

Referencing in Coursework: Guide to the Harvard System of Referencing

Fifth Edition

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Introduction

Why Reference?

Good academic practice requires the use of information, ideas and facts from a variety of sources to support, evidence and illustrate your work. The key difference between academic and other types of writing is that it based on traceable evidence. Therefore you must acknowledge these sources by utilising a consistent system of referencing within your work. Ignoring this convention is likely to lead to poor marks and disciplinary measures. For further information see the University's *General Regulations and Procedures Affecting Students*, available online via the University website.

There are three particular reasons for referencing:

To say thank you.

When you use something that belongs to someone else, you normally say thank you. The same principle applies when you use information and ideas too; it is just good manners!

To be academic.

One of the most significant differences between academic and other sorts of writing is that academic writing is based on evidence. If your reader cannot see your evidence, then your work is not academic.

To be traceable.

As well as being able to see that you have used evidence your reader needs to be able to go back and look at it themselves, should they want to. Therefore the in-text reference signposts people to the reference list and that directs them to the source. If your reader cannot go from your writing to the source, and be sure that they are looking at what you looked at, then your referencing is incomplete.

In summary, referencing:

- acknowledges the source of an idea;
- acknowledges other people's words;
- shows what you have read and what has influenced you;
- makes it clear that you are not presenting someone else's ideas or work as your own;
- provides information to allow the reader or yourself to find the original source;
- supports your assertions, points and arguments;
- shows your reader how well you've understood a topic by integrating all of your sources clearly; and
- is a key part of good academic practice.

Referencing Systems

The **Harvard** system is the most popular referencing system used in Business Schools and is explained in this guide and recommended by the Faculty of Business and Law.

The preferred method of referencing in LLB/LLM **law** modules is to use **footnotes** which are explained in a separate guide (Britton and Lishman, 2014). For further clarification as to which system to use check with your course team and module leaders.

Reference Lists and Bibliographies

Referencing is not a chore or burden; it is a way of acknowledging the sources that you have used and demonstrates that your learning skills/personal information management skills are well developed. This is fundamental to almost any piece of work that you undertake at University.

Referencing is a feature of most written coursework and has **two** components. The first is referencing within the text at the point where you use information from another source, this is called **citation**, and the second is the **reference list/bibliography** at the end of your work. The two are interrelated; each component is of limited value on its own and each one therefore needs equal attention.

To clarify, a **reference list** is an alphabetical list, by author, of all the materials that you have used directly in the writing of your work. A **bibliography** may also include material that you have read to help develop your understanding, but that you might not have used directly in your own writing. In **Business** subjects you are usually just asked for a **reference list**.

Choosing Sources

Academic convention suggests that,

The important thing is to choose sources that give credence, authority and support to the ideas and arguments that you present. Your tutor will suggest a range of reliable sources, and this will be your starting point, but you will also be expected to look beyond the recommended reading and search out relevant information for yourself. ...There are four main sets of questions ... you can ask of any source, concerning:
(Neville, 2010, p16)

INTERROGATING SOURCES

Relevance and bias

- To what extent is the source relevant and applicable to the assignment?
- Does the information presented give a partial or restricted view of the subject?
- How balanced and objective does the language in the source appear to be?
- Are counter-arguments to the author's own ideas treated with respect? If not, why not?

Authority

- Is the source authoritative enough to be included in the assignment? For example, is the source a credible one, e.g. a reputable publishing company or a peer reviewed journal?
- Do other authors refer to and discuss this source?
- How credible is the source to you? You can turn your own reservations into a starting point of critical enquiry about it.

Currency

- When was the source originally published? Are the ideas, practices, assumptions etc. still valid? You need to ask if the ideas expressed are a product of a particular time and place in history that no longer applies today
- Has the author revised or changed his or her views since the date of the original source? If so, when, why and how?

Scope

- How universal or general are the ideas, models or practices described in the source? Do they have a limited geographical or occupational application?
- Do the ideas in the source span a range of cultures or are they just applicable to particular groups?

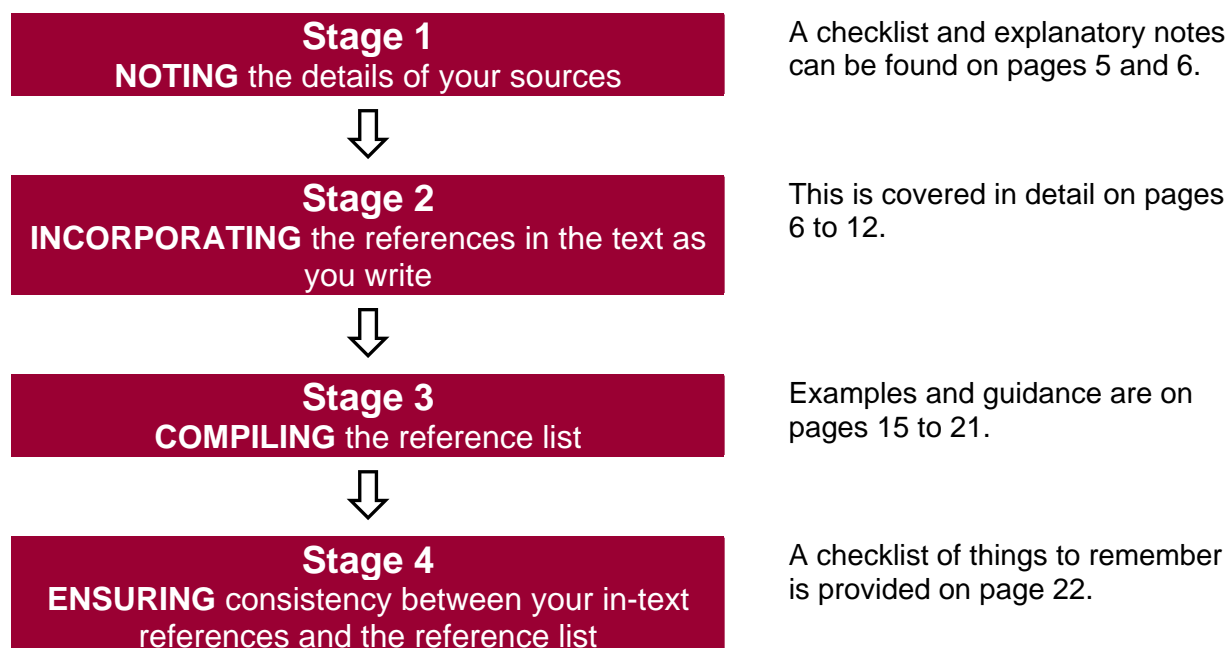
(Neville, 2010, p17, Table 3.2)

A good academic will use a reference list to assess the validity and quality of a piece of academic work. So, consider the following:

- An academic source is one that has been peer reviewed (i.e. other specialists in the field have read and reviewed it before publication). It has evidence in the form of citations in the text and/or reference list from which you can find out information about the author as a specialist and/or academic in the field about which they are writing.
- Wikipedia is an example of a non-academic source; the information is not peer reviewed, it does not always have citations and those it does have are themselves not always reliable. Furthermore, you do not know who the authors are, so you cannot check their academic or professional backgrounds. However, this may be a good place to *start* to obtain basic information on a subject.
- When using the web, learn to read web addresses. Usually, for example, **.co** or **.com** is a commercial site, **.org** is a charity or NGO (non-government organisation) and **.gov** is a government site. Countries are also often indicated in the web address. For example, **.co.uk** is a British company, while **.gov.au** is from the Australian government site. **.ac** and **.edu** are educational institutions; **.edu** is usually from the US and can include schools; **.ac** usually denotes further and higher educational establishments and is followed by country information. Websites, like books, have their own hierarchy of status and reliability.

Stages of Referencing

Referencing comprises of four stages. As you gain confidence though some of these stages will probably start to merge and before too long referencing will become a natural part of the writing process.



Stage 1: noting the details of sources

For each source used you need to note down key information, which varies according to the type of source. The following checklist and accompanying notes gives further details for the most widely used source types.

	Book	Chapter in an edited book	E-book	Internet site	Journal article	Electronic journal article	Journal article from a database	Market research report	Newspaper / magazine article (hard copy)	Newspaper / magazine article (online)
Author	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Year of publication	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Title of article/chapter		✓			✓	✓	✓		✓	✓
Title of publication	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Issue information					✓	✓	✓		✓	✓
Place of publication	✓	✓						✓		
Publisher	✓	✓	✓					✓		
Edition	✓	✓	✓							
Page number(s)		✓			✓	✓	✓		✓	
URL			✓	✓		✓		✓		✓
Date accessed			✓	✓		✓	✓	✓		✓
Database used							✓	✓		

Adapted from Pears and Shields, 2010, p13

Component	Notes
Author	This should be a named person/people, otherwise, the author will be the name of the company, organisation or newspaper / magazine. Surnames and the first name initials of all the authors should be noted. For a chapter in an edited book note the name(s) of the chapter author(s) as well as the editor(s).
Year of publication	If this isn't provided, for example on some webpages, note 'nd' for 'no date'.
Title of article/chapter	For journal articles you will also need the article title and for chapters in edited books you will also need the chapter title.
Title of publication	This is always needed and may be a journal title, or the individual titles of an organisation's webpages.
Issue Information	This could be the volume and issue number. If there is no issue number, include the date, for example, for trade press and newspapers. Note the publication date of certain sources, for example, for press releases / news reports.
Place of Publication	This is usually at city/town (not county) level, but could include the country, if outside the UK.
Publisher	This is the publishing company and not the printers. In some instances this could be the name of the website/database.
Edition	This is only for second edition and beyond.

Component	Notes
Page number(s)	The first and last page numbers need to be noted for chapters in edited books, journal articles and newspaper / magazine articles. 'pp' is an abbreviation of 'pages' and 'p' is an abbreviation of 'page'. Additionally, you should note specific page numbers which can be used as part of the in-text citation for ALL applicable source types (see pages 6 to 12).
URL	A URL is the web address. Do not make use of redirecting sites such as TinyURL to shorten the addresses. Do not include the web address in the citation; this should only appear in the reference list.
Date accessed	A note should be made of the date which an online electronic source was accessed.
Database used	A note should be made of the name of the database, for example, ABI/Inform Global (from ProQuest), EBSCO, Mintel.

Stage 2: incorporating the references in the text

Referencing within the text as you write comprises the follow elements:

- the **AUTHOR** - this should be **surname(s)** only (not the first name/initials), if available, **otherwise** the name of a company, organisation or newspaper / magazine;
- the **YEAR** of publication; AND
- the **PAGE NUMBER** of what you are referring to. Where page numbers are not available, for example for a web page, then use an appropriate convention such as '**online**', '**e-book**', etc.

This is called **citation** and is the essence of the Harvard system. You refer to the source as you use it in the text, which acts as a signpost. After the main text of your coursework, and normally before any appendices you then present a list of all of the sources you have used in **one continuous, alphabetically ordered, list**.

Below you can see how references can be presented in the text. There are some variations depending on your writing approach, the number/type of authors and the year of publication. With experience you will be able to use a combination throughout your academic writing.

Quotations

Short Quotations

For example:

Williams (2009, p17) states that a "critical approach to reading starts before you have read anything."

- This approach can be used where quotations are less than three lines.
- The words used directly from another source should be enclosed within double quotation marks.
- The **number of the page(s)** from which the quote is taken has to be included.

Long (block) quotations

For example:

Students need to learn how to both paraphrase and summarise information from their reading to use, and reference, in their assignments. It is easy to confuse the two but Godfrey explains that,

while a paraphrase expresses *all* the information contained in a specific part of a text, a summary gives only the *main* points from a much larger section, or from the whole text. Summarising is a complex skill and one that is central to academic writing and that you will need both at university and in your future career (2013, p45).

It is easier to undertake these tasks at the note taking stage of your work rather than at the formal writing stage.

- Use this approach for quotations that are more than three lines long.
- The quoted material should be indented and does not need quotation marks.
- The **number of the page(s)** from which the quote is taken has to be included.

Paraphrasing

Active

For example:

Williams (2009, p32) argues that while the web can be a highly valuable source of information it is crucial to learn to be critical of and evaluate the information that you uncover.

- If the author's name is grammatically essential to the sentence ('active' reference), you only put the year of publication and page number in brackets.

Passive

For example:

It has been suggested that while the web can be an invaluable source of information, the user needs to be able to assess the value of the information found (Williams, 2009, p32).

or

For example:

It has been highlighted (Williams, 2009, p32) that while the web can be an invaluable source of information, the user needs to be able to assess the value of the information found.

- If the sentence is grammatically complete without the author's name and year of publication ('passive' reference), include name, date and page number in brackets.

Summarising

For example:

Williams (2009) offers a useful guide to critical thinking and why it is important at University.

- In this example, the reference relates to the whole book, so page numbers are not needed in the citation.

What do I do if...?

...there is one author

For example:

Students reviewing past exam papers are able to assess broad topics or themes, and the types of questions that are commonly asked in a specific subject (McIlroy, 2003, p189).

- You do not need a first name or initial unless you need, for example, to differentiate between say, M Patel and S Patel.

...there are two or three authors

For example:

Williams and Reid (2011) strongly believe that an important study skill is time management, and planning for the tasks that you need to undertake.

- Include all author names in the citation.
- In this example, the reference relates to the whole book, so page numbers are not needed in the citation.

... there are more than three authors

For example:

Price *et al* (2008, online) put forward the position that higher education assessment should be primarily about “enabling students to engage in and achieve high-level, complex learning”.

- In this example, the reference has four author names.
- Use the first author surname followed by *et al* (which means ‘and others’).
- In the reference list, you will need to include **ALL** authors.
- There is no page number available for this quote as this was from an online source. This is indicated by ‘online’ next to the date.

... there are multiple references

For example:

Pettigrew (1979, p574) and Schein (1984, p5) were two of the earlier writers to discuss the concept of organisational culture based on shared beliefs and meanings of the organisation. Watson (2006, pp254-5) considers this concept in relation to an organisation as both a dynamic living being and a fixed structure.

or

For example:

Early writers developed ideas on organisational culture based on shared beliefs and meanings about that organisation (Pettigrew, 1979, p574 and Schein, 1984, p5). These ideas were then considered in relation to an organisation both as a living being and a fixed structure (Watson, 2006, pp254-5).

- When the references are grouped together they are in date order.

...there is an author cited in another source

For example:

“...most students will use sources inappropriately before they learn how to use them appropriately” (Pecorari, 2003 cited in Davis and Carroll, 2009, p59).

- Include the cited author and year, as well as the author(s) and year of the source that you have read.
- In the reference list, only include the work that you looked at, i.e. in this example Davis and Carroll (2009).
- It is always advisable to **refer to the original source** if possible.

... there is no named person as author, for example, a newspaper editorial, webpage or company document

For example:

The Guardian (2012, online) reported that even the president of Hungary was not able to avoid an allegation of plagiarism, resulting in his resignation.

For example:

The student make-up of DMU comprised over 20,600 students last year of which 10% are from outside the UK, 27% are on part-time courses and 44% are over 21 years of age (Which?, 2013, online).

- Use the newspaper name, website name or company name as the author.
- Do not include the web address in the citation – this should only appear in the reference list.

... it is an edited book

For example:

The higher education sector has recently undertaken job evaluation processes in order to develop a single pay scale, the National Framework Agreement, covering academic and support staff (Thompson and Ryan, 2010, p515).

- Cite the name(s) of the chapter author(s) in the text.
- The full publication details including the name of the editor and the title of the book need to be included in the reference list.
- In the reference list the item is listed under the name(s) of the chapter author(s).

... there is no publication date

For example:

Places for People make a significant commitment to neighbourhood investment (Places for People, nd).

- You may find that some website pages and company documentation do not state the original date of publication.
- Use (nd) to show there is no date available.

... there are several works by the same author(s) in different years

For example:

It is important for lecturers to be explicit in what they expect from students' work (Carroll, 2002, 2008).

- Include the name of the author(s) followed by the dates in chronological order.

... there are several works by the same author(s) in the same year

For example:

Over the spring of 2012, interpretation of the International Monetary Fund statements seemed to suggest that policies in the UK would allow it to ride the global economic storm (Flanders, 2012a, 2012b). Summer updates in the same year, however, put this into doubt (Flanders, 2012c).

- Note the 'a', 'b' and 'c' which denote the alphabetical order of the titles (of the articles, books, etc) within the same year of publication.
- If Flanders had written four works in 2012 that you had referenced, the publications would be assigned the letters 'a' to 'd' in **alphabetical order of titles**.
- In the reference list the 'a', 'b' and 'c' should be included next to the year of publication.

Amending Direct Quotes

As you quote directly from sources, there may be a reason for you to modify the quotation (although this should never affect its meaning). The modifications can take a number of forms, but these conventions should be used sparingly.

Italics in Quotes

For example:

“Only use quotations *sparingly*, and for a specific purpose, *not* as a substitute for your own summary of the relevant law or the writer’s arguments” (Wilson and Kenny, 2007, p149 emphasis added).

- **Italics** provide a way to emphasise key words within a quotation. You should always state that you have added italics.
- If the italics were already in the quotation, you should state ‘original emphasis’.

Square brackets []

For example:

“The [result] is that referencing has become a real bugbear for many people, and worse still, students (and tutors!) often fail to distinguish between what is important in referencing and what isn’t” (Williams and Carroll, 2009, p9).

- Anything that is within **square brackets** is indicated as not part of the original quote.
- You may correct sexist, racist or homophobic language.

sic

For example:

“Over the last few years, a number of psychologists have begun to look more closely at the role these kind of unconscious – or as they like to call them, implicit – associations play in our beliefs and behavior [sic]” (Gladwell, 2006, p77).

- You may also see **[sic]** within quotations. This is useful when you encounter a spelling or grammatical mistake in a quote.
- You must retain the mistake in the quote but you should insert [sic] after the mistake to signal that it is the original author’s mistake and not yours.

Ellipsis ...

For example:

“For most of the second half of the twentieth century there was a very buoyant system of legal aid ... the last decade has seen almost an abandonment of ... legal aid for litigation” (Wilson and Kenny, 2007, p37).

- Should you need to quote only parts of a long section of text, you can use **ellipsis** (three dots) to signal that you have trimmed unnecessary material from your quote.

Personal Communications

A personal communication can be, for example, a letter, memo, email, fax, an interview, an informal conversation, telephone call, etc. Reference to information gained this way should be included within the text but **not** generally in the reference list as it is not traceable. You should ask permission of the person before quoting them.

When referring to a personal communication remember to include:

- the author and recipient's initials and surname;
- the type of communication; and
- the exact date of the communication.

For example:

In an email to the author (23 July 2014), T Hillier stated that...

In a conversation with A Britton (25 July 2014), R Lishman confirmed that...

It is important that you consider any ethical elements that might be raised in this instance. Further guidance and an approval form regarding **research ethics** are available on the University website.

Legal Sources

Occasionally you may be required to cite legal sources; this section provides information on citing case law and legislation. Further information can be found in Britton and Lishman (2013). Unless you have been advised otherwise, cases and legislation should not be included in the reference list.

Case Law

You should provide a full reference in your text the first time you refer to a case. Subsequently it is sufficient just to give the case name (see below). The traditional form of referencing cases is to include the following components:

Component	Notes
Name of Case	This should be printed in <i>italics</i> (do not underline, highlight or use different coloured ink).
Year	This should be in square brackets [1981] or round brackets (1976). Most modern law reports use a square bracket indicating that the year is an integral part of the reference. Some series adopt a system of volume numbering that runs consecutively through the series in which case the year is in round brackets and simply indicates the date of judgement. Never change the shape of the brackets!
Volume Number	Many reports have several volumes each year, numbered 1, 2, 3, etc. In this instance the year will be in square brackets and will be an integral part of the reference. Series which are numbered consecutively from the beginning will have the year in round brackets.

Component	Notes
Abbreviation for the Series	This indicates the series in which the law report is published – the All England Reports (All ER) will probably be the series you use most often. Key abbreviations are listed below and a detailed list of law abbreviations can be found in the law subject guide on the University library webpages.
Page Number or Case Number	The page number is the number within the volume of the report where you will find the start of the case in the hard copy of the report and which you will see on the Lexis/Westlaw database versions. Since 2001 some series have started using unique numbers of each case within each year. Thus, [2001] 2 Cr. App. R. 4 is the fourth case of volume 2 of Criminal Appeal Reports 2001. Recent reports also number each paragraph, so that the precise point in the case may be cited. This is especially useful if you are quoting directly from a judgement. In the past, particular passages could be identified by reference to the letter to be found in the margin of the printed report.
[Optional] Court	It is always important to know which court made the decision and it is good practice to develop the habit of including an indication of the court at the end of the reference.

Examples	Notes
<i>Knowlsey Housing Trust v McMullen</i> [2006] HLR43, EWCA Civ	This is the usual form in civil cases: claimant (plaintiff) v defendant. ‘v’ stands for versus or against, but the case is normally referred to in speech, and after the first reference, in your text as Knowlsey Housing Trust and McMullen.
<i>R v Lawson</i> [2006] EWCA Crim 2674 [2007] All ER (D) 61 (Mar)	A criminal case: the Crown v the defendant. R stands for <i>Rex</i> (the King) or <i>Regina</i> (the Queen). This case would normally be referred to in speech, and after the first reference, in your text as the Crown against Lawson, or just Lawson.

Some more recent law reports use paragraph rather than page numbers. When you reference these, use the abbreviation ‘para’ rather than ‘p’ to distinguish from page.

Legislation

The full text of published primary and secondary legislation for England, Scotland and Wales can be found on the Government’s legislation website. It includes original versions of Acts and statutory instruments, any subsequent revisions and explanatory notes.

Acts of Parliament

An Act of Parliament should be referred to by its short title, for example the Human Rights Act 1998. You might be surprised to know that the complete title of this Act is:

Human Rights Act 1998: 1998 CHAPTER 42: *An Act to give further effect to rights and freedoms guaranteed under the European Convention on Human Rights; to make provision with respect to holders of certain judicial offices who become judges of the European Court of Human Rights; and for connected purposes.*[9th November 1998] BE IT ENACTED by the Queen’s most Excellent Majesty, by and with the advice and consent of the Lords Spiritual

and Temporal, and Commons, in this present Parliament assembled, and by the authority of the same, as follows:

It is never necessary to put this full title in any work. So, as long as you make it clear, this short title can then be abbreviated. Your first use would be the Human Rights Act (HRA) 1998, you can then refer to it as the HRA 1998.

The first letter of the first word of the title and the first letter of all other words except prepositions (of, by, with, etc.), article (the, a, an) and conjunctions (and, or) should be capitalised. The short title should be immediately followed by the year of the Act. The year is important since there are a number of Acts of Parliament with the same short title, for example, Criminal Justice Act 1967, Criminal Justice Act 1972, Criminal Justice Act 1994, etc.

Secondary Legislation

Statutory Instruments

Name date Serial Number.

Double Taxation Relief (Taxes on Income) (Finance) Order 1987 SI 1987/466.

Parliamentary Bills

Short title HC Bill (Parliamentary session) [Serial number].

Education (Student Loans) Bill HC Bill (1989-90) [66].

Short title HL Bill (Parliamentary session) Serial number.

Further and Higher Education Bill HL Bill (1991-92) 66.

Command Papers

The abbreviation preceding a command paper number depends on the year of publication: 1833–69 (C (1st series)); 1870–99 (C (2nd series)); 1900–18 (Cd); 1919–56 (Cmd); 1957–86 (Cmnd), 1986–(Cm).

Title (Command paper number, Year).

Royal Commission on Local Government, 1966-1969 (Cmnd. 4040, 1969).

Common abbreviations

Court	Division	Abbreviation
United Kingdom Supreme Court		UKSC <i>or</i> SC
House of Lords		UKHL <i>or</i> HL
Court of Appeal	Civil	EWCA Civ
Court of Appeal	Criminal	EWCA Crim
High Court	Chancery	EWHC (Ch)
High Court	Queen's Bench	EWHC (QB)
High Court	Administrative Court	EWHC (Admin)
High Court	Family	EWHC (Fam)

Note: UKSC replaced UKHL in 2009

Report	Abbreviation
All England Law Reports	All ER
Weekly Law Reports	WLR
Law Reports: Appeal Cases	AC
Law reports: Queen's Bench Division	QB
European Court Reports	ECR
European Human Rights Reports	EHRR
Criminal Appeal Reports	Cr. App. R
Housing Law Reports	HLR

Country	Abbreviation
England and Wales	EW
Northern Ireland	NI
Scotland	Scot

Stage 3: compiling the reference list

At the end of your written coursework you will need to present a list of references. In some cases, your tutor may require you to submit both a list of references *and* a bibliography (see page 3).

Compiling the list of references should be undertaken in two steps.

- a. Construct the **individual reference** for each source used. The precise format depends on the source's type (i.e. whether it is a book, journal article, report, etc.); and
- b. Construct the **list of references**.

You may notice that tutors, journals and publishers use slightly different formatting in their reference lists. What is important is for you to use these guidelines **consistently** throughout your piece of work.

Construct Individual References

This table shows the most common source types:

Source	Format of individual reference	Notes
Book	King, P. (2010) <i>Housing Policy Transformed: the right to buy and the desire to own</i> , Bristol, Policy Press	The book name should be in <i>italics</i> .
	Hirst, M. (2001) <i>Andrews and Hirst on Criminal Evidence</i> , 4 th edition, Bristol, Jordan	If the book is a second or subsequent edition, this information should also be included. Edition is sometimes abbreviated to 'ed'.

Source	Format of individual reference	Notes
Chapter in an edited book	Richardson, J. and Ryder, A. (2009) New Labour's Policies and their Effectiveness for the Provision of Sites for Gypsies and Travellers in England, in Sigona, N. and Trehan, N. (eds) <i>Romani Politics in Contemporary Europe</i> , Basingstoke, Palgrave Macmillan, pp246-271	You will need to include the name(s) of the chapter author(s) as well as the book editor(s) - the abbreviation (ed) or (eds) is used to differentiate. The chapter title is contained in the reference and the title of the book is in <i>italics</i> . The page numbers of the chapter are required.
E-book	Gerber, M.E. (2003) <i>The E-Myth Manager</i> , (E-book) PerfectBound, New York, available from http://us.perfectbound.com/ , accessed 30 April 2010	For an e-book include all of the information in the reference you would for a traditional book. Additionally you should indicate the source. As for a traditional book, the title is in <i>italics</i> .
Internet site	Department for Business, Innovation and Skills (2011) <i>Government cuts apprenticeship red tape</i> , 6 September, available from http://www.bis.gov.uk/news/topstories/2011/Sep/apprenticeships-red-tape-slashed , accessed 8 September 2011 O'Brien, J. (2013) <i>Do sporty women make better entrepreneurs?</i> , BBC News, 22 August, available from http://www.bbc.co.uk/news/business-23582532 , accessed 2 September 2013	The date that you accessed the source is always included as well as the web address. The title of the webpage is in <i>italics</i> , unless the source is a journal / newspaper / magazine article. In this example from the BBC News website, the name of the author is available and has been used as well as the name of the site.
Journal article	Herbane, B. (2010) Small business research - time for a crisis-based view, <i>International Small Business Journal</i> , Vol 28, No 1, pp43-64	The journal title is in <i>italics</i> . In this example, the article was published in volume 28, issue 1, and can be found on pages 43 to 64 of the journal. You may also see this information abbreviated to 28 (1), 43-64.
Electronic journal article	McCarthy, L. (2013) Homelessness and identity: a critical review of the literature and theory, <i>People, Place & Policy Online</i> , Vol 7, No 1, pp46-58, available from http://extra.shu.ac.uk/ppp-online/issue_1_120613/article_4.html , accessed 6 September 2013	The journal title is in <i>italics</i> . Reference as you would a paper journal article but add 'available from' and the web address of the article. The date that you accessed the source should also be stated.

Source	Format of individual reference	Notes
Journal article from a database	Gourlay, L. and Deane, J. (2012) Loss, responsibility, blame? Staff discourses of student plagiarism, <i>Innovations in Education & Teaching International</i> , Vol 49, No 1, pp19-29, available from Academic Search Premier (EBSCO), accessed 12 April 2012	The journal title is in <i>italics</i> . Reference as you would a paper journal article but add 'available from' and the database name, for example Business Source Complete. The date that you accessed the source should also be stated.
Market Research Report	Mintel (2013) <i>Department Store Retailing – UK – May 2013</i> , Mintel Oxygen, available from Mintel, accessed 25 July 2013	The report title is in <i>italics</i> . Include as much information as is available, including 'available from' and the database name, for example, Mintel Oxygen. The date that you accessed the source should also be stated.
Newspaper / magazine article (hard copy)	Bowcott, O. (2013) Criminal defendants forced to pay to see evidence, <i>The Guardian</i> , 18 July, p11	The newspaper / magazine title is in <i>italics</i> .
Newspaper / magazine article (online)	Bowcott, O. (2013) Defendants in criminal trials forced to pay to see key forensic evidence, <i>The Guardian</i> , 18 July, available from http://www.guardian.co.uk/law/2013/jul/17/defendants-forced-pay-forensic-evidence , accessed 22 July 2013	The newspaper / magazine title is in <i>italics</i> . You will notice that while these two examples of newspaper articles are identical, the titles for the hard copy and online versions are different. Make sure that you cite the one that you used!

Additional common source types:

Source	Format of individual reference	Notes
Report	Bank of England (2012) <i>Your money: what the Bank does</i> , London, Bank of England	The title of the report is in <i>italics</i> .
Government publication	House of Commons Business, Innovation and Skills Committee (2011) <i>Government reform of Higher Education: Twelfth Report of Session 2010-12, Volume 1</i> , London, HMSO	The publication title is in <i>italics</i> . In this example <i>Volume 1</i> is part of the title.
Conference paper	Ram, M. and Trehan, K. (2008) <i>Policy learning, action learning and small firms: experimenting with African-Caribbean entrepreneurs</i> , International Action Learning Conference, Henley, 17-19 March	The title of the conference paper is in <i>italics</i> . Note that the date of the conference event is included. If you obtain this source online, include the relevant details.

Source	Format of individual reference	Notes
Media, (video, film or television programme)	BBC (2010) <i>The Politics Show</i> , (Television Broadcast on BBC1) 28 March, 12.00pm	The title of the 'show' is in <i>italics</i> . Also include the time of broadcast, for example for radio programmes.
Industry standard	ISO/IEC (2000) <i>Information technology: Code of practice for information security management ISO/IEC 17799:2000</i> , International Organization for Standardization, Geneva, Switzerland	The name of the industry standard is in <i>italics</i> .
Lecture / Lecture notes	Brown, T. (2010) <i>Better Quality Services at Less Cost</i> , from BEHS2406 Housing and Business Strategy, De Montfort University, Hugh Aston, Leicester, 14 January	The title of the lecture or the briefing notes is in <i>italics</i> . However, it is always better to go back to the original published source if you can. If you obtain this source online, include the relevant details.
Thesis / dissertation / work-based project	Omoteso, K. (2006) <i>The impact of information and communications technology on auditing</i> , PhD Thesis, Leicester, De Montfort University	The title of the project is in <i>italics</i> .

This is not an exhaustive list, but it provides the main varieties of sources that you are likely to reference in your assignment. If there is something not listed here that you need to reference in your work, please ask your tutor.

Construct the Reference List

Take the individual references and reorder them into an alphabetical list (by surname or otherwise) then year of publication if an author has more than one publication in your list.

Do not separate items by type, such as books, newspapers and websites, as you sometimes see in your reading lists. Your reference list should be located at the end of the main text of your coursework, and normally before any appendices. Below are two examples of reference lists.

This reference list is compiled using the sources in the tables on **pages 15 to 18** of this guide.

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Bank of England (2012) *Your money: what the Bank does*, London, Bank of England

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This reference list is compiled using the sources from the examples on **pages 6 to 10** of this guide.

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Referencing in Presentations

If you are asked to give a presentation, you can follow the same principles as above with regard to referencing. For example, if you are using MS PowerPoint slides, or equivalent, include the name/date of the reference at an appropriate point on your presentation slide. The last slide of your presentation could be the reference list, or you could provide this separately to your tutor. Importantly, confirm the requirements with your tutor well in advance of your presentation.

Stage 4: ensuring consistency between the citation and the reference list

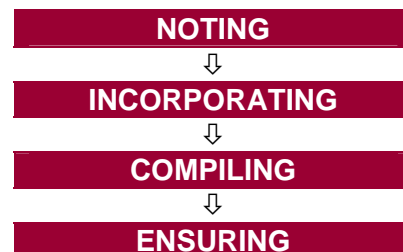
This will take very little time but it will ensure that you do not have missing entries in the reference list. Simply work your way through the text of your assignment and whenever you come across an author/date reference check to ensure that the full citation can be found in the reference list.

In addition, before you submit your coursework, work through the following checklist:

- I have referenced all sources of information, including facts, figures, ideas and arguments that I have used
- I have cited all sources quoted directly or used indirectly in my work
- All citations are complete
- All quotations are clearly indicated
- All references are complete
- I have used original sources rather than relying on lecture notes
- My reference list corresponds with all sources cited in the text
- My reference list is in alphabetical order
- Another person could find my sources with the information I have provided

As a final check, when you are doing your referencing, consider whether or not another person who is not familiar with your subject could **find** the source and **access** the items. If you use a website, for example, and only reference the web address and the website is reorganised, would you or say, your flat mate or colleague, be able to find the same information again? If not then there is not enough referencing information.

So, remember that referencing is NICE!



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Further Information

If at any time you are unsure about referencing conventions you can ask:

- your tutor/course team
- your subject librarian, <http://libguides.library.dmu.ac.uk/>
- CLaSS (the Centre for Learning and Study Support) in the Kimberlin Library, class@dmu.ac.uk, www.library.dmu.ac.uk/Services/LSS

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