Quote, Unquote

A guide to Harvard referencing

Contents

Introduction

Getting good marks for your assignments depends on many things, one of them is accurate referencing of sources you have consulted. Make sure you get all of the marks allocated for referencing; this could be as much as ten per cent of the total. It is not hard – all you need to do is keep accurate notes of your sources and follow an accepted academic referencing system.

The author-date or 'Harvard' method of referencing is the standard at Leeds Metropolitan University.

Although the Harvard system was originally developed in the USA, it has become the most common system in use internationally and is frequently the standard house style for academic journals. Harvard has the advantages of flexibility, simplicity, clarity and ease of use, both for author and reader. Sources are cited in the body of the text and listed alphabetically in the bibliography or list of references.

'Quote, Unquote' is an authoritative source on author-date referencing practice which makes using Harvard easy as the details of how to reference different types of sources are all here for you to consult, as and when you need to. 'Quote, Unquote' is produced at Leeds Metropolitan University by the 'Skills for Learning' team who support and develop all aspects of academic writing, including good referencing practice.

The advice in this booklet conforms to:

British Standards Institution (1983) **BS6371:1983. Recommendations for citation of unpublished documents.** London, BSI.

British Standards Institution (1989) **BS1629:1989. Recommendation for references to published materials.** London, BSI.

British Standards Institution (1990) **BS5605:1990**. **Recommendations for citing and referencing published material**. Milton Keynes, BSI.

British Standards Institution (2000) **BS5261-1:2000. Copy preparation and proof correction. Design and layout of documents.** London, BSI.

Harvard referencing: the basics

Why should I reference?

Good referencing makes it easy for the reader to see where the ideas behind your writing have come from. Referring to the work of established experts in your subject area gives your writing authority and demonstrates to tutors that you have researched the topic properly. They should get enough information from your references to allow them to check any of the sources themselves, if they need to. Most importantly, good referencing should protect you from any possibility of committing **plagiarism**.

Plagiarism is a term used in academia for **passing off other people's work as your own**. This includes material or ideas from any sources, whether written, internet or audiovisual media, even ideas from other students or academic staff.

Leeds Metropolitan University defines plagiarism as "the substantial unacknowledged incorporation in a student's work of material derived from the work (published or unpublished) of another. 'Work' includes internet sources."
(Leeds Metropolitan University, 2002, C9. 3.8).

How should I reference?

There are **two** stages to referencing sources for a piece of academic writing using the author-date or Harvard system.

1. Refer to the source in your text (the **citation**).

2. Give full details of the source in your bibliography or list of references at the end of your work (the **reference**).

> **Tip**
>
> When you are searching the literature on your chosen subject, save or note down **all the required details of the sources** that you find at that time. If you don't do this, you might not be able to accurately describe the sources you have used and you will have additional work when you need to list these in your bibliography or list of references.

Text

Cottrell (2003 p.1) writes that by improving your study skills you can "accelerate the learning process". At whatever level you are studying, undergraduate or PhD, it is never too late to find a study skills resource to help you. There are general resources which give a good overview of skills, some of which you may not have developed before, for example, proof-reading (Fairbairn & Winch 1996; Cottrell 2003). Other resources focus on specific study skills such as Rowena Murray's (2006) book on how to write a thesis. Finally you may want to consider a study skills book that is written from your subject's perspective, for example 'The arts good study guide' by Chambers and Northedge (1997).

Bibliography

Chambers, E. & Northedge, A. (1997) *The arts good study guide*. Milton Keynes, The Open University.

Cottrell, S. (2003) *The study skills handbook*. 2nd ed. Houndmills, Basingstoke, Palgrave Macmillan.

Fairbairn, G. J. & Winch, C. (1996) *Reading, writing and reasoning: A guide for students*. 2nd ed. Buckingham, Open University Press.

Murray, R. (2006) *How to write a thesis*. 2nd ed. Maidenhead, Open University Press.

http://skillsforlearning.leedsmet.ac.uk

How to cite sources in your work

The first part of good referencing is what you put **in the text** of your assignment each time you use someone else's work.

When you use other people's work you might be:

- Paraphrasing – rephrasing the original ideas or opinions in your own words.

- Summarising – writing a short description of the ideas or opinions in your own words but giving your own interpretation of what the source says, rather than a simple rephrasing.

- Referring to a source – mentioning the work without giving much information about the content.

- Quoting – using the actual words from the source enclosed in quotation marks.

- Using statistics or data from a source, such as financial information or market research.

Inserting the author's name and date of publication

Using the author-date or Harvard system of referencing does not require any numbering or footnotes on each page. In most cases where you are paraphrasing, summarising or referring to a source, simply insert the **author's name and the date of publication in brackets** after you summarise, paraphrase or mention the information you have taken from the source.

> **Example**
>
> Workers in teams tend to adopt particular roles (Belbin 1996).

Where the author's name appears naturally in your work

In many cases, you can simply insert the **author's name**, followed by **the date of publication in brackets**, into your text.

> **Example**
>
> Role theory applied to the behaviour of individuals in teams was first elaborated on by Belbin (1996) who suggested that...

The reader can easily locate the full description of the item you have cited by referring to the alphabetical list of references or bibliography at the end of your document.

This system shows at a glance the authority used, and how recent or contemporary the information might be. The **reader cannot tell which type of resource is being cited** unless you mention whether it is a book, article, website etc. You might occasionally choose to include this information, either to help with the flow of your writing, or if the type of source is relevant to the point you are making.

> **Example**
>
> In his classic book on team work, Belbin (1996) outlined nine roles which might be played by the different members of a team. However...

Paraphrasing or summarising from a specific page or pages

If giving specific information from an identifiable page or pages within a lengthy source such as a book or report, you may consider it appropriate to give the page number(s) as well as the date, enclosed in brackets, in your citation. Page numbers should always be given for direct quotations (see 'direct quotations' on page 13).

Example

Maxwell (2008, p.213) gives three possible reasons for high levels of personal debt. These are...

Where the author is a company or organisation (corporate author)

An organisation such as a company, university or government department can be the author of a publication. Often, the same organisation will also be the publisher. Just cite them in your text as you would a person.

Example

Some further research in this area conducted by the Stroke Care Association (2007) seemed to show that many patients regard their interactions with nursing staff as...

Citing without author

If the source is anonymous (has no personal or corporate author) use the title instead.

> **Example**
>
> It has been stated that this disease occurs most frequently in women of child bearing age (Women's health issues, 2006).

If there is no date on the source

If you do not know the date of publication, use 'n.d.' (which stands for 'not dated') in place of the year after the author's name in your text. This is often used for citing websites, which do not usually have a visible date of publication.

> **Example**
>
> All twenty five claims were found to be fraudulent (James, n.d.).

Multiple authors

One, two or three authors of the same work

Give the names of the authors, separated by commas and an ampersand '&' or the word 'and'. Follow with the date in brackets or add the authors and date at the end of your summary, in brackets.

> **Example**
>
> Shields, Ford and Taylor (2004) discuss the various uses of the apostrophe.
>
> Or
>
> This manual attempted a definitive ruling on the uses of the apostrophe (Shields, Ford and Taylor, 2004).

Four or more authors

In the case of four or more authors, use the first author (from the title page) followed by **either** the words 'and others', **or** 'et al.' (this is an abbreviation of the Latin term for 'and others'). Whichever form of words you choose, make sure you use the same for all multiple author citations in the same piece of writing.

> ### Example
>
> Johnson and others (2008) highlighted some potential problems with user generated content.

Citing more than one author at the same point in the text

When more than one author's name is given at the same point in your text, they should be listed in order of publication date (earliest first).

> ### Example
>
> Smith (1998), Brown (2001) and Jones (2004) all believed that...

Or, use semicolons to separate the authors:

> ### Example
>
> Several independent pieces of research have been undertaken (Smith 1998; Brown 2001; Jones 2004) indicating that...

Author has more than one item published in the same year

Use lower case letters after the date if referring to more than one item published in the same year by the same author.

> **Example**
>
> Morgan (2001a) gives a useful description of this process as...
>
> [followed later in the same assignment by]
>
> Morgan (2001b) points out the paradox inherent in trying to achieve this; she acknowledges that...

More than one author with the same surname and the same year

Author's initials should only be used when two or more authors being cited in the same assignment have the same surname and have published in the same year, in which case they should be identified by initials in order to avoid confusion.

> **Example**
>
> "...this demonstrates that my theory of motivation is sound." (Robinson, J., 1998, p.23). This was challenged later the same year (Robinson, M., 1998).

Practice on citing multiple authors varies across the University. Check any guidance you are given.

Direct quotations

If you are directly quoting the **author's own words** in your writing you should enclose these in quotation marks and give the author, date and page number(s) that the quotation was taken from, in brackets. If other details of parts of the document are required, for example, section numbers track or title numbers of sound recordings, these should appear after the date within the brackets.

The standard abbreviations are:

page (p.), pages (pp.), section (s.) and sections (ss.).

> **Example**
>
> "There is grandeur in this view of life, with its several powers, having been originally breathed into a few forms or into one; and that, whilst this planet has gone cycling on according to the fixed law of gravity, from so simple a beginning endless forms most beautiful and most wonderful have been, and are being, evolved" (Darwin, 1859, p.490).

Missing out part of the original quotation (use of ellipsis)

If you want to use selected parts of the original quotation, then use ellipsis. This means a series of dots (usually three) to denote that some words are missing. These should also be used if you are opening a quotation part way through a sentence.

> **Example**
>
> "There is grandeur in this view of life… from so simple a beginning endless forms most beautiful and most wonderful have been, and are being, evolved" (Darwin, 1859, p.490).

Adding an extra word or words to make a quotation clearer

If you want to add something to a quotation to clarify meaning or correct the author's grammar, then your extra word or words should be inserted using square brackets.

> **Example**
>
> "They [the council employees] were debating working practices all that year and still reached no consensus" (James, 1999, p.22).

If you have already used the author's name

If the author's name features in your text immediately before the quotation, just give the date and page number(s) in the brackets. But you must ensure that the "ownership" of the quotation is clear.

> **Example**
>
> Or as Darwin so eloquently phrased it, "There is grandeur in this view of life... from so simple a beginning endless forms most beautiful and most wonderful have been, and are being, evolved" (1859, p.490).

Secondary referencing (source cited within another source)

You might want to cite a piece of work mentioned or quoted within another author's work. This is known as a **secondary reference** as you have **not actually seen the original source yourself.**

In the text of your essay or assignment, cite both the original source and the secondary source, where you actually read about it, using the words 'quoted in' or 'cited in' depending on whether the source gives a direct quotation from, or a summary of, the original.

> ### Example
>
> Smith (2001, quoted in Jones, 2004, p.63) gives an excellent précis of different research philosophies. "Whichever philosophical position taken…"

In your bibliography:

Include the date and publication details of the piece of work, and then 'Quoted in:' or 'Cited in:' followed by the reference for the source you have actually seen.

> ### Example
>
> Smith, R. (2001) How to research. Research Weekly, 12 (8) October, pp.17-20. Quoted in: Jones, F. (2004) Researching your dissertation. **Research Today**, 4 (6) March, pp.61-67

How to create your list of references or bibliography

The list of references or bibliography (or both) comes at the end of your essay or assignment.

It is important to:

- Be consistent.
- Follow the Harvard style.
- Give enough information for the reader to locate the source in the future.

The relevant British Standard distinguishes between a bibliography and a list of references as follows:

"A bibliography identifies books and articles relevant to the text; it is not restricted to items cited in the text... A list of references is confined to publications cited in the text" (BSI, 2000, p.16).

There are three possibilities for listing references:

1. A **list of references** giving full details of all the items you have cited in the text of your essay or assignment. Only sources which match citations in the text will be included. (Some tutors refer to this as a 'bibliography').

2. A **bibliography** giving full details of all items cited in your text plus any other relevant items which you have consulted for background.

3. Two separate listings: a list of references which gives full details of all items cited in your text, **plus** a separate bibliography of background reading.

Which of these options you use will depend on the conventions of the subject you are studying and any particular requirements of your course or module.

> **Tip**
>
> Accepted practice varies across subjects; take careful note of advice given in course documentation, or by your course tutors, on what is required.

Your list of references or bibliography is organised alphabetically by author, whether a person or organisation, or by title where there is no author. It is evidence of all the sources you have used in your research. With the exception of any items included for background purposes (see above), the author and date from each reference in your bibliography have already appeared in the text of your essay or assignment. A reader can move easily between the citations in the text and your list in order to check the relevant details.

- Highlight the title of each item listed using **bold** type, or underlining, or *italics*. Whichever you choose, you must be consistent for all the references in your bibliography. Bold type is now most prevalent.

- In your list of references or bibliography, in order to maintain consistency, use only the initial letters of the writer's first name; even if you have more information. For example, **Mohr, L. or Bowlby, J**.

- 'ed.' and 'eds.' are suitable abbreviations for editor and editors; for example, **Spence, B. ed**.

- In your list of references or bibliography '&' can be used when listing authors/editors in preference to the word 'and.' But use it consistently for all your references; for example **Bennett, H. & Reid, S**.

- If you are referencing more than one publication written by the same author in the same year, these need to be listed in the bibliography in the order they were cited in the text.

> **Example**
>
> Ghose, J. (2001a) **Computing: the way ahead...**
>
> Ghose, J. (2001b) **Changing retail markets in computing**.

Punctuation and text formats (typography)

Punctuation and typography are used to separate and distinguish parts of the reference. The relevant British Standard advises:

"A consistent system of punctuation and typography should be used for all references included in a publication. Each element of a reference should be clearly separated from subsequent elements by punctuation or change of typeface" (BSI,1989, p.4).

The examples in this guide follow the style used in previous editions; this has been adopted by many courses in the University. However, some tutors may recommend a different style.

Check any advice given in course documentation, or by your course tutors, on what is required.

Authors or originators of the publication

The authority or source of the information could include an individual, an organisation (corporate author) or an editor.

No author
Where the author is not identifiable and there is no 'corporate author', start your reference with the title.

> **Example**
>
> Structure in modern childhood. (2005) **Journal of Social Studies in Youth**, 6 (4) April, pp.11-20.

> **Tip**
>
> One of the reasons for referencing is to add credibility to your work. Do your references include authors who are established and respected in their field? If the information that you are using lacks an author or authority then reconsider whether the information is credible. An author's reputation is not the only way to evaluate information, for example, a specific publisher or a journal title may be respected in a particular field.

Corporate authors
An organisation such as a company, university or government department can be the author of a publication. Often, the same organisation will also be the publisher. Cite and reference them as you would a person.

In the text of your essay or assignment:

> **Example**
>
> Some further research in this area conducted by the Stroke Care Association (2007) seemed to show that many patients regard their interactions with nursing staff as...

In your bibliography:

> **Example**
>
> Stroke Care Association (2007) **Stroke care trends**. London, Stroke Care Association.

Multiple authors

If there are one, two or three authors then give them all, separated by commas and an ampersand '&' or the word 'and'.

> **Example**
>
> Shields, M., Ford, M. and Taylor, J. (2004) **Uses of punctuation**. Reading, Johnson.

If there are four or more authors, use the first author (from the title page) followed by **either** the words 'and others', **or** 'et al' (this is an abbreviation of the Latin term for 'and others'). Whichever form of words you choose, make sure you use the same for all multiple author references in the same piece of writing.

> **Example**
>
> Davies, H. and others (2002) **Studying science**. 4th ed. London, Moss.

Practice on referencing multiple authors varies. Check any guidance you are given.

Place of publication

"The place of production should be given as it appears most prominently in the preferred source. If the place is known but not mentioned, it may be supplied" (BSI, 1989 p.10).

Multiple places
Where one publisher is associated with multiple places of publication, reference the first. If a place is in the UK, you can indicate this as well.

Punctuation and place of publication
This guide suggests using a comma to separate the place of punctuation from the publisher and commas are used in all of our examples. However, it is also common practice to use colons and some tutors may prefer this.

> **Example**
>
> Maidenhead, Open University Press.
> Or
> Maidenhead: Open University Press.

Check any advice given in course documentation, or by your course tutors, on what is required.

Secondary referencing (source cited within another source)

(See page 15)

Example bibliography or list of references

This list shows how a bibliography or list of references is usually presented when using the author-date or Harvard system. Each source is listed only once, regardless of how many times it has been mentioned (cited) in the essay or assignment. The sources are listed in alphabetical author order (or title where that is used first) and there is no labelling of different types of material, such as a separate list of websites.

Some subjects or courses will require these lists to be presented in different ways. Check requirements for your course.

Online image

Book

Antarctic warming claims another ice shelf. (2008) [Online image]. Available from: <http://earthobservatory.nasa.gov/Study/WilkinsIceSheet/> [Accessed 24 June 2008].

Journal article

Belbin, R. (1996) **Management teams: why they succeed or fail**. Oxford, Butterworth-Heinemann.

Bennett, M., and James, S. (2001) Through the glass ceiling: women's experience of modern workplace practices. **Journal of Gender in Business**, 5 (3) June, pp.32-41.

E-journal article

Cotter, J. (1999) Asset revelations and debt contracting. **Abacus** [Internet], 35 (5) October, pp.268-285. Available from: <http://www.ingenta.com> [Accessed 19 November 2007].

Davies, H. and others (2002) **Studying science**. 4th ed. London, Moss.

Book

Dronke, P. (1968) **Medieval Latin and the rise of European love-lyric** [Internet]. Oxford, Oxford University Press. Available from: netLibrary <http://www.netLibrary.com> [Accessed 6 March 2008].

E-book

Hawkes, N. (2008) Brittle bone drug can stop disease taking hold. **The Times**, 11 June, p.3.

Leeds Metropolitan University (2006) **Policy, framework principles and procedures for research ethics** [Internet], Leeds, Leeds Metropolitan University. Available from: <http://www.leedsmet.ac.uk/research/PublishedPolicyFramework (res_Ethics).doc> [Accessed 9th January 2007].

Newspaper article

Web page

Potter, A. (2006) Modification of method in education design. In: Bourg, G. ed. **Process in education planning: studies and cases**. London, Falmer Press, pp.23-34.

Rotheram, B. (2008) Straws in the wind. **Sounds Good 11 June** [Internet blog]. Available from: <http://web.mac.com/simonft/Sounds_Good/Blog/Blog.html> [Accessed 24 June 2008].

Chapter in an edited collection

Structure in modern childhood. (2005) **Journal of Social Studies in Youth**, 6 (4) April, pp.11-20.

Blog

Whitehead, S. (1996) **Public and private men: masculinities at work in education management**. Ph.D. thesis, Leeds Metropolitan University.

Woman's hour health. (2008) [Podcast radio programme], London, BBC Radio Four. 16 June. Available from: <http://www.bbc.co.uk/radio/podcasts/whhealth> [Accessed 19 June 2008].

Anonymous journal article

Wonder, S. (1980) **Happy Birthday**, Stevie Wonder. [Digital audio file]. Last-fm. Available from: <http://www.last.fm> [Accessed 17 June 2008].

Thesis

Digital audio file

Podcast

Examples of references

Books

Take your information from the title page of a book, rather than the cover; these are sometimes slightly different.

Include the following information in this order:

1. Author(s), editor(s) or the organisation responsible for writing the book

2. Year of publication – in brackets

3. Title and subtitle (if any) – <u>underlined</u>, or **bold**, or in *italics* and followed by a full stop

4. Series and individual volume number (if any) – followed by a full stop

5. Edition if not the first, for example '2nd ed.'

6. Place of publication if known – followed by a comma

7. Publisher – followed by a full stop.

> **Example**
>
> Bowlby, J. (1951) **Maternal care and mental health**. Monograph Series, no. 2. Geneva, World Health Organization.
>
> Davies, H. and others (2002) **Studying science**. 4th ed. London, Moss.
>
> Morris, B. (2004) **Program evaluation.** 3rd ed. London, Hadlow.
>
> Spencer, J. ed. (2007) **School management and finance: opportunities and problems**. Financial Education Series, 23. London, Ford Publishers.

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Electronic books (E-books)

Occasionally, the web address for an electronic book will be excessively long, as it will contain control codes. In such cases, just include enough of the address to identify the site the e-book came from.

Include the following information in this order:

1. Author(s), editor(s) or the organisation responsible for writing the book

2. Print version year (use the electronic version year if there is no print version) – in brackets

3. Title – underlined, or **bold**, or in *italics*

4. The word 'Internet' – in square brackets followed by a comma

5. Print version place of publication – followed by a comma

6. Print version publisher – followed by a full stop

7. The words 'Available from' – followed by a colon

8. The Internet location the electronic book was accessed from (for example, netLibrary)

9. The Internet address – in angled brackets

10. The word 'Accessed' and the date you viewed the electronic book – in square brackets and followed by a full stop.

Example

Dronke, P. (1968) **Medieval Latin and the rise of European love-lyric** [Internet], Oxford, Oxford University Press. Available from: Netlibrary <http://www.netLibrary.com> [Accessed 6 March 2008].

Chapter in an edited collection of writings

It is easy to confuse the name of the contributor to a book of collected writings with that of the editor. It is important to include the editor of the book in the bibliography as this is the information that would be needed to trace the source on a library catalogue.

Include the following information in this order:

1. Author of chapter/section

2. Year of publication – in brackets

3. Title of chapter/section – followed by a full stop

4. The word 'In'– followed by a colon

5. Author/editor of the book of collected work

6. Title of book – <u>underlined</u>, or **bold**, or in *italics* and followed by a full stop

7. Place of publication – followed by a comma

8. Publisher – followed by a comma

9. Page numbers of section referred to – followed by a full stop.

Example

Potter, A. (2006) Modification of method in education design. In: Bourg, G. ed. **Process in education planning: studies and cases**. London, Falmer Press, pp.23-34.

Journal articles

Include the following information in this order:

1. Author of the article

2. Year of the publication – in brackets

3. Title of the article – followed by a full stop

4. Title of the journal – <u>underlined</u>, or **bold**, or in *italics* and followed by a comma

5. Volume

6. Issue or part number in brackets, month or season of the year followed by a comma

7. Page numbers of article – followed by a full stop.

Example

Bennett, M., and James, S. (2001) Through the glass ceiling: women's experience of modern workplace practices. **Journal of Gender in Business**, 5 (3) June, pp.32-41.

Newspaper articles

Include the following information in this order:

1. Author of the article where given, if not use the title

2. Year of publication – in brackets

3. Title of the article – followed by a full stop

4. Title of the newspaper – <u>underlined</u>, or **bold**, or in *italics* and followed by a comma

5. Date (no year needed) – followed by a comma

6. Page number(s) of article – followed by a full stop.

> **Example**
>
> Hawkes, N. (2008) Brittle bone drug can stop disease taking hold.
> **The Times**, 11 June, p.3.

Electronic journal articles (E-journals)

Occasionally, the web address for an electronic journal article will be excessively long, as it will contain control codes. In such cases, just include enough of the address to identify the site the journal came from.

Include the following information in this order:

1. Author/editor

2. Year – in brackets

3. Title of article – followed by a full stop

4. Title of journal – underlined, or **bold**, or in *italics*

5. The word 'Internet' – in square brackets and followed by a comma

6. Volume number

7. Issue or part number in brackets, month or season of the year followed by a comma

8. Page numbers or online equivalent – followed by a full stop

9. The words 'Available from' – followed by a colon

10. The Internet address – in angled brackets (note general point about journal article addresses above)

11. The word 'Accessed' and the date you viewed the web page – in square brackets and followed by a full stop.

> **Example**
>
> Cotter, J. (1999) Asset revelations and debt contracting. **Abacus** [Internet], 35 (5) October, pp.268-285. Available from: <http://www.ingenta.com> [Accessed 19 November 2007].

Electronic newspaper articles

Follow the same format as for an e-journal article (see previous page) but give the date information differently. Occasionally, the web address for an electronic newspaper article will be excessively long, as it will contain control codes. In such cases, just include enough of the address to identify the site the journal came from.

Include the following information in this order:

1. Author/editor

2. Year – in brackets

3. Title of article – followed by a full stop

4. Title of newspaper – underlined, or **bold**, or in *italics*

5. The word 'Internet' – in square brackets and followed by a comma

6. Date (no year needed) – followed by a comma then page numbers or online equivalent if given – followed by a full stop

7. The words 'Available from' – followed by a colon

8. The Internet address – in angled brackets (note general point about article addresses above)

9. The word 'Accessed' and the date you viewed the web page – in square brackets and followed by a full stop.

> **Example**
>
> Elliott, L. (2008) Economic slowdown and tax breaks put the government in the red. **Guardian** [Internet], 20 November. Available from: <http://www.guardian.co.uk/business> [Accessed 19 November 2007].

Web pages

- In order to maintain consistency, we advise using a style for citing and referencing work from the internet that conforms to the Harvard system.

- Web addresses can be excessively long if they contain control codes from your search. In such cases, just include enough of the address for your reader to identify the site.

- Internet based material may only be available for a short time; it is advisable to keep a personal copy as evidence that the information existed, in addition to including the date you accessed it in your reference.

In the text of your assignment:

Web pages often have a corporate author (see below). Where the web page has no author whatsoever, use the title as the point of reference. However, where you are citing a web page from within a larger site and you do not have the author of the page, use the producer of the larger site as the author.

> Example
>
> Leeds Metropolitan University (2006) outlines the procedures which researchers must follow.

In your bibliography:

Include the following information in this order:

1. Author/editor

2. Year in brackets. If none available, use 'n.d.' (stands for 'not dated')

3. Title – underlined, or **bold**, or in *italics*

4. The word 'Internet' – in square brackets and followed by a comma

5. Edition if available (for example, update 2 or version 4.1) – followed by a full stop

6. Place of publication – followed by a comma

7. Publisher (if identifiable) – followed by a full stop

8. The words 'Available from' - followed by a colon

9. The Internet address – in angled brackets

10. The word 'Accessed' and the date you viewed the web page - in square brackets and followed by a full stop.

> **Example**
>
> Leeds Metropolitan University (2006) **Policy, framework principles and procedures for research ethics** [Internet], Leeds, Leeds Metropolitan University. Available from: <http://www.leedsmet.ac.uk/research> [Accessed 20th October 2008].

Whole web sites

Sometimes you may need to reference a whole web site.

> **Example**
>
> Leeds Metropolitan University (n.d.) **Skills for Learning** [Internet], Leeds, Leeds Metropolitan University. Available from: <http://skillsforlearning.leedsmet.ac.uk> [Accessed 10 June 2008].

Email discussion lists

Include the following information in this order:

1. Author/editor

2. Year – in brackets

3. Title of message – followed by a full stop

4. Discussion list name and date of message – <u>underlined</u>, or **bold**, or in *italics*

5. The words 'Internet discussion list' – in square brackets and followed by a full stop

6. The words 'Available from' – followed by a colon

7. The email list address – in angled brackets

8. The word 'Accessed' and the date you visited the discussion list – in square brackets and followed by a full stop.

Example

Johnson, J. (2006) Computing courses. **LJS-Digest 2 May** [Internet discussion list]. Available from: <mailstore@mailstore.ac.uk> [Accessed 15 April 2007].

Internet blogs (weblogs)

Include the following information in this order:

1. Author of blog

2. Year – in brackets

3. Title of message – followed by a full stop

4. Title of blog or website and date of entry – <u>underlined</u>, or **bold**, or in *italics*

5. The words 'Internet blog' – in square brackets and followed by a full stop

6. The words 'Available from' – followed by a colon

7. The website address – in angled brackets

8. The word 'Accessed' and the date you visited the blog – in square brackets and followed by a full stop.

> **Example**
>
> Rotheram, B. (2008) Straws in the wind. **Sounds Good 11 June** [Internet blog]. Available from: <http://web.mac.com/simonft/Sounds_Good/Blog/Blog.html> [Accessed 24 June 2008].

Theses and dissertations

Include the name of the awarding institution, for example, Leeds Metropolitan University.

The correct content and order is the same as for books.

> **Example**
>
> Whitehead, S. (1996) **Public and private men: masculinities at work in education management**. Ph.D. thesis, Leeds Metropolitan University.

Research reports

There are many different types of reports. Ensure you include the subtitle and series information.

The correct content and order is the same as for books.

> **Example**
>
> Balcombe, R.J. (1988) **Bus deregulation in Great Britain: a review of the first year**. Research Report: Transport and Road Research Laboratory; 161. Crowthorne, TRRL.
>
> O'Hare, N. (2006) **Peak oil production: new perspectives**. Research Report 32. Chicago, Economic Study Unit.

Conference proceedings and papers

Conference proceedings

Include the following information in this order:

1. Name of conference – followed by a comma

2. Number (if appropriate) – followed by a full stop

3. Year – followed by a full stop

4. Location of conference (if appropriate) – followed by a comma

5. Year of publication – in brackets and followed by a full stop

6. Title of published work; if different from the name of the conference – <u>underlined</u>, or **bold**, or in *italics* and followed by a comma

7. Author/editor – followed by a full stop

8. Place of publication – followed by a comma

9. Publisher – followed by a full stop.

> **Example**
>
> ERB Conference on Renewables, 2003. Stockholm, (2003). **Renewables: proceedings of the ERB conference on renewable energy sources**, G. Bartle ed. London, Johnson.

Conference papers

Conference papers are similar to book chapters in that they appear as part of a wider publication (i.e. the conference proceedings).

Include the following information in this order:

1. Contributing author

2. Year of publication – in brackets

3. Title of conference paper – followed by a full stop

4. The word 'In' followed by a colon

5. Author/editor of conference proceedings (if applicable)

6. Title of conference proceedings including date and place of conference – <u>underlined</u>, or **bold**, or in *italics* and followed by a full stop

7. Place of publication – followed by a comma

8. Publisher – followed by a comma

9. Page numbers of contribution – followed by a full stop.

> **Example**
>
> Romanov, J. (2001) International currency exchange: what future in the electronic age? In: Ford, J. ed. **Proceedings of the 7th IF Conference, August 16-18, 2001, Boston USA**. New York, International Financial, pp.80-87.

Encyclopaedia entries

Include the following information in this order:

1. Author(s) or editor(s)

2. Year of publication – in brackets.

3. Title of article – followed by a comma

4. The word 'in'

5. Title of encyclopaedia – <u>underlined</u>, or **bold**, or in *italics* and followed by a comma

6. Volume number if applicable – followed by a comma

7. Edition number – followed by a full stop

8. Place of publication – followed by a comma

9. Publisher – followed by a full stop

10. Page number(s) of definition if appropriate – followed by a full stop.

> **Example**
>
> Hibbard, J.D., Kotler, P. & Hitchens, K.A. (1997) Marketing and merchandising, in: **New Encyclopaedia Britannica**, vol. 23, 15th revised ed. London, Encyclopaedia Britannica.

Dictionary entries

Dictionaries normally do not have an author as such, so the reference is based on the title of the work.

Include the following information in this order:

1. Title of dictionary – <u>underlined</u>, or **bold**, or in *italics* and followed by a full stop

2. Year of publication – in brackets

3. Volume number (if applicable) or, if you are referencing the complete work, define the volume set (for example vols. 1-32) followed by a comma

4. Edition number – followed by a full stop

5. Place of publication – followed by a comma

6. Publisher – followed by a comma

7. Page number(s) of definition if appropriate – followed by a full stop.

> **Example**
>
> **Oxford English dictionary**. (1989) vol. 5, 2nd ed. Oxford, Clarendon.

Patents

Include the following information in this order:

1. Originator – followed by a full stop

2. Year of publication – in brackets

3. Title of patent – <u>underlined</u>, or **bold**, or in *italics* and followed by a full stop

4. Series designation – followed by a full stop.

> **Example**
>
> Kimberly-Clark Worldwide, Inc. (1999) **Disposable shoe cover**. BG2353691.

Standards

British Standards (BS), European Standards (EN) and International Organization for Standardization (ISO)

Include the following information in this order:

1. Author

2. Year of publication – in brackets

3. Standard number followed by the title of the standard – <u>underlined</u>, or **bold**, or in *italics* and followed by a full stop

4. Place of publication – followed by a comma

5. Publisher – followed by a full stop.

> **Example**
>
> British Standards Institution (1990) **BS5605:1990 Recommendations for citing and referencing published material**. Milton Keynes, BSI.

Sacred texts

In the text of your assignment:

If quoting from sacred texts such as the Bible, the Koran, the Talmud or the Upanishads, you do not need to give a page number, just the details of the verse or extract. Traditionally a colon is used between chapter and verse.

References to sacred texts are **not usually included in your bibliography** but if you do want to include them, reference the edition of the text you have been using, following the rules for a book.

Example

Koran 24:35

Luke 4:4

Ruth 3:1-18

Personal communications (including teaching sessions)

The description 'personal communication' covers any occasion where you obtain information directly from another person. This could include a discussion with a practitioner on a work placement, or a discussion or taught session on your course.

> **Tip**
>
> Be careful when citing other people in this way; you will not always know where they have obtained their information and ideas from. You should always ask permission before quoting comments made in conversation – as opposed to a teaching session.

With university teaching sessions, most lecturers will supply references to information or ideas they have obtained from published sources, which you can then follow up yourself. Only cite and reference the lecturer themselves when they are giving their own views or information.

If your information comes from course handouts or from an e-learning system or virtual learning environment, cite those as your source and include the details in your bibliography. Only treat something as a personal communication when it truly has taken place in that way.

In the text of your assignment:

Personal communications can be cited in the text, but as the information is not recoverable they **do not need to be included in the bibliography**. Give initials as well as the surname of the communicator, and provide some information about the context (personal communication, lecture, interview, tutorial etc.) and as exact a date as possible.

> **Example**
>
> More and more buildings are now recycling energy according to R. Jann (personal communication, 22 March 2006).

Personal email messages

With personal email messages the 'subject line' of the message is given as a title and the full date is given instead of just the year.

- In place of an 'availability' statement, use the words 'Email to' followed by the recipient's name.

- You should also include both the sender's and recipient's email address in the reference.

Include the following information in this order:

1. Sender

2. Sender's email address – in brackets and followed by a comma

3. Day, month and year the email was sent – followed by a full stop

4. Subject of message – <u>underlined</u>, or **bold**, or in *italics* and followed by a full stop

5. The words 'Email to' followed by the recipient's name

6. Recipient's e-mail address – in brackets and followed by a full stop.

> **Example**
>
> Lawrence, S. (slawrence.goyh@go-regions.gsi.gov.uk), 6 July 2001.
> **Re: government office for Yorkshire and Humberside information**.
> Email to F. Burton (f.burton@leedsmet.ac.uk).

Film and video

Bear in mind the needs of researchers who may follow you. In the case of audio-visual sources they are not only going to need as much information as possible to trace the recording but they may also need to know the formats if they are actually going to be able to play it back. Where possible quote the format, such as VHS Video, 35mm film, CD, DVD, etc.

35mm film
Include the following information in this order:

1. Title – <u>underlined</u>, or **bold**, or in *italics* and followed by a full stop

2. Year (for films the preferred date is the year of release in the country of production) – in brackets

3. Subsidiary originator (this is optional but the director is preferred – note that the director's name is not written surname first) followed by a full stop

4. Place of production – followed by a comma

5. Organisation

6. Medium and then format – separated by a colon, in square brackets and followed by a full stop.

> **Example**
>
> **Now voyager**. (1942) Directed by Irving Rapper. New York, Warner [film:35mm].

Commercial videos or DVDs

Commercial video or DVD references follow the same order as films. The main difference is the 'Medium:format' entry which is usually [video:VHS] or [video:DVD].

> **Example**
>
> **The blue planet**. (2001) London, BBC Enterprises [box set video:DVD].

If the programme is part of a series then the series title and number appear **first** in the citation.

> **Example**
>
> New Nature, 4. (2003) **Birds of South America**. Reading, Natural Earth [video:DVD].

Television / radio programmes and off-air recordings

Television programmes are usually identified as video recordings (however, see 'podcasts' page 49).

It is important to include details of when the programme was broadcast, especially for series that are transmitted throughout the year.

Include the following information in this order:

1. Series title – followed by a full stop

2. Series number (if appropriate) – followed by a full stop

3. Year of production – in brackets

4. Programme title – <u>underlined</u>, or **bold**, or in *italics* and followed by a full stop

5. Place of publication – followed by a comma

6. Transmitting organisation – followed by a comma

7. Date of transmission – followed by a comma

8. Medium and then format – separated by a colon, in square brackets and followed by a full stop.

> **Example**
>
> Panorama. (2008) **Britain on the sick**. London, BBC1, 19 May, [video:DVD].

For a recording of a film broadcast on television, use this format:

1. Film title – <u>underlined</u>, or **bold**, or in *italics* and followed by a full stop

2. Year of production – in brackets

3. Person or body responsible for production (for example, the director) – followed by a full stop

4. Place of publication (where the television company who screened the film are based) – followed by a comma

5. Transmitting organisation – followed by a comma

6. Date of transmission – followed by a comma

7. Medium and then format – separated by a colon, in square brackets and followed by a full stop.

> **Example**
>
> **Reservoir dogs**. (1992) Directed by Quentin Tarantino. London, Channel 4, 31 May 1997, [video:VHS].

Radio programmes

Include the following information in this order:

1. Title of broadcast – <u>underlined</u>, or **bold**, or in *italics* and followed by a full stop

2. Year of broadcast – in brackets

3. Place of publication, if available, followed by a comma

4. The broadcaster (this will usually give the medium) – followed by a full stop

5. The date, month and time as appropriate – followed by a full stop.

> **Example**
>
> **You and yours**. (2008) London, BBC Radio 4. 30 September, 12:00.

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Podcasts

For **podcasts**, we suggest that you include sufficient information about the content to clearly identify the item and give the web location, so that your readers can access it themselves if they wish. The format of your reference will be similar to that for a television or radio broadcast, but with additional web page information.

Include the following information in this order:

1. Title of podcast – <u>underlined</u>, or **bold**, or in *italics* and followed by a full stop

2. Year of podcast – in brackets

3. Podcast type - in square brackets - followed by a full stop

4. Place of publication, if available, followed by a comma

5. Publisher, broadcaster or podcaster – followed by a full stop

6. Date, if appropriate, followed by a full stop

7. The words 'Available from' - followed by a colon

8. The internet address – in angled brackets

8. The word 'Accessed' and the date you accessed the podcast - in square brackets and followed by a full stop.

> **Example**
>
> **Woman's hour health**. (2008) [Podcast radio programme]. London, BBC Radio Four. 16 June. Available from: <http://www.bbc.co.uk/radio/podcasts/whhealth> [Accessed 19 June 2008].

Sound recordings and digital audio files

Sound recordings

For recorded music, the composer or songwriter if known, the year if known (or n.d. if not), the title of the work, the performers, and the recording company are usually identified, as well as the format.

Formats might be:

Audiocassette; Vinyl; CD; DVD; Video; Digital audio file.

For recorded music include the following information in this order:

1. Composer or songwriter if known - otherwise put the title or the performers first as appropriate - followed by a full stop

2. Year of production – in brackets or (n.d. if not known)

3. Title of the work or piece – underlined, or **bold**, or in *italics* followed by a comma

4. The performers, followed by a full stop

5. Publisher or recording company – followed by a full stop

6. Medium and then format – separated by a colon, in square brackets and followed by a full stop.

> **Example**
>
> Mozart, W.A. (n.d.) **Symphony no. 38 in D major**, Vienna Philharmonic. Polydor. [sound recording: CD].

Recordings of drama, poetry, prose, lectures, and so on, often carry the name and location of the publisher and the date of publication and so these can be included in the reference.

> **Example**
>
> Thomas, D. (n.d.) **Under milk wood**. Performed by Dylan Thomas et al. Caedmon. [sound recording: audiocassette].

Digital audio files

For **digital audio files**, we suggest that you include sufficient information about the item's content to clearly identify it and give the web location of the file, so that your readers can access it themselves if they wish. The format of your reference will be similar to that for a sound recording, but with additional web page information.

Include the following information in this order:

1. Composer or songwriter, if known, otherwise put the title or the performers first as appropriate - followed by a full stop

2. Year of production – in brackets or (n.d. if not known)

3. Title of the work or piece – <u>underlined</u>, or **bold**, or in *italics* followed by a comma

4. The performers (full names or name usually known by) followed by a full stop

5. File type – in square brackets - followed by a comma

6. Place of publication, if available, followed by a comma

7. Publisher or provider - followed by a full stop

8. The words 'Available from' - followed by a colon

9. The Internet address – in angled brackets

10. The word 'Accessed' and the date you accessed the audio file - in square brackets and followed by a full stop.

Example

Wonder, S. (1980) **Happy Birthday**, Stevie Wonder. [Digital audio file], Last-fm. Available from: <http://www.last.fm> [Accessed 17 June 2008].

Images and works of art

In the text of your assignment:

Acknowledge the source from which you have taken the image in the same way as you would quotations with the author and date (in brackets) and full details in the bibliography.

Images taken from a book or other publication
If you wish to specify that you used an image from a book, follow the normal rules for referencing a book and then add an abbreviation for illustration – 'illus.'.

> **Example**
>
> Robson, T. (1993) **Propaganda and persuasion**. London, Angus and Johnstone, p. 105, illus.

Online images

Images should always be acknowledged, even if they are on 'free' clip art servers. Some web sites specifically request that extra information should be cited as a condition of free use of the image. If you are citing online images in your work, make a note of such requests.

Include the following information in this order:

1. Title of image, or a description – <u>underlined</u>, or **bold**, or in *italics* and followed by a full stop

2. Year – in brackets

3. The words 'Online image' or 'Online video' – in square brackets and followed by a full stop

4. The words 'Available from' – followed by a colon

5. The internet address – in angled brackets

6. The word 'Accessed' and the date you viewed the image – in square brackets and followed by a full stop.

Example

Antarctic warming claims another ice shelf. (2008) [Online image].
Available from:
<http://earthobservatory.nasa.gov/Study/WilkinsIceSheet/>
[Accessed 24 June 2008].

Original works of art

Include the following information in this order:

1. Artist

2. Year work was produced – in brackets

3. Title of work – <u>underlined</u>, or **bold**, or in *italics*

4. Material type – in square brackets and followed by a full stop. Common material types are: ceramic, drawing, lithograph etc.

5. The words 'Held at'

6. The location of the gallery, museum, etc. – followed by a full stop.

> **Example**
>
> Hepworth, B. (1953) **Heiroglyph** [sculpture]. Held at Leeds City Art Gallery.

Reproductions of works of art
If the visual information is not the author's own work, as well as citing the source the image was found in, these should also acknowledge the original artist, photographer, designer or architect.

> **Example**
>
> Thomas, B. **Is your journey really necessary?** 1942. (Rhodes, 1976, p.130).

Exhibition catalogues

Where there is no author use the gallery or museum:

Example

Museum of Modern Art (1968) The machine. New York, MOMA.

It is the custom to capitalise the names of art movements.

Example

Haskell, B. (1984) Blam! **The explosion of Pop, Minimalism and Performance 1958-64**. New York, Whitney Museum of American Art.

Live performances

Choreographer or performance artist should be given instead of the author, followed by the premiere date but with further details, including when seen, to give credibility.

Include the following information in this order:

1. Choreographer if known - otherwise put the title or the performers first as appropriate - followed by a full stop

2. Year of first production (premiere) – in brackets (or n.d. if not known)

3. Title of the work or piece – <u>underlined</u>, or **bold**, or in *italics* followed by a comma

4. The performers, followed by a full stop

5. Date performance viewed and the location details – in square brackets.

Example

Ashton, F. (1940) **Dante Sonata**, The Royal Ballet [performance viewed 10 July 2004, Lincoln Center, New York].

Unpublished documents

See also "Personal email messages", "Personal communications" and "Original art works".

There are many different kinds of unpublished documents which may be public or private in origin. They include:

- Books or articles which have been accepted for publication, but have not yet been published.

- Unpublished theses.

- Informal or in-house documents such as class hand-outs, leaflets or internal reports. These are sometimes referred to as '**grey literature**'.

- Legal documents such as wills or documents relating to the sale and purchase of property or land.

- Business records such as minutes of meetings.

- Documents of public record such as entries of birth, marriage or death.

- Historical documents which may be unique originals such as ancient maps, handwritten letters or diaries, manuscripts and photographs.

- Inscriptions such as those on gravestones or foundation stones.

In press
If you have had access to a book or article which is not yet in print, but which has been accepted for publication, you should use the words "in press", in brackets, instead of the year of publication after the author or title.

Location

For other unpublished documents you should provide details of the location, if known, where the unpublished document is kept and may be viewed or consulted by others. Details of the location are usually preceded by a colon.

Unpublished theses and in-house documents

If the document is a thesis, or looks like a book or pamphlet, and has clear authorship and title, then its reference format should follow the recommendations for the document type it resembles. In addition the name of the repository (e.g. library or university) where the item is held should be supplied:

Example

Hajdarevic, K. (2008) **Early detection of network problems using existing network indicators: local agent based approach.** Ph.D. thesis: Leeds Metropolitan University.

Leeds Metropolitan University (2006) **Journal articles: how to find them**. 3rd ed. leaflet: Leeds Metropolitan University, Library.

Historical unpublished documents

If you are using the Harvard method, the reference should include the following information in this order:

1. The **name** of the originator of the document: this could be an individual name or title of office, or the organisation or institution which the document was created for.

2. The **year** when the document was written or copied.

3. The **title** of the document given by the originator or the repository. If there is no title, you should provide a title based on the name of the person, institution, place or subject of the document.

4. The **material designation** of the document – e.g. foundation stone, notebook, microfiche, photocopy, etc.

5. The **place** name of the city, town or village where the document is held with further information in brackets if appropriate - e.g. Paris (Texas), Scawton (North Yorkshire), The English version of place names should be used for larger places - e.g. Florence (i.e. not Firenze).

6. The name of the **repository**, i.e. where the document is kept. In some cases this may be the name of the individual who owns the document.

7. The **call number** is the code which the repository may have given to the document. If the document does not have a call number, then you should include a description of where it can be found in the repository.

8. You should also give the **location within the document** – e.g. the page, verse or date.

Example

Based on an example reference in BS 6371:1983 and adapted to conform to the Harvard method:

Coleridge, Samuel Taylor (1830) MS* annotations in John Bunyan, **Pilgrim's Progress**, London: London, British Library, C.132.c1.

---

* MS, plural **MSS**, is an abbreviation for a manuscript or handwritten document.

Maps

Include the following information if you know the originator's name (this may be the cartographer, surveyor, compiler, editor, copier, maker, engraver, etc.):

1. Originator's name

2. Year of publication – in brackets

3. Title of map – <u>underlined</u>, or **bold**, or in *italics* and followed by a comma

4. Scale of the map (for example 1:100000) – followed by a full stop

5. Place of publication – followed by a comma

6. Publisher – followed by a full stop

> **Example**
>
> Brawn, D.A. (2002) **Mallorca north and mountains tour and trail map**, 1:40000. Northampton, Discovery Walking Guides.

If you do not know the originator's name:

1. Title of map – <u>underlined</u>, or **bold**, or in *italics* and followed by a full stop

2. Year of publication – in brackets

3. Scale of the map (for example 1:100000) – followed by a full stop

4. Place of publication – followed by a comma

5. Publisher – followed by a full stop.

> **Example**
>
> **The European Union: political map, member states, regions and administrative units.** (1995) 1:4000000. Luxembourg, Office for Official Publications of the European Communities.

Ordnance Survey maps

Include the following information in this order:

1. The words 'Ordnance Survey'

2. Year of publication – in brackets

3. Title of the map – <u>underlined</u>, or **bold**, or in *italics* and followed by a comma

4. Sheet number – followed by a full stop

5. Scale of the map (for example 1:100000) – followed by a comma

6. Series (for example Landranger series) – in brackets and followed by a full stop.

> **Example**
>
> Ordnance Survey (1989) **Duns, Dunbar and Eyemouth area,** sheet 67. 1:50000, (Landranger series).

Geological survey maps

Include the following information in this order:

1. Corporate body

Common geological survey bodies are:

- British Geological Society
- Geological Survey of Great Britain (England and Wales)
- Geological Survey of Great Britain (Scotland)
- Geological Survey of Great Britain (Northern Ireland)

2. Year of publication – in brackets

3. Title of map – <u>underlined</u>, or **bold**, or in *italics* and followed by a comma

4. Sheet number (if applicable) and name of series (in brackets) – followed by a comma

5. Scale (for example 1:50000) – followed by a full stop.

Examples

British Geological Society (1992) **Geology of the country around Thirsk, sheet 52 (England and Wales), 1:50000.**

British Geological Society (2001) **Building stone resources of the United Kingdom**, 1:1000000.

Printed music scores

Include the following information in this order:

1. Composer

2. Year of publication – in brackets

3. Title of work – <u>underlined</u>, or **bold**, or in *italics* and followed by a full stop

4. Editor(s) followed by ed. or any other arrangers, for example 'Scored by' or 'Arranged by' (note that the name is not written surname first) – followed by a full stop

5. Place of publication – followed by a comma

6. Publisher – followed by a full stop.

Example

Beethoven, L. (n.d.) **Symphony no. 7, A major, op. 92**. M. Unger ed. London, Eulenburg.

CD-ROMs and computer databases

Multimedia CD-ROMs
If you have used a reference from a multimedia CD-ROM include the following information, as this is a piece of work in its own right:

> **Example**
>
> Royal Institute of British Architects (1998) **Architecture and Design Illustrated**. London, RIBA [CD-ROM].

Computer databases
If the information you are using is only available as a computer database you should cite it as follows:

> **Example**
>
> Gray, J. M. & Courtenay, G. (1988) **Youth cohort study** [computer file]. Colchester, ESRC Data Archive [distributor].

Foreign language materials and translations

Foreign language materials
If you are referencing a source written in a language other than English you should either give the title exactly as it appears on the page, or an English translation of it, with the original language acknowledged.

Whichever method you choose, be consistent with all references to foreign works in your bibliography.

> Examples
>
> Either:
> Gonzalez, M. & Martin, F. (1999) **Socios 1: curso basico de espanol orientado al mundo del trabajo: libro del professor**. Barcelona, Difusion.
>
> Or:
> Gonzalez, M. & Martin, F. (1999) **Series 1: basic Spanish course about the world of work: tutor book (in Spanish)**. Barcelona, Difusion.

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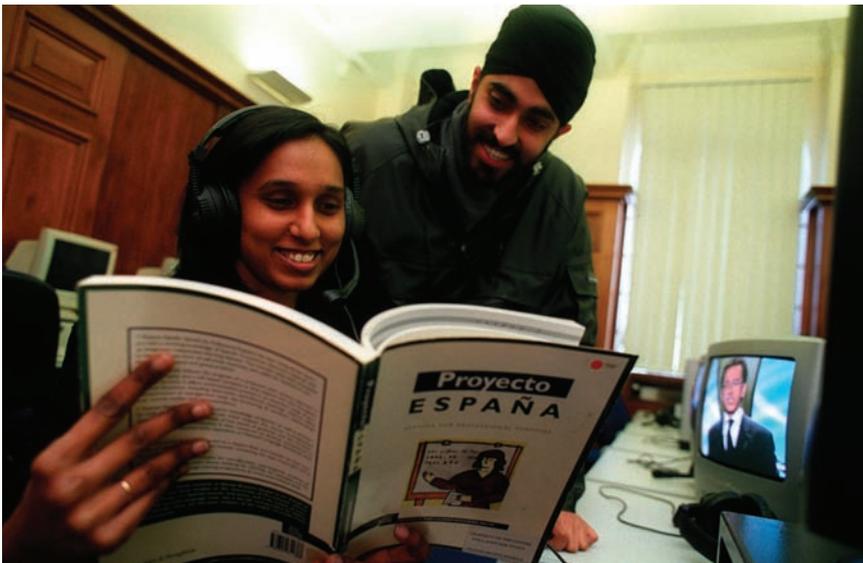
Translations

For a source translated into English you will need to include the translator's details and the original language it has been translated from.

For a translated **book** include the following information in this order:

1. Author(s)

2. Year of publication – in brackets

3. Title – <u>underlined</u>, or **bold**, or in *italics* and followed by a full stop

4. The words 'Translated from the'

5. The language of the original

6. The word 'by'

7. The translator's name – followed by a full stop (note that the translator's name is not written surname first)

8. Place of publication – followed by a comma

9. Publisher – followed by a full stop

Adapt this information for other types of translated materials.

> **Example**
>
> Canetti, E. (2000) **Crowds and power**. Translated from the German by C. Stewart. London, Phoenix.

UK official and legal publications

UK official and legal - Non-parliamentary publications

Referencing non-parliamentary publications follows a similar order to referencing books:

Include the following information in this order:

1. Author (usually the name of a Government department, committee, or other official body)

2. Year of publication – in brackets

3. Title of the work – <u>underlined</u>, or **bold**, or in *italics* and followed by a full stop

4. Edition number – followed by a full stop

5. Place of publication – followed by a comma

6. Publisher – followed by a full stop

7. Title of series and volume number (if applicable) – separated by a comma, in brackets and followed by a full stop.

Example

Department of the Environment (1986) **Landfilling wastes**. London, HMSO. (Waste Management paper, 26).

Notes

HMSO (Her Majesty's Stationery Office, later renamed The Stationery Office, or TSO) is the Government's official publisher; it should therefore never be given as the author.

UK official and legal - Parliamentary publications

Acts or statutes
- Acts of Parliament are referenced by citing the title and including the Act's chapter number for clarity.

- Acts are organised numerically throughout the year and the chapter number in this context is the number of the Act passed that year. For example, the Consumer Protection Act 1987 was the 43rd Act to be passed that year and may be cited as 1987 (c.43).

Include the following information in this order:

1. Title of the Act including the date – underlined, or **bold**, or in *italics*

2. The letter 'c' followed by chapter number of the Act – in brackets

3. Place of publication – followed by a comma

4. Publisher – followed by a full stop.

> **Example**
>
> **Further and Higher Education Act 1991** (c.13) London, HMSO.

Acts are included in the bibliography in alphabetical order of the first main word of the Act.

Before 1963 a different system operated based on the date of the Sovereign's accession to the throne and the dates of the Parliamentary session.

> **Example**
>
> **Education Act 1944** (7&8 Geo 6 c. 31) London, HMSO.

UK official and legal - Parliamentary Bills

- Parliamentary Bills are organised numerically and according to which House they originate from.

- Each Bill has a number in the lower left hand corner of the title page.

- House of Commons Bills enclose the number in square brackets.

- House of Lords Bills used to have their numbers enclosed in round brackets but are now designated 'HL Bill' followed by a number without a bracket.

Include the following information in this order:

1. Abbreviation of the House of Commons or the House of Lords – 'HC' or 'HL' and the word 'Bill'

2. Parliamentary Session – in brackets

3. The Bill's serial number (a Bill is renumbered whenever it is reprinted during its passage through Parliament).

UK official and legal - Statutory Instruments

Include the following information in this order:

1. Title – underlined, or **bold,** or in *italics* and followed by a full stop

2. Year of publication – in brackets

3. The abbreviation 'SI' followed by the Statutory Instrument number – followed by a full stop

4. Place of publication – followed by a comma

5. Publisher – followed by a full stop.

Example

National assistance (assessment of resources) regulations. (1992) SI 1992/2977. London, HMSO.

UK official and legal - Official Reports of Parliamentary Debates (Hansard)

Include the following information in this order:

1. Abbreviation of the House of Commons or the House of Lords – 'HC' or 'HL'

2. The abbreviation 'Deb.'

3. Date of Parliamentary Session – in brackets

4. Volume number – followed by a comma

5. The abbreviation 'col.'

6. Column number.

UK official and legal - Official Reports of Parliamentary Debates in Standing Committees

Include the following information (parts 1-4 are underlined, or **bold**, or in *italics*):

1. The abbreviation 'Stg. Co. Deb.'

2. Date of Parliamentary Session – in brackets

3. Standing Committee identifying letter prefaced by 'Co.'

4. Title of legislation under discussion

5. The abbreviation 'col.'

6. Column number.

Example

Stg. Co. Deb. (1980-81) Co. E Finance Bill col.46

UK official and legal - Parliamentary Papers

- A range of subjects as well as Select Committee proceedings are covered under Parliamentary Papers.

- They are organised numerically according to which House they originate from.

- House of Commons Papers have a serial number printed on the bottom left of the title page.

- House of Lords Papers are identified by a serial number in the same place but enclosed within round brackets.

Include the following information in this order:

1. Abbreviation of the House – 'HC' or 'HL'

2. Paper number

3. Date of Parliamentary Session – in brackets.

> **Example**
>
> HC 7 (1990-91)

References to reports issued by joint Committees of the House of Lords and the House of Commons should include both serial numbers followed by the Parliamentary Session.

> **Example**
>
> HL 40, HC 15-viii (1981-82)

UK official and legal - Command Papers

Command Papers are presented to Parliament 'by command of Her Majesty'. There are a number of different types, including:

- Statements of Government policy – often referred to as 'White Papers'.

- Discussion or consultation documents – often referred to as 'Green Papers', but not all Green Papers are published as Command Papers.

- Reports to Royal Commissions.

- Reports of Departmental Committees.

- Reports of tribunals or commissions of enquiry.

- Reports of permanent investigatory bodies such as the Law Commission and the Monopolies and Mergers Commission.

- Treaties and agreements with other countries or international organisations.

- Annual accounts.

Command Papers are numbered sequentially regardless of Parliamentary session. The running number and prefix is on the bottom left hand corner of the cover and title page.

The prefix has changed over the years and you need to be careful in citing this abbreviation correctly. The series of Command Papers published so far have been numbered as follows:

1st series	[1] – [4222]	1833-1869
2nd series	[C. 1] – [C. 9550]	1870-1899
3rd series	[Cd. 1] – [Cd. 9239]	1900-1918
4th series	[Cmd. 1] – Cmd. 9889	1919-1956
5th series	Cmnd. 1 – Cmnd. 9927	1956-1986
6th series	Cm. 1 –	1986-

Include the following information in this order:

1. Title of the Command Paper – <u>underlined</u>, or **bold**, or in *italics*

2. Command Paper number and Year of publication – separated by a comma and in brackets

3. Place of publication – followed by a comma

4. Publisher – followed by a full stop.

> **Example**
>
> **Royal Commission on Local Government, 1969-1996** (Cmnd. 4040, 1969) London, HMSO.

UK official and legal - Law Reports and Cases

The most commonly used referencing method for law reports is referred to as 'accepted legal citation'. This is not part of the Harvard system but it is the preferred method used by the legal profession. There are other legal citation systems in use.

Series of Law Reports are normally referred to by abbreviations of the title. Some examples are:

Appeal Cases	A.C.
Queen's Bench Division	Q.B.
All England Law Reports	All E.R.
Common Market Law Reports	C.M.L.R.

Cases are usually cited in this way:

Names of the parties (plaintiff and defendant) – underlined, or **bold**, or in *italics* and followed by a full stop

1. Year the case was reported – in square brackets
2. Number of the volume in which it was reported
3. Name of the series of law reports (in abbreviated form – see above)
4. Page number at which the report starts.

> **Example**
>
> **Carlill v. Carbolic Smoke Ball Co.** [1893] 1 Q.B. 256.

If you have referred to a specific part of a law report (i.e. an exact page), then it would be cited as follows:

> **Example**
>
> **Carlill v. Carbolic Smoke Ball Co.** [1893] 1 Q.B. 256 at p.269.

European Union publications

The guidance on citing European documentation will not necessarily conform to the Harvard system because of the particular methods employed to organise the range of publications. The following is for your guidance only in order to achieve consistency.

COM documents

- COM documents are proposals for new legislation put forward by the European Community.

- The final versions are only published after much discussion with interested parties – earlier drafts are not generally publicly available.

Include the following information in this order:

1. Title of the document – <u>underlined</u>, or **bold**, or in *italics* and followed by a comma

2. The abbreviation 'COM'

3. The last two digits of the year – in brackets

4. The serial number – followed by a comma

5. The word 'final' to indicate that it is in fact the final version and not one of the earlier drafts – followed by a full stop.

Example

Proposal for a Council directive on uniform procedures for checks on the transport of dangerous goods by road, COM (93) 965, final.

European Union publications - Secondary legislation
Include the following information (parts 1-6 are <u>underlined</u>, or **bold**, or in *italics*):

1. The institutional origin (Commission or Council)
2. The form (Regulation, Directive or Decision)
3. The institutional treaty under which it was made (EEC, EC, ECSC or Euratom) – in brackets
4. The abbreviation 'No.' followed by the unique number, followed by a forward slash and the year of enactment abbreviated to two digits
5. The date it was passed
6. The word 'final' to indicate that it is in fact the final version and not one of the earlier drafts – followed by a full stop.

Optional information can include the title of the legislation and a reference to the issue of the Official Journal of the European Communities in which it was published. Regulations are normally cited with the name of the institutional treaty, followed by the legislation number and the year of enactment.

> Example
>
> **Council Regulation (EC) No. 40/94 of 20 December 1993 on the Community trade mark final.**

A shorter version would be cited as follows:

> Example
>
> **Council Regulation 40/94/EC.**

Directives and Decisions are cited by the last two digits of the year of enactment, the legislation number and the institutional treaty.

Shorter versions would be cited as follows:

> **Example**
>
> Council Directive 90/365/EEC.
>
> Commission Decision 94/10/EC.

European Union publications - Official Journal references

References to the Official Journal (OJ) should include the following information:

1. OJ L (for a Legislation), or

   OJ C (for Communications and Information), or

   OJ S (for a Supplement)

2. Issue number – followed by a comma

3. Date of issue – followed by a comma

4. Page number – followed by a full stop.

> **Example**
>
> OJ C311, 17.11.93, p.6.

European Union publications - EU Regulations

An example of a comprehensive citation for an EU regulation:

> **Example**
>
> **Council Regulation (EEC) No. 2015/92 of July 1992 amending Regulation (EEC) No. 1432/92 prohibiting trade between European Economic Community and the Republics of Serbia and Montenegro** (OJ L205, 22.7.92, p.2).

European Union publications - EU Case Law

Citing EU Case Law is very similar to UK Case Law (see Law Reports and Cases).

The most common Law Report is European Court Reports and this is abbreviated to ECR.

> **Example**
>
> **Barry Banks & Ors v. The Theatre Royal de la Monnaie** (case C-178/97) [2000] ECR 1-20.

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Index

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CONTACT DETAILS
Skills for Learning
Leeds Metropolitan University
C507, Civic Quarter
Leeds
LS1 3HE

http://skillsforlearning.leedsmet.ac.uk