

The Harvard referencing system



1. Introduction	4
1.1 origins of this guide	4
1.2 definition of a reference	4
1.3 when to give a reference in an essay	4
1.4 other occasions when a reference is useful	4
1.5 note on differences in presentation	4
1.6 referring from your essay to an item in your list of references	4
1.7 referring to a specific page or section	4
1.8 convenience of the Harvard reference system	5
1.9 items consulted during research but not referred to in an essay	5
1.10 an example of how the system works	5
2. Presenting quotations	6
2.1 value of quotations	6
2.2 presenting quotations in an essay	6
2.3 importance of accuracy	6
2.4 altering the text of a quotation to fit your sentence or paragraph	6
3. References to printed books, pamphlets and reports	6
3.1 checklist of details to include	6
3.2 information not included	7
3.3 more than one author	7
3.4 place of publication	7
3.5 edited and compiled books	7
3.6 reprints and new editions	7
3.7 no date given	7
3.8 recent edition or translation of a classic	7

3.9 thesis or dissertation	8
3.10 publication produced by an organisation	8
3.11 who wrote it?	8
3.12 electronic "books" including webpages	8
3.13 multi-volume set of books	9
3.14 one volume in a multi-volume set	9
4. Reference to an essay in a collection	9
4.1 checklist of details to include	9
4.2 contributions to electronic collections of works	10
5. Government publications	10
5.1 Printed publications	10
5.1.1 reports	10
5.1.2 green papers	10
5.1.3 statistical series	11
5.1.4 Command papers	11
5.2 electronic government publications	11
5.2.1 Parliamentary reports	11
5.2.2 Acts of Parliament	11
5.2.3 Departmental reports	11
5.2.4 Ofsted reports	12
6. Encyclopedia entries	12
6.1 printed encyclopaedia	12
6.2 electronic encyclopaedia	12
7. References to articles in journals, periodicals, annual reviews, bulletins, newsletters and magazines	12
7.1 checklist of details to include	12
7.2 information not included	12
7.3 weekly magazines	12
7.4 professional and academic titles	12
7.5 inverted commas round article title?	13
7.6 volume and part numbers	13
7.7 article in an annual review	13

7.8 articles in electronic journals	13
8. Newspaper articles and reports	14
8.1 an editorial or leading article	14
8.2 an editorial or leading article	15
8.3 electronic newspaper articles and reports	15
8.4 a letter to a journal or newspaper	15
9. Conference paper	15
10. Parliamentary business	15
10.1 contribution to a debate	15
10.2 speech in parliament	16
11. Personal letters and interviews	16
12. Electronic communications	16
12.1 Personal electronic communications	16
12.2 Messages from jiscmail/listserv email lists	16
13. Computer programs	17
14. Non-print materials	17
14.1 feature film	17
14.2 television and radio programmes	17
14.3 television or radio interview	17
15. Secondary references	17
15.1 an abstract	17
15.2 an item you have found quoted	18
Reference list	18

1. Introduction

1.1 There are several different referencing or citation systems in use today. This guide aims to explain how to present references to a wide range of printed and non-printed materials in the widely used Harvard style. It is based on a number of published sources (Turabian, 1996; BSI, 1989; University of Chicago Press, 1993; Li and Crane, 1996) and handouts issued by academic staff to students on a variety of courses. Student queries and comments on previous versions of this guide have also been most useful. Chernin (1988) describes the origins of the system.

Please note that the Harvard system does not apply to legal documents. For these you are advised to use OSCOLA 2006 (The Oxford Standard for Citation of Legal Authorities) available from <http://denning.law.ox.ac.uk/published/oscola.shtml>

1.2 A reference has been defined as "a set of data describing a document, or part of a document, sufficiently precise and detailed to identify it and to enable it to be located" (BSI, 1989:2).

1.3 You need to give a reference

- if you quote the exact words of another author
- if you paraphrase or summarise a passage by another author
- if you use an idea or material based directly on the work of another author

Failure to do so can leave you open to accusations of plagiarism, for which you will be penalised very heavily by assessors.

1.4 There are other occasions when knowing how to write a reference can be useful:

- it enables you to find easily an item you have consulted previously
- it allows you to pass on to a friend or colleague details of an item that you have consulted, secure in the knowledge that he/she will be able to trace it easily.
- it contains all the information LRC staff will need to obtain via Inter-library Loan an item you have come across which is not available in one of our collections.

1.5 Although there is broad consensus on what information should be included in references to a wide range of material, there are several points of presentation on which opinions differ. The main ones are highlighted below. Your department may require a certain style of presentation. If not choose one style and apply it consistently.

1.6 The reference list at the end of your essay should provide full details of all the material you refer to in your essay listed alphabetically by the author's last name. The Harvard system is sometimes referred to as the author and date or parenthetical system, since to refer from your essay to an item in the list, you simply insert the name of the author and the year the item was published in brackets (parentheses) at the appropriate point, e.g.

A recent report (Smithson, 1995) suggests that ...

Parkinson (1989) found that ...

Several studies (Brown, 1958; Jones, 1964; Smith, 1976) have investigated ...

1.7 To refer to a specific page or section, include the page number(s) after the year, e.g.

In a recent report, Smithson (1995: 46) concluded that

In a recent report, Smithson (1995, p.46) concluded that

In a recent article, Jamieson (1994, pp.59-60) argued against accepted notions of ...

1.8 You provide full details of each item referred to in a list at the end of your assignment. This system causes minimum distraction to both the writer and the reader. Each item needs to appear in the list just once and inserting or deleting a reference as your essay develops is a simple matter.

1.9 If you wish to provide details of major items you consulted during your research but do not refer to in your essay, list these separately under the heading "Bibliography" or "Further sources consulted". This should be a selective list. Including details of everything you consulted could give the impression that you cannot discriminate between important and less significant items.

1.10 Here's an example of how it all fits together:

Text

.... Whether it is labelled contagion (LeBon, 1960), social facilitation (Allport, 1924) or circular reaction (Blumer, 1939), nearly all students of collective behaviour refer to a notion that individuals in the crowd situation are especially susceptible to the influence of others. The idea persists in the work of contemporary theorists, such as Turner (1964a), who refers to "heightened responsiveness of the individual to cues provided by others when situational anchorages are inadequate" (p.385); Lang and Lang (1961, p.221) and Smelser (1962, p.11) make similar arguments ...

Reference list

ALLPORT, F.H. (1924) *Social psychology*. Houghton

ALLPORT, G. and POSTMAN, L. (1947) *The psychology of rumour*. Holt

BLUMER, H. (1939) Collective behaviour

In: PARK, R.E. (ed.) *An outline of the principles of sociology*. Barnes and Noble. pp.219-280

LANG, K. and LANG, J.E. (1961) *Collective dynamics*. Crowell

LEBON, G. (1960) *The crowd*. Viking

SMELSER, N.J. (1962) *Theory of collective behaviour*. Free Press

TURNER, R.H. (1964a) Collective behaviour.

In: FARIS, R.E. (ed.) *Handbook of modern sociology*. Rand McNally. pp.382-425

TURNER, R.H. (1964b) New theoretical frameworks. *Sociological Quarterly* Vol.5, pp.122-132

Some points to note

- References to books, journal articles, etc. are presented in a single sequence arranged alphabetically by author.
- References to materials by the same author are arranged by their date of publication. Where reference is made to more than one item published by an author in the same year, a lower case letter is appended to the year to distinguish between them.
- Page numbers are included in reference list and bibliography entries for journal articles and essays only.

- To add a note, insert a number, e.g. [1], (1), ¹ at the appropriate point in the text and include the note at the end of the essay before the list of references.

2. Presenting quotations

2.1 A quotation helps you support an argument and illustrate the range of your research. However, before including a quotation, stop to consider whether it is really relevant.

2.2 It is important that a quotation is easily identifiable as such and accompanied by a page number. If it occupies three lines or less, it should be enclosed in quotation marks and included in the body of the essay, as in the example on the previous page. A longer quotation should be indented and presented in single-line spacing without quotation marks, e.g.

Occupational welfare includes those benefits that accrue to wage and salary earners over and above their pay, including those referred to as fringe benefits. Titmuss (1958, p.51)

illustrates this occupational division of welfare with the following examples:

pensions for employees, wives and dependents; child allowances; death duties; health and welfare services; personal expenses for travel, entertainment, dress and equipment; meal vouchers; motor cars and season tickets ... and an incalculable variety of benefits in kind ranging from obvious forms of realisable goods to the most intangible forms of amenity.

The receipt of shares in a company is one of many common benefits which even Titmuss' long list omits, and one which has very clear tax advantages... .

2.3 Take care to reproduce quotations exactly, including their punctuation. You should even reproduce any spelling or grammatical errors from the original. Insert [sic] immediately afterwards to indicate that the error was made in the original and not as you were transcribing it.

2.4 You may make alterations or additions to a quoted passage to help your reader's comprehension or to fit the quotation neatly into your sentence or paragraph. Enclose in square brackets [] any words that you add and insert three dots ... to indicate omissions.

3. A reference to a book, pamphlet or report

3.1 Checklist of details to include in a reference to a printed book, pamphlet or report

author's name - LAST NAME, INITIAL(S)

year of publication - in brackets

title and subtitle (if any) of the book. – this is normally underlined or set in italics

edition (only included if second or subsequent)

publisher's name

You can normally find this information on the title page and the back of the title page.

GOTTFRIED, R.S. (1983) *The Black Death: natural and human disaster in Medieval Europe*. Macmillan

3.2 The following information is not included in references:

- an author's qualifications or title the words Ltd., or Inc. following a publisher's name.
- library classification/shelving numbers and locations.

3.3 If a publication has up to three authors, give all their names. If there are more than three, the name of the first author followed by "and others" or "et al." is sufficient.

PONTON, G. and GILL, P. (1993) *Introduction to politics*, 3rd. ed. Blackwell

DONNISON, D.V. and others (1965) *Social policy and administration*. Allen and Unwin

3.4 Your lecturer may ask you to include the place of publication. Give the name of the town or city where the publisher is based. If the place is not well known for publishing or may be confused with another location, include the country or state, e.g. Cambridge, Mass.. The publisher and place of publication can be presented in two different ways:

GOTTFRIED, R.S. (1983) *The Black Death: natural and human disaster in Medieval Europe*. Macmillan, London

or

GOTTFRIED, R.S. (1983) *The Black Death: natural and human disaster in Medieval Europe*. London: Macmillan

3.5 Some publications are edited or compiled rather than written by the person whose name appears on the title page. The editor or compiler of a work can be taken as the author and his/her function indicated in brackets, e.g. (ed.), (comp.), in the reference but not mentioned in the text, e.g.

MORT, D. and WILKINS, W. (comps.) (2000) *Sources of unofficial UK statistics*. 4th ed. Gower

3.6 Take care to quote the original year the edition was published rather than a reprint date, e.g.

BILTON, T. et al. (1996) *Introductory Sociology*. 3rd ed. Macmillan

The publication history on the back of the title page reads as follows:

First edition 1981
Reprinted 1982 (twice, with corrections), 1983 (twice), 1984, 1985, 1986, 1987
Second edition 1987
Reprinted 1988 (twice), 1989 (twice), 1990, 1991, 1992, 1993, 1994, 1995
Third edition 1996
Reprinted 1997

Several editions of this book have been published since it first appeared in 1981. Each edition has proved very popular and has been reprinted several times. The third edition was published in 1996 and was reprinted in 1997, but the text has not been altered, so 1996 is the year to quote in the reference.

3.7 If you cannot find a date of publication, insert n.d. in place of a year, e.g.

ELLIOTT, K. and WRIGHT, D. (n.d.) *Studying the professional way*. Northwick

3.8 A reference to a recent edition or a translation of a classic should include a brief note on the book's history to allow the reader to identify the exact edition you consulted, e.g.

WEBER, M. (1976) *The Protestant ethic and the spirit of capitalism*. Tr. Parsons. Allen and Unwin (Original German ed., 1904-1905)

3.9 A reference to a thesis or dissertation should include details of the degree awarded and the awarding institution, e.g.

HULL, A.P. (1988) *Changing patterns of accessibility and mobility in sixteen parishes in East Kent, 1973-1982*. Ph.D. thesis, Liverpool Polytechnic

3.10 If a publication is produced by an organisation and no individual is credited as the author, treat the organisation as the author, e.g.

ROYAL COLLEGE OF NURSING (1992) *Nurses speak out: a report on the work of the RCN Whistleblow Scheme*. Royal College of Nursing

To minimise distraction to your reader, you may abbreviate the name of an organisation in a text reference, but be sure to enter the name in full in the reference list with a see reference from the abbreviated form, e.g. (BSI, 1986), (RCN, 1992).

BSI see BRITISH STANDARDS INSTITUTE

RCN see ROYAL COLLEGE OF NURSING

3.11 If it is unclear who wrote the publication, it is usually referred to in the text by its title or a shortened form of it and entered in the reference list under its title, e.g.

Faber medical dictionary (1975). 2nd. ed. Faber

3.12 Comparatively few electronic books are available at present. However, there are numerous individual documents or webpages, which if published in printed form, would be cited in a similar way to books, pamphlets, etc., using the elements below:

AUTHOR/EDITOR

(Year of publication)

Title - underlined or set in italics

[medium statement]

Edition statement if known and if later than the first, or date of uploading if easily ascertained.

Place of publication or best approximation of it

Publisher

Location Note including URL

[Date Accessed]

Some examples

BRITISH SOCIOLOGICAL ASSOCIATION (n.d.) *Anti-sexist language*. [online]

Durham: British Sociological Association. Available at:

<http://www.britsoc.org.uk/about/antisex.htm> [Accessed 6th August 2002]

HOLLAND, M. (1996) *Harvard system* [online]. Poole:

Bournemouth University. Available at: http://www.bournemouth.ac.uk/service-depts/lis/LIS_Pub/harvardsyst.html [Accessed 21st August 1997].

NATIONAL RESEARCH COUNCIL (1994) *Academic careers for experimental computer scientists and engineers*. [online] U.S.A. National Academy of Sciences. Available at: <http://www.nap.edu/readingroom/books/acesc> [Accessed 10th September 1996]

Many electronic books are "reprints" of old texts that are no longer covered by copyright. This should be borne in mind when citing them as the pagination and/or other details may have changed radically. The recommended style for a reference to such sources is:

AUSTEN, J. (1803) *Northanger Abbey* [online] Uploaded 11th July 1994. Maryland: The University
Available at:
gopher://gopher.inform.umd.edu:70/00/EDRES/ReadingRoom/Fiction/Austin/Northanger/INTRO
[Accessed 18th March 1997]

CARROLL, L. (1996) *The hunting of the Snark, an agony on eight fits*. [online] USA. Island Multimedia. Available at <http://www.islandmm.com/island/>
[Accessed 3rd February 1996]

3.13 Multi-volume set of printed books

CROSSMAN, R. (1975-1977) *Diaries of a Cabinet Minister*. 3 vols. Hamish Hamilton, London

You would need to include the volume number in a text reference to a particular page, e.g. (Crossman, 1975-1977, 1: 132)

3.14 One volume in a multi-volume set

without individual volume title:

BARR, A. and FEIGENBAUM, E.A. (1981) *The Handbook of artificial intelligence*. Vol. 1 Heuris Tech Press. Stanford

with individual volume title:

HOLLIS, D. (1980) *Animal identification: a reference guide*. Vol.3: *Insects*. British Museum (Natural History), London

4. A reference to an essay in a collection

4.1 Checklist of details to include:

author's name - LAST NAME, INITIAL(S)
year of publication - in brackets title and subtitle (if any) of the essay.
In: editor's name - LAST NAME, INITIAL(S)
title of the collection - normally underlined or set in italics
edition (only included if second or subsequent)
publisher's name
page numbers

GREENE, O. (1991) Tackling global warming
In: SMITH, P.M. and WARR, K. (eds.) *Global environmental issues*. Hodder and Stoughton
pp.216-246

OFFE, C. and RONGE, V. (1982) Theses on the theory of the state
In: GIDDENS, A. and HELD, D. (eds.) *Classes, power and conflict*. Macmillan
pp.74-98

Note how only the title of the collection is underlined or set in italics. Some lecturers prefer you to place inverted commas around the title of the essay, as follows

OFFE, C. and RONGE, V. (1982) 'Theses on the theory of the state'.
In: GIDDENS, A. and HELD, D. (eds.) *Classes, power and conflict*. Macmillan
pp.74-98

4.2 Contributions to electronic collections of works.

If reference is made to a contribution to a greater work, the standard guidelines should be adapted to indicate the URL and date of the actual work being cited as well as the URL and date of the publication in which the contribution appears, e.g.:

ZWICK, J. (1995) Mark Twain, William Dean Howells, and the Anti-Imperialist League, 1899-1920. [online]
Available at: http://web.syr.edu/~fjzwick/twain_html/mt_howel.html
In: Zwick, J (ed). *Anti-Imperialism in the United States, 1898-1935*. [online]. Syracuse: Syracuse University
Available at: <http://web.syr.edu/~fjzwick/ail98-35.html>
[Accessed 26th November 1996]

Much information is mounted on the web by organisations and no specific author is identified. In such cases, ascribe authorship to the smallest identifiable organisational unit (this is similar to the standard method for citing works produced by a corporate body)

For example

LIBRARY SERVICES (1995) *Internet user glossary* [online].
North Carolina: North Carolina State University. Available from:
Gopher://dewey.lib.ncsu.edu:70/7waissrc%3A/.wais/
Internet-user-glossary [Accessed 15th April 1996].

5. Government publications

5.1 Printed publications

5.1.1 reports

DEPARTMENT OF THE ENVIRONMENT (1984) *Disposal facilities on land for low and intermediate-level radioactive waste: principles for the protection of the human environment* H.M.S.O.

Government reports often have such long titles that they are commonly known by the name of the Chairman of the committee responsible. However, you should always give the full official title of the report in a reference. You can include the popular title, if you wish.

CENTRAL ADVISORY COUNCIL FOR EDUCATION (England) (1967) *Children and their primary schools*. [Plowden Report] H.M.S.O.

JOINT WORKING PARTY ON THE ORGANISATION OF MEDICAL WORK IN HOSPITALS (1967) *First report*. [Cogwheel Report] H.M.S.O.

UNITED NATIONS WORLD COMMISSION ON ENVIRONMENT AND DEVELOPMENT (1987) *Our common future*. [Brundtland Report] Oxford University Press

DEPARTMENT OF HEALTH AND SOCIAL SECURITY (1980) *Inequalities in Health: report of a research working group chaired by Sir Douglas Black* Department of Health and Social Security

5.1.2 Green paper

DEPARTMENT OF HEALTH (1991) *The Health of the Nation: a consultative document on a health strategy for England*. Department of Health/H.M.S.O.

5.1.3 Statistical series

OFFICE OF POPULATION CENSUSES AND SURVEYS (1990) *General Household Survey for 1988* No.19 H.M.S.O.

5.1.4 Command papers

DENNING, A.T. (Chairman) (1963) *Report in the light of circumstances surrounding the resignation of the former Secretary of State for War, Mr. J.D. Profumo* (Cmnd.2152) H.M.S.O.

HOME OFFICE (1978) *Reform of Section 2 of the Official Secrets Act 1911* (Cmnd.7285) H.M.S.O.

Open Government (Cmnd. 7250) H.M.S.O., 1979

Report and Evidence of the Committee on Section 2 of the Official Secrets Act 1911 4 vols. (Cmnd. 5104) H.M.S.O., 1972

Be sure to use the abbreviation in force when the command paper was published, i.e. Cd. for those published 1900-1918, Cmd. for those published 1919-1956, Cmnd, for those published 1956-1986 and Cm. for those published since 1986.

5.2 Electronic government publications

The basic principle of following the guidelines for printed sources applies along with additional information as to how, when, and where the information was accessed.

5.2.1 Parliamentary Reports

HOUSE OF LORDS *Information Society: Agenda for Action in the UK: Fifth report of the Select Committee on Science and Technology, Session 1995-96*, [online] HMSO, 1996 (HL 1995-96 51)
Available at: <http://www.parliament.the-stationery-office.co.uk/pa/ld199596/ldselect/iforsoc/inforsoc.htm>
[Accessed 13th January 1997]

5.2.2 Acts of Parliament

Armed Forces Act 1996: Chapter 33 [online] HMSO 1996
Available at ; <http://www.hmso.gov.uk/acts/acts1996/1996046.htm>
[Accessed 7th January 1997]

5.2.3 Departmental reports

DEPARTMENT OF HEALTH (1996) *Choice and opportunity. Primary care: the future*. Presented to Parliament by the Secretary of State for Health by Command of Her Majesty.[online] Department of Health.
Available at: <http://www.open.gov.uk/doh/pcwp.htm>
[Accessed 3rd February 1997]

HM TREASURY (1996) *Departmental Report for 1996* [online] Her Majesty's Treasury
Available at: <http://www.hm-treasury.gov/pub/html/drep/1996/main.html>
[Accessed 19 February 1997]

NHS EXECUTIVE (1996) *Annual report 1995/96* [online] NHS Executive
Available at: http://www.open.gov.uk/doh/nhs95_96/about.htm
[Accessed 3rd February 1997]

5.2.4 Ofsted Reports

BURKE, B. (1995) *Inspection under section 9 of the Education (Schools) Act 1994: Bedford High School, Manchester Road, Leigh. WN7 2TY*

Available at: <http://www.open.gov.uk/ofsted/pdf/3594019.pdf> [Accessed 26th November 1996]

In: *The Ofsted Reports Database* (1996). London: Office for Standards in Education
Available at: <http://www.open.gov.uk/ofsted/> [Accessed 26th November 1996]

6. Encyclopaedia entry

6.1 printed encyclopaedia

BENZ, E.W. (1976) Christianity, *Encyclopaedia Britannica*. 15th. ed. Macropaedia 4, pp. 459-533 Chicago: Encyclopaedia Britannica

Authors of entries in encyclopaedias are usually identified by their initials and their full names are given in a key at the front of each volume.

6.2 electronic encyclopaedia

CONLEY, C.L. et al. (1996) Blood, *Britannica CD 97*. [LJMU networked software]
[Accessed 30th September 1997]

7. References to articles in journals, periodicals, annual reviews, bulletins, newsletters and magazines

7.1 Checklist of details to include in references to printed articles:

author's name - LAST NAME, INITIAL(S)
year of publication - in brackets
title and subtitle (if any) of the article.
title of the journal - normally underlined or set in italics
volume and part or other details of the issue as appropriate
inclusive page numbers

You can normally find this information on the contents page of the issue and the first page of the article.

7.2 References to journal articles do not include

- name of publisher
- place of publication except in cases where there is more than one journal with the same title, e.g. *International Affairs* (Moscow) and *International Affairs* (London).

7.3 The cover date is usually included in a reference to a weekly magazine or newspaper, e.g.

MORRIS, T. (1980) The case for abolishing parole. *New Society* 19th. June
pp.282-284

7.4 The issue or volume and part number is usually quoted in references to professional and academic titles, e.g.

COSGROVE, D. and JACKSON, P. (1987) New directions in cultural geography.
Area 19 95-101

FRANKE, F.R. and CHASIM, B. (1981) Peasants, peanuts, profits and pastoralists
Ecologist V.11 (4), pp.156-168

HAINSWORTH, F.R. (1981) Energy regulation in humming birds. *American Scientist* V.69, pp.420-429

PASHLEY, G. and HENRY, C. (1990) Carving out the nursing nineties. *Nursing Times* 86 (3) 70-71

7.5 Some lecturers prefer the title of the article to be enclosed in inverted commas, e.g.

COSGROVE, D. and JACKSON, P. (1987) 'New directions in cultural geography'. *Area* 19 95-101

PASHLEY, G. and HENRY, C. (1990) 'Carving out the nursing nineties'. *Nursing Times* 86 (3) 70-71

7.6 Journal volume and part and page numbers can be presented in a number of different ways, e.g.

HUGHES, P. (1991) Who should teach nurses? *Nursing Standard* 6(4), 30-31

HUGHES, P. (1991) Who should teach nurses? *Nursing Standard* V.6(4), pp.30-31

HUGHES, P. (1991) Who should teach nurses? *Nursing Standard* Vol.6, part 4, PP.30-31

Check whether your department or lecturer has a preference. If not, choose one style and apply it consistently.

7.7 Treat an article in an annual review, e.g. *Progress in Behavior Modification*, as a journal article, e.g.

MICHELSON, L. and WOOD, R. (1980) Behavioral assessment and training of children's social skills. *Progress in Behavior Modification* Vol. 9, pp.242-292

7.8 The format of the majority of electronic journals follows the traditional pattern of paper-based publications. Many electronic journal articles are almost identical to their printed counterparts, except that electronic versions are sometimes available well in advance of the paper-based versions. In some cases however, there are significant differences between print and electronic formats.

The recommended style is:

MARTIN, E.W. (1996) The legislative and litigation history of special education. *The future of children*. Vol.6 (1), pp.25-39.[online]

Available at: http://www.futureofchildren.org/sped/02_sped.pdf
[Accessed 25th November 1996]

Variations of this basic style could be adopted, e.g.

MARTIN, E.W. (1996) The legislative and litigation history of special education. *The future of children*. 6 (1), 25-39.[online]

Available at: http://www.futureofchildren.org/sped/02_sped.pdf
[Accessed 25th November 1996]

KORB, K.B. (1995) Persons and things: book review of Bringsjord on Robot-Consciousness. *Psycoloquy* [online], 6 (15). Available at: gopher://wachau.ai.univie.ac.at:70/00/archives/Psycoloquy/95.V6/0162
[Accessed 17 Jun 1996].

If pagination or an equivalent internal referencing system is included in the document, include these details in the reference. The specification of location should be chosen according to the following order of preference:

- 1) page, screen, paragraph, or line number when these features are fixed features of the online source (e.g. "pp. 5-21" or "5-21"; "lines 100-150");
- 2) labelled part, section, table, etc.;
- 3) any host-specific designation.

If the document does not include pagination or an equivalent internal referencing system, the extent of the item may be indicated in terms such as the total number of lines, screens, etc., e.g. "[35 lines]" or "[approx. 12 screens]".

In the *Psycoloquy* example above, volume numbers are retained whilst the part number is equivalent to an article number.

Note that the *Psycoloquy* archive was available on more than one server, as well as in ftp, gopher and http formats. Hence the URL for this article could have been:

`gopher://gopher.Princeton.EDU:70/0ftp%3Aprinceton.edu@/pub/harnad/Psycoloquy/1995.v
olume.6/psyc.95.6.15.robot-consciousness.10.korb`

`ftp://ftp.princeton.edu/pub/harnad/Psycoloquy/1995.volume.6/psyc.95.6.15.robot-
consciousness.10.korb`

`http://ai.iit.nrc.ca/cgi-bin/psycoloquy-view?psyc.95.6.15.robot-consciousness.10.korb`

All the above refer to the same article and all are correct. Give the URL you used to view the document.

It is recommended that a reference to an article retrieved from an electronic journal service, where the search criteria form part of the Location field in the web browser, should quote the URL for the search screen and no more. The document should then be accessible from this search screen by using the search form itself, provided that the rest of the source is cited correctly.

For example

COLQUHOUN, M.C. (2002) Defibrillation by general practitioners. *Resuscitation* [online] V.52 (2), February, pp.143-148
Available at: <http://www.sciencedirect.com>
[Accessed 24th July 2002]

DIMOND, B. (2001) Legal aspects of consent, 13: Organ donation from live donors. *British Journal of Nursing* [online] V.10 (17), 27th September, p.1115
Available at: <http://www.internurse.com>
[Accessed 24th July 2002]

8. Newspaper articles and reports

8.1 Printed articles or reports

WHITE, J. (1992) Liverpool's most valuable home draw. *The Independent*, 2 October, p.12

Full details of short, unattributed newspaper reports can be included in the text of your essay, e.g.

(*The Guardian*, 27 April 1994, p.4)

Long unattributed newspaper articles would be referred to in your essay as follows

(*The Guardian*, 1990, p.17)

The title of the article comes first in the reference list entry and the entry is filed under the title of the newspaper, e.g.

---- (1990) Questions for the decade of decision. *The Guardian*, 25 May, p.17-18

8.2 Editorial or leading article

British Medical Journal (1986) editorial, Lies, damned lies and suppressed statistics
British Medical Journal, 293, pp.349-350

Sunday Times (1994) Editorial, 31 July, p.7

8.3 An increasing number of newspapers have their own websites and these are often used to break new stories as they happen. Many of these services do not have substantial archives. The subsequent ephemeral nature of the data makes it essential to include the date accessed.

HOOPER, J. (1997) Collision in Mediterranean kills 280. *The Observer*, [online] 5 January 1997

Available at: <http://www.observer.co.uk>

[Accessed 15 April 1997]

8.4 Letter to a journal or newspaper

MACFARLANE, A. (1986) Letter to the *British Medical Journal*, 293, p.504

9. Conference paper

GRUNEWALD, P. (1984) Car body painting with the spine spray system. International Conference on Industrial Robot Technology, 7th, Gothenburg, Sweden, 2-4 October. *Industrial Robot Technology*. Proceedings ..., ed. by N. Martensson. IFS pp.633-642

10. Parliamentary business

10.1 contribution to a debate

An abbreviated title is sufficient in a text reference. A note of the series, the volume number and column numbers, should follow this. e.g.

(Commons Hansard 3s, 249:611-627)

Full details are given in the reference list:

Commons Hansard Parliamentary Debates, 3rd. series, vol.249 (1879)

Refer to statement made in the body of the text e.g.:

.....Dennis Skinner, MP for Bolsover raised the issue as a point of order (Commons Hansard 1997, cols 23-24).....

then include the exact citation alphabetically under Commons Hansard Debates in the reference list, i.e.:-

Commons Hansard Debates [online], (13 January 1997)
Available at:
http://www.parliament.the-stationery-office.co.uk/pa/cm/199697/cmhansrd/cm970113/debtext/70113-06.htm~70113-06_spnew11
[Accessed 14th January 1997]

10.2 speech in parliament

(Churchill, 1945)

CHURCHILL, W.S. (1945) Speech to the House of Commons, 18 January.
Parliamentary Debates, Commons, 5th series, Vol. 407 (1944-45), cols. 425-446

11. Personal letters and interviews

References should begin with the name of the person sending the letter or the person interviewed respectively, e.g.

ADAMSON, P. (1968) Interview by author, London 17 April

KINNOCK, N. (1986) Letter to author, 12 August

12. Electronic communications

12.1 personal electronic mail messages

The following format is recommended for references to personal e-mail messages. Give the "subject line" of the message as the title and the full date instead of just the year. In place of an "availability" statement, use E-mail to Recipient and include both the sender's and recipient's e-mail addresses in the reference.

SENDER (Sender's E-mail address), Day Month Year.
Subject of Message. E-mail to Recipient (Recipient's E-mail address).

Example:

SMITH, R.A. (r.a.smith@livjm.ac.uk), 21 Aug 1997.
RE: Citing Internet Sources. E-mail to D.H. Revill
(d.h.revill@livjm.ac.uk).

12.2 messages from Mailbase (now JISCmail)/Listserv email lists

These discussion lists generate email messages which are sent directly to the subscriber. Many lists archive the messages sent for a short period.

References to these messages should be treated in a similar fashion to journal references; using the list name in place of the journal title and the subject line of the message in place of the article title.

Give the email address of the list administrator after "Available at:". These details, together with the author, will appear in the message header.

AUTHOR, Day Month Year. Subject of message. Discussion List
[online]. Available from: list e-mail address [Accessed Date].

Examples:

BRACK, E.V., 2 May 1995. *Re: Computing short courses*. Lis-link [online]. Available from: mailbase@mailbase.ac.uk [Accessed 17 Apr 1996].

JENSEN, L.R., 12 Dec 1995. *Recommendation of student radio/tv in English*. IASTAR [online]. Available from: LISTSERV@FTP.NRG.DTU.DK [Accessed 29 Apr 1996].

Note that items may only be kept on discussion group servers for a short time and hence may not be suitable for referencing. A local copy could be kept by the author who is giving the citation, with a note to this effect.

13. Computer programs

A date is not normally included in a reference to a computer program. The version or release number is given in the reference list entry and the program simply referred to by its name in the text, e.g.

The original edition of this guide was written using *WordPerfect* over a period of several weeks.

WordPerfect Version 5.1 WordPerfect Corporation, Orem, Utah

14. Non-print materials

14.1 Feature film

It is usually sufficient to quote the film's title in the text of an essay. Include the date only if more than one film with the same title has been made. The reference list entry should include the director's name, country of origin and length.

A Star is born (1927, Victor Sjöström, US, 87 mins.)

14.2 Television and radio programmes

It is usual to give the title, country of origin, channel, transmission date, if possible, and episode title, if appropriate, e.g.

The Nuclear Age, Episode 3: Europe goes nuclear UK, ITV 26th October, 1988

Yes, Prime Minister, Episode 1, The Ministerial Broadcast. UK, BBC 2 1986, Jan 16

Details of the director and scriptwriter may be included, if significant, e.g.

Blackeyes. d. Ken Trodd, scr. Denis Potter UK, BBC 1989 23 September

Documentary films may be listed under the name of the director or production company:

BBC and OU PRODUCTIONS (1991) *Environment* (U206), programme 6

14.3 television or radio interview

The reference should begin with the name of the person interviewed, e.g.

PORRIT, J. (1991) Interview by Jonathan Dimpleby *Panorama*, BBC 1, 18th March

15. Secondary references

15.1 It may not always be possible to consult an original publication (a primary source) yourself, but you may have read about it in someone else's work (a secondary source). It is always better to use primary sources whenever possible. Secondary sources may present a distorted view of the original work. Check whether your School has a policy towards secondary references. You may be expected to refer only to material that you have read firsthand.

15.2 You may occasionally want to refer in your essay to an item you uncovered during a literature search, but have not read in full. Include the abstract number in the reference to indicate that you are working from the abstract not the full document

SPANOS, N.P. et al. (1992) A comparison of hypnotic and nonhypnotic treatments for smoking *Imagination, Cognition and Personality*, Vol. 12 (1), pp.23-43 (From *PsycINFO*, [online] Abstract No. 1993-11137-001)
Available at: <http://www.inspec.bids.ac.uk/> [Accessed 24 July 2002]

15.3 If quoting a work you found quoted by another author during your reading, be sure to add a note to the reference in your text and the entry in your list of references, so that it is clear that you have not consulted the original source, e.g.

Harris (1980 cited in Taylor, 1982) was of the opinion that ...

The entry in the reference list would read

HARRIS, K. (1980) *Atlee*. Weidenfeld and Nicholson.
cited in TAYLOR, P.J. (1982) *Britain and the Cold War: 1945 as geopolitical transition*. Pinter, p.64

Reference list

BRITISH STANDARDS INSTITUTION (1989) *Recommendations for references to published materials*. (BS 1629) BSI

BSI See BRITISH STANDARDS INSTITUTION

CHERNIN, E. (1988) The "Harvard" system: a mystery dispelled. *British Medical Journal* Vol.297, 22nd October, pp.1062-1063

LI, X. and CRANE, N.B. (1996) *Electronic styles: a handbook for citing electronic information*. 2nd ed. Medford, N.J.: Information Today

TURABIAN, K.L. (1996) *A manual for writers of research papers, theses and dissertations*, 6th ed. rev. by J. Grossman, and A. Bennett Chicago: University of Chicago Press

UNIVERSITY OF CHICAGO PRESS (1993) *The Chicago manual of style*. 14th ed. Chicago: UCP

Rob Caley

Avril Roberts Learning Resource Centre

Summer 2002

Reformatted September 2009

This guide was originally produced as part 2 of the LIS publication "Study skills: an introduction"