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

### Author unknown

There may be rare instances where no author's name is present, the information was not produced by an organisation, the reference type does not specify using the publication title in place of the author, or Anon/Anonymous is not clearly stated on the source. You may come across this in both printed and online sources. In these instances, you should state 'Author unknown' in place of the author.

## Speech

## Citing a speech

When citing a speech by paraphrasing or using direct quotes, the information will be presented as shown on pages 10-17, using the speaker/s name in the citation.

## Referencing a speech

When referencing a speech, you should provide the following information in the format displayed below. You also need to consult the relevant section of the guide and follow the reference format for the source in which the speech was located.

### Key points:

- Speeches can be accessed in different formats, for example, a transcript, a video recording, an audio recording. Therefore, you need to indicate the format in your reference.
- In your reference, the details of the speech are provided and the source in which it was located. This will therefore indicate the version of the speech you have used in your work.
- When entering the source in which the speech was located you do not need to repeat elements already entered for the speech elements, for example the year.

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, 15<sup>th</sup> November. [Transcript] *In* Department of Health and Social Care. *Speech: leadership within the NHS*. [Online] [Accessed on 23<sup>rd</sup> April 2020] <https://www.gov.uk/government/speeches/leadership-within-the-nhs>

Thunberg, G. (2019) 'You did not act in time.' Houses of Parliament, 23<sup>rd</sup> 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-you-did-not-act-in-time>

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

## Standards

### Citing Standards

When citing standards by paraphrasing or using direct quotes the information will be presented as shown on pages 10-17.

### Referencing print Standards

When referencing a Standard, you should provide the following information in the format displayed below:

Name of authorising organisation. (Year of Publication) *Identifying letters and numbers and full title of Standard (in italics)*. Place of publication: Publisher.

#### Example

British Standards Institution. (2008) *BS 9999:2008 Code of practice for fire safety in the design, management and use of buildings*. Milton Keynes: BSI.

### Referencing online Standards

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 11<sup>th</sup> 2015]  
<https://bsol-bsigroup-com.ezproxy.mmu.ac.uk/>

## Statutory Instruments

### Citing Statutory Instruments

When citing Statutory Instruments in the main text of an assignment you must write in full, the short title of the SI and the year.

**PLEASE NOTE: Unlike for other citation formats the year of publication does not need to be placed in brackets as this forms part of the title of the Statutory Instrument (with exception of direct quotes, see below).**

Short title of the SI and the Year

Example

According to the 2014 Food Information Regulations, there are....

Direct quotes

When citing a direct quote from a Statutory Instrument, write the full short title of the SI and the year, followed by the page number written in brackets.

Example

The Food Regulations 2014 (2014:28) amends aspects of The Food Labelling Regulations 1996 by clarifying the description alcohol-free. Labelling must now indicate, 'its maximum alcoholic strength and the symbol % vol.' or, 'in an appropriate case, an indication that it contains no alcohol'.

## Referencing Statutory Instruments

When referencing a Statutory Instrument, you should provide the following information in the format displayed below:

**PLEASE NOTE: Unlike for other reference types the year of publication does not need to be placed in brackets as this forms part of the title of the Act (with exception of direct quotes, see below).**

Short title of the SI and Year. (SI number) Place of publication: Publisher.

Example

The Food Information Regulations 2014. (SI 1855) Norwich: TSO.

Systematic reviews – Cochrane

## Citing systematic reviews

When citing systematic reviews by paraphrasing or using direct quotes the information will be presented as shown on pages 10-17.

## Referencing systematic reviews

When referencing systematic reviews, you should provide the following information in the format displayed below:

Author's surname/s, Initial/s. (Year of review) 'Title of review.' *Title of database (in italics)*, issue number:article number, first and last page numbers of review article. [Online] [Date accessed] URL

### Example

Michelessi, M and Lindsley, K. (2016) 'Peripheral iridotomy for pigmentary glaucoma.' *Cochrane Database of Systematic Reviews*, Issue 2:CD005644, pp. 1-33. [Online] [Accessed on 7<sup>th</sup> April 2016] <http://onlinelibrary.wiley.com.ezproxy.mmu.ac.uk/doi/10.1002/14651858.CD005655.pub2/pdf>

## Television and Radio broadcasts

### Citing television and radio broadcasts

Sometimes when citing from a television or radio broadcast you are not citing the creator of the broadcast. Instead, you may be citing someone else speaking in the broadcast. In this instance you need to present your citation differently, including introducing the 'speaker/s' name in your writing. Please refer to the FAQ on the online version of this guide ['Citing someone who is not the author of the source'](#) for further instruction.

When citing from a television or radio broadcast, about the content of the broadcast (rather than what someone has said, such as a character in the broadcast) you should use the following format:

You must state the title and year 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 (Hillsborough, 2013) addressed the issue of...

Britain on Film (2013) examines...

### Direct quotes

To quote directly you need to include the time at which the words were spoken in the television or radio broadcast.

#### Example

---

'the glamorous world of fashion..' (Britain on Film, 2013:8mins 22)

### Referencing television and radio broadcasts

When referencing a television or radio broadcast, you should provide the following information in the format displayed below:

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

For a film that has been broadcast on television, the Director of the film must also be included in the reference: (as in the third example below)

*Title of film (in italics)*. (Year of production) Director. [Television] Television channel, time and date of broadcast.

#### Examples

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

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

*Slumdog Millionaire*. (2008) Directed by D. Boyle. and L. Tandan. [Television] Channel 4, 21:25 4<sup>th</sup> December 2010.

'Undercover: hate on the doorstep.' *Panorama*. (2009) [Television] BBC News 24, 20:30 25<sup>th</sup> October 2009.

### Referencing television and radio broadcasts accessed online

When referencing a television or radio broadcast accessed online, you should provide the following information in the format displayed below:

For television or radio broadcasts accessed online, state the medium as [Online] and also state the online provider and the date it was accessed:

'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

'Undercover: hate on the doorstep.' *Panorama*. (2009) [Online] BBC News 24, 20:30 25th October 2009. Available through Box of Broadcasts. [Accessed on 30th June 2020]

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

## Translated source

### Citing a translated source

When citing a translated book by paraphrasing or using direct quotes the information will be presented as shown on pages 10-17.

### Referencing a translated book

When referencing a translated book, you should provide the following information in the format displayed below:

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.

### Referencing a translated book with an editor

When referencing a translated book that has an editor, you should provide the following information in the format displayed below:



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.

### Referencing a translated book with introduction/section written by another author

When referencing a translated book with an introduction/section written by another author, you should provide the following information in the format displayed below:

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.

#### 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.

### Referencing translated journal articles

When referencing a translated journal article, you should provide the following information in the format displayed below:

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.

## UN documents

### Citing UN documents

When citing UN documents by paraphrasing or using direct quotes the information will be presented as shown on pages 10-17.

UN documents can include statements, resolutions, treaties (also known as agreements, conventions and protocols). Follow the format below, including the appropriate elements where available.

### Referencing print UN documents

When referencing print UN documents, you should provide the following information in the format displayed below:

Name of UN department/assembly/council. (Year) *Title of document (in italics)*. Full date adopted/signed (if applicable), reference/resolution number (if applicable).

#### Example

UN General Assembly. (1948) *The Universal Declaration of Human Rights*. 10<sup>th</sup> December 1948, A/RES/217(III).

### Referencing online UN documents

When referencing online UN documents, you should provide the following information in the format displayed below:

Name of UN department/assembly/council. (Year) *Title of document (in italics)*. Full date adopted/signed (if applicable), reference/resolution number (if applicable). [Online] [Access date]  
URL

#### Example

UN General Assembly. (1989) *Convention on the Rights of the Child*. 20<sup>th</sup> November 1989, RES/44/25. [Online] [Accessed on 2<sup>nd</sup> February 2017]  
<http://www.ohchr.org/Documents/ProfessionalInterest/crc.pdf>

## Webpages (including blogs and social media sites)

### Citing webpages (including blogs and social media sites)

When citing websites by paraphrasing or using direct quotes the information will be presented as shown on pages 10-17.

Please note that if the webpage has no date you use the wording 'no date', where you would usually write the year, to indicate this.

### Referencing webpages (including blogs and social media sites)

#### Key points:

- If there is no author 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, as shown in second and third example below.

Taking the above into account, when referencing a webpage, you should provide the following information in the format displayed below:

#### Webpage with author

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

#### Examples

Kerr, N. (2005) *Happy slapping*. Kidscape. [Online] [Accessed on 10<sup>th</sup> November 2011]  
<http://www.kidscape.org.uk/press/pressdetail.asp?PressID=7>

Lewis, D. (2013) *5 live investigates: business property tax avoidance costs taxpayers millions*. 13<sup>th</sup> September. The BBC Radio 5 live blog. [Online] [Accessed on 16<sup>th</sup> September 2013]  
<http://www.bbc.co.uk/blogs/5live/posts/5-live-investigates-business-tax-avoidance-costs-taxpayers-millions>

#### Webpage with no author

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

### Examples

BBC News England @BBCEngland. (2013) *Library book returned 59 years late*. 4<sup>th</sup> September. BBC News. [Online] [Accessed on 6<sup>th</sup> September 2013] <https://twitter.com/BBCEngland>

BBC. (2009) *Teenage obesity link to future MS*. [Online] [Accessed on 13<sup>th</sup> January 2010] <http://news.bbc.co.uk/1/hi/health/8342585.stm>

### Examples from TikTok and Instagram

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>

Abdulhadi, S.(2022) *We are still explaining what the Nakba is 74 years later*. 15th May. Samaabulhadiofficial. [Online] [Accessed on 15th May 2022] [https://www.instagram.com/p/Cdl\\_opVtmht/?igshid=MDJmNzVkMjY%3D](https://www.instagram.com/p/Cdl_opVtmht/?igshid=MDJmNzVkMjY%3D)

## Working papers

### Citing working papers

When citing working papers by paraphrasing or using direct quotes the information will be presented as shown on pages 10-17.

### Referencing print working papers

When referencing working papers in print, you should provide the following information in the format displayed below:

Author's surname/s, Initial/s. (Year of publication) *Title of paper (in italics)*.  
Organisation/Department name working paper number. Place of publication: Publisher.

### Example

Gilpin, N., Henty, S., Lemos, M., Portes, J. and Bullen, C. (2006) *The impact of free movement of workers from Central and Eastern Europe on the UK labour market*. Department for Work and Pensions Working Paper no. 29. Norwich: HMSO.

## Referencing online working papers

When referencing online working papers, you should provide the following information in the format displayed below:

Author's surname/s, Initial/s. (Year of publication) *Title of paper* (in italics).  
Organisation/Department name working paper number. Place of publication: Publisher. [Online]  
[Date accessed] URL

### Example

Gilpin, N., Henty, S., Lemos, M., Portes, J. and Bullen, C. (2006) *The impact of free movement of workers from Central and Eastern Europe on the UK labour market*. Department for Work and Pensions Working Paper no. 29. Norwich: HMSO. [Online] [Accessed on 3rd March 2016]  
[http://is.muni.cz/el/1456/jaro2006/PETPPZ/um/1293746/the\\_impact\\_of\\_free\\_movement\\_of\\_workers\\_from\\_CEEC\\_on\\_UK\\_labou\\_market.pdf](http://is.muni.cz/el/1456/jaro2006/PETPPZ/um/1293746/the_impact_of_free_movement_of_workers_from_CEEC_on_UK_labou_market.pdf)