University of
South Wales
Prifysgol
De Cymru

The University of South Wales Guide to

# **Harvard** Referencing

# Contents

# Referencing

### What is referencing?
Referencing is indicating in assignments when you have used material that has not originated with you. This might include factual information, data, images, opinion, direct quotation, or when you summarise or paraphrase the work of other people.

### Why reference?
The majority of academic assignments measure your ability to understand, analyse and evaluate the work of others. Consequently, referencing is a crucial part of this as it informs the reader of the texts you have consulted during research; you will also be assessed on the quality and relevancy of these sources. It is important to remember that referencing carries a percentage of the overall marks if undertaken appropriately.

### Plagiarism – academic integrity
Please see this page for more information about plagiarism and good academic practice:
https://registry.southwales.ac.uk/student-regulations/academic-misconduct/

### How to reference
There are a number of different referencing styles, all of which are equally valid. Always check with your lecturer if you are unsure which style you should be using.

The example on page 3 shows how to reference (cite) using the Harvard style of referencing. This is one of the most widely used systems based on the British Standard BS5605 (1990). The basic requirements for incorporating references into your work are to supply the family name of the author (or authoring body) and the year of publication in sentences and paragraphs.

Where in your text you do this is the first component of the referencing system (in-text referencing). The second component is the full details of all references you have used given in a list at the end of your assignment. Both components have to be included in any submitted piece of work.

### How to use this guide
This guide highlights some of the sources that can be referred to when writing an assignment. The various referencing requirements for each source are presented and include an in-text and reference list example. However, the guide does not include all possible sources that you might encounter during the course of your studies. Please seek advice from your lecturer, the Study Skills Service, or your Faculty Advice Centre if you need guidance that does not feature here.

There are several ways of including sources in your work. You can summarise, paraphrase or directly quote the information. You may also wish to secondary reference and/or refer to an author with more than one publication in a single year.  Whichever you use, you let your reader know by setting out the referencing details in a subtly different way as below.

**Please note** that the guide presents information in columns. References in text or in a list should be written across the full page when writing your assignment.

### Summarising
If you are summarising the overall argument or position of a book or article then you only need to insert the author's name and year of publication, you do not need to put page numbers in the text or in the reference list.

### Paraphrasing
If you are paraphrasing a specific point from your source you should include page numbers in the text, as well as the author's name and year. This makes it easier for your reader to find the information being referred to.

# An example of a referenced paragraph and referencing list

**Text**

Students, as Northedge (1990) summarises, have to read a lot of often complex material, interpret it and present this in their work to demonstrate understanding of their topic. It is imperative that students are fully engaged in the reading process as not understanding "how to read, what to read and how to make sense of your reading can be a major worry and barrier" especially for new students (Blaxter, Hughes and Tight, 2006, p.99). According to Bell (2005, p.61) the majority of reading should begin early on in the research process, adding that effective organisational skills will help ensure that reading does not overwhelm students. It is important then that students are able to identify and select relevant information, in order to have a clear understanding of the issues to be discussed (Cottrell, 2008; Bell, 2005; Denscombe, 1998).

**Sources**

Bell, J. (2005) *Doing your research project: a guide for first time researchers in education, health and social science*. Berkshire: Open University Press.

Blaxter, L., Hughes, C., Tight, M. (2006) *How to research*. 3rd edn. Berkshire: Open University Press.

Cottrell, S. (2008) *The study skills handbook*. 3rd edn. Basingstoke Palgrave Macmillan.

Denscombe, M. (1998) *The good research guide for small-scale social research projects*. Buckingham: Open University Press.

Northedge, A. (1990) *The good study guide*. Milton Keynes: The Open University

Student Development and Study Skills 2015. Adapted from:
Leeds Metropolitan University (2009) *Quote, unquote: A guide to Harvard referencing,* p. 6.
Available at: http:// http://skillsforlearning.leedsmet.ac.uk/Quote_Unquote.pdf (Accessed: 11 July 2010).

## Short quotation

**In-text example:**

Chartrand, Millar and Wiltshire (1997, p.1) argue that "…they [laws] can be said to be just when they create the conditions leading to peace, happiness and prosperity for all persons". This view is…

**Reference example:**

Chartrand, M., Millar, C. and Wiltshire, E. (1997) *English for contract and company law.* London: Sweet and Maxwell.

**Note**

*Short quotations, up to two or three lines should be put in double quotation marks and included in the body of the text.*

## Long quotation

**In-text example:**
Most people are biased in one way or another. *Person bias*, sometimes called the *fundamental attribution error*, is claimed to be the most common.

> So we see a nurse, or a teacher or a policeman or policewoman going about their business and tend to judge them as being particular types of people rather than as people being constrained by the roles that they are playing in their work (Strongman, 2006, p. 94).

**Reference example:**
Strongman, K. T. (2006) *Applying psychology to everyday life: a beginner's guide.* Chichester: John Wiley and Sons Ltd.

**Note**
*Longer quotations should be indented from the main text as a separate paragraph. Quotation marks are not required.*

## Secondary referencing

**In-text example:**
McMahon's (1994) experience as cited in Parahoo (2006, p. 246) draws attention to the dilemma surrounding the issue of persuasion when attempting to recruit participants.

**Reference example:**
Parahoo, K. (2006) *Nursing research: principles, process and issues.* 2nd edn. Basingstoke: Palgrave Macmillan.

**Note**
*Sometimes authors refer to the work/ideas of others. These are known as secondary references. For instance, Parahoo in 2006 makes reference to McMahon's experience in 1994. The details of Parahoo's work should be included in the reference list since this is the work you have read. (It is not advisable to use too many of these).*

## Author with more than one publication in the same year

**In-text example:**
Most false-belief tests use children with a mental age of 3-4 years but all those children with autism tested had a mental age higher than this (Baron-Cohen, 1989a). In a further experiment (Baron-Cohen, 1989b) children with autism were asked what they thought the brain was for.

**Reference example:**
Baron-Cohen, S. (1989a) 'The autistic child's theory of mind: A case of specific developmental delay', *Journal of Child Psychology and Psychiatry*, 30, pp. 285-298.

Baron-Cohen, S. (1989b) 'Are autistic children behaviourists? An examination of their mental-physical and appearance-reality distinctions', *Journal of Autism and Developmental Disorders,* 19, pp. 579-600.

**Note**
*If you need to cite two (or more) publications by an author published in the same year, you will need to distinguish between them in the text and in the reference list. You do this by allocating lower case letters in alphabetical order after the publication date.*

# How to reference books

## Book with single author

**In-text example:**
Thompson (2003) suggests that language helps to form identity, but can create stereotypes and prejudices.

**Reference example:**
Thompson, N. (2003) *Communication and language: A handbook of theory and practice.* Basingstoke: Palgrave Macmillan.

**Reference order:**
1. Author /editor (surname or family name before initials)
2. Year of publication (in round brackets)
3. Title (in italics)
4. Edition (only include the edition number if it is not the first edition)
5. Place of publication: Publisher
6. Series and volume number (where relevant)

## Book with two or three authors

**In-text example:**
According to Dexter and Wash (1995, pp. 32-33) "silence may be as effective as verbal communication" if used appropriately.

**Reference example:**
Dexter, G. and Wash, M. (1995) *Psychiatric nursing skills: A patient centred approach.* 2nd edn. London: Chapman and Hall.

**Reference order:**
1. Author(s) / editor(s) (surname or family name before initials)
2. Year of publication (in round brackets)
3. Title (in italics)
4. Edition (only include the edition number if it is not the first edition) (2nd edn.)
5. Place of publication: Publisher
6. Series and volume number (where relevant)

## Book with more than three authors

**In-text example:**
This was indicated in the study by Huxley *et al.* (2007).

**Reference example:**
Huxley, P., Evans, S., Muroe, M. and Cestari, L. (2007) *Fair access to care services in integrated mental health and social care teams.* London: Department of Health.

**Reference order:**
1. Author(s) / editor(s) (surname or family name before initials)
2. Year of publication (in round brackets)
3. Title (in italics)
4. Edition (only include the edition number if it is not the first edition)
5. Place of publication: Publisher
6. Series and volume number (where relevant)

## Chapter/section in an edited book

**In-text example:**
Cohen (2009, p.194) describes the subculture of the delinquent gang as short-run hedonism.

**Reference example:**
Cohen, A.K. (2009) 'Delinquent boys: The culture of the gang', in Newburn, T. (ed.) *Key readings in criminology.* Cullompton: Willan Publishing, pp. 194-198.

**Reference order:**
1. Author(s) of the chapter/section (surname or family name before initials)
2. Year of publication (in round brackets)
3. Title of chapter/section (in single quotation marks)
4. 'in' plus author(s)/editor(s) of book
5. Title of book (in italics)
6. Edition (only include the edition number if it is not the first edition)
7. Place of publication: Publisher
8. Page reference of chapter or section

## Book with editor(s)

**In-text example:**
Many aspects of school management are discussed in Spencer (2007).

**Reference example:**
Spencer, J. (ed.) (2007) *School management and finance opportunities and problems.* London: Ford Publishers. Financial Education Series, 23.

**Reference order:**
1. Editor(s) followed by (ed.) or (eds.) (surname or family name before initials)
2. Year of publication (in round brackets)
3. Title (in italics)
4. Edition (only include the edition number if it is not the first edition)
5. Place of publication: Publisher
6. Series and volume number (where relevant)

## Lines within a play

**In-text example:**
"I prithee do not mock me fellow student" (Shakespeare, 1980, 1.2:177).

**Reference example**
Shakespeare, W. (1980) *Hamlet.* Edited by Spencer, T.J.B. London: Penguin. 1.2:177.

**Reference order:**
1. Author of play (surname or family name before initials)
2. Year of publication (in round brackets)
3. Title (in italics)
4. Edition (only include the edition number if it is not the first edition)
5. Edition information if relevant eg Edited by (surname followed by initials)
6. Place of publication: Publisher
7. Act. Scene: line

## E-book

**In-text example:**
Increasingly complex and refined electrical systems have had a significant impact on the changing form of telecommunications (Anttalainen, 2003).

**Reference example:**
Anttalainen, T. (2003) *Introduction to telecommunication network engineering. NetLibrary*. Available at: http://www.netlibrary.com (Accessed: 20 June 2011).

*DOI — (Digital Object Identifier) is a numbered tag used to identify online sources including conference papers and journal articles. The DOI (written as doi in your reference list) is often used in place of the URL.*

**Reference order:**
1. Author(s)/editor(s) (surname or family name before initials)
2. Year of publication of book (in round brackets)
3. Title of book (in italics)
4. Edition (only include the edition number if it is not the first edition)
5. Name of e-book collection (in italics)
6. Available at: URL/OR doi
7. (Accessed: date)

*E-books often lack page numbers, so use the chapter, section or location number to identify the quote or the specific point you are paraphrasing. Place page numbers, if available, after the date in the in-text reference.*

## E-Book via an e-book reader eg Kindle

**In-text example:**
According to Forsyth (2011, Location 532 of 5144) "Our word sky comes from the Viking word for *cloud*, but in England there's simply no difference between the two concepts, and so the word changed its meaning because of the awful weather."

**Reference example:**
Forsyth, M. (2011) *The etymologicon: A circular stroll through the hidden connections of the English language*. Kindle format [e-book reader]. Available at: http://www.amazon.co.uk (Accessed: 20 January 2012).

**Reference order:**
1. Author(s)/editor(s) (surname or family name before initials)
2. Year of publication (in round brackets) (use the publication date of the version being used)
3. Title of book (in italics)
4. Edition (only include the edition number if it is not the first edition)
5. E book format (Kindle format, ePub format, Adobe ebook format etc)
6. [e-book reader]
7. Available at: URL/OR doi
8. (Accessed: date)

# How to reference journals

## Journal article (printed)

**In-text example:**
According to Fritsch and Schroeter (2011, p. 383) "recent empirical research strongly indicates that the effect of new business formation on economic development is of a long-term nature".

**Reference example:**
Fritsch, M. and Schroeter, A. (2011) 'Why does the effect of new business formation differ across regions?', *Small Business Economics: An Entrepreneurship Journal,* 36(4), pp. 383-400.

**Reference order:**
1. Author(s) (surname or family name before initials)
2. Year of publication (in round brackets)
3. Title of article (in single quotation marks)
4. Title of journal (in italics – capitalise first letter of each word in title except for linking words such as and, of, the, for)
5. Issue information i.e. volume (unbracketed) and where applicable, part number, month or season (all in round brackets)
6. Page numbers

## Journals found online or in databases

**In-text example:**
Langhammer and Stanghelle (2009, p. 46) found that "Stroke care has changed over the last 20 years".

**Reference example:**
Langhammer, B. and Stanghelle, J.K. (2009) 'Exercise on a treadmill or walking outdoors', *Clinical Rehabilitation*, 24(1), pp. 46-54. Available at: http://cre.sagepub.com (Accessed: 15 July 2010).

### Example with doi:

**Reference example:**
Oberg, C. (2019) 'The role of business networks for innovation', *Journal of Innovation and Knowledge,* 4(2), pp.124-128. Available at: doi:10.11016/j.jik.2017 .10.001 (Accessed: 19 June 2019).

**Reference order:**
1. Author(s) (surname or family name before initials)
2. Year of publication (in round brackets)
3. Title of article (in single quotation marks)
4. Title of journal (in italics – capitalise first letter of each word in title except for linking words such as and, of, the, for)
5. Volume (unbracketed) issue (in round brackets) page numbers if known
6. Available at: URL of collection (OR doi)
7. (Accessed: date)

*Note: Elements such as database or collection title (eg, Cochrane Library or Sage Publications) or [Online] do not need to be included as long as your reference allows the reader to locate the article.*

# How to reference newspapers

## Newspaper article (printed)

**In-text example:**
Goldman accepted the largest fine in the commission's history (Treanor, 2010).

**Reference example:**
Treanor, J. (2010) 'Goldman Sachs handed record $550m fine over Abacus transaction', *The Guardian*, 16 July, p. 25.

**Reference order:**
Where the author of a newspaper article is identified, use the following citation order:
1. Author (surname or family name before initials)
2. Year of publication (in round brackets)
3. Title of article (in single quotation marks)
4. Title of newspaper (in italics – capitalise first letter of each word in title, except for linking words such as and, of, the, for)
5. Edition if required (in round brackets)
6. Day and month
7. Page reference

## Newspaper article from Internet version of a newspaper

**In-text example:**
Kingsley (2010) suggests that the slow-reading movement is made up of a disparate bunch of academics and intellectuals who want us to take our time while reading and re-reading.

**Reference example:**
Kingsley, P. (2010) 'The art of slow reading', G2 section of *The Guardian*, 15 July. Available at: http://guardian.co.uk/books/2010/jul/15/slow-reading (Accessed: 16 July 2010).

**Reference order:**

1. Author (surname or family name before initials)
2. Year of publication (in round brackets)
3. Title of article (in single quotation marks)
4. Title of newspaper (in italics – capitalise first letter of each word in title, except for linking words such as and, of, the, for)
5. Day and month
6. Available at: URL
7. (Accessed: date)

## Newspaper interview

**In-text example:**
Pullman (2011, p. 30) suggests he was cast in the role "to destabilise viewers".

**Reference example:**
Pullman, B. (2011) 'Bill Pullman: Torchwood's surprising new villain'. Interview with Bill Pullman and John Barrowman. Interviewed by Catherine Gee for *The Daily Telegraph,* 14 July, p. 30.

**Reference order:**
1. Name of person interviewed
2. Year of interview (in round brackets)
3. Title of interview (if any) (in single quotation marks)
4. Interview with/Interviewed by
5. Interviewer's name
6. Title of Newspaper/broadcast (in italics)
7. Day and month of interview
8. Page reference
   If published on the Internet add:
9. Available at: URL/**OR doi if available**
10. (Accessed: date)

# How to reference the Internet

## Web pages with individual authors

**In-text example:**
Semiotics involves studying representations and the processes involved in representational practices (Chandler, 2001).

**Reference example:**
Chandler, D. (2001) *Semiotics for beginners.* Available at: http://www.aber.ac.uk/media/Documents/S4B/sem02.html (Accessed: 26 July 2010).

**Reference order:**
1. Author (surname or family name before initials)
2. Year that the site was published/last updated (in round brackets)
3. Title of Internet site (in italics)
4. Available at: URL
5. (Accessed: date)

## Web pages with organisations as authors

**In-text example:**
Fair pay in the NHS is firmly on the agenda for trade unions, such as Unison (2014).

**Reference example:**
Unison (2014) *NHS workers deserve fair pay*. Available at: http://www.unison.org.uk/at-work/health-care/key-issues/nhs-pay/home/ (Accessed: 17 December 2014).

**Reference order:**
1. Organisation as author
2. Year that the site was published/last updated (in round brackets)
3. Title of Internet site (in italics)
4. Available at: URL
5. (Accessed: date)

## Web pages with no authors

Use title of the site.
**In-text example:**
The story of the Aberbeeg ghost and the death of P.C. Pope is an intriguing one (*Online Abertillery*, 2010).

**Reference example:**
*Online Abertillery* (2010) Available at: http://www.abertillery.net/tales_ghost.html (Accessed: 19 July 2010).

Reference order:
1. Title of Internet site (in italics)
2. Year that the site was published/last updated (in round brackets)
3. Available at: URL
4. (Accessed: date)

## Web pages with no date

**In-text example:**
In order to respond to emergent oppositions in the future, researchers can access neutron scattering competences (Neutron Sciences, no date).

**Reference example:**
Neutron Sciences (no date) Proton power upgrade project. Available at: https://neutrons.ornl.gov/ppu (Accessed: 19 June 2019).

*The quality of a web page with no author or date needs to be questioned, ie, is it suitable for your academic work?*

## Blogs

**In-text example***:*
Vikas Shah (2011) explored the concept of justice and the implications for society.

**Reference example:**
Shah, V. (2011) 'Thought economics', *Thought Economics,* 6 July. Available at: http://thoughteconomics.blogspot.com/ (Accessed: 13 July 2011).

Reference order:
1. Author of message (surname or family name before initials)
2. Year that the site was published/last updated (in round brackets)
3. Title of message (in single quotation marks
4. Title of internet site (in italics)
5. Day/month of posted message
6. Available at: URL
7. (Accessed: date)

## Social Networking Sites

**In-text example:**
One organisation (Fair Trade Wales, 2011) regularly uses their Facebook site to provide information about their most current marketing activities.

**Reference example:**
Fair Trade Wales (2011) 'Fair Trade Wales – Cymru Masnach Deg', [*Facebook],* 13 July. Available at: http://www.facebook.com/fairtradewales#!/groups/fairtradewales (Accessed: 13 July 2011).

Reference order:
1. Author (surname or family name before initials)
2. Year that the site was published/last updated (in round brackets)
3. Title of page (in single quotation marks)
4. Title of internet site (in italics and square brackets)
5. Day/month of posted message
6. Available at: URL
7. (Accessed: date)

## Wikis

**In-text example:**
A community of fans provide support for fellow owners of the T-Mobile Sidekick phone ('T-Mobile Sidekick Wiki l Info, Tips, Support', 2010).

**Reference example:**
'T-Mobile Sidekick Wiki l Info, Tips, Support' (2010) [*Sidekick Wiki].* Available at: http://wiki.sidekick.com/ (Accessed: 13 July 2011).

**Reference order:**
1. Title of article (in single quotation marks)
2. Year that the site was published/last updated (in round brackets)
3. Title of internet site [in italics **and square brackets**]
4. Available at: URL
5. (Accessed: date)

# How to reference conferences/theses/public lectures

## Full conference proceedings (printed)

**In-text example:**
The conference (International Conference on Asian Digital Libraries, 2002) …

**Reference example:**
International Conference on Asian Digital Libraries, ICADL (2002) *Digital libraries: people, knowledge, and technology : 5th International Conference on Asian Digital Libraries.* Singapore, 11-14 December. Singapore: ICADL.

**Reference order:**
1. Author/editor
2. Year of publication (in round brackets)
3. Title of conference: subtitle (in italics)
4. Location and date of conference
5. Place of publication: Publisher

## Conference paper published on the Internet

**In-text example:**
Persensky, Lewis and O'Hara (2005) emphasise the personnel's vital contribution in this particular area.

**Reference example:**
Persensky, J., Lewis, P. and O'Hara, J. (2005) 'Insights into the role of the operator in advanced reactors', *American Nuclear Society, Winter Meeting,* Washington D.C, 13-17 November. New York: Brookhaven National Laboratory. Available at:
http://www.bnl.gov/isd/documents/30546.pdf
(Accessed: 26 July 2010).

**Reference order:**
1. Author(s) (surname or family name before initials)
2. Year of publication (in round brackets)
3. Title of paper (in single quotation marks)
4. Title of conference: subtitle (in italics)
5. Location and date of conference
6. Publisher
7. Available at: URL
8. (Accessed: date)

## Theses

**In-text example:**
Research by Prescott (2006)...

**Reference example:**
Prescott, G. (2006) *The noble game is not totally unknown here: Rugby football in nineteenth-century Cardiff.* Unpublished M Phil thesis. University of South Wales, formerly the University of Glamorgan.

**Reference order:**
1. Author (surname or family name before initials)
2. Year of submission (in round brackets)
3. Title of thesis (in italics)
4. Degree statement — M Phil or PhD
5. Degree-awarding body

If published on the internet add:
6. Available at: URL
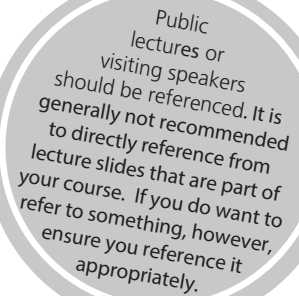7. (Accessed: date)

## Public Lecture

**In-text example:**
Rees (2010) believes that man has the future in his own hands.

**Reference example:**
Rees, M. (2010) *Lecture 2: Surviving the century*, [Reith Lectures 2010: Scientific horizons]. 8 June.

**Reference order:**
1. Author/speaker (surname or family name before initials)
2. Year (in round brackets)
3. Title of lecture (in italics)
4. [Medium]
5. Day/month

Public lectures or visiting speakers should be referenced. It is generally not recommended to directly reference from lecture slides that are part of your course. If you do want to refer to something, however, ensure you reference it appropriately.

# How to reference other sources

## UK Statutes (Acts of Parliament) pre 1963

**In-text example:**
*The Animals (Cruel Poisons) Act 1962* (10 & 11 Eliz. 2, c.26) interprets 'animal' to mean any mammal.

**Reference example:**
*Animals (Cruel Poisons) Act 1962* (10 & 11 Eliz. 2, c.26).

**Reference order:**
1. Short title of Act and Year (in italics)
2. Regnal year
3. Name of sovereign
4. Chapter number

If found online add:
5. Available at:
6. (Accessed: date).

## UK Statutes (Acts of Parliament) post 1963

**In-text example:**
Legislation is in place to protect those who lack mental capacity (*Mental Capacity Act 2005*).

**Reference example:**
*Mental Capacity Act 2005.* Available at: https://www.legislation.gov.uk/ukpga/2005/9/contents (Accessed: 13 May 2019).
**OR**
*Dangerous Dogs Act 1991*: Elizabeth II. Chapter 65 (1991) London: The Stationery Office.

**Reference order:**
1. Name of Act (use short title)
2. Date (no brackets)
3. Available at: URL
4. (Accessed: date)

   **OR:** Title of Act

   Name of sovereign

   Chapter number (in italics)

   Year of publication (in round brackets)

   Place of publication: publisher

*When referencing government publications the recognised convention is to use Great Britain rather than United Kingdom.*

*Publications from the Scottish and Welsh governments should be prefaced with either Scotland or Wales respectively.*

*This information is relevant to Government Department publications*

## Government Department publication

**In-text example:**
The Government's objective on achieving balanced economic growth is outlined in its ambitious programme (Department for Business, Innovation and Skills, 2011).

**Reference example:**
Department for Business, Innovation and Skills (2011) *Guide to BIS 2011-12 – working together for growth*. Available at: http://www.bis.gov.uk/assets/biscore/corporate/doc/g/11-p120-guide-to-bis-2011-2012 (Accessed: 1 August 2011).

**Reference order:**
1. Name of government department
2. Year of publication (in round brackets)
3. Title (in italics)
4. Place of publication: Publisher
5. Series (in brackets) – if applicable.

If referencing an online version replace Place of publication: Publisher with:
   Available at: URL
   (Accessed: date)

## Legal cases

**In-text example:**
The case of *Abramova v Oxford Institute of Legal Practice* [2011] upheld…

**Reference example:**
*Abramova v Oxford Institute of Legal Practice* [2011] EWHC 613 (QB).

**In-text example:**
*Re. C* (1994) is a landmark case relating to mental capacity and refusal of medical treatment.

**Reference example:**
*Re. C* (1994) 1 All E.R. 819.

**OR** if online:
*Abramove v Oxford Institute of Legal Practice* [2011] EWHC 613 (QB). BAILII. Available at: http://www.bailii.org/ew/cases/EWHC/QB/2011/613.htm (Accessed: 21 June 2019).

**Reference order:**
1. Name of parties involved in the case (in italics) i.e. case name
2. Date in square brackets, if a volume number is used then date is in round brackets
3. Volume number (if used)
4. Abbreviation of name of report and first page of report

   **OR** if online:

   Case name (in italics)

   [Year] or (Year)

   Court and case number.

   Database or website (in italics)

   Available at: URL

   (Accessed: date).

## British Standards from online databases

**In-text example:**
Standards assist in the evaluation of libraries of all types (British Standards Institute, 2008)

**Reference example:**
British Standards Institute (2008) *BS ISO 11620: Information and documentation. Library performance indicators. British Standards Online*. Available at: https://bsol.bsigroup.com/en/BsolHomepage/ (Accessed: 21 July 2010).

**Reference order:**
1. Name of authorising organisation /institution
2. Year of publication (in round brackets)
3. Number and title of standard (in italics)
4. Title of database (in italics)
5. Available at: URL
6. (Accessed: date)

## Market Research/Financial Reports from online databases

**In-text example:**
Mintel (2014) noted that the convenience segment will grow sales by 3.7% in 2014.

**Reference example:**
Mintel (2014) 'Supermarkets more than just food retailing', *Mintel oxygen reports platform*. Available at: http://academic.mintel.com (Accessed: 8 December 2014).

Research Report - found online
**In-text example:**
In order to develop a government public health strategy, the Department of Health and Social Care (1998) commissioned a report into inequalities in health within UK society.
**Reference example:**
Department of Health and Social Care (1998) *Independent inquiry into inequalities in health report* [PDF]. Available at: http:// assets.publishing.service.gov.uk/government/uploads/ (Accessed: 8 December 2014).

**Reference order:**
1. Publishing organisation
2. Year of publication/last updated (in round brackets)
3. Title of extract or section of report (in single quotation marks)
4. Database title (in italics)
5. Available at: URL
6. (Accessed: date)

## Statutory Instruments: Health & Safety Regulations

**In-text example:**
The Health and Safety Executive provide guidance for both employers and employees through their Health and Safety Regulations (1999).

**Reference example:**
Health and Safety Executive *The Management of Health and Safety at Work Regulations 1999* (SI 1999/3242). Available at: http://www.legislation.gov.uk/uksi/1999/3242/contents/m ade (Accessed: 18 December 2014).

**Reference order:**
1. Name/ title including year (in italics)
2. SI year and number (in round brackets)
3. Available at: URL
4. (Accessed: date)

# How to reference visual sources

*If you include a photograph or diagram for example in your text you should include a reference underneath the item as well as in your list of references at the end of your work.*

## Book illustrations, diagrams or tables

**In-text example:**
Field's diagram is useful in its summary of the links between the main components of the research process (Field, 2009, p. 3).

**Reference example:**
Field, A. (2009) *Discovering statistics using SPSS*, 3rd edn. London: Sage Publications Ltd., p. 3, fig.

**Reference order:**
1. Author of book (surname or family name before initials)
2. Year of publication (in round brackets)
3. Title of book (in italics)
4. Place of publication: Publisher
5. Page reference of illustration, etc
6. Illus./fig./table

## Photographs — prints/slides

**In-text example:**
The work illustrates the human connection with the natural world (Magee, 2009).

**Reference example:**
Magee, J. (2009) *Phishing II* [Photograph]. Cardiff: Ffotogallery at Turner House.

**Reference order:**
1. Photographer (surname or family name before initials)
2. Year (in round brackets)
3. Title of photograph (in italics)
4. [Photograph]
5. Place of publication: Publisher (if available)

## Photographs from the Internet

**In-text example:**
This bold image (Knight, 1986) was commissioned by…..

**Reference example:**
Knight, N. (1986) *Red coat*. Available at: http://collections.vam.ac.uk/item/O128940/photograph-red-coat/ (Accessed: 21 July 2010).

**Reference order:**
1. Photographer (surname or family name before initials)
2. Year of publication (in round brackets)
3. Title of photograph (in italics)
4. Available at: URL
5. (Accessed: date)

## Photographs in online collections (e.g. Flickr)

**In-text example:**
The power in Algo's photo (2005) is in its simplicity.

**Reference example:**
Algo (2005) *Holding on*. *Flickr*. Available at: http://www.flickr.com/photos/algo/41942696/in/set-72057594138446566/ (Accessed: 21 July 2010).

**Reference order:**
1. Photographer
2. Year of publication (in round brackets)
3. Title of photograph (in italics)
4. Title of online collection (in italics)
5. Available at: URL
6. (Accessed: date)

## Paintings/drawings in online collections

**In-text example:**
Ingleby specialised in small watercolour views, for example *Brombo House* (1794).

**Reference example:**
Ingleby, J. (1794) *Brombo House* [Watercolour]. *The National Library of Wales*. Available at: http://digidol.llgc.org.uk/METS/ING00001/ingleby?start=1 (Accessed: 16 July 2010).

**Reference order:**
1. Artist (surname or family name before initials)
2. Date (if available)
3. Title of the work (in italics)
4. [Medium]
5. Name of collection (in italics)
6. Available at:
7. (Accessed: date)

## Sculpture

**In-text example:**
The horizontal cuts, as seen for example with *Crack and warp column* (Nash, 2002) split and bend with time.

**Reference example:**
Nash, D. (2002) *Crack and warp column* [Sculpture].
University of South Wales Permanent Art Collection.

**Reference order:**
1. Sculptor (surname or family name before initials)
2. Year (in round brackets)
3. Title (in italics)
4. [Sculpture]
5. Name of collection

## Art Exhibition Catalogue

**In-text example:**
Thompson (1995, p.8) described Wallinger as a 'politically committed artist'.

**Reference example:**
Thompson, J. (1995) *Mark Wallinger.* Exhibition held at the Ikon Gallery, Birmingham, 25 February – 1 April 1995 and at the Serpentine Gallery, London, 10 May – 11 June 1995 [Exhibition catalogue].

**Reference order:**
1. Author(s) of catalogue (surname or family name before initials)
2. Year of publication (in round brackets)
3. Title of exhibition (in italics)
4. Location and date(s) of exhibition
5. [Exhibition catalogue]

# How to reference audio visual material

## TV programme

**In-text example:**
Apparently, a trick of the light can both wake you up and keep you asleep (*10 Things You Need to Know About Sleep,* 2009).

**Reference example:**
*10 Things You Need to Know About Sleep* (2009) BBC One Television, 12 May.

**Reference order:**
1. Title of programme (in italics - all important words in capitals)
2. Year of transmission (in round brackets)
3. Name of channel
4. Date of transmission (day/month)

## Episode of a TV series

**In-text example:**
Tyrion Lannister perhaps sums up the appeal of Game of Thrones, when in the final episode he says: "There's nothing more powerful in the world than a good story" ('The iron throne', 2019).

**Reference example:**
'The iron throne' (2019) *Game of Thrones*, Series 8, episode 6. Sky Atlantic Television, 19 May.

**Reference order:**
1. Title of episode (in single quotation marks)
2. Year of transmission (in round brackets)
3. Title of programme (in italics - all important words in capitals)
4. Series and episode numbers
5. Name of channel
6. Date of transmission (day/month)

## Film

**In-text example:**
Films are able to draw on events and experiences of the past which impact resonantly today *(Good Night, and Good Luck, 2005)*.

**Reference example:**
*Good Night, and Good Luck* (2005) Directed by George Clooney [Film]. United States: Warner Independent Pictures.

**Reference order:**
1. Title of film (in italics - important words capitalised)
2. Year of distribution (in round brackets)
3. Directed by
4. [Film]
5. Place of distribution: Distribution company

## Film on DVD

**In-text example:**
The medium of film has the potential to surpass the impact of the written word. *Slumdog Millionaire* (2009), for example, …

**Reference example:**
*Slumdog Millionaire* (2009) Directed by Danny Boyle [DVD]. United States: Foxsearchlight Pictures.

**Reference order:**
1. Title of film (in italics- important words capitalised)
2. Year of distribution (in round brackets)
3. Directed by
4. [DVD]
5. Place of distribution: Distribution company

## Film on *Youtube*

**In-text example:**
Matisse considered the chapel to be his greatest achievement (Misterulster, 2010).

**Reference example:**
Misterulster (2010) *20100510 BBC Matisse.m4v.* Available at: http://www.youtube.com/watch?v=en1--ukWZus (Accessed: 15 July 2010).

**Reference order:**
1. Name of person posting video
2. Year video posted (in round brackets)
3. Title of film or programme (in italics)
4. Available at: URL
5. (Accessed: date)

## Musical score

**In-text example:**
The composer's soundtrack to the movie '*The Piano*' proved particularly popular (Nyman, 2003)…

**Reference example:**
Nyman, M. (2003) *Pieces from the Piano*. Pocket Manual and Sheet Music. UK: Music Sales Ltd.

**Reference order:**
1. Composer (surname or family name before initials)
2. Year of publication (in round brackets)
3. Title of score (in italics)
4. Notes
5. Place of publication: Publisher

## Music or spoken word  recording on audio CDs

**In-text example:**
Seminal Welsh indie-rockers, the Super Furry Animals, released their fifth studio album *Rings Around the World* in 2001 to both critical and popular acclaim.

**Reference example:**
Super Furry Animals (2001) *Rings Around the World* [CD]. London: Epic Records.

**Reference order:**
1. Artist
2. Year of distribution (in round brackets)
3. Title of recording (in italics)
4. [CD]
5. Place of distribution: Distribution company

## Vidcasts/vodcasts

Reference where the vidcast/vodcast was displayed for download

**In-text example:**
The inaugural lecture was very interesting (Wheeler, 2009).

**Reference example:**
Wheeler, Professor Nick. (2009) 'Nuclear abolition: Trust-building's greatest challenge?' *David Davies Memorial Institute, Aberystwyth University* [Vidcast]. 9 March. Available at:
http://www.aber.ac.uk/en/interpol/research/research-centres-and-institutes/ddmi/publications/audio-video/ (Accessed: 2 November 2012).

**Reference order:**
1. Author (surname or family name before initials)
2. Year that the vidcast/vodcast was posted (in round brackets)
3. Title of vidcast (in single quotation marks)
4. Title of Internet site (in italics)
5. [Vidcast/vodcast]
6. Day/month of posted vidcast/vodcast
7. Available at: URL
8. (Accessed: date)

## iTunes U collection

**In-text example:**
Roche *et al.* (2010) highlights...

**Reference example:**
Roche, P., Griffiths, M., and Richards, B. (2010) *Our Amazing Universe.* University of South Wales. *iTunesU* [Download].  Available at:
https://itunes.apple.com/gb/itunes-u/our-amazing-universe/id527125588?mt=10. (Accessed: 17 December 2010).
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**Reference order:**
1. Author/s (surname or family name before initial)
2. Year posted (in round brackets)
3. Title (in italics)
4. Publisher
5. Download site (name in italics)
6. [Download]
7. Available at: URL
8. (Accessed: date)

# How to reference streamed audio visual material

## Streamed radio programme

**In-text example:**

So, how are the songs that provide the soundtracks to our lives, valued in the age of streaming? *(The Price of Song, 2021).*

**Reference example:**

*The Price of Song* (2021) BBC Radio 4, 2 March. 11.30. Streamed from: BoB (Accessed: 18 May 2021)

**Reference order:**

1. Title of prog (italics – all important words capitalised)
2. Year of original transmission (in round brackets)
3. Name of channel
4. Day and month of original transmission
5. Time location.
6. Streamed from:
7. (Accessed:).

## Streamed episode from a radio series

**In-text example:**

The ability of computers to recognise an individual face has created a new set of problems *('Find',* 2020).

**Reference example:**

'The digital human' (2021) *Find,* Series 22, episode 6. BBC Radio 4, 18 March. Streamed from: BoB (Accessed: 18 May 2021).

**Reference order:**

1. Title of episode (in single quotation marks) if known; if not, use title of programme
2. Year of broadcast
3. Title of programme/Series (italics)
4. Series and episode numbers
5. Name of channel
6. Streamed from:
7. (Accessed:).

## Streamed single programme

**In-text example:**

"You know, there's lots of people in the industry say, 'I discovered Alexander McQueen'. But you don't discover talent. Talent's there. You open doors for talent" *(McQueen,* 2020)..

**Reference example:**

*McQueen* (2020) BBC Two Television, 26 September. 21:45. Streamed from: BoB (Accessed: 18 May 2021).

**Reference order:**

1. Title of prog (italics)
2. Year of original transmission (in round brackets)
3. Name of channel
4. Day and month of original transmission
5. Time location
6. Streamed from:
7. (Accessed:).

## Streamed episode from a series

**In-text example:**

To create an image is to create a world. A parallel universe fashioned from light and colour. Images are seductive", so says narrator, James Fox ('Seductive dreams', 2020).

**Reference example:**

'Seductive dreams' (2020) *Age of the Image,* episode 3, 16 March. BBC Four Television. Streamed from: BoB (Accessed: 18 May 2021).

**Reference order:**

1. Title of episode (in single quotation marks) if known; if not, use title of programme
2. Year of broadcast
3. Title of programme/Series (italics)
4. Series and episode numbers
5. Name of channel
6. Streamed from:
7. (Accessed:).

## Streamed film

**In-text example:**

Koreeda was a deserving winner of the 2018 Palme d'Or for S*hoplifters (*2018).

**Reference example:**

*Shoplifters (*2018) Directed by Hirokazu Koreeda [Film]. Japan: GAGA Pictures. Streamed from: BoB (Accessed: 18 May 2021).

**Reference order:**

1. Title of film (in italics- important words capitalised)
2. Year of distribution (in round brackets)
3. Directed by
4. [Film]
5. Place of distribution: Distribution company
6. Streamed from:
7. (Accessed).

## Podcast

Reference where the podcast was displayed for download

**In-text example:**
O'Sullivan (2007) discussed issues on tourism safety and security.

**Reference example:**
O'Sullivan, D. (2007) 'Challenges of tourism growth', *The University of Glamorgan Podcasts* [Podcast]. 15 August. Available at: http://podcasting.weblog.glam.ac.uk/ (Accessed: 18 July 2010).

**Reference order:**
1. Author/presenter (surname or family name before initials)
2. Year that the podcast was posted (in round brackets)
3. Title of podcast (in single quotation marks)
4. Title of Internet site (in italics)
5. [Podcast]
6. Day/month of posted podcast
7. Available at: URL
8. (Accessed: date)

## iBook

**In-text example:**
Djebarni *et al.* (2014) provide essential information with regard to research methods.

**Reference example:**
Djebarni, R., Burnett, S. and Richards, B. (2014) *Research Methods for Business Students, Managers and Entrepreneurs.* University of South Wales. *iTunesU* [Download]. Available at: https://itunes.apple.com/us/book/research-methods-for-business/id862468951?ls=1&mt=13. (Accessed: 17 December 2014).

**Reference order:**
1. Author/s (surname/family name before initial)
2. Year posted (in round brackets)
3. Title (in italics)
4. Publisher
5. Download site (name in italics)
6. [Download]
7. Available at: URL
8. (Accessed: date)

# How to reference live performances

## Live performance — band concert

**In-text example:**
Bob Dylan's voice (2000) was barely audible against the backdrop of an admittedly accomplished backing band, a fact not unnoticed by most of the increasingly disgruntled crowd.

**Reference example:**
Bob Dylan (2000) [Sheffield Arena. 22 September].

**Reference order:**
1. Name of band
2. Year of performance (in round brackets)
3. Location. Date seen [in square brackets]

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## Live performance — play

**In-text example:**
The performers were singing in very close proximity to the audience (*The Duchess of Malfi*, 2010)

**Reference example:**
*The Duchess of Malfi* by John Webster (2010) Directed by Felix Barrett [Royal Albert Docks, London. 15 July].

**Reference order:**
1. Title (in italics)
2. By Author
3. Year of performance (in round brackets)
4. Directed by
5. Location. Date seen [in square brackets]

# How to reference computer games

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## Computer Game

**In-text example:**
*Assassin's Creed Brotherhood* (Ubisoft Montreal, 2011) is an action/adventure game which.....

**Reference example:**
Ubisoft Montreal (2011) *Assassin's Creed Brotherhood* (Edition Standard) PC [Computer game]. Ubisoft Montreal.

**Reference order:**
1. Author(s) (if given)
2. Date (if given)
3. Title of game (in italics and capitalise initial letters)
4. Edition or version (in round brackets)
5. Platform
6. [Computer game]
7. Availability, that is distributor, address, order number (if given).
OR if accessed on the internet
Available at: URL
(Accessed: date)

# How to reference computer programmes

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## Computer Programme

**In-text example:**
*Camtasia Relay* (TechSmith, 2012) allows you to record live presentations.

**Reference example:**
TechSmith Corporation (2012) *Camtasia Relay* (Version4) [Computer programme]. Available at: http://www.techsmith.com/download.camtasiarelay/try/default.asp (Accessed: 16 March 2012)

**Reference order:**
1. Author(s) (if given)
2. Date (if given)
3. Title of programme (in italics and capitalise initial letters)
4. Edition or version (in round brackets)
5. [Computer programme]
6. Availability, that is distributor, address, order number (if given).
OR if accessed on the internet
Available at: URL
(Accessed: date)

# How to reference personal communication

## Personal Communications

**In-text example:**
*Fitzgibbon* (2012) was of the view that....

**Reference example:**
Fitzgibbon, K. (2012) Telephone conversation with Amanda Thomas, 16 February.

**Reference order:**
1. Speaker/sender/author (surname or family name before initials)
2. Year of communication (in round brackets)
3. Medium of conversation
4. Receiver of communication
5. Day/month of communication

## How to reference Generative AI

If the AI's end product (for example use of ChatGPT in conversation) is only available to you, cite this as a personal communication and include a description of the AI generated material in your in-text citation. Consult your tutor in case they require you to provide a copy of the AI work as an appendix to your work.

**In-text example:**

When prompted by the author, ChatGPT responded with a 'definition of academic integrity' (ChatGPT, 2023).

A copy of this response is in Appendix 1.

**Reference Example**

ChatGPT (2023) ChatGPT [AI] response to John Jones. 2 April

**Reference Order:**

1. AI tool name
2. Year of communication (in round brackets)
3. Medium of communication [AI]
4. Receiver of communication (response to your name)
5. Day/month of communication