University of Roehampton
Harvard Referencing Style Guide

This style is used by the department of Business; Dance; Drama, Theatre and Performance; Education; Life Sciences; Media, Culture and Languages; Psychology and Social Sciences.

Check the Referencing at University of Roehampton page if you are unsure what you should be using.
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Introduction: What is referencing?

What is referencing?
Referencing is used to acknowledge the use of other people’s work and ideas in your own work. It consists of two parts:

1. **In-text citation**: quoting or paraphrasing sources in body of your text. It usually provides brief information e.g. author, date and page numbers. See Section 1 for more information.
2. **Reference list/Bibliography**: an alphabetical list of the sources used in your work. Full details of the sources are given. See Section 2 for more information.

Why reference?
Referencing is used to:
- acknowledge the words and ideas of others in your work
- show the breadth and depth of your research – referring to a wide range of sources can improve your marks
- enable your reader to locate and retrieve the information you have cited in your work.

You are expected to read widely and reference a range of sources, but remember that these should support, not replace your own ideas. Every time you reference, remember to show how this contributes to your own answer to the question.

Academic Integrity
Academic integrity consists of five core values essential for learning at university level:

- **Accuracy** – ensuring your work is free from errors (e.g. when transcribing details from a source)
- **Honesty** – about which ideas are your own and which are derived from others
- **Fairness** – not trying to gain an advantage by unfair means (e.g. contract cheating) and not taking credit for other people’s work or ideas
- **Responsibility** – taking an active role in your learning, seeking out information that you need in order to perform a task (e.g. finding out the original author of an image/photograph you got from Google search)
- **Respect** – for the work of other people (including your peers, tutors and other scholars)
Academic integrity and honesty are fundamental to the academic work you produce at the University of Roehampton. You are expected to complete coursework which is your own and which is referenced appropriately. The university has in place measures to detect academic dishonesty in all its forms. If you are found to be cheating or attempting to gain an unfair advantage over other students in any way, this is considered academic misconduct and you will be penalised accordingly.

**Plagiarism**

There are many forms in which plagiarism can occur. Some forms are deliberate while others have more to do with study habits, e.g. poor note-taking skills that may lead you to confuse your notes with other people’s original ideas (especially when you leave referencing to the last minute before submission deadline). Make sure you record the details need for a reference list entry for each source that you intend to use in your coursework.

When you include the arguments, ideas, or theories of someone else without referencing them, or use the exact words they have used and present them as your own argument, it is plagiarism. Whether you do this deliberately or by mistake, it may be interpreted as attempting to present another person’s work as your own. The University of Roehampton takes plagiarism very seriously. A lack of awareness of the rules of referencing is not an acceptable excuse for plagiarism.

**Which referencing style do I use?**

It is good practice to check your module handbook before you start your assignment, or speak with your tutor if you are unclear about which style you should use. This guide outlines the format for UR Harvard style, used by many programmes at Roehampton.
Section 1: In-text citations

**In-text citation**: used when quoting, paraphrasing or summarising sources in the body of your text. This will normally include:

- Author
- Year of Publication
- Page number (when you are quoting directly)

**How to set out in-text citations in your text**

Example:  (Author Surname, Date)

(Krutkowski, 2017)

If you are quoting, you include the page number.

Example when using a direct quote:  (Author Surname, Date: Page)

(Krutkowski, 2017: 235).

**Quoting** – this is when you cite an author word for word. Use direct quotations sparingly.

**Paraphrasing** – this is when you put a small section of the original source into your own words.

**Summarising** – this is the shortest form, when you briefly describe and highlight the main points of the whole source in your own words.

**Conventions for quotations**

- Keep quotations brief. If quoting short text word-for-word within a sentence, enclose the quotation in ‘single inverted commas’ e.g.:

  Lorde (1984: 36) stated that ‘…….’
  The author states that ‘…….’ (Lorde, 1984: 36)
• If quoting longer text (50 words or more) word for word, set out the quotation in a new paragraph with no quotation marks. Indent the quote on the left-hand side and use single spacing between the lines, e.g.

As we learn to bear the intimacy of scrutiny and to flourish within it, as we learn to use the products of that scrutiny for power within our living, those fears which rule our lives and form our silences begin to lose their control over us.

(Lorde, 1984: 36)

• The full stop must always be placed on the outside of the last bracket, e.g.

**Correct:** Lau (1984: 23) argues that ‘it is essential to punctuate your sentences correctly’.

**Incorrect:** Lau (1984: 23) argues that ‘it is essential to punctuate your sentences correctly’.

The citation can come at the beginning or at the end of the sentence containing the quotation or paraphrase. For readability, there is no need to repeat the author’s name if you have already mentioned it in the sentence, you can just cite the date and the page number/s in brackets.

**Example paragraphs with in-text citations:**

Williams (1992) notes that white men teachers experience a ‘glass escalator’, elevated into higher positions such as administration. The same does not hold true for black men, who experience a ‘glass barrier’ in feminised occupations, and are often met with hostility and racism from patients and co-workers (Wingfield, 2009).

**More examples of in-text citations: single author**

| Short quotation without author’s name in sentence | Play is ‘essentially impossible for a child under three’ (Vygotsky, 1980: 96). |
| Short quotation with author’s name in sentence | Vygotsky argued against the definition of play as ‘an activity that gives pleasure to the child’ (1980: 92). |
| Long quotation | Play helps children to transition to the stage where perception - what they directly see - can be separated from meaning. |
The child cannot yet detach thought from object. The child’s weakness is that in order to imagine a horse, he need to define his action by means of using ‘the-horse-in-the-stick’ as the pivot.

(Vygotsky, 1980: 97-98)

<table>
<thead>
<tr>
<th>Paraphrase without author’s name in sentence</th>
<th>Play should not be defined as an activity that gives children pleasure, but as one that meets a child’s developmental needs. (Vygotsky, 1980).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paraphrase with author’s name in sentence</td>
<td>Vygotsky (1980) believed that play should not be defined as an activity that gives children pleasure, but as one that meets a child’s developmental needs.</td>
</tr>
</tbody>
</table>

**Examples of in-text citations: two authors 👤👤**

Display the surnames and initials of both authors in your text, e.g.

(Pears and Shields, 2019) or Pears and Shields (2019)

**Examples of in-text citations: four or more authors 👤👤👤👤+**

You only need to list the surname of the first author followed by the words ‘et al.’, e.g.

(Mabey et al., 1998: 50).

**Note:** Italics and punctuation are a part of the referencing style, pay attention to when they are used in the guide.

**Section 2: Bibliography or Reference List**

Every source you use should have an in-text citation. Every in-text citation must have a corresponding entry in your bibliography or reference list.

A bibliography or reference list provides full details of each source you have used in your assignment in alphabetical order.

The details you provide will depend on the source type, but it will generally have these basic elements:

- Author
- Year of publication
- Title
- Where it is published
- Who published it

Elements of a reference entry for a book

**Author**: Cooper, H.  
**Year**: (1995)  
**Title**: History in the Early Years.  
**Where it is published**: London: Routledge.

Elements of journal article reference

**Author**: Brisman, A.  
**Year**: (2017)  
**Article title**: Tensions for green criminology,  
**Journal Title**: Critical Criminology, 25(2), pp. 311-323.
Online journal articles may include a DOI address. If there is a DOI include this at the end of the reference. See Section 4: FAQs for details.

**Example of online article with DOI:**

Other sources may require you to include elements such as:
- URL (full web address)
- access date
- date of performance or broadcast.

**Formatting your reference list**
Aside from the use of italics and punctuation, you should also pay attention to:
- sentence case – only the first word and proper nouns are capitalised.
- title case – every word aside from articles and prepositions are capitalised.

**Sentence case example:** Dance movement as a way to help children affected by war.

**Title case example:** Skills for Success: Personal Development and Employability.

Some tutors will ask you to produce a bibliography, while other tutors will ask for a reference list. The difference is:
• **Bibliography**: a list of all of the sources you have looked at to help you compile the essay even if you have not made direct mention to them in the text. This can include sources you have read but not actually quoted from or paraphrased in your work.

• **Reference list**: a list that only includes sources you have directly quoted or paraphrased in your work.

It is more common to have reference lists than bibliographies, laid out in alphabetical order. If you are unsure which type of list your tutor is expecting, double check with your tutor.

**Example reference list:**

<table>
<thead>
<tr>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>British Dyslexia Association (no date) <em>Train the Trainer: Teaching for Neurodiversity</em>. Available at: <a href="https://www.bdadaslexia.org.uk/about/projects/dyslexia-spld-support-project-2016-17">https://www.bdadaslexia.org.uk/about/projects/dyslexia-spld-support-project-2016-17</a> (Accessed: 24 September 2018)</td>
</tr>
</tbody>
</table>

**Note**: where there is no author/editor/name of organisation or company etc. the entry is listed by title of the work and ordered alphabetically within the list.
Section 3: Referencing Examples

3.1: Books and eBooks

Note: To find out more about how to use et al. with multiple authors, go to the FAQs section at the end of this document, and see the examples below.

Book with one author
Author (Year) Title of Book. Edition - if not first edition. Place of Publication: Publisher.
In-text citation: (Cottrell, 2015)

Book with two authors
Author and Author (Year) Title of Book. Edition - if not first edition. Place of Publication: Publisher.
In-text citation: (Johal and Vickerstaff, 2012)

Book with three authors
Author, Author and Author (Year) Title of Book. Edition - if not first edition. Place of Publication: Publisher.
In-text citation: (Goepel, Childerhouse and Sharpe, 2015)

Book with four authors or more
In-text citation: (Timbury et al., 2002)
**Chapter in an edited book**

Author (Year) Title of chapter, in Editor (ed.) *Title of Book*. Edition - if not first edition. Place of Publication: Publisher, Pages.


**In-text citation**: Author(s) of the chapter, e.g. (Hall, Peat and Craig, 2014)

**Edited book as a whole**


**In-text citation**: (Race and Lander, 2014)

**Note**: you are more likely to reference a specific chapter in an edited book rather than an edited book as a whole.

**eBook**

Author (Year) *Title of Book*. Edition - if not first edition. Place of Publication: Publisher.

Available at: URL (Accessed: dd Month yyyy).


**In-text citation**: (Mitra, 2015)

**eBook on reader (i.e. Kindle, Kobo, Sony eBook)**

Author (Year of eBook publication) *Title of Book*. Edition - if not first edition. [Name of eBook reader] Place of publication: Publisher.


**In-text citation**: Page numbering on eBooks may vary from the hard copy or be absent altogether. Instead, use section numbers or section titles, where available, to indicate the location of any quotations, e.g. (Hooks, 2015: Section 1.1)
Dictionaries/encyclopedias

**Note:** You may see spelling variations: encyclopedia and encyclopaedia. Go with the spelling used in the source.

**Entry with editor but no author**
Title of entry (Year) in Editor name(s) (ed.) *Publication Title*. Place of Publication: Publisher.


**In-text citation:** use entry title (Satori, 2015)

**Entry with author**
Author (Year) Title of entry, in Editor (ed.) *Title of the Book*. (Volume). Place of publication: Publisher.


**In-text citation:** use the author of entry, e.g. (Summer, 2015)


**In-text citation:** use the author of entry, e.g. (Hernik and Shamsudheen, 2017)

**Online Dictionary entry**
Author/Name of organisation or company (Year) *Title of Entry/Webpage*. Available at: URL (Accessed: dd Month yyyy).


**In-text citation:** (Oxford English Dictionary Online, 2004)


**In-text citation:** (Oxford Dictionaries, 2018)
3.2: Literary Works

**Note:** For literary works, italicise the name of the work when referring to it in-text, e.g. *Exit West* by Hamid is a novel that deals with the impact of....

**Reprints of Literary Works**

Author (Date of reprint). *Title of Work*. Place of publication: Publisher.


**In-text citation:** If you did not read the original edition, then you may refer to the original year of publication in your own text, e.g. *Pride and Prejudice* (Austen, 1975), published 1813, is a thought-provoking novel.

**Poem/play within an anthology**

Author (Year) Title of individual play/short story/poem, in Editor (ed.) *Title of Anthology* Edition -if not first edition. Place of Publication: Publisher.


**In-text citation:** Use the author of poem/play, e.g. (Wong, 1993)

**Edited play**

Author (Year of edited text) *Title of Play*. Edited by Editor. Place of Publication: Publisher.


**In-text citation:** Use the author of play, e.g. (Shakespeare, 1967)

**The Classics**

Author, *Title of Work in English*. Translated by Translator. (Date of Translation) Place of publication: Publisher.


**In-text citation:** Use the original author, e.g. (Homer, 2017)
3.3: Foreign language works

Translated work
Author (Year of translated version [Year of original work]) Title of Book. Translated by Translator. Place of Publication: Publisher.

In-text citation: use name of the author, e.g. (Piaget, 2001)

In-text citation: (Cixous, 2004)

Works in other languages
Author (Year) Title in Original Language [English translation of title, if required]. Place of publication: Publisher.

In-text citation: (Esquivel, 2003)

Note: for works is in a foreign language, give the title as exactly shown. For the above example, as the work is in Spanish, we follow the original title, which is in sentence case ‘Como agua para chocolate’, rather than use title case.

Works in other alphabets non-Roman alphabets
You may need to reference sources that are not in Roman script. We recommend you provide a translation of the title in brackets. Check with your tutor if you are unsure what is required.

In-text citation: (Cao, 1994)
You may be asked to transliterate the title into the English alphabet.

3.4: Journals, magazines and newspapers

**Journal article (from print or online journal without DOI)**

Author (Year) Title of article, *Title of Journal*, Volume(Issue), Pages.


**In-text citation:** (Ciulla *et al.*, 2018)


**In-text citation:** (Linton *et al.*, 2017)

**Journal article from online journal with DOI**

Author (Year) Title of article, *Title of Journal*, Volume(Issue), Pages. DOI


**In-text citation:** (Brisman, 2017)

**Article from newspaper or magazine**

Author (Year) Title of article. *Title of Newspaper or Magazine*, Date of publication, Page range if available. Available at: URL (Accessed: dd Month yyyy).


**In-text citation:** (Else, 2016)


**In-text citation:** (Chakrabortty, 2016)

**Article from newspaper or magazine – no author (byline)**


**In-text citation:** (*The Guardian*, 2016)
3.5: Thesis, conference proceedings, presentations and lecture materials

Thesis/Masters Dissertation, online
Author (Year of submission) Title of Thesis/Dissertation. Type of Degree. Degree-awarding body. Available at: URL (Accessed: dd Month yyyy) or DOI
In-text citation: (Bramwell, 2011)

Published Conference Proceedings, individual paper
In-text citation: (McKie, 2008)

Presentations
In-text citation: (Hayes, 2009)

Online module materials
Author/Tutor (Year) Title of online presentation/handout/resource [Item type] Module code: Module Title. Institution. Available at: URL of VLE (Accessed: dd Month yyyy).
In-text citation: (Riley, 2013)

Note: It is possible to reference module materials, but it is good academic practice to read the original text your lecturer or tutor refers to, if you are citing it in your work.
3.6: Webpages and Social Media

Website
Author/Name of organisation or company (Year) Title of Webpage. Available at: URL (Accessed: dd Month yyyy).


In-text citation: (NSPCC, 2009)


In-text citation: (British Dyslexia Association, no date)

Blog
Author (Year last updated) Title of post. Title of Website. Day Month posted. Available at: URL (Accessed: dd Month yyyy).


In-text citation: (Coates, 2016)

Twitter
Author name [Twitter handle] (Year) [Twitter]. Day Month of tweet. Available at: URL (Accessed: dd Month yyyy).


In-text citation: (Roehampton Business, 2018)

Facebook
Author (Year) Title of Page [Facebook]. Day Month posted. Available at: URL (Accessed: dd Month yyyy).


In-text citation: (University of Roehampton, 2013)
3.7: Government publications, Acts, papers and reports

UK Statutes (Acts of Parliament)

*Title of Act including year and chapter number.* Country or jurisdiction if referencing more than one country’s legislation. Available at: URL (Accessed: dd Month yyyy)


In-text citation: *(The Equality Act 2010)*

Command Papers (White and Green Papers)

Government Department (Year) *Title of Report or Consultation Paper* (Command paper number). Place of Publication: Publisher *or* Available at: URL (Accessed: dd Month yyyy).


In-text citation: *(Department for Business, Innovation & Skills, 2016)*

Government publications

Government Department (Year) *Title of Report*. Place of Publication: Publisher *or* Available at: URL (Accessed: dd Month yyyy).


In-text citation: *(Office for National Statistics, 2018)*

Ofsted reports

Author/Name of organisation or company (Year) *Title of Document and Dates Inspection Took Place*. Place of Publication: Publisher. *or* Available at: URL (Accessed: dd Month yyyy).


In-text citation: *(Ofsted, 2018)*
3.8: Reports from other organisations

Publications of international organisations / Research reports
Author/Name of organisation or company (Year) *Title of Report*. Place of Publication: Publisher *or* Available at: URL (Accessed: dd Month yyyy).


*In-text citation*: (United Nations, 2015)


*In-text citation*: (Kalathil, 2011)

Company Annual Report
Author/Name of organisation or company (Year) *Title of Annual Report*. Place of Publication: Publisher *or* Available at: URL (Accessed: dd Month yyyy).


*In-text citation*: (Nationwide Building Society, 2018)


*In-text citation*: (BBC, 2018)
Book Reviews
In-text citation: use the reviewer (Publisher’s Weekly, 2003)
In-text citation: use the reviewer (Sandhu, 2017)

3.9: Archive materials
The majority of materials found in archives refers unpublished items, such as hand-written or typed letters or scripts, photographs, a pair of glasses, etc. They are usually housed in a container, such as a box or folder and within the container the material is kept separated in files. Each file has its own unique identifier, called a reference number. Archival references should include the following information (where available):

Creator/Author. Date. Title or Description of Material. Page/Section/Volume. Reference Number. Name of Collection. Name of Repository. Name of Institution.

Examples:
Monica Collingwood Collection. Archives and Special Collections. University of Roehampton.


3.10: Visual sources

Diagrams, tables and illustrations

Author (Year) Title of Book. Place of Publication: Publisher. Page reference of item [type of item e.g. illus./fig./table].


In-text citation:
- replicate the whole diagram/table/illus.
- add a caption and citation below the diagram/table/illus.

Diagram for the four elements of research conclusions (Wisker, 2008: 323)

Note: if the diagram/table/illus. is from different source than the book that you found it in, treat the citation as a secondary reference. See example on the next page.

In-text citation:


Note: If the author created the diagram/table/illustration just cite the author, year and page number.

Paintings/drawings/artworks in gallery

Artist (Year) Title of Work of Art [Type of Work]. Gallery or museum name, City where gallery or museum is located (Viewed: dd Month yyyy).

If viewed online

Artist (Year) Title of Work of Art [Type of Work]. Gallery or museum name, City where gallery or museum is located. Available at: URL (Accessed: dd Month yyyy)


In-text citation: use name of Artist, e.g. (Himid, 1985)
Paintings/photographs/images online

Artist (Year) Title of Work of Art. Available at: URL (Accessed: dd Month yyyy).


In-text citation: (Basquiat, 1982)

Note: you may want to include further contextual information about the medium of work of art in your assignment e.g. Basquiat’s iconic painting, Jawbone of an Ass (1982)...

Alternative example

In-text citation:

- replicate the image/photo
- include a caption that explains what is happening in the image and add an in-text citation at the end.

Fig. 1: Pina Bausch and Iwan Neumann in a performance of “Poeme Dance” by Folkwang Ballet from Essen (Bender, 1971)

Note: if there is no named author, look for the name of the agency that holds the image copyright (this may be a watermark on the actual image, or you may be able to find it in the original caption).

Reference list / bibliography entry:

Photography, online (social media)
Photographer/Username (Year) Title of Photo. Available at: URL (Accessed: dd Month yyyy).
In-text citation: use name of Photographer/Username, e.g. (Chuan, 2017)

Photography, personal collection
Photographer (Year) Title of Photo [Photograph]. Unpublished Personal Photograph.
In-text citation: use name of Photographer, e.g. (Stowar, 2012)

Note: if the photograph does not have a title, use [Untitled] in place of Title of Photo.

Posters and Leaflets
Name of organisation or company (Year) Title of Poster or Leaflet [Poster/Leaflet]. Place of Publication: Publisher.
Example: University of Roehampton (no date) Your Library: A Place to Study [Leaflet].
London: University of Roehampton.
In-text citation: use name of organisation or company, e.g. (University of Roehampton, no date)
3.11: Audio-visual

**Film, viewed at cinema/DVD**

*Title of Film* (Year of distribution) Directed by Name of Director. [Feature film or DVD]. Place of Production: Production Company.


**In-text citation:** use title of **Film**, e.g. *(Black Panther, 2018)*

**Film, viewed via streaming services**

*Title of Film* (Year of distribution) Directed by Name of Director. DOI or Available at: Name of service (Accessed: dd Month yyyy).


**In-text citation:** use title of **Film**, e.g. *(Black Panther, 2018)*

**Television programme**

*Title of Programme/Series* (Year of transmission) Transmission channel. Date and time of transmission if available.

**Example:** *Horizon* (2014) BBC Two. 20 October, 21:00.

**In-text citation:** *(Horizon, 2014)*
Programme or series on a streaming platform

Some programmes may have been broadcast on terrestrial channels first and some may have only been broadcast on a streaming platform. The information you give will have variations depending on which type you are referring to.

Title of Programme/Series (Year of broadcast) Production company. Available at: Name of streaming service or URL if known (Accessed: dd Month yyyy).

In-text citation: (Orange is the New Black, 2013)

Example of programme first shown on a terrestrial channel.

Title of Programme/Series (Year of original broadcast) Original transmission channel. Date and time of transmission if available. Available at: Name of streaming service or URL (Accessed: dd Month yyyy).

In-text citation: (Moominland Tales, 2017)

Episode from a series on a streaming platform

Title/number of episode (Year of broadcast) Title of Series. Series, episode. Production company/date, time and channel of transmission. Available at: Name of streaming service or URL.

In-text citation: use title/number of Episode, e.g. (Episode 5, 2017)
YouTube

How you reference a YouTube video may depend on the content of the video

The common way of citing a YouTube video:
Name of person posting video (Year video posted) Title of Video. Date uploaded (if available). Available at: URL (Accessed: dd Month yyyy).

In-text citation: use name of person/user posting the video, e.g. (TED, 2012)

Sometimes the username and title of the YouTube video might not give enough information about the content or speaker. In this case, be sure to contextualise the in-text citation, for example by crediting the speaker in the video if they are not named in the title.

Example: Susan Cain gave a rousing talk on the Power of Introverts (TED, 2012)...

You may also wish to emphasise the choreographer in a dance, or the interviewee. In such case, treat it as if you were citing a dance, or an interview, and include information about how to access the content online.

In-text citation: (Hale-Christofi, 2015)

Interview, Broadcast

Name of person being interviewed (Year) Interviewed by Name of Interviewer for Title of Programme, TV channel, date of broadcast. Available at: URL (Accessed: dd Month yyyy)
In-text citation: use interviewee, e.g. (Yousafzai, 2014)

Note: If you wish to include quotes from an interview you conducted as part of your research, check with your tutor for the preferred way of referring to this in your work. There is no standard format for this.
Radio programmes


**In-text citation:** use title of Programme, e.g. (*Woman’s Hour*, 2011)

**In-text citation:** (*Big Drum on Little Carriacou*, 2018)

Music score

Composer (Year) *Full Title of Score*. Place of Publication: Publisher.

**In-text citation:** (Debussy, 1968)

Audio download/streamed audio

Artist (Year of Production) *Title of Album*. Available at: Name of Streaming Service (date Accessed: dd Month yyyy).

**In-text citation:** (IU, 2017)

Podcast

Name of Author/Presenter (Year published/last updated) *Title of Podcast* [Podcast]. Available at: URL (Accessed: dd Month yyyy).

**In-text citation:** (Noble, 2018)
3.12: Live performances

Play
Title by Author (Year of performance) Directed by Name of Director. Performed by Company Name/Actor [Venue, Location. Date seen].
In-text citation: (A Midsummer Night’s Dream, 2011)

Dance
Choreographer (Year of first performance) Title of Dance. Composed by Name of Composer. Performed by Name of Dance Company [Venue, Location. Date seen].
In-text citation: use name of Choreographer, e.g. (Makarova, 1993)

Programme notes
In-text citation: (Decouflé, 2012)
3.13: Public Communications

Press release


In-text citation: (TFL Press Office, 2011)


In-text citation: The development of mobile banking has moved towards use of biometrics (TSB, 2018)...

Television advertisement
Name of Company/Product (Year produced) Title/Description of Advert [Advertisement on Name of Television Channel]. Date Month when viewed/accessed.


In-text citation: use name of Company/Product, e.g. (Cadbury Schweppes, 2007)

3.14: Personal communications

Emails/text messages/online messages
The communications would reference the sender of the communications, not the receiver.

Sender (Year) Medium of communication to recipient, Day Month sent.

Examples:
Tan, A. (2018) Email to Andrew Wong, 5 June.

In-text citation: Tan agreed with these views in her email (2018).

Interviews, in person
Name of person being interviewed (Year) Interviewed by Interviewer. Day Month of interview.


In-text citation: use the name of the person being interviewed, e.g. (Ahmed, 2018)
Section 4: Frequently Asked Questions

When do I use page numbers in my in-text citation?

You include page numbers in your in-text citation only when you have directly quoted from the text. See Conventions for Quotations.

Can I include more than one source in my in-text citation?

You may refer to multiple sources in one citation. Use semi-colons to separate the sources and put them in the order of publication, the earliest first. If more than one work is published in the same year, list them alphabetically by author/editor.

Example: A number of studies (Spivak, 1988; Butler, 1990; Haraway, 1991)...

How do I create an in-text citation for a source with multiple authors?

- One author
  Example: In an important theory on the subject by Ranganathan (1985)...

- Two authors
  Example: Recent research in this field (Holmes and Watson, 2015)...

- Three authors
  Example: ...as demonstrated in the work (Levy, Ranjibar and Dean, 2018)

- Four authors and more - cite the first name listed in the source followed by et al. written in italics.
  Example: ... as shown by the research (Ciulla et al., 2018)

What is the format for multiple authors in the reference list/bibliography?

Write out the name of all the authors in the following format:

- 1 author Surname, Initial. (Year) ...
- 2 authors Surname, Initial. and Surname, Initial. (Year) ...
- 3 authors Surname, Initial., Surname, Initial, and Surname, Initial. (Year) ...
- 4 authors and more Surname, Initial., et al. (Year) ...
What does ‘et al.’ mean?

‘Et al.’ is the abbreviate of the Latin phrase ‘et alia’ which means ‘and others’. It is commonly used in referencing to shorten a list of authors.

When do I use ‘et al.”? 

If you have a reference that has **four authors or more** (+), you would use ‘et al’ in the in-text citation **AND** the bibliography.

**In-text example:** (Ciulla et al., 2018: 11)


There is no author in the source I want to use, what do I do?

Some sources do not have a clear author. Sometimes these sources will have a corporate author, e.g. company/government name, which you can use as the author of the source.


If there is no author or corporate author, you must **always question whether the source is reliable enough to use, especially for academic work**. Why does no one want to claim this work as their own? You might want to find the information from another source.

If you do want to reference a source without a clear author, replace the author with the **Title of the Work**, followed by the (Year).

**Example:** *How to be a Famous Author* (2011). Available at: www.howtobefamous.com (Accessed: 1 April 2014).
How do I reference multiple sources by the same author?

When using different sources by the same author arrange the references by the year of publication, beginning with the oldest. If some of the sources are published in the same year, use letters after the publication year to distinguish between them.

**Bibliography example:**


**In-text citation example:**
(Crystal 2007a; 2007b)

How do I reference multiple pages from the same work?

When referring to different pages from the same text in your work, just change the page numbers in your citations accordingly. You only need to list the text in your reference list once, no matter how many times you have referred to it.

**In-text citation example:**
‘75 percent of English spelling is regular but 25 percent is complicated’ (Crystal, 2007:85)....

‘Texting is far more immediate, direct and personal than alternative methods of electronic communications’ (Crystal, 2007:42).

There is no date in the source, what do I do?

If no date of publication, or last updated, date exists, use (no date) instead.


**In-text citation example:** (Royal Dutch Shell, no date)
What is a DOI?

DOI stands for **direct object identifier**. It is a persistent link for a source, meaning that it never changes and should always lead you back to the source (whereas URL web links might change or lead to an error page). Because of this, you do not need to add an access date when including a DOI.

There are too many dates to choose from (reprint, copyright or published date), which one do I use?

Some books will list several dates within the book. Unless you need to specify that the work is a reprint, see ‘[Reprints of Literary works](#)’, always use the most recent date in your reference. If this is absent, use the last copyright date.

Which bit of information should I use about a book? Published, printed, or produced by?

Many books will have details of the publisher and the printer/producer of the book. Always include the name of the publisher in your reference list.

The book has been published in multiple locations, which one do I choose?

Popular books may be published in several locations, e.g. Paris, New York, London. Choose the location most local to you.
How do I reference confidential material?

If you need to reference confidential material and need to protect the identity of a person, organisation, publication, etc. you must anonymise the relevant information. Use square brackets to identify anonymised information.

**In-text citation example:**
Discussions of the report highlighted a lack of policy [School X, 2015]

**Bibliography example:**
[Anonymised author] (Year) *Title* [Use square brackets for any part of the title that is anonymised]. Location: [Anonymised publisher].


How do I anonymise sensitive details from my own research e.g. placements, interviews or action research?

Each department may have requirements, contact your tutor for advice.

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**How do I cite a source that quotes another source? Secondary referencing**

<table>
<thead>
<tr>
<th>Secondary referencing</th>
<th>In-text citation</th>
<th>Reference list/bibliography</th>
</tr>
</thead>
<tbody>
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<td>(Surname of person you are quoting, Year, cited in Surname of author of the book/article you have read, Year: Page)</td>
<td>Surname, Initial of Author of the book you read (Year) <em>Title of Book in Title Case and Italics</em>. Number edn. - if not first edition Place of Publication: Publisher.</td>
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