

Guide to the Harvard System of Referencing

This referencing guide has been adapted and expanded from a guide originally created by Janice de Sousa (2008), with contributions from Bridget Egan (2010) and Vasiliki Tzibazi (2014)

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How to use this manual

The first part of this manual (pages 4-10) shows you how to cite references in the main body of your essay. Read this carefully as it provides you with a range of examples on how citations can be incorporated into your writing. The examples are indented and are of a smaller font to distinguish them from the text of the manual.

The second part of the manual shows you how to compile the reference list at the end of your essay. If you have downloaded the colour version (recommended), you will see that the various elements which make up the reference are depicted in different colours. This is to help you distinguish these elements. When you reference, you should use the same font, size and colour as you use for the rest of your essay. The style, font and layout have been approved by the Dyslexia Team in Student Services.

If you have downloaded the interactive version, you can click on any one of the main items listed in the contents (with the control key depressed) and this will take you directly to its place in the manual.

This is a dynamic document. If you find examples we have not included, please contact academicskills@winchester.ac.uk and we shall endeavour to make the appropriate additions at the end of the current semester.

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Introduction

Students are required to acknowledge the sources they use in their written assignments. This process involves two steps:

- a) An in-text citation where you include usually the surname only, date and page number of the work, the full details of which can be found in the reference list at the end of your essay. The citations are included in your word count.
- b) The final list of references on a separate page at the end of the essay. This is written according to Harvard Referencing conventions. Interpretations of these conventions vary across subject areas and other faculties, but are consistent for the EHSC faculty and the University's recommended referencing guidelines recently compiled by Doctor Gary Jones to take effect from September 2014. Please study these conventions carefully and have this document open when compiling your referencing list. The reference list is *not* included in the word count of your essay.

Why is referencing important?

Referencing to existing theories, policy initiatives, research findings etc. is an essential part of academic writing and standard academic practice. It demonstrates the extent of your research and thereby reveals your understanding of the range and type of thinking in any given area.

In short, references are used to:

- avoid plagiarism by acknowledging the source of an argument or idea
- help support your arguments and provide your writing with credibility
- enable the reader to locate the sources of your information
- show the full scope of your research.

If you fail to cite your sources, you can be accused of Poor Academic Practice or even Plagiarism. See the latest edition of the Academic Misconduct Policy on the University Intranet pages.

Plagiarism

Plagiarism is an act of cheating, defined as 'the verbatim or near-verbatim copying or paraphrasing, without acknowledgement, from published or unpublished material attributable to, or which is the intellectual property of another, including the work of other students' (University of Winchester Academic Misconduct Policy, 2016:4).

You might be accused of plagiarism if you reproduce word-for-word or paraphrase sections from any published or unpublished work without appropriate acknowledgement of your source. This includes copying from another student's work. The penalties for plagiarism are severe, and you should familiarise yourself with the Academic Misconduct Policy (which can be found in the Policies, Guidelines and Regulations section on the University Intranet). Become proficient at using the Harvard System as soon as possible.

Quality of Sources

To present an academically credible piece of work, you must use reputable sources. These will include theoretical work accessed from books, journals and conference papers, some online sources (e.g. online academic journals), policy documents produced by governments and professional bodies, legal documents including Acts of Parliament, green papers and Hansard, academic research findings presented in peer-reviewed publications, and where appropriate, media and personal sources.

Many seemingly 'academic' websites are not subject to the same degree of academic scrutiny as articles and chapters published in books or journals; these websites can appear to offer useful sources of evidence and lines of argument, but on closer scrutiny fail to comply with the academic conventions

(such as referencing) that are necessary to establish their academic authority. Such websites are not credible sources to cite in academic work, and the most obvious example is *Wikipedia*, which should never be cited in academic work.

Quantity of Sources

The number of sources appropriate for any academic assignment depends on the type of assignment set and factors such as:

- the subject
- the word length
- the level and depth of study

If in doubt about the appropriate *quantity* of references for an assignment, ask your tutor.

Non-English Sources

If you wish to reference or read non-English sources for your studies, please check with your tutors in each module to ensure that they approve the use of such sources. When using non-English sources please provide an English translation or paraphrase of relevant sections used for the assignments available to the marking tutor. If quoting from a non-English text, quotes must be given in both original language and an English.

Step A: In-text citation

1 Conventions for integrating quotations into your writing

When you summarise, paraphrase or quote a source, you must always cite the original author in your writing so that the reader is aware you are presenting or discussing another person's ideas and not your own. The essential features of a citation are the author's **last name only**, the year of publication and importantly (when a direct quotation is used) the page number.

Please note that a colon should be used between the year of publication and the page number (Smith, 2012:2) or when the quotation goes over two pages: (Smith, 2012:15-16).

Please note also that when the citation comes at the end of the sentence the punctuation mark comes **after** the citation. It also comes after the quotation mark, as in the second example below.

'Without this engagement, there is no learning, but where the proper, wholesome and full engagement is sustained, learning will occur' (Alred and Garvey, 2000:266).

As Grant (2006:74) explains 'the idea is that the coach primarily facilitates the construction of solutions rather than trying to understand the aetiology of the problem'.

When using a direct quotation from an online source with no page number, include the word [online] or the reader will assume you have omitted the page number required for a direct quotation from a book or journal (for which the page number is required).

Clement (2014, [online]) suggests 'literature might be made available to all relevant bodies'.

1.1 Summarising

A summary is an extract of the main points from an original source, restated in your own words where possible, which presents the author's main idea or argument only. It may be a summary of a passage of

text or whole chapter or work. Since the summary may cover a number of pages, no page number is required.

Elwood (2008) criticises traditional views of learning as a process that takes place entirely in the learner's mind, of gender as a static variable and of assessment as a process that allows teachers to check up on what students know.

1.2 Paraphrasing

Paraphrasing is expressing another person's ideas in your own words. It is more sophisticated than summarising because it involves an element of interpretation, as you act as a mediator between the original author and the reader. The more successful you are at paraphrasing, the more authoritative and compelling your writing will become. It is particularly useful when comparing the ideas of two different authors in one sentence. Try to paraphrase as much as possible in order to develop a fluid, critical style of writing. The page number is not required, but strongly recommended if you are paraphrasing from a specific quotation.

Fu *et al.* (2005) also describe a competing hypothesis, which is that depressed individuals typically focus on negative aspects of their experiences and hence generally judge themselves more negatively than do non-depressed individuals.

The work of Foucault (1979) and others (Gutting, 2005 and McAuley *et al.*, 2007) helps us to recognise that power resides not in individuals but is co-created in the relationships between people.

When paraphrasing, you must use your own words as far as possible. The purpose of paraphrasing is to enable you to more readily integrate sources' ideas into your critical writing.

1.3 Quoting

Quotations are the exact reproduction of the original author's words and should be used only when

- the information presented by the original author is highly significant and eloquently expressed
- paraphrasing the information would alter significantly the meaning of the original source
- the purpose is to present the linguistic style of the original author.

Quotations must be placed within single quotation marks followed (in brackets or parentheses) by the referenced source.

Elwood argues that to understand fully the complex relationship between gender and achievement we need to view learning as a cultural activity, the gender as fluid, the cognition as a social process and 'assessment and testing as cultural activities that can describe students learning only in relationship to their teachers and their form of life' (Elwood, 2008:98).

For quotations taken from more than one page:

'This is the true "paradigm shift" in our thinking about these issues: boys' and girls' forms of life in relationship and entanglement with their teachers' must be part of our evaluations of their response to assessment tasks and tests' (Elwood, 2008:98-99).

Do not underline your direct quotation or put it in italic text. The latter is reserved for publications. (See below.)

1.4 Publication titles

When referring to a book, journal or newspaper in your text, always write these in italics. Make sure you capitalise the publication correctly.

Naisby refers to *Every Child Matters* in her work on ...

In *The Sunday Times* (2014:12), Martins reports that ...

There now follow several conventions for including different types of quotations in your work. It is important to comply with these requirements because they make both the structure and the content of your argument more accessible, and also help you to avoid the pitfalls of unintended plagiarism.

1.5 Short Quotations – direct quotations of fewer than two sentences

These should be incorporated into the text, enclosed by single quotation marks and then followed by the appropriate citation.

It has been suggested that from the sociocultural perspective, learning is perceived as 'being embedded in social and cultural contexts, and best understood as a form of participation in those contexts' (Boreham and Morgan, 2008:72). There is a great deal of evidence to support this viewpoint ...

1.6 Long Quotations – direct quotations of two sentences or more

Lengthy quotations contribute to your word count and should be used sparingly. Quotations of two sentences or more should start on a new line and be indented both sides by 1cm. Long quotations do not have quotation marks. You may use a comma or colon at the end of the main body before starting the quotation if appropriate. Single line spacing is acceptable for the long quotation.

With these dominant preferences in mind, Eseryl calls for a unifying model for evaluation theory:

There is a need for a unifying model for evaluation theory, research and practice that will account for the collaborative nature of, and complexities involved in, the evaluation of training. None of the available models for training evaluation seem to account for these two aspects of evaluation. Existing models fall short in comprehensiveness and they fail to provide tools that guide organisations in their evaluation systems and procedures (Eseryl, 2002:96).

Mentoring and coaching are ...

1.7 Integrating quotations into your own writing

The more sophisticated you become at incorporating quotations into your own prose, the more fluent and authoritative your writing will be. There are numerous phrase structures for introducing quotations.

Here are a number of examples:

Fitzgerald identifies a link	Peters suggests	In this context, Black
Strong and Overs found that	According to Miles	Jones claims that
Spinner <i>et al.</i> argue that	Yates contends that	Mellers illustrates this by
Maxwell refutes Smart's claim	As Davidson cites	Vincent stated
Jackson supports this view	Awad comments that	Homer <i>et al.</i> (2010) make a link
Martin offers useful	Freer <i>et al.</i> observed	Parry (2008) reasoned that
Green describes the impact of	Merryman asserts	Harvey values the
Cly's main argument that	Fontwell has shown	Harrison confirms that
... identified by Green and Grace as	Megginson (2009) provide an explanation for	Ever since Armon and Garing (2007) first showed

Ensure you use the correct verb to introduce or explain your quotation. For example, one author may 'suggest' or 'imply', whereas another may 'infer' or 'deduce'. The latter has used deductive reasoning to arrive at her statement. The former is more tentative in his assertions. One author may be commenting or observing while another will be asserting or claiming. Make sure you select the correct verb for the context.

It is important to be clear about the nuances of meaning within differing phrase structures. For example, 'Lewis alleges....' implies that you are not convinced by her argument and you should therefore follow with some reasoning as to why Lewis's idea is an inadequate explanation, whereas 'Jackson asserts...' would suggest that you think Jackson's idea has something worth considering, and you would follow with a discussion of the implications of Jackson's view.

2 Editing quotations

Quotations should normally be reproduced exactly from the original source. If you modify a quotation, this must be acknowledged in one of the following ways:

2.1 Omitting sections of a quotation

If you omit a part within a quotation, either for brevity or to ensure that it fits easily into your sentence structure, you must include three ellipsis points to inform the reader.

In the 1990s it was noticed that 'policy-makers turned to the school effectiveness and improvement tradition for support, largely because its explanations ... were consistent with their own assumptions' (Lauder *et al.*, 2011:21).

2.2 Adding or changing words in a quotation

If you add or change words in a quotation to make its meaning clearer, these need to be identified by square brackets. In this example 'they' is replaced by [students].

'Because the information [students] were exposed to was contextualised by objects, spaces, people and events, it made sense and could be remembered' (Hooper-Greenhill, 2007:154).

2.3 Highlighting errors/problems in an original source

Original errors in a quotation (such as incorrect spellings/terminology) and misunderstandings or problematic details (such as erroneous or discredited assumptions) can be identified in your writing by inserting [sic] (Latin for 'thus' or 'so') at the appropriate point in the quotation.

'In endeavouring to solve the simple question of the education of idiots [sic] we had found terms precise enough that it were only necessary to generalise them to obtain a formula applicable to universal education' (Montessori, 1917:81).

3 Other conventions for in-text citations

Care should be taken with the following sources to ensure the relevant citation is given.

3.1 In-text citation of chapters in edited publications

References to work included as chapters in an edited book should cite only the author(s) of the relevant chapter and not the editor:

Chapter author's last name, the year the book (containing the chapter) was published:

Moylet (2006) reminds us that the *Children Act 2004* establishes a duty on local authorities to ensure co-operation between agencies.

The duty to co-operate between agencies established by the *Children Act 2004* has influenced the restructuring of primary education in schools (Moylet, 2006).

3.2 In-text citation of dual author texts

Texts that have two authors should be cited using both their surnames on every occasion.

Researchers need to reconsider the use of digital video approaches and their potential to expand research imagination and support collaborative research (Gallagher and Kim, 2008).

Bradac and Wisegarver (1984) observed that they are perceived as being less in control ...

Page numbers must also be included in the citation if quoting directly from the source.

3.3 In-text citation of multiple author texts

For texts that have multiple authors, it is **only** necessary to mention the first author's surname followed by *et al.* (an abbreviation of the Latin for 'and others') and the year of publication. The '*et al.*' should be in italics and followed by a full stop.

At Summerhill, the concept of freedom is just as pertinent for the teachers as it is for the children (Vaughan *et al.*, 2006).

Organisational Consultancy and executive coaching would appear, rather like in Dismith *et al.*'s (1997) study, to involve two different units of analysis.

Some earlier versions of Harvard guides require students to include all authors' surnames in full for the first citation, and thereafter use the *et al* convention. This procedure is **not** advocated in this guide.

3.4 In-text citation of texts with no attributed authors

Texts with no attributed author should be cited using the title and year of publication. When referencing the title of a book, publication, newspaper, film, play, etc., it should always be written in italics.

The Oxford Atlas of the World (2013) illustrates ...

This is illustrated in current representations of the marked geographical spaces (*The Oxford Atlas of the World*, 2013).

3.5 In-text citation with no attributed date

If no date is available, you can still use the quotation, but be wary of citing too many quotations without dates.

'Non-existence is a concept that is meaningless by itself. It isn't something. It is a relational concept, gaining meaning only in comparison to another concept'
(*TheImportanceofPhilosophy.com*, n.d.).

3.6 In-text citation of corporate author (organisation)

Name of publishing organisation (year of publication)

The Museum Association (2012) confirms that

Where acronyms are commonly used for corporate/organisational authors, the first citation should be in full with the acronym in brackets after this, for example:

The Department for Education (DfE) (2013) states that...

... as stated in the National Curriculum (Department for Education (DfE), 2013).

Subsequent citations may use the abbreviated form e.g. (DfE, 2013) and DfE (2013).

3.7 In-text citation of multiple texts

References to work from several sources require the surnames of each of the authors and the dates of each of the texts. It is usual to cite the texts in chronological order.

Jones (2009) and Wyness (2011) both argue that...

Shifts in the conceptual analysis of childhood reflect shifts in the social contexts for childhood (Jones, 2009 and Wyness, 2011).

If more than two authors, order by date and separate with a semi-colon:

Shifts in the conceptual analysis of childhood reflect shifts in the social contexts for childhood (Jones, 2009; Clark, 2010; Wyness, 2011).

3.8 In-text citation of authors with more than one publication in a year

If citing from more than one work by the same author(s) in the same year, it is necessary to add a suffix (a, b, c etc.) after the year of each publication in order to distinguish between them. The letters should be assigned in chronological order of publication, if known.

DfE (2013a) and DfE (2013b) outline the

... as stated in the relevant policy guidelines (DfE, 2013a and DfE, 2013b).

3.9 In-text secondary citations

This type of citation is used when referring to a text that you have not read in its original form, but have read about in another source. Secondary citations should only be used when the original source is unavailable or if you are discussing another person's interpretation of the original author. Because you are not referring to the original source directly, your citation should be presented in the following format:

Jones (2001) cited in Parker (2013) proposes that

... as stated by Jones (2001, cited in Parker, 2013).

Page numbers must also be included in the citation if quoting directly from the source. In the final Reference List, include *only the actual source* you read. The entry in the Reference List will be for Parker and *his* book or journal, not Jones.

3.10 In-text citations from online sources

Citing from internet sources must follow the same principles as citing from hard copy, so the citation in your writing should (wherever possible) always identify the author and the date of publication, and include the page number if one is available. If you cannot find any of this information on the website you are using, you should consider very seriously whether it is an appropriate source to cite. If you are using a direct quotation and you cannot trace a page number, you must include the word [online] in the citation or your tutor may not realise that the source is online and expect you to have included a page number.

In Lithuania, governments were asked 'to undertake every reasonable effort to achieve the restitution of cultural assets looted during the war' (Payne, 2011, [online]).

3.11 Figures, diagrams, pictures, photographs, tables and screen captures

Regardless of the creator of the figure, diagram or table you are referencing, you should cite the author or editor of the work in which you found it. The citation is as that for a direct quotation and the page number is included in the reference. If the author, photographer or artist has been attributed, then cite as for a secondary citation, **3.9**, page 12. If the source document is the photograph, etc., see **7.7**, page 31.

In Figure 1 'Strategies for ensuring high-quality tape recording' (Poland, 2001:638), the most significant ...

	Positive engagement	Non-engagement	Negative engagement
Behavioural	Attends lectures, participates with enthusiasm	Skips lectures without excuse	Boycotts pickets or disrupts lectures
Emotional	Interest	Boredom	Rejection
Cognitive	Meets or exceeds assignment requirements	Assignments late, rushed or absent	Redefines parameters for assignments

(Trowler, 2010:6)

You may want to include the source medium in your citation, for example:

(Makepeace, 2015, [screen capture])

3.12 Page numbering

You are required to include a page number at the point of citation when you have included a direct quotation. You may include a page number for a paraphrased quotation if you wish, but this is not compulsory. Many tutors argue that if you have paraphrased from a specific page, they would like to be able to find this page to ascertain if you have correctly interpreted the author's views.

If you have included a direct quotation from an online source that has no page numbers you must write it thus: (Jackson, 2015, [online]); otherwise the marker may think you have omitted a page number.

In the next section, the citation examples may or may not include a page reference since it is unclear from the information given whether the citation is referring to a direct quotation or not.

3.13 Quotations in languages other than English

(See also Icelandic quotations below, 3.14)

Quotations in a language other than English may be included and shall normally be accompanied by an English translation, with the exception of subjects where there is an expectation of knowledge of primary languages, eg Greek and Latin for Biblical studies. In these cases, a translation is not required. If unsure, please consult your Programme Leader.

Master's Presentation Guidelines, Regulations, Policies and Procedures, University of Winchester Intranet. Available at:

<http://www.winchester.ac.uk/Freedomofinformation/Publicdocuments/Pages/Public-Documents.aspx?category=Academic%20Regulations,%20policies%20and%20procedures>.

3.14 Icelandic texts – references to authors

In Iceland and among Icelanders, surnames indicate the parent of an individual; Icelanders are therefore known by their first names and surnames. Thus, Icelandic surnames are not used as indicators of authorship. The norm instead is to use first name and surname, as indicated in examples, see **10.1 – 10.3**.

Step B: Compiling the list of references

The full list of references should include only the sources you have explicitly referenced in the writing and should be presented on a new page at the end of your work. The references must be arranged alphabetically by each author or editor's last name, and each reference should start on a new line. If there is no author, the name of the website or corporate body, for example, should be included in the alphabetical sequence.

Where an author has several texts included in the same reference list, these should be presented in chronological order if known. References to more than one work by the same author(s) published in the same year are differentiated by a letter suffix, which corresponds to the letter suffix used for the in-text citation, e.g. 2011a and 2011b.

Whether or not you punctuate this information with commas, colons or semi-colons is of secondary importance. However, please punctuate the citations in your reference lists consistently.

1 BOOKS

1.1 Single author book

You will need:

- Author of the book – Surname, Initial(s)
- If there is an editor, insert (ed.). For more than one editor, insert (eds.)
- (Year published)
- Title of book.
- Edition number if not first edition – 2nd edn.
- Place of publication:
- Publisher.

In-text citation	Full reference
(Clough, 2002)	Clough, P. (2002) <i>Narratives and fictions in educational research</i> . Buckingham: Open University Press.
(Goodman <i>et al.</i> , 2008)	Goodman, J., McCulloch, G. and Richardson, W. (2008) <i>Social Change in the History of British Education</i> . Abingdon: Routledge.

1.2 Subsequent edition of a book

For a second or subsequent edition, insert 2nd edn. after the title. You do not need to add the edition number if the book is a first edition.

In-text citation	Full reference
(Fisher, 2005)	Fisher, R. (2005) <i>Teaching Children to Think</i> . 2 nd edn. Cheltenham: Nelson-Thornes.

1.3 Edited book

If the book has editors, but not authors, indicate this after the names as follows: (ed.) or (eds.).

In-text citation	Full reference
(Thomson, 2008)	Thomson, P. (ed.) (2008) <i>Doing visual research with children and young people</i> . London: Routledge.
(Margolis and Pauwels, 2011)	Margolis, E. and Pauwels, L. (eds.) (2011) <i>The Sage Handbook of visual research methods</i> . London: Sage.

1.4 Multiple author book

If there is more than one author (or editor), insert an ampersand (&) or 'and' before the last author's surname. The order of authors should be the same as that represented on the cover of the book.

In-text citation	Full reference
(Kay <i>et al.</i> , 2006)	Kay, E., Tisdall, M., Davis, M., Malcom, H. & Prout, A. (eds.) (2006) <i>Children, young people and social inclusion</i> . Bristol: The Policy Press.

1.5 Chapter in book

You will need:

- Author of the chapter – Surname, Initial(s)
- (Year of publication)
- Title of the chapter
- In: Author/editor of the book – Surname, Initial(s)
- If there is an editor, put: (ed.). For more than one editor, put: (eds)
- Title of book
- Edition – if it is the second or further edition, 2nd Edn.
- Place of publication:
- Publisher,
- Chapter pages 37-49.

This format can also be used for hymns and psalms books.

In-text citation	Full reference
(Toon, 2005)	Toon, R. (2005) <i>Black box science in black box science centres</i> . In: Macleod, S. (ed.) <i>Reshaping Museum Space</i> . 2 nd Edn. London: Routledge, 26-38.

1.6 Translated book

Include the person who translated the work after the title. Notice that the translator's initials come before the surname to distinguish him or her from the original author.

In-text citation	Full reference
(Dostoevsky, 1987)	Dostoevsky, F.M. (1987) <i>Crime and Punishment</i> . Trans by J. Coulson. London: Hamlyn.

For major works of historic significance, the date of the original work may be included along with the date of the translation. Note the original date is in square brackets.

In-text citation	Full reference
(Kant, 1988)	Kant, I. (1988 [1785]). <i>Fundamental Principles of the Metaphysic of Morals</i> . Trans by T.K. Abbott. New York: Prometheus Books.

1.7 Lines within plays (for Plays live – see Live Performance, page 22.)

You will need:

- Author of the play – Surname, Initial(s)
- (Year of publication)
- Title of play.
- Edited by surname, initial (if the play has been edited)
- Place of publication:
- Publisher.

For the citation, insert Act.Scene: line (if available) after the author.

In-text citation	Full reference
(Shakespeare, 2006, 3.1:50)	Shakespeare, W. (2006) <i>Hamlet</i> . Edited by Thompson, A. and Taylor, N. London: A & C Black Publishers.
(Johnson, 2007, 2.7:17)	Johnson, T. (2007) <i>Hitchcock Blonde</i> . London: A & C Black Publishers.

1.8 Introduction or preface in book or playtext

You will need:

- Author of the introduction or preface – Surname, Initial(s)
- (Year of publication)
- Introduction Title
- In: Author of play
- Title of play.
- Edited by Surname, Initial(s)
- Place of publication:
- Publisher.

In-text citation	Full reference
(Ridley, 1974:xi)	Ridley, M. R. (1974) Preface. In: Shakespeare, W. <i>Othello</i> . Edited by Thompson, A. and Taylor, N. USA: Methuen & Co Ltd.

1.9 E- book/open access

You will need:

- Author/editor of the book – Surname, Initial(s)
- If there is an editor, insert (ed.)
- (Year of publication)
- Title of book.
- Edition number, e.g. 2nd Edn.
- Publisher.
- Available at: followed by full url
- [Date accessed].

In-text citation	Full reference
(Braund and Reiss, 2004)	Braund, M. and Reiss, M. (2004) <i>Learning science outside the classroom</i> . Routledge Falmer. Available at: https://www.dawsonera.com/abstract/9780203073605 [Accessed 18 October 2013].

1.10 Audiobook

You will need:

- Author/editor of the book – Surname, Initial(s)
- (Year of publication)
- Title of book.
- Narrated by (if relevant), First name or initial followed by Surname.
- Available at: followed by full url
- [Date downloaded].

In-text citation	Full reference
(Steinbeck, 2010)	Steinbeck, J. (2010) <i>Cannery Row (Unabridged)</i> . Narrated by Trevor White. Available at: https://mobile.audible.co.uk/productDetail.htm?asin=B004FK8VRA&s=s . [Downloaded 23 July 2014].

1.11 Kindle, Ipad, Nook or similar tablet

In-text citation	Full reference
(Hitchens, 2011)	Hitchens, C. (2011) <i>Arguably</i> . Available at: http://www.amazon.co.uk/Arguably-Christopher-Hitchens-ebook/dp/B005IVL99M/ref=sr_1_3?s=digital-text&ie=UTF8&qid=1406121969&sr=1-3&keywords=christopher+hitchens#_ [Downloaded 15 August 2013].

2 ARTICLES

2.1 Journal article

You will need:

- Author/editor of the journal article – Surname, Initial(s)
- (Year of publication)
- Title of article.
- Title of journal,
- Volume, (Part no if available), page range.

In-text citation	Full reference
(Spellman and Bjork, 2006:316)	Spellman, B. A. and Bjork, R. A. (2006) When predictions create reality: Judgments of learning may alter what they are intended to assess. <i>Psychological Science</i> , 3, 315-316.
(Aitkin, 1990:237)	Aitkin, D. (1990) How research came to dominate higher education. <i>Oxford Review of Education</i> , 17, (3), 235-248.

2.2 Online journal article

You will need:

- Author/editor of the journal article – Surname, Initial(s)
- (Year of publication)
- Title of article.
- Title of journal,
- Volume, (Part no if available), page range.
- Available at: followed by full url
- [Date accessed].

In-text citation	Full reference
(Moore et al., 1997:469)	Moore, D., Zabrocky, K. and Evans, N. (1997) Metacomprehension and comprehension performance in younger and older adults. <i>Educational Gerontology</i> , 23, (5) 467-475. Available at: http://dx.doi.org/10.1080/0360126970230506 [Accessed 28 January 2009].

2.3 Journal Article (pdf version only)

You may have found a journal article as a pdf on a website. If this source contains the full journal information, follow the guidelines for an online journal using the URL you have on your screen. If the full journal information is not available, then try to find this by a separate search. If you cannot access it, then read the site to find out who published the article and to whom the copyright belongs. If you cannot find the original source or journal information, then your source has to be the website (See Website 6.1).

You will need:

- Author/editor of the journal article – Surname, Initial(s)
- (Year of publication)
- Title of article.
- Title of journal,
- Volume, (Part no if available), page range if available.
- Published by
- Available at: *followed by full url*
- [Date accessed].

In-text citation	Full reference
(Hasan <i>et al.</i> , 2013)	Hasan, Y., Bègue, L., Scharnow, M. and Bushman, B. J. (2013) The more you play, the more aggressive you become: A long-term experimental study of cumulative violent video game effects on hostile expectations and aggressive behavior. <i>Journal of Experimental Social Psychology</i> , 49, 224-227. Published by Elsevier. Available at: http://www.lip.univ-savoie.fr/uploads/PDF/1457.pdf [Accessed 5 January 2015].

2.4 Newspaper article

You will need:

- Author/editor of the newspaper article – Surname, Initial(s)
- (Date of publication)
- Title of article.
- Title of newspaper,
- (Edition)
- Full date,
- Page number.

In-text citation	Full reference
(Weaver, 2010)	Weaver, M. (2010) The Chilean miners: Who's who at the surface. <i>The Guardian</i> , (Early Edition) Monday, 10 October, 5.
(Measure, 2005)	Measure, S. (2005) Stuart Rose may at last be delivering at M&S. <i>The Independent</i> , Tuesday 11 November, 69.

2.5 Online newspaper article

You will need:

- Author/editor of the newspaper article – Surname, Initial(s)
- (Date of publication)
- Title of article.
- Title of newspaper.
- (Edition)
- Available at: *followed by full url*
- [Date accessed]
- Page number if available.

In-text citation	Full reference
(Kingsley, 2010)	Kingsley, P. (2010) Gap years: Wasted Youth? <i>The Guardian</i> . Available at: http://www.guardian.co.uk/travel/2010/sep/06/gap-year-thailand-full-moon-party [Accessed 6 October 2013], 22.

2.6 Reprint of a journal article in a later journal

You will need:

- Author/editor of the newspaper article – Surname, Initial(s)
- (Date of first publication)
- Title of article.
- Title of journal.
- (latest publication date in above journal)
- Volume
- Page number if available.

In-text citation	Full reference
(Fines, 1997)	Fines, R. (1997) The place of history in the curriculum: a discussion document. <i>Primary History</i> (2013) 64, 6-7.

3 CONFERENCE PAPERS AND GOVERNMENT PUBLICATIONS

3.1 Conference paper – published

You will need:

- Author/editor of the conference paper – Surname, Initial(s)
- (Year of publication)
- Title of paper.
- Title of conference,
- Place of conference,
- Date of conference
- Place of publication:
- Publisher,
- Page range.

In-text citation	Full reference
(Jones, 1994)	Jones, J. (1994) Polymer blends based on compact disc scrap. <i>Proceedings of the Annual Technical Conference – Society of Plastics Engineers, San Francisco, May 1–5 1994</i> . Brookfield, CT: Society of Plastics Engineers, 2865–7.

For an unpublished conference paper, write “Unpublished” in place of the location and publisher.

3.2 Online conference paper

include:

- Available at: followed by full url
- [Date accessed].

In-text citation	Full reference
(Shalbaq, 2013)	Shalbaq, R. (2013) Evaluating the use of novel and film in the language classroom. <i>Conference proceedings – The future of education, Florence, June 13–14 2013</i> . Libreriauniversitaria. Available at: http://conference.pixel-online.net/foe2013/common/download/Paper_pdf/103-SLA24-FP-Shalbaq-FOE2013.pdf [Accessed 5 October 2013].

3.3 Government and corporate publications

You will need

- Name of government department, committee or commission
- (Year of publication)
- Title of publication.
- Place of publication:
- Publisher,
- Series (if relevant).

In-text citation	Full reference
(Department for children, schools and families, 2009)	Department for children, schools and families (2009) <i>Safeguarding Children and Young People from Sexual Exploitation</i> . Nottingham: DCSF Publications.
(Contact a family, 2004)	Contact a family (2004) <i>Parent Participation</i> . London: Contact a family.
(Health and care professions council, 2012)	Health and care professions council (2012) <i>Guidance on conduct and ethics for students</i> . London: hcpc.

Check the end of the document for some of this information.

3.4 Reports published online

If the report is not published online, then you will need to provide the publisher and place of publication as you would for a book.

You will need

- Name of organisation commissioning the report
- (Year of publication)
- Title of report and report reference if available
- Available at: followed by full url
- [Date accessed].

In-text citation	Full reference
(Department for Education, 2011, 49)	Department for Education (2011) <i>Class Size and education in England evidence report, DFE-RR169</i> . Available at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/183364/DFE-RR169.pdf . [Accessed 6 January 2015].

3.5 Other online publications

Many publications are now available online and for these include:

In-text citation	Full reference
(QAA, 2008)	QAA (2008) <i>Honours Degree Benchmark Statement for Social Work</i> . Available at: http://www.qaa.ac.uk/academicinfrastructure/benchmark/statements/socialwork/08.pdf [Accessed 6 October 2010].

4 REFERENCE BOOKS AND RELIGIOUS WORKS

4.1 Dictionaries and reference books

You will need:

- Editor of the reference book – Surname, Initial(s)
- (Year of publication)
- Title of reference publication.
- Edition if not the first, e.g. 2nd Edn.
- Place of publication:
- Publisher.

In-text citation	Full reference
(Burchfield, 2004:60)	Burchfield, R. W. (2004) <i>Fowler's Modern English Usage</i> . Revised 3rd edn. Oxford: Oxford University Press.

If no author or editor, use the title of the publication at the point of citation:

In-text citation	Full reference
(<i>The Oxford Thesaurus</i> , 1997)	<i>The Oxford Thesaurus</i> (1997) 2nd edn. Oxford: Oxford University Press.

4.2 The Bible

You will need for the citation:

- Book of the Bible
- Chapter: verse

You will need for the reference list:

- Book of the Bible,
- The Holy Bible, (no italics)
- Version of the Holy Bible.

In-text citation	Full reference
(John 4:16-18)	John, The Holy Bible, New International Edition.

When making references to Judaism, you should use The Torah or Tanakh. It is not appropriate to use the term "Old Testament" when writing on Judaism.

It is not normally necessary to reference The Bible in the reference list unless the version is of particular relevance to your discussion. The same goes for the Torah below.

4.3 The Torah

You will need for the citation:

- Torah (not in italics)
- Book
- Chapter: verse

You will need for the reference list:

- Torah, (no italics)
- Book
- Chapter:verse

In-text citation	Full reference
(Proverbs, 20:12)	Torah, Proverbs, 20:12

4.4 The Qur'an

You will need for the citation:

- Qur'an (no italics)
- Surah/Chapter: verse

You will need for the reference list:

- Qur'an (no italics)
- (Year of publication)
- Translated by,
- Place of publication:
- Publisher.

In-text citation	Full reference
(Qur'an, 48.13)	Qu'ran (2010) Translated by M. A. S. Abdel Haleem, Oxford: Oxford University Press.

5 LEGAL DOCUMENTS

5.1 Acts of Parliament

You will need:

- Title of Act year, and chapter number
- Place of publication:
- Publisher.

In-text citation	Full reference
(Children Act 1989:57)	Children Act 1989, Chapter 41 London: Her Majesty's Stationery Office.

Acts of Parliament are more often accessed online and, for these sources

include:

- Available at: followed by full url
- [Date accessed].

In-text citation	Full reference
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(Data Retention and Investigatory Powers Act 2014:27)	<i>Data Retention and Investigatory Powers Act 2014, Chapter 27. Available at: http://www.legislation.gov.uk/ukpga/2014/27/introduction/enacted. [Accessed 24 July 2014].</i>
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5.2 Government Green paper

You will need:

- Name of committee, department or Royal commission
- (Year of publication, revision or update)
- Title of Green paper.
- Available at: followed by full url
- [Date accessed].

In-text citation	Full reference
(Department of Education, 2014)	Department of Education 2014 <i>The SEND pathfinder programme evaluation</i> . Available at: https://www.gov.uk/government/publications/the-send-pathfinder-programme-evaluation [Accessed 28 July 2014].

5.3 Hansard

You will need:

- Abbreviation of House of Commons/Lords and Debate: HC Deb
- (Date of debate)
- Title under which comment has been made
- Column number.
- Available at: followed by full url
- [Date accessed].

You will need to name the person who has spoken in your accompanying text, thus: Pat Glass (HC Deb 25 June 2014) expressed the view that ‘Youth services have largely disappeared under this Government’.

In-text citation	Full reference
(HC Deb 25 June 2014)	HC Deb (2014) <i>Youth Services</i> Col 303. Available at: http://www.publications.parliament.uk/pa/cm201415/cmhansrd/cm140625/debt_ext/140625-0001.htm#14062530000019 [Accessed 28 July 2014].

5.4 Treaties

You will need:

- Treaty name
- Series No (if any)
- (Date signed or open for signature or, if in doubt, use date entered into force)
- Publisher:
- Place.

In-text citation	Full reference
<i>The Agreement between the Government of the United Kingdom of Great Britain and Northern Ireland and the Government of the Republic of Finland Concerning the Mutual Protection of Classified Information</i> (2013:5) states that ‘parties	<i>The Agreement between the Government of the United Kingdom of Great Britain and Northern Ireland and the Government of the Republic of Finland Concerning the Mutual</i>

shall take all appropriate measures ... to protect Classified Information provided under this Agreement’.	<i>Protection of Classified Information 2013</i> Series No 20, opened for signature 7 June 2012. HMSO: London.
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5.5 Legal Cases

- Name of Case
- (Year of publication, revision or update)
- Name of Law Reports
- Any identifying codes or numbers.

In-text citation	Full reference
(Yearworth and Others v North Bristol NHS Trust, 2014)	<i>Yearworth and Others v North Bristol NHS Trust</i> 2009 <i>Law Reports Queens Bench</i> . EWCA Civ 37.

6 WEBSITES, SOCIAL MEDIA AND PODCASTS FROM WEBSITES.

6.1 Website

You will need:

- If available, author/editor of the website/page – Surname, Initial(s)
- If no author, then website title in italics.
- Year in brackets
- Title of web page.
- Place of publication (if available)
- Publisher (if available)
- Available at: followed by full url
- [Date accessed].

In-text citation	Full reference
(Museums Association, 2013)	<i>Museums Association</i> (2013) <i>Museums change lives</i> . Available at: http://www.museumsassociation.org/museums-change-lives . [Accessed 20 October 2013].
(Pilger, 2014)	Pilger, J. (2014) <i>Orwell alive in Palestine, Ukraine</i> . Available at: http://www.atimes.com/atimes/World/WOR-01-220714.html . [Accessed 24 July 2014].

6.2 Blog

You will need:

- If the author of the blog is being quoted, then Surname, Initial(s)
- If a contributor to the blog is being quoted, then Surname, Initial(s) or user name.
- (Year of publication)
- Title of message.
- Title of blog.
- Date of blog entry.
- Available at: followed by full url
- [Date accessed].

In-text citation	Full reference
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(Hepworth, 2014)	Hepworth, D. (2014) Michael Palin's invaluable diaries of the 70s. <i>David Hepworth's Blog</i> . June 17. Available at: http://whatsheonabouthnow.blogspot.co.uk/2014/06/michael-palins-invaluable-diaries-of-70s.html [Accessed 24 July 2014].
(Williams, 2013)	Williams, J. (2013) The dyslexic lecturer: making mistakes shows my human side. <i>The Guardian - Learning and Teaching Hu.</i> , 18 October. Available at: http://www.theguardian.com/higher-education-network/blog/2013/oct/18/dyslexic-university-lecturer-judith-williams?INTCMP=ILCNETTXT3487 [Accessed 20 October 2013].

6.3 Twitter

You will need:

- Author of tweet, Surname, Initial(s) or name of tweeter
- (Year last updated)
- Date of posted tweet.
- Available at: followed by full url
- [Date accessed].

In-text citation	Full reference
(@Museumsatnight, 2013)	@Museumsatnight (2013) 18 October. Available at: http://museumsatnight.wordpress.com/2013/10/18/how-to-work-together-and-form-a-museums-at-night-cluster/ [Accessed 20 October 2013].

6.4 Facebook

You will need:

- Author's Surname, Initial(s)
- (Year published/last updated)
- Title of Facebook page
- Date of posted message.
- Available at: followed by full url
- [Date accessed].

In-text citation	Full reference
(Neudorf, 2013)	Neudorf, K. (2013) Marina Abramovic Institute. 18 October. Available at: https://www.facebook.com/MAIhudson?ref=ts [Accessed 20 October 2013].

6.5 YouTube

You will need:

- Name of person or organisation posting the video
- (Year posted)
- Title of film or programme or music
- Available at: followed by full url
- [Date accessed].

In-text citation	Full reference
(withDefiance, 2007)	withDefiance (2007) Noam Chomsky VS Michel Foucault. Available at: http://www.youtube.com/watch?v=kawGakdNoTO [Accessed 20 March 2013].

6.6 Podcast from website

You will need:

- Title of series in italics
- (Date of publication)
- Title of Episode [Podcast]
- Day month of posted podcast.
- Available at: followed by full url
- [Date accessed].

In-text citation	Full reference
(<i>Philosophy Bites</i> , 2013)	<i>Philosophy Bites</i> (2013) Chris Bertram on Rousseau's Moral Psychology [Podcast] 6 July. Available at: http://downloads.bbc.co.uk/podcasts/worldservice/blackhistory/blackhistory_20131011-1330a.mp3 [Accessed 20 October 2013].
(<i>Neuropod</i> , 2014)	<i>Neuropod</i> (2014) The great gene hunt [Podcast]. 28 July. Available at: http://www.nature.com/neurosci/neuropod/index.html [Accessed 30 July 2014].

6.6 TED Talks

You will need:

- Author's Surname, Initial(s)
- (Date of publication)
- Title of Talk
- TED Talk.
- Available at: followed by full url
- [Date accessed].

In-text citation	Full reference
(Brown, 2010)	Brown, B. (2010) The power of vulnerability. TED Talk. Available at http://www.ted.com/playlists/171/the_most_popular_talks_of_all?qclid=Cj0KEQjw_eu8BRDC-YLHusmTmMEBEiQArW6c-Ke6oTvtxoEAC0KWQNDqEyrzTneOgkdfdROJLyKd7N0aAjxk8P8HAQ . [Accessed 28 July, 2016]

7 ALL OTHER MEDIA

7.1 Film, DVD, video

You will need:

- Title of film
- (Year of release)
- Directed by name of director
- [Medium] – this could be film, DVD, video, Blu-ray, etc.
- Special edition plus date
- Place of distribution if available: Distribution company.

In-text citation	Full reference
(<i>Dekalog</i> , 1988)	<i>Dekalog</i> (1988) Directed by Krzysztof Kieslowski [Film] London: Fusionmediasales.
(<i>Straw Dogs</i> , 2003)	<i>Straw Dogs</i> (1971) Directed by Sam Peckinpah [DVD] Criterion Collection edition, 25 March 2003 (US).

It is not necessary to include time codes or chapter numbers when referring to a particular sequence in a movie. Some tutors required you to reference the date and the director as well as the film, the first time it is mentioned.

7.2 Television/Radio programme or series

If you are watching a catch-up broadcast, find the original broadcast date and time and enter the information as if you had seen the programme in real time.

You will need:

- Title of radio programme
- (Year of transmission)
- Episode No, Series No and Title of Episode if relevant.
- Transmitting organisation channel.
- Full date and time of transmission or repeated transmission.
- Full URL and date accessed if online

In-text citation	Full reference
(<i>Doctor Who</i> , 1975)	<i>Doctor Who</i> (1975) Episode 1, Series 2 Genesis of the Daleks. BBC1. 15 April, 18:30 hrs, 2009.
(<i>Merce Cunningham a Lifetime of Dance</i> , 2011)	<i>Merce Cunningham a Lifetime of Dance</i> , (2011) BBC4, 3rd July, 19:30 hrs, 2011. Available at: https://learningonscreen.ac.uk/ondemand/search.php/prog?q%5B0%5D%5Bv%5D=merce+cunningham&ondemand_type=&avril=1&q%5B0%5D%5Bindex%5D=&source=&date_type=0&date=1990-01-01-00-00&date_start%5B1%5D=01&date_start%5B2%5D=01&date_start%5B0%5D=1990&date_start%5B3%5D=00&date_start%5B4%5D=00&date_end%5B1%5D=10&date_end%5B2%5D=22&date_end%5B0%5D=2016&date_end%5B3%5D=23&date_end%5B4%5D=59 . [Accessed 8 October 2016].

7.3 Radio from the internet

You will need:

- Title of radio programme
- (Year of transmission)
- Episode No, Series No and Title of Episode if relevant
- Transmitting organisation channel.
- Full date and time of original transmission.
- Available at: *followed by full url*
- [Accessed date].

In-text citation	Full reference
(<i>The Forum</i> , 2014)	<i>The Forum</i> (2014) What's the future of education in South Africa? BBC World Service . 26 July, 21:06. Available at: http://www.bbc.co.uk/programmes/p0239krh [Accessed 28 July 2014].

7.4 Podcast from broadcast

You will need:

- Title of series in italics
- (Year of transmission)
- Episode No, if known, Title of Episode
- [Podcast]
- Transmitting organisation and channel.
- Full date and time of transmission.
- Available at: *followed by full url*
- [Date accessed].

In-text citation	Full reference
(<i>Nightwaves</i> , 2009)	<i>Nightwaves</i> (2009) Van Gogh Letters [Podcast] BBC Radio 3 . 3 October 23:00. Available at: http://www.bbc.co.uk/programmes/p0239krh [Accessed 15 December 2010].

Please note, where an author or presenter name is not available, begin the reference with the title of the work.

7.5 Music, CD, DVD, Spotify

You will need:

- Name of author or composer
- (Year of release)
- Title of album, composition, piece, (followed by track title if appropriate)
- Performers if not the author or composer
- [Medium] – this could be film, DVD, video, Blu-ray, etc.
- Place of distribution if available: Distribution company.

For downloaded or streamed music please reference it as a CD.

In-text citation	Full reference
(Reich, 1989)	Reich, S. (1989) <i>Different Trains: Electric Counterpoint</i> . Metheny, Kronos Quartet. CD New York : WEA/Electra/Asykum/Nonesuch Records.
(<i>Straw Dogs</i> , 2003)	<i>Straw Dogs</i> (1971) Directed by Sam Peckinpah [DVD] Criterion Collection edition, 25 March 2003 (US).

If the author is not known, then use the name of the performers.

7.6 Sheet Music

You will need:

- Name of composer
- (Year of release)
- *Title of composition, piece, (followed by subtitle or if appropriate)*
- Place of publication:
- Publisher.

In-text citation	Full reference
(Irglov and Hansard, 2006)	Irglov, M. and Hansard, G. (2006) <i>Sheet music selections from Once.</i> , Van Nuys, CA: Alfred Music Publishing.

If the author is not known, then use the name of the performers.

7.7 Photographs, Pictures, Cartoons, etc.

You will need:

- Artist – Surname, Initial(s)
- (Year of original production)
- Title
- Media of item
- Place of publication (if relevant).
- Location.
- Copyright.

In-text citation	Full reference
(Munch, 1910)	Munch, E. (1910?) <i>The Scream Oil on Board</i> . Oslo. Copyright MunchMuseet

This applies for photographs, etc. which are their own sources. Pictures and photographs taken from a source, are either:

- a) treated as secondary citations, if the artist is known and attributed, thus the source author would be listed in the Reference List. See 3.9.
- b) or if the picture has been produced for the publication with no attributed author, cite and reference as for a direct quotation.

7.8 Teaching Resources and Posters

You will need:

- Author of the Resource – Surname, Initial(s) – this can also be an organisation
- (Year published)
- Title of resource
- Media
- Place of publication:
- Publisher.

In-text citation	Full reference
(Wild Goose, 2015)	Wild Goose (2015) <i>Vikings</i> . Kit: Book. Leicestershire: Wild Goose.

8 LIVE PERFORMANCE

8.1 Play

You will need:

- Author of play – Surname, Initial(s)
- (Year of performance)
- Title of Play.
- Directed by.
- Location. [Date viewed].

In-text citation	Full reference
(Shakespeare, 2014)	Shakespeare, W. (2014) <i>Henry IV Part 1</i> Directed by Gregory Doran. RSA Stratford. [23 April].

8.2 Ballet or dance

You will need:

- Author of work - this may also be the choreographer
- (Year of performance)
- Title of ballet/dance.
- Choreographed by
- Title of company giving the performance.
- Location. [Date viewed].

In-text citation	Full reference
(Rimsky-Korsakov, 2014)	Rimsky-Korsakov, N (2014) <i>Le Coq d'Or</i> . Choreographed by Gal Abaidulov. Natalia Sats Musical Theatre. Coliseum, Purcell Room, London. [13 July].

8.3 Street performance or Installation

You will need:

- Performer or performing company
- (Year of performance)
- Title of performance and/or event at which performed if there is one.
- Location. [Date viewed].

In-text citation	Full reference
(Dub Fx, 2014)	Dub Fx (2014) Barcelona Night Club, Austin, Texas. [14 March].
(Lords of Strut, 2014)	Lords of Strut (2014) <i>Free Festival in the Park</i> . Dublin. [July 13].

8.4 Exhibition or Event

You will need:

- Title of Exhibition
- (Year of exhibition)
- Exhibition hall.
- Location. [Dates open].

In-text citation	Full reference
(<i>Peace Breaks Out! London and Paris in the summer of 1814</i> , 2014)	<i>Peace Breaks Out! London and Paris in the summer of 1814</i> (2014) Sir John Soane's Museum. London. [20 June – 13 September].

8.5 Theatre or Performance Programme

You will need:

- Title of the Performance
- (Year of performance)
- Production Company
- Place of Performance
- Location. [Dates open].

In-text citation	Full reference
(<i>Peace Breaks Out! London and Paris in the summer of 1814</i> , 2014)	<i>Daphne Du Maurier's Rebecca</i> (2015) Kneehigh Theatre Production. The Mayflower Theatre. Southampton. [20 August – 13 September].

9 PERSONAL COMMUNICATION AND UNPUBLISHED WORKS

Please note: always obtain the author's informed consent before using the material.

9.1 Email, text, letter or conversation

You will need:

- Sender or speaker's name.
- (Year of communication)
- Medium and Receiver's name
- Day and month of communication.

In-text citation	Full reference
(Smith, 2013)	Smith, K. (2013) Email to John Parker, 19 June.

9.2 Thesis and dissertation

You will need:

- Author's Surname, Initial
- (Year published)
- *Title of thesis*
- Degree statement
- Awarding Body.

In-text citation	Full reference
(Lapierre, 2007)	Lapierre, S. (2007) <i>Taking the blame? Women's experiences of mothering in the context of domestic violence</i> , unpublished PhD thesis, University of Warwick.

For online sources of similar works

include:

- Available at: *followed by full url*
- [Date accessed]

9.3 Lecture

You will need:

- Lecturer's Surname, Initial
- (Year lecture delivered)
- *Title of lecture in italics*
- [Medium]
- Available at
- [Accessed date].

In-text citation	Full reference
(Jones, 2014)	Jones, G. (2007) <i>Work and Welfare</i> . [PowerPoint Presentation], Available at ... [Accessed 24 November 2014].

10.1 Books with Icelandic author(s)

Please note, in Iceland and among Icelanders, surnames indicate the parent of an individual; Icelanders are therefore known by their first names and surnames. Thus, Icelandic surnames are not used as indicators of authorship. The norm instead is to use first name and surname, as indicated in examples below.

You will need:

- Author of the book – First name Surname
- If there is an editor, insert (ed.). For more than one editor, insert (eds.)
- (Year published)
- Title of book.
- Edition number if not first edition – 2nd edn.
- Place of publication:
- Publisher.

In-text citation	Full reference
(Orri, 2000)	Orri Vésteinsson (2000) <i>The Christianization of Iceland: priests, power, and social change, 1000-1300</i> : Oxford: Oxford University Press.

10.2 Chapter in book with an Icelandic author(s)

You will need:

- Author of the chapter – First name Surname
- (Year of publication)
- Title of the chapter
- In: Author/editor of the book – Surname, Initial(s)
- If there is an editor, put: (ed.). For more than one editor, put: (eds)
- Title of book
- Edition – if it is the second or further edition, 2nd Edn.
- Place of publication:
- Publisher,
- Chapter pages 37-49.

In-text citation	Full reference
(Adolf and Orri, 2005)	Adolf Friðriksson and Orri Vésteinsson. (2003) <i>Creating a Past: A Historiography of Settlement of Iceland</i> . In: Barrett, J. (ed.) <i>Contact, Continuity, and Collapse; The Norwegian Colonization of the North Atlantic</i> . Turnhout: Brepols, 139-162.

10.3 Journal article with an Icelandic author(s) and non-Icelandic authors

You will need:

- Author/editor of the journal article – First name Surname on Icelandic authors, and Surname, First name/Initial (s).
- (Year of publication)
- Title of article.
- Title of journal,
- Volume, (Part no if available), page range.

In-text citation	Full reference
(Alfgeir, Inga Dora Thorolfur, Mann, Jon and Allengrante, 2016:646)	Alfgeir L Kristjansson, Inga Dora Sigfusdottir, Thorolfur Thorlindsson, Mann, Michael J., Jon Sigfusson and Allengrante, J.P. (2016) Population trends in smoking, alcohol use and primary prevention variables among adolescents in Iceland, 1997-2014. <i>Addiction</i> , 111:4, 645-653.