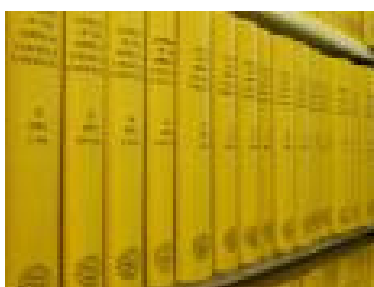




Edge Hill University  
LEARNING SERVICES



# Harvard Referencing

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| <b>Contents</b>   | <b>Page</b> |
|---|-------------|
| <b>Section 1: General Questions</b>                               |             |
| Harvard Referencing   | 5           |
| Citing  | 5           |
| Bibliography  | 5           |
| Reference list  | 6           |
| Bibliographic details   | 6           |
| More than one book by the same author in the bibliography         | 6           |
| More than one report from the same author, written in one year    | 6           |
| Appendix  | 7           |
| Plagiarism and how to avoid it                                    | 7           |
| Quoting   | 8           |
| Referencing a long quote  | 8           |
| Quoting parts from a long paragraph                               | 9           |
| Paraphrasing  | 9           |
| <i>Ibid / Op.cit.</i>   | 10          |
| <i>Et al.</i>   | 11          |
| Edition   | 11          |
| Author who cites another author (secondary citation)              | 11          |
| Summarising several authors                                       | 12          |
| Bibliographic management tools                                    | 12          |
| <b>Section 2: Hard copy texts: books, journals, reports, etc.</b> |             |
| Conventions for titles  | 13-14       |
| Book with one author / Book with two authors                      | 14          |
| Book with three or more authors                                   | 15          |
| Chapter in an edited book   | 15          |
| Fictitious author   | 15          |
| Book review   | 16          |
| Translated book   | 16          |
| Foreign language book   | 16          |
| Diary or book of letters  | 16          |
| Dictionary  | 17          |
| Encyclopaedia   | 17          |
| Journal Article   | 17          |
| Art image from a book   | 17          |
| Newspaper article   | 18          |
| Report  | 18          |
| Act of Parliament   | 19          |
| National Curriculum   | 19          |
| Exhibition catalogue  | 19          |
| Leaflet   | 19          |
| Pamphlet  | 20          |
| PhD or dissertation   | 20          |
| Conference paper  | 20          |
| Interview (face-to-face)  | 20          |
| Letter  | 20          |

### **Section 3: Electronic Resources**

### **Page**

|   |       |
|---|-------|
| Website (with no author / with an author) | 21    |
| Department for Education                  | 22    |
| National Curriculum                       | 22    |
| National Health Service                   | 23    |
| E book                                    | 23    |
| Book review                               | 23    |
| Journal                                   | 24    |
| Newspaper                                 | 24    |
| Dictionary                                | 24    |
| Encyclopaedia                             | 25    |
| Radio programme                           | 25    |
| Radio programme iPlayer                   | 25-6  |
| Podcast                                   | 26    |
| Television programme                      | 26-7  |
| Television programme iPlayer              | 27    |
| Teachers TV                               | 27    |
| Film (television or cinema)               | 28    |
| DVD                                       | 28    |
| Video                                     | 28    |
| CD  | 28    |
| Government report                         | 29    |
| Government white paper                    | 29    |
| Act of Parliament                         | 29    |
| Telephone interview                       | 30    |
| Email                                     | 30    |
| Facebook                                  | 30-31 |
| Blog                                      | 31    |
| You Tube                                  | 31    |
| MySpace                                   | 32    |
| Slideshare                                | 32    |
| Online image gallery                      | 32    |

## Section 1: General Questions

You will find more detailed explanations in the FAQs on Learning Services' web pages.

### What is Harvard referencing?

Referencing is the acknowledgment of all the sources you have cited in your assignments, whether you have quoted directly or paraphrased. The Harvard system uses the author – date method; the references in the assignment text are given in brackets and the list of sources is given in a bibliography (or reference list), attached to the assignment. Most of the examples we have given are direct quotes. There is an example of paraphrasing on page 9.

Referencing enables you to:

- show you have researched your topic, for example, articles, books, reference works and electronic resources;
- direct your readers to the information you have used;
- avoid plagiarism.

### What is citing?

Citing is a generic term, used for when you refer to any source, either to give an example or to back up an argument.

#### Example:

According to Cowley (2004:8) 'discussion really does play an absolutely vital part in the development of thinking'.

### What is a bibliography?

Traditionally, a bibliography is a list of all the sources you have cited in your assignment, in alphabetical order, with the author's surname preceding the first name, plus a separate list of sources that have influenced your learning for the assignment but you haven't cited from. At Edge Hill, many departments use the term to include only sources you have cited from in your assignment. Where there is no identifiable author (for example in some government documents and on some websites) the name of the organisation replaces an author's name.

#### Example bibliography

*Blade Runner: The Director's Cut*. (1992) Directed by Ridley Scott. USA: Warner Bros. [DVD].

Cowley, S. (2004) *Getting the Buggers to Think*. London: Continuum.

Lynch, R. (2009) 'Symbolic Narratives: The Dangers of Being an Intertextually Inclined Character' *Studies in the Novel*. 41(2) pp. 224-240.

ThinkBuzan.com (2004) 'Why Mind Mapping Works – The Proof is Here' *ThinkBuzan.com*. <http://www.thinkbuzan.com/uk/> [accessed 10 August 2010].

### What is a reference list?

A reference list is a list of all the sources you have cited in your assignment, in alphabetical order, with the author's surname preceding the first name. This is attached to the back of your assignment. Where there is no identifiable author (for example in some government documents and on some websites) the name of the organization replaces an author's name.

#### Example:

#### References

Hennessey, B. (2000) *Writing an Essay: Simple Techniques to Transform your Coursework and Examinations*. 4<sup>th</sup> ed. Oxford: How to Books.

Qualification and Curriculum Authority (2004) 'Key Skills: Communication Level One' *Key Skills Qualifications Standards and Guidance*. QCA: London. <http://www.qca.org.uk/> [accessed 30 July 2004].

Wingersky, J., Boerner, J. & Holguin-Balogh, D. (2003) *Writing Paragraphs and Essays: Integrating Reading, Writing and Grammar Skills*. 4<sup>th</sup> ed. Massachusetts: Thomson Heinle.

### Where can I find the bibliographical details?

This will depend on the source you are using. The example given here is from a book; examples for other sources will be given with the appropriate question. You will need the following details:

Author/s or Editor/s name/s (usually on the front cover)

The following will all be found in the first couple of pages:

Year of publication

Edition (if there has been more than one)

Place of publication (this will be either a town **not** a county - for example Basingstoke, **not** Hampshire, or a city, **not** a country - for example, London **not** England)

Publisher

### If I've used more than one book by the same author, what order do they go in?

List the sources in ascending order, with the oldest date first.

#### Example:

Cowley, S. (2004) *Getting the Buggers to Think*. London: Continuum.

Cowley, S. (2005) *Getting the Buggers to be Creative*. London: Continuum.

### How do I reference several reports from the same author, written in one year?

Identify them in your text by adding letters after the year (Bloggs, 2005a) (Bloggs, 2005b) but you must put all the reports in your bibliography.

## What is an Appendix?

An appendix is supplementary evidence that would use up too much of your word count, for example lesson plans or questionnaires. More than one appendix is called appendices. You should only add appendices if they contain vital information needed for the assignment.

### Example in the essay text:

The three lessons I chose to observe were the KS2 Numeracy lessons (Appendix 1).

## What is plagiarism?

Plagiarism means citing another person's spoken or written words, ideas or inventions, music, and so on, without referencing them. If you read something in a book, journal or web page, or hear something in a radio broadcast or podcast, and you use it in your assignment without referencing it, you have plagiarised. Even if you don't realise you have done it, it suggests that you are passing off someone else's work as your own, and the offence carries severe penalties that may lead to your expulsion from the programme.

Try this quiz: <http://www.uea.ac.uk/menu/admin/dos/quiz/>

Follow this link for more advice on plagiarism:

[http://docs.edgehill.ac.uk/PoliciesStrategies/AcademicRegs/documents\\_09/Appendix14.pdf](http://docs.edgehill.ac.uk/PoliciesStrategies/AcademicRegs/documents_09/Appendix14.pdf)

## How can I avoid plagiarism?

Make enough time to plan, research, draft, edit and proof-read your work. Notes and assignments written in a hurry could easily go unreferenced. If you have an area for academic skills in your subject area on Blackboard, make sure you use it. You will also find resources to help with managing time and getting organised at this link: <http://www.edgehill.ac.uk/ls/support/academicskills/#study>

Do not copy chunks of text from the Internet and paste them straight into your work. There is danger of plagiarism here because if you don't make a note of where the resource is from, you may forget that it is not your own work when you come to look at your essay again. Print off the source, read it critically and select quotes or paraphrase from it. If you do cut and copy text to quote or paraphrase later on, **save it in a separate document**, with all the details you will need to reference it.

## What is quoting?

Quoting is when you use the exact words (a direct quote) from a text or other source in your assignment to illustrate something, or to back up your discussion with theoretical evidence.

### Examples in the essay text:

According to Cowley (2004:8) 'discussion really does play an absolutely vital part in the development of thinking'.

Note - the full stop comes after the quotation mark because it finishes off the whole sentence.

Group work is important when encouraging students to use critical thinking because 'discussion really does play an absolutely vital part in the development of thinking' (Cowley, 2004:8).

Note, the full stop comes after the brackets because it finishes off the whole sentence.

### Example in the bibliography:

Cowley, S. (2004) *Getting the Buggers to Think*. London: Continuum.

## How should I reference a long quote?

Try to avoid very long quotes or your essay will end up like a patchwork quilt, with very little of your own discussion. This is unacceptable in higher education. If you must use the occasional lengthy quote and it is longer than two lines:

- Separate it from the text with a colon
- Indent it
- Use single line spacing for the quote
- Do not put quotation marks around it; your tutor can tell it is a quote by the layout and source details

### Example in the essay text:

Cowley (2004:114) argues that:

The effective critical thinker employs a number of different techniques during the thinking process. Coming to a definition of critical thinking is actually quite hard because the term encompasses such a wide variety of features.

## How do I quote separate parts from a long paragraph without losing the flow?

Omitted words should be marked by an ellipsis: three dots ... Notice how square brackets can be used to insert your own words, in order to help the text flow.

### Example in the essay text:

It is important to get children in the 'right mood to think [by] gaining their attention ... encouraging them to concentrate [and by] thinking carefully about the atmosphere in the room' (Cowley, 2004:8).

Note, the text only needs one set of single quotation marks around it.

Here is the original text.

It is essential that we get our children in the right mood to think. This might be as simple as gaining their attention for an explanation of the task, or encouraging them to concentrate properly when they do a thinking exercise. It might also involve the teacher thinking carefully about the atmosphere in the room.

### What is paraphrasing?

Paraphrasing is when you use information from a source and express it in your own words. The information is not your own so you **must still reference it**. You do not need quotation marks or the page number when you paraphrase.

### Example in the essay text:

| Original Text   | Paraphrased   |
|---|---|
| <p>Kurland (2001) argues that:</p> <p>Reading what a text says is more notable for what it does not include than for what it does. Reading what a text says is concerned with basic comprehension, with simply following the thought of a discussion. We focus on understanding each sentence, sentence by sentence, and on following the thought from sentence to sentence and paragraph to paragraph. There is no attempt to assess the nature of the discussion and no concern for an overall motive or intent. Reading what a text says is involved with rote learning.</p> | <p>Kurland (2001) argues that readers need to analyse a text by thinking about the author's reasons and intentions, rather than just following the words and taking in the basic information.</p> |

### Example in the bibliography: (Note, this is an Internet source.)

Kurland, D. (2001) 'Reading What a Text Says' *The Fundamentals of Critical Reading and Effective Writing*. <http://www.criticalreading.com/restatement.htm> [accessed 10 August 2010].

### What does *ibid* mean?

*Ibid* means 'as mentioned directly above'. You can use it when you have cited an author twice **with no other author** in between. You should only use this if you are fully confident with it.

#### Example:

Prior to the development of the Internet, music was similarly shared via home taping. Lee (2006) argues that although home taping is technically illegal, it is not pursued because the perpetrators cannot be caught. Lee (*ibid*) further suggests that this creates inequality and that Internet down loaders are being unfairly punished because they can be traced.

If you were using direct quotes and one was from a different page by the same author, you would include the page number next to *ibid*.

#### Example:

Prior to the development of the Internet, music was similarly shared via home taping. Lee (2006) argues that although home taping is technically illegal, it is not pursued because the perpetrators cannot be caught. Lee (*ibid*: 24) further suggests that this creates inequality and that Internet down loaders are being 'unfairly punished because they can be traced'.

If you refer to the same author more than once but from different books s/he has written, you must reference fully each time.

Example of *ibid* adapted from Cottrell, S. (2005) *Critical Thinking Skills: Developing Effective Analysis and Argument*. Basingstoke: Palgrave Macmillan.

### What does *op.cit.* mean?

*Op.cit.* means 'work already cited in a different part of the text'. You can use this if you have cited an author, cited someone else in between, and then cited the same author from the same book again. You should only use this if you are fully confident with it.

#### Example:

Brennan (2005:138) for example, argues that it is record companies, concerned with profits, that are against unpaid downloading. She ascertains that 'true artists', driven by a desire to have their music heard by others, rather than by profit, welcome file sharing. Moreover, Hibbs (2006) maintains that sharing and sending presents and kind wishes (for example on Facebook) freely, have become part of the new Web 2.0 culture. File sharing, therefore, should be seen as another positive aspect of socialisation and communication.

Brennan (*op.cit.*) does not define what constitutes a 'true artist' and does not offer any perspectives from well known artists who have had their music downloaded illegally.

Example of *op.cit.* adapted from Cottrell, S. (2005) *Critical Thinking Skills: Developing Effective Analysis and Argument*. Basingstoke: Palgrave Macmillan.

### What does *et al.* mean?

*Et al.* means 'and others'. For three or more authors or editors, give the name of the first author then '*et al.*' in your essay text, but you must put **all** of the authors in your bibliography. Note that you organise the surnames as they appear on the book cover.

#### Example in the essay text:

Chaffey, *et al.* (2003:85) state that those without access to the Internet often experience 'social exclusion'.

#### Example in the bibliography:

Chaffey, D., Mayer, R., Johnstone, K. & Ellis-Chadwick, F. (2003) *Internet Marketing: Strategy, Implementation and Practice*. 2<sup>nd</sup> ed. Harlow: Prentice Hall.

### Do I need to mention which edition a book is?

Yes - this is important because different editions may contain different material or have different page numbering.

#### Example in the bibliography:

Springer, S. & Deutsch, G. (1998) *Left Brain Right Brain: Perspectives from Cognitive Neuroscience*. 5<sup>th</sup> ed. New York: W.H. Freeman and Company.

### If one author refers to another, how do I cite the author who has been referred to?

This is called a secondary citation – a word of warning about using secondary citations. It is poor academic practice to take only one or two textbooks and cite too many secondary references from them. Find the original source if you can because you need to see the full context of the citation and you will learn more from using further sources. You will find the details in the bibliography of the book the citation is in. If you cannot find the original author then use a secondary citation.

#### Example in the essay text:

Oliver (cited in Vella, 2001:42) describes how learners need to 'construct knowing'. By this, he means that in order to understand and learn new 'concepts, skills or attitudes' a learner needs to apply them to real examples of their own.

#### Example in the bibliography:

Vella, **not** Oliver, will go in the bibliography because you have **not** read Oliver's original work: you read about it in Vella's book.

Vella, J. (2001) *Taking Learning to Task: Creative Strategies for Teaching Adults*. London: Continuum.

### **How do I summarise several authors who have said the same thing in different texts?**

Summarising is when you refer briefly to the main idea from a particular source, for example, Dean (2002) has written extensively on the need for keen observation by teachers when managing a classroom. If you summarise a particular theory or issue that many people have written about, but all in different books, reference them ascending: earliest author to the latest: in this case 1999 to 2004. You must put full details of all the authors in your bibliography.

#### **Example in the essay text:**

There has been much debate about parents' right to smack their children (Green, 1999; Jones, 2002; Brown, 2004 and Smith, 2004).

### **How can I store details of information I want to refer to in an assignment?**

Edge Hill subscribes to an online bibliographic management tool called RefWorks. It will help you manage, store and share information, as well as generate citations and bibliographies. Access it through our [Library Catalogue](#).

To get started just create an account and have a look at the excellent [online tutorials](#) available. (<http://www.refworks.com/tutorial/>)

For more information ask at any of the helpdesks in the libraries or call the Learning Services helpdesk on 01695 584286.

## **Section 2: Hard copy texts: books, journals, reports, etc.**

### **Conventions for titles**

Fonts on books, in particular, come in all shapes and sizes. This often causes students confusion when trying to reference them. You should follow these guidelines on punctuation in titles to gain consistency in your referencing.

Capitalise all principle words; separate sub-titles from main titles with a colon and always begin the first word after the colon with a capital letter. Note though, this rule does not apply to foreign titles because some languages do not capitalise certain words. See the example on page BLAH

### **Use *italics* for the titles of all works individually published under their own titles:**

Books: *How to Use Reading in Your Essays.*

Journals: *Journal of Perioperative Practice.*

Reports: *The Annual Report of Her Majesty's Chief Inspector of Education: Children's Services and Skills 2008/09.*

Social policy papers: *Is Quality Good for You?: A Critical Review of Quality Assurance in Welfare Services.*

Pamphlets: *Your Guide to Local Health Services 2009/10 for Central Lancashire.*

Leaflets: *Malaria: It Only Takes One Bite.*

Interviews: *Supporting Students with Dyslexia.*

Films: *Blade Runner: The Director's Cut.*

Musical compositions: *Piano Concerto no. 5.*

Music CDs: *The Seldom Seen Kid.*

Works of art: *The Weeping Woman.*

Television series: *Messiah.*

Radio series: *The Film Programme.*

Websites: *ThinkBuzan.com.*

Interviews: *Supporting Students with Dyslexia.*

Any other entire published works

## Use 'single quotation marks' for:

Titles of chapters in books: 'Imitation and Gender Insubordination'

Title of articles in journals: 'Promoting the Dignity of Patients in Perioperative Practice'

Titles of songs: 'One Day Like This'

Television episodes, within a series: *Messiah III.* (the series) 'The Promise' (the episode)

Radio episodes, within a series: *Words and Music.*(the series) 'Route Nationale' (the episode)

Articles or pages on websites: *ThinkBuzan.com.* (the website)' Why Mind Mapping Works - The Proof is Here' (the article)

Any other short individual pieces

### Referencing a book with one author

**Example in the essay text** (See the General Questions for examples of quoting and paraphrasing.)

According to Cowley (2004:8) 'discussion really does play an absolutely vital part in the development of thinking'.

#### Example in the bibliography:

Cowley, S. (2004) *Getting the Buggers to Think*. London: Continuum.

### Referencing a book with two authors

**Example in the essay text** (See the General Questions for examples of quoting and paraphrasing.)

Springer and Deutsch (1998:3) argue that 'the left brain and the right brain are not identical in their capabilities or organizations'.

#### Example in the bibliography:

Springer, S. & Deutsch, G. (1998) *Left Brain Right Brain: Perspectives from Cognitive Neuroscience*. 5<sup>th</sup> ed. New York: W.H. Freeman and Company.

### Referencing a book with three or more authors

*Et al.* means 'and others'. For three or more authors, give the name of the first author then '*et al.*' in your essay text, but you must put **all** of the authors in your bibliography.

#### Example in the essay text

Chaffey, *et al.* (2003:85) state that those without access to the Internet often experience 'social exclusion'.

#### Example in the bibliography (put all the authors in the bibliography)

Chaffey, D., Mayer, R., Johnstone, K. & Ellis-Chadwick, F. (2003) *Internet Marketing: Strategy, Implementation and Practice*. 2<sup>nd</sup> ed. Harlow: Prentice Hall.

### Referencing a chapter in an edited book

Cite the author of the chapter in your essay text (**not** the editor of the book) in this case, Eyles. (See the General Questions for examples of quoting and paraphrasing.)

#### Example in the essay text:

According to Eyles (2002: 219) 'infectious diseases are then the lenses through which to examine some of the health consequences of globalization'.

Reference the author of the chapter, the editor/s and the book details in your bibliography.

#### Example in the bibliography:

Eyles, J. (2002) 'Global Change and Patterns of Death and Disease' In: Johnston, R.J., Taylor, P.J. & Watts, M. J. (eds.) *Geographies of Global Change: Remapping the World*. 2<sup>nd</sup> ed. Oxford: Blackwell Publishing. pp.216-235.

### Referencing a fictitious author

This query came from a media student who wanted to quote from a 'spin-off' book from the TV show *How I Met Your Mother*. The fictitious character, Bernie Stinson, was supposed to be one of the authors of the book.

**Example in the essay text** (See the General Questions for examples of quoting and paraphrasing.)

Whilst he may claim to be 'like The Fonz, but more awesome', in fact, Bernie has none of the effortless charisma of The Fonz (Kuhn, 2008:20).

#### Example in the bibliography:

Kuhn, M. (2008) *The Bro Code*. New York: Fireside - Simon and Schuster.

### Referencing a book review

**Example from a review in a newspaper, in the essay text (for a book review in a journal, follow the guidance for referencing a journal article):**

Alan Clark (2010:5) refers to *The Finkler Question* as:

a terrifying and ambitious novel, full of dangerous shallows and dark, deep water. It takes in the mysteries of male friendship, the relentlessness of grief and the lure of emotional parasitism.

**Example in the bibliography:**

Clark, A. (2010) 'Shape-shifter With a Salt Beef Sandwich' *Book of the Week, Review. The Guardian*. 14 August 2010, p.5.

### Referencing a translated book

In your essay, cite the original author, as you would any other citation. (See the General Questions for examples of quoting and paraphrasing.)

In your bibliography, reference the original author before the translator (here Starobinski, rather than Goldhammer).

**Example in the bibliography:**

Starobinski, J. (1986) *Montaigne in Motion*. trans. by Goldhammer, A. Chicago: University of Chicago Press.

### Referencing a book in a foreign language

You should reference exactly what you read, so if you read the item in a foreign language, then you should reference it in a foreign language. (See the General Questions for examples of quoting and paraphrasing.)

**Example in the bibliography:**

Foucault, M. (1971) *L'archéologie du savoir*. Paris: Galimard.

### Referencing a diary or a book of letters that somebody has edited

In your essay, cite the original author, as you would any other citation. (See the General Questions for examples of quoting and paraphrasing..)

**Example in the bibliography:**

Dickinson, E. (1985) *Selected Letters*. 2<sup>nd</sup> ed. Johnson, T.H. (ed.) Cambridge: Harvard University Press. pp.194-97.

## Referencing a dictionary

### Example in the essay text, from a dictionary written by one author:

Baldick (2008:201) defines 'meiosis' as 'the Greek term for belittling' an incident by giving it less attention than it deserves. He uses an example from *Romeo and Juliet*, where Mercutio 'refers to his mortal wound as a scratch'.

### Example in the bibliography:

Baldick, C. (2008) *Oxford Dictionary of Literary Terms*. 3<sup>rd</sup> ed. New York: Oxford University Press.

## Example from a dictionary with volumes

### Example in the essay text:

*The Oxford English Dictionary* (1989: 570) defines 'meiosis' as 'a figure of speech by which the impression is intentionally conveyed that a thing is less in size, importance, etc. than it really is'.

### Example in the bibliography:

Simpson, J. A. & Weiner, E.S.C. (eds.) (1989) *The Oxford English Dictionary*. 2<sup>nd</sup> ed. Vol. 9, Oxford: Oxford University Press.

## Referencing an encyclopaedia

Follow the guidelines for referencing a dictionary (see also electronic encyclopaedia)

## Referencing a journal article

### Example in the essay text

Baillie and Lott (2010: 281) argue that 'promoting patients' dignity should be of central concern to all healthcare staff'.

### Example in the bibliography:

Baillie, L. & Lott, L. (2010) 'Promoting the Dignity of Patients in Perioperative Practice' *Journal of Perioperative Practice*. 20 (8) pp. 278-282.

## Referencing an art image in a book

### Example in the essay text:

Jackson Pollock's *Number 22* (cited in Tinker, 2006: 40) is a good example of 'Abstract Expressionism'.

### Example in the bibliography:

Pollock, J. (2006) *Number 22*. In: Tinker, A. *A Century of Art: Creative Display and Activities Inspired by Twentieth Century Art*. Dunstable: Belair.

## Referencing a newspaper article

### Example in the essay text:

Former OfSTED chief, Chris Woodhead, has created more controversy by claiming that Government funding will not save state education and that if private schools were to join in partnership with state schools, they would only be 'propping up a failing system' (Smithers, 2005:7).

### Example in the bibliography:

Smithers, R. (2005) 'Ex-Ofsted chief sparks new row' *The Guardian*. 13 May, p.7.

## Referencing a report

### Example in the essay text:

An OfSTED report (2002:3) highlights one of the challenges for English teachers, which is:

to maintain a balance between teaching pupils to use language accurately, so as to maximise communication, and encouraging personal interpretation and sufficient choice or originality in composition.

### Example in the bibliography (There is no author so the organisation is referenced.)

Office for Standards in Education (2002) *Good Teaching, Effective Departments: Findings from a HMI Survey of Subject Teaching in Secondary Schools*. HMI 337. London: OfSTED Publications.

### Referencing an annual Government report in the bibliography

Her Majesty's Chief Inspector of Education (2009) *The Annual Report of Her Majesty's Chief Inspector of Education: Children's Services and Skills 2008/09*. London: The Stationery Office.

## Referencing an Act of Parliament

### Example in the essay text:

The *Child Poverty Act* (2010: 25-2) states that a child is considered to be living in poverty 'if the child experiences socio-economic disadvantage'.

### Example in the bibliography:

Great Britain Parliament (2010) *Child Poverty Act 2010*. (Act of Parliament) London: HMSO.

## Referencing the National Curriculum

### Example in essay text:

The *National Curriculum* (NC) (1999:18) states that:

Pupils' interest and pleasure in reading is developed as they learn to read confidently and independently. They focus on words and sentences and how they fit into whole texts.

### Example in the bibliography:

The National Curriculum for England: Key Stages 1-4 (1999) 'En 2 Reading: Reading during Key Stage 1' *The National Curriculum for England: Key Stages 1-4*. London: Department for Education: Qualifications and Curriculum Authority.

## Referencing an exhibition catalogue

### Example in the essay text:

The Imperial War Museum's Holocaust Exhibition catalogue (2000:33) displays a pitiful photograph of a prisoner's metal, rusted and damaged eating bowl. The caption explains that to lose it could prove 'fatal', as it would not have been replaced and the prisoner may have starved.

### Example in the bibliography:

Imperial War Museum (2000) *The Holocaust: The Holocaust Exhibition at the Imperial War Museum London*. London: Imperial War Museum.

## Referencing a leaflet

### Example in the essay text:

GlaxoSmithKline (2010) offers excellent advice on avoiding malaria when travelling.

### Example in the bibliography:

GlaxoSmithKline (2010) *Malaria: It Only Takes One Bite*. London: GlaxoSmithKline Travel Health.

### Referencing a pamphlet

#### Example in the essay text:

This patient should be referred to her local services health provision guide (2009/10) as set out by the NHS.

#### Example in the bibliography:

NHS. (2009/10) *Your Guide to Local Health Services 2009/10: for Central Lancashire*. Central Lancashire: National Health Service.

### Referencing a PhD thesis or dissertation

#### Example in the bibliography

Forsyth, M. (2001) *Lighting a 'Frugal Taper': Working-Class Women Poets 1830-1890: A Critical Anthology*. PhD Thesis. University of Lancaster.

### Referencing a conference paper

#### Example in the bibliography:

Rabikowska, M. (2004) 'Eating Melon Over Shakespeare: or How to Teach Critical Thinking in Advertising' *Teaching for Learning in Post-Compulsory Education: Sharing Practice and Thinking*. Centre for Learning and Teaching Research, Edge Hill University, Ormskirk, U.K. 23 January.

### Referencing a face-to-face interview

#### Example in the bibliography:

Keen, J. *Supporting Students with Dyslexia*. Interviewed by: Norburn, L., Edge Hill University, Ormskirk, U.K. 20 August 2010.

### Referencing a letter

We suggest you gain permission from the other person/s involved before citing a personal letter. You should also keep a copy.

#### Example in the bibliography:

Rawlinson, M. (2010) *Advice on academic writing skills*. [Personal communication – letter] 5 June 2010.

## Section 3: Electronic Resources

Internet resources are diverse and constantly changing. It is impossible for us to give examples for every website from which you want to reference. You should be able to take the examples given on the following pages and adapt them to suit sites you encounter that are not in this guide.

### Referencing a website

This will depend on the website. Some websites have identifiable authors, others do not; information on some sites is easy to find, on others it is not. There are a range of examples in these frequently asked questions and we suggest you follow the links to find the information and see how we have used it. The main things to look for are:

Name of author or organisation

Year and date created (If there is no year it was created, use the year you accessed it.)

Date up-dated (some websites do not give this)

Title of page

Title of article

URL (web address)

**Note - you do not put the URL (web address) in your assignment text. See the examples for further advice.**

### How much of the URL (web link) should you put in the bibliography?

You need to give your reader enough information from the website and the main part of the link to enable them to get to the source.

#### Example 1 (with no author) in the essay text:

The organisation for homeless people, *Shelter* (2011:1) has begun a campaign against Government plans to cut the Housing Safety Net, arguing that 'thousands more families will face the terrifying prospect of arrears, eviction and homelessness'.

#### Example 1 in the bibliography:

Shelter (2011) 'Save the Housing Safety Net' *Shelter: The Housing and Homeless Charity*. <http://england.shelter.org.uk/> [accessed 20 January 2011].

#### Example 2 (with an author) in the essay text:

Harrison (2011:1) has reported that only 'one in six pupils in England has achieved the new English Baccalaureate introduced by the government'.

#### Example 2 in the bibliography:

Harrison, A. (2011) 'School league tables: Most miss Baccalaureate target' *BBC News: Education and Family*. *BBC Mobile*. <http://www.bbc.co.uk/news/education> [accessed 26 January 2011].

## Referencing the Department for Education

### Example in the essay text:

By 2013 the government plans to provide '15 hours of free early education per week...for the most disadvantaged two-year-olds'. They state that they will consult with the 'Early Years sector and voluntary groups' to define 'deprivation' but there is no mention of consulting with parents (DfE, 2010:1).

### Example in the bibliography:

Department for Education (2010) 'Government Moves to Free Up Children's Centres' *Children and Young People: Early Learning and Childcare*. Department for Education. <http://www.education.gov.uk/> [accessed 10 December 2010].

### Example of a secondary citation from the same article:

Teather (cited on the DfE website, 2010:1) states that 'Early Years support for all families is important but our reform must benefit the most disadvantaged families first and foremost.'

### Example in the bibliography:

You would not put Teather in the bibliography because she did not write the article on the website.

Department for Education (2010) 'Government Moves to Free Up Children's Centres' *Children and Young People: Early Learning and Childcare*. Department for Education. <http://www.education.gov.uk/> [accessed 10 December 2010].

## Referencing the National Curriculum

### Example in essay text:

The *National Curriculum* (NC) (1999:18) states that:

Pupils' interest and pleasure in reading is developed as they learn to read confidently and independently. They focus on words and sentences and how they fit into whole texts.

The National Curriculum for England: Key Stages 1-4 (1999) 'En 2 Reading: Reading during Key Stage 1' 'Publications' *The National Curriculum for England: Key Stages 1-4*. Department for Education. <http://www.education.gov.uk/> [accessed 10 December 2010].

## Referencing the National Health Service (NHS)

### Example in the essay text:

The National Health Service (NHS:1) is using the 2012 Olympics to promote a fitness campaign called 'Inspired by London 2012'.

### Example in the bibliography:

The National Health Service (2011) 'Get fit with the Olympics' *NHS Choices: Your Health Your Choices*. <http://www.nhs.uk/> [accessed 20 January 2011].

## Referencing an eBook

### Example in the essay text:

Dean (2002) discusses the importance of ensuring children are motivated, when considering behaviour management.

### Example in the bibliography:

Dean, J. (2002) *Managing the Primary School*. 2<sup>nd</sup> ed. London: Routledge.  
<http://0-site.ebrary.com.library.edgehill.ac.uk/lib/edgehill/> [accessed 10 August 2010].

## Referencing an online book review

### Example from a newspaper review, in the essay text (note the difference between this online version and the hard copy on page 18)

Alan Clark (2010:1) refers to *The Finkler Question* as:

a terrifying and ambitious novel, full of dangerous shallows and dark, deep water. It takes in the mysteries of male friendship, the relentlessness of grief and the lure of emotional parasitism.

### Example in the bibliography:

Clark, A. (2010) 'The Finkler Question by Howard Jacobson' *Book Reviews: Book of the Week*. *Guardian.co.uk*. 14 August 2010 <http://www.guardian.co.uk/books/> [accessed 19 August 2010].

## Referencing an online journal

Use the Library Catalogue to access journals. If you use Google, you may find journal articles, but when you attempt to download them, you will be asked to pay. Edge Hill subscribes to thousands of journals, so if you access them via the Library Catalogue, you won't be charged.

### Example in the essay text:

Baillie and Llott (2010: 281) argue that 'promoting patients' dignity should be of central concern to all healthcare staff, however, the dignity of patients undergoing surgery is particularly vulnerable'.

### Example in the bibliography:

Baillie, L. & Llott, L. (2010) 'Promoting the Dignity of Patients in Perioperative Practice' *Journal of Perioperative Practice*. 20 (8) pp. 278-282.  
<http://0proquest.umi.com.library.edgehill.ac.uk/> [accessed 10 August 2010].

## Referencing an online newspaper

### Example in the essay text:

Former OfSTED chief, Chris Woodhead, has created more controversy by claiming that Government funding will not save state education and that if private schools were to join in partnership with state schools, they would only be 'propping up a failing system' (Smithers, 2005:1).

### Example in the bibliography:

Smithers, R. (2005) 'Ex-Ofsted chief sparks new row' *Education Guardian*. p.1.  
<http://education.guardian.co.uk>. [accessed 13 May 2005].

## Referencing an online dictionary

### Example in the essay text:

According to one dictionary definition (Ferber, 2007:1) 'the owl's cry has sounded "ominous" or omen-filled, and especially prophetic of death' throughout literary history.

### Example in the bibliography:

Ferber, M. (2007) 'Owl' *A Dictionary of Literary Symbols*. *Credo Reference*.  
<http://0-www.credoreference.com.library.edgehill.ac.uk/> [accessed 20 July 2010].

## Referencing an online encyclopedia

Note that Wikipedia is unacceptable as an academic source to cite in assignments. You should refer to more reliable sources via the Library catalogue.

### Example in the essay text:

Toscano (2007:1) defines Neo-Marxism as a:

wide-ranging term referring to the critical renaissance of Marxist theory in the post-war period, most often used to denote work in radical political economy which tried to combine the revolutionary aspirations and orienting concepts of Marxism with some of the tools provided by non-Marxist economics, especially the work of Keynes.

### Example in the bibliography:

Toscano, A. (2007) 'Neo-Marxism' *Blackwell Encyclopedia of Sociology Online*. Ritzer, G. (ed.) <http://0www.sociologyencyclopedia.com.library.edgehill.ac.uk/> [accessed 23 August 2010].

## Referencing a radio programme

It is important that you give as much information as you can, especially the exact time and duration of the citation you have used.

### Example in the essay text (note the use of double quotation marks for direct speech):

Neil Brand (2010) opposes critics who accuse Chaplin of “sentimentality [and] of undiplomatic pulling at our heart strings.” Brand argues that Chaplin wrote and performed for the “poor and the working class”, and that particularly in *The Immigrant* he would have appealed to the “old European sensibility” of immigrants, many of whom were oppressed at that time in America.

### Example in the bibliography:

Brand, N. 'The Film Programme' *BBC Radio 4*. 18 July 2010. 16.30 hrs

## Referencing an online radio programme

It is important that you give as much information as you can, especially the exact time of the citation you have used. If your tutor wants to check something, they do not want to have to listen to a 30 minute or 1 hour programme. You will find the information you need in the 'programme information' link, directly below the programme date and time.

Another tip about online recordings - some of them have accompanying subtitles. You can use these to back up what you are listening to for your citation.

### **Example in the essay text (note the use of double quotation marks for direct speech)**

Neil Brand (2010) opposes critics who accuse Chaplin of “sentimentality [and] of undiplomatic pulling at our heart strings.” Brand argues that Chaplin wrote and performed for the “poor and the working class”, and that particularly in *The Immigrant* he would have appealed to the “old European sensibility” of immigrants, many of whom were oppressed at that time in America.

### **Example in the bibliography:**

Brand, N. ‘The Film Programme’ *BBCiPlayer: Radio 4*. 18 July 2010.16.30 hrs (07.30-13.40/30:00) <http://www.bbc.co.uk/programmes/> [accessed 10 August 2010].

Note how the duration of the citation is referenced:

Length of the programme and exact time of the citation, in brackets: in this example the part of the programme cited was between 7.30 and 13.40 minutes of a 30 minute programme.

### **Referencing a podcast**

### **Example in the essay text (note the double quotation marks for direct speech):**

Tim Waterstone (2010) admits that his novel *In for a Penny in for a Pound* is about a “certain bank [in London]”. He found the people there to be “so awful that [he] went home and parodied them.” (See pages 9-10 for an explanation of the square brackets in the citation.)

### **Example in the bibliography:**

Waterstone, T. ‘Open Book’ *Books and Authors, BBC Podcasts: Radio 4*. 22 August 2010. 16:00 hrs (1.55-2.31/28) <http://www.bbc.co.uk/podcasts/> [accessed 23 August 2010].

Note how the duration of the citation is referenced:

Length of the programme and exact time of the citation, in brackets: in this example the part of the programme cited was between 1.55 and 2.31 minutes of a 28 minute podcast.

### **Referencing a television programme**

For examples 1-3 you should include the following in your bibliography:

(Note the punctuation)

Title of programme, in italics

Episode number, where appropriate (see example 2)

Title of episode, in single quotation marks

TV channel

Full date of broadcast

Time of broadcast, based on 24 hour clock

### **Example 1: a programme with only one episode**

#### **In the essay text (note the use of double quotation marks for direct speech):**

Tourists in Thailand are being encouraged to visit European and American prisoners at the notorious Bang Kwang prison in Bangkok. Inmates dubbed these “banana visits” and said they felt like “caged monkeys” (*The Real Bangkok Hilton*, 2004).

#### **Example in the bibliography**

*The Real Bangkok Hilton*. BBC 2. 22 July 2004. 2100 hrs.

**Example 2: a programme from a series in the essay text:** cite as you would a novel, play or book of theory, depending on your reason for the citation.

#### **Example in the bibliography:**

*Messiah III*. Episode 1, ‘The Promise’, BBC 1. 30 August 2004. 2100 hrs.

### **Example 3: television interview in a news programme**

#### **Example in the essay text (note the use of double quotation marks for direct speech):**

Suzi Leather (2004) Chair of the Human Fertilisation and Embryology Authority (HFEA), defended the HFEA’s decision allowing embryo screening to find cell matches for a sick child as, “embryo selection for a very important medical reason.”

#### **Example in the bibliography**

Leather, S. ‘Interview’ In: *BBC News*. BBC1. 21 July 2004. 1800 hrs.

### **Referencing an online television programme**

#### **Example in the essay text:**

Gundle (2010) draws on the Scottish origins of the word “glamour”, meaning “a magical power” that could make things appear deceptively different to reality. He argues that in 1930s America “film, more than any other media achieved this.”

#### **Example in the bibliography:**

Gundle, S. *Glamour’s Golden Age*. Episode 3, ‘Hooked on Hollywood’ *BBCiPlayer: BBC 4*. 16 July 2010. 03.30 hrs (20:20-30:00/60) <http://www.bbc.co.uk/programmes/> [accessed 21 July 2010].

(Note the punctuation)

Author

Title of programme series, in italics

Episode number (where appropriate)

Title of episode, in single quotation marks

Title of webpage and website, in italics

Full date and time of the broadcast, based on the 24 hour clock

Length of the programme and exact time of the citation, in brackets: in this example the part of the programme cited was between 20.20 and 30 minutes of a 60 minute programme.

## Referencing from Teachers TV

**Example in the essay text (note the use of double quotation marks for direct speech):**  
According to Tomlin (2008) “children need to know they are achieving something.”

**Example in the bibliography:**

Tomlin, C. ‘Primary MFL – Ready for 2010?’ *Teachers.tv*. 01 September 2008.  
(15:38-25:53/:30) <http://www.teachers.tv/> [accessed 10 August 2010].

The brackets show that the part of the programme cited was between 15.38 and 25.53 minutes of a 30 minute video.

## Referencing a television or cinema film

**Example in the essay text:** cite as you would a novel, play or book of theory, depending on your reason for the citation.

**Example in the bibliography:**

*Whatever Happened to Baby Jane?* (1962) Directed by Robert Aldrich. USA: Warner Bros. [Film 35mm].

## Referencing a DVD

**Example in the essay text:** cite as you would a novel, play or book of theory, depending on your reason for the citation.

**Example in the bibliography:**

*Blade Runner: The Director's Cut*. (1992) Directed by Ridley Scott. USA: Warner Bros [DVD].

## Referencing a video

**Example in the bibliography:**

*Reading With Colour: A Film About Meares-Irlen Syndrome*. (2000) Essex: Sylva Productions in collaboration with University of Essex Visual Perception Unit. [Video:VHS].

## Referencing a CD

Article from a full-text CD-ROM database

**Example in the essay text:** cite as you would a novel, play or book of theory, depending on your reason for the citation.

**Example in the bibliography:**

Lascales, D. ‘Oils troubled waters’ *Financial Times*. [CD ROM] 11 January 1995. p.18.  
Music CD

**Example in the bibliography:**

Kraftwerk. (1978) Produced by Ralf Hutter & Florian Schneider. *The Man Machine*.  
Dusseldorf: Capitol Records Inc. [Music CD].

## Referencing a Government report

### Example in the essay text:

The Secretary of State for Education, Charles Clarke (2004:5) has argued that Key Stage 3 test results for December 2003 were, 'the best on record, with increases in every subject and at all levels'.

### Example in the bibliography (Cm or sometimes Cmd is the command number. Some reports have this and others don't)

Clarke, C. (2004) *Departmental Report: Cm 6202*. London: DfES.  
<http://www.dfes.gov.uk/deptreport> [accessed 03 August 2004].

## Referencing a Government white paper (or green paper)

### Example in the essay text:

The government White Paper *The Importance of Teaching* (2010:6) aims to:

Reform the schools system in order to raise standards for every pupil, to close the gap between rich and poor, and to ensure our education system can match the best in the world.

### Example in the bibliography

Department for Education (2010) *The Importance of Teaching: Schools White Paper 2010*.  
<http://www.education.gov.uk/> [accessed 10 January 2011].

## Referencing an Act of Parliament

The *Child Poverty Act* (2010: 25-2) states that a child is considered to be living in poverty 'if the child experiences socio-economic disadvantage'.

### Example in the bibliography:

Great Britain Parliament (2010) *Child Poverty Act 2010*. (Act of Parliament) London: HMSO.  
<http://www.legislation.gov.uk/> [accessed 18 August 2010].

## Referencing a telephone interview

### Example in the bibliography:

Keen, J. *Supporting Students with Dyslexia*. Telephone interview by: Norburn, L., Edge Hill University, Ormskirk, U.K. 20 August 2010.

## Referencing an E-mail

We suggest you gain permission from the other person/s involved before citing an e-mail. You should also keep a copy of the e-mail and attach it to your assignment as an appendix.

### Example in the bibliography (This example is fictitious.)

Bloggs, J. (03 August 2004) *Harvard Referencing*. [e-mail, to Jones, R.] [Online]. Available e-mail: [jones@blah.ac.uk](mailto:jones@blah.ac.uk).

## Referencing Facebook

This will depend on your reason for citing Facebook. Note, however, that social networking postings are transient and can disappear at any time. Make sure you copy and paste the information you are citing and add it to your assignment as an appendix.

### Example in the essay text from reference to an organization on Facebook:

Social networking sites such as *Facebook* have become popular with organisations pressing for change. *Save the Children* (2010) for example, recently used *Facebook* to highlight the plight of potential health epidemics, after the floods in Pakistan.

### Example in the bibliography:

*Save the Children* (2010) 'Pakistan: Up to 8 million children are at risk and especially vulnerable to waterborne illnesses. An epic disaster needs. an epic response. Read our latest blog from Pakistan' *Facebook*. <http://en-gb.facebook.com/savethechildreuk> Monday 23 August, 11.05. [accessed 23 August 2010 at 13.05].

Notice the dates and times used:

Day, date and time of posting (Some sites will give the day and time, others will only show how many hours or minutes ago, it was posted. You will need to work this out from the day and time you accessed the information.)

## Referencing an individual comment on Facebook

### Example in your assignment text:

In a comment responding to a posting by *Save the Children* on Facebook, Bloggs (2010) suggested that...

### Example in the bibliography:

Bloggs, J., Comment in response to *Save the Children* (2010) 'Pakistan: Up to 8 million children are at risk and especially vulnerable to waterborne illnesses. An epic disaster needs. an epic response. Read our latest blog from Pakistan' *Facebook*.

<http://en-gb.facebook.com/savethechildrenuk> Monday 23 August, 14.20.

[accessed 23 August 2010 at 17.05].

## Referencing a blog

### Example in the essay text:

In his blog for *Save the Children*, Ian Woolverton (2010:1) highlights the devastating news that 'a staggering 21 million' people have been affected by the floods in Pakistan.

### Example in the bibliography:

Woolverton, I. (2010) 'Pakistan: An Epic Disaster Needs an Epic Response' *Save the Children* [blog] <http://www.savethechildren.org.uk/blogs/> [accessed 23 August 2010].

## Referencing You Tube

You will often find several versions of the same video on *You Tube*, uploaded by different people. It is important, therefore, that you give as much detail as possible in your reference.

### Example in the essay text:

Gloria Campbell (2010) argues that motivation and delegation are important management skills. She states that:

Great leaders know their people; they are motivators; they are mentors and they realise they can't do everything. Their job is to make other people successful.

### Example in the bibliography:

Campbell, G. (2010) 'Business Management and Leadership Skills: How to be a Great Leader' *You Tube*. (0:58-1:07/1:29) <http://www.youtube.com/> [accessed 07 October 2010].

Note the exact timing of the citation: 58 seconds to 1.7 minutes of a 1.29 minute video.

## Referencing MySpace

### Example in the essay text:

Courtney Holt (2010:1) of *My Space*, suggests that one of the benefits of the *Music Romeo* application is that it offers 'a unique way to uncover, interact and share a wide range of licensed music videos from major and independent label partners'.

### Example in the bibliography:

Holt, C. (2010) 'MySpace Music Romeo Offers Music for Every Mood' *Recent News: MySpace Press Room. MySpace*. 12 August 2010. <http://www.myspace.com/pressroom> [accessed 23 August 2010].

## Referencing Slideshare

### Example in the essay text:

Betcher (2010:10) highlights the importance of utilising whiteboards effectively in the classroom when he remarks wittily that 'having an IWB in your classroom won't make you an effective teacher any more than sitting in a hen house will make you a chicken'.

### Example in the bibliography:

Betcher, C. (2010) 'Interactive Whiteboards: Leading us into the 21st century or chaining us to the past?' Slide 10. *Slideshare*. <http://www.slideshare.net/> Uploaded 18 August 2010 [accessed 23 August 2010].

## Referencing an online image gallery

### Example in the essay text:

Scarff's photograph (2010) shows a protest by photographers as a reaction to police stop and search powers.

**Example in the bibliography (clicking on the 'Acknowledgement link will give you this information. Ignore the 'Persistent URL' as this will only direct your reader to the *Education Image Gallery* home page and not the photograph):**

Scarff, O. (2010) 'Photographers Protest Against Police Stop and Search Powers' *Getty Images: Education Image Gallery*. 96033561-001.jpg. 23 January. <http://eig.edina.ac.uk/> [accessed 23 August 2010].

Note the photograph code number is given after the website title.

