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Section One: Why Reference?

When writing up your project/assignment it is important that you provide details of the various resources you have consulted. You need to use a recognised referencing system. The referencing style used most in LJMU is the Harvard System and this guide will show you examples of how to use it. There is also a Glossary and a tutorial which can be found in the Library Tab in Blackboard.

Some Faculties use different referencing systems, for example Law, uses the OSCOLA system. An online tutorial called “Citing the Law” written by Information Services staff at Cardiff University can be found at https://ilrb.cf.ac.uk/citingreferences/oscola/tutorial/index.html

Always check your Module Handbook for advice.

When do 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

Why should you reference?

- 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 helps the reader understand how you have reached your conclusions
- to avoid accusations of plagiarism
- it enables you to identify the sources of quotations

Referencing involves inserting brief details, usually the item’s author’s last name and year of publication within round brackets, e.g. (Neville, 2009) or Neville (2009), at the appropriate point in your text and full details of the item in a reference list at the end of your work. The entry in the reference list for Neville’s book would be


Before submitting an assignment, check that your reference list includes accurate and full details of all the items you refer to in the assignment.
When do you not need to give a reference?

In all academic and professional fields some ideas are regarded as “common knowledge” and do not need to be referenced. Pears and Shields define common knowledge as “facts, dates, events and information that are expected to be known by someone studying or working in a particular field” (2010, p.2). They suggest that students who are unsure whether “the material you want to use in your assignment constitutes common knowledge, … need to ask … the following questions:

- Did I know this information before I started my course?
- Did this information/idea come from my own brain?

If the answer to either or both of the questions is "No", then the information is not common knowledge to you. In these cases you need to cite and reference your source(s)." (2010, p.3)

Is there a difference between a bibliography and a list of references?

Some people use these terms synonymously. According to the British Standards Institution: “A bibliography identifies books and articles relevant to the text; it is not restricted to items cited in the text... A list of references is confined to publications cited in the text” (BSI, 2000, p.16).
Section Two: Handling quotations

A quotation helps you support an argument and illustrate the range of your research. Before including a quotation, stop to consider whether it is really relevant. It is important that a quotation is easily identifiable as such and accompanied by a page number. The way in which you should present quotations depends upon their length.

A quotation of three lines or less: should be enclosed in quotation marks and included in the body of the essay, for example:

“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…

We recommend that longer quotations are indented and presented in single-line spacing, for example:

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... .

Or alternatively:

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 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. (1958, p.51)

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... .
Always 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.

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 any words that you add in square brackets [ ] and insert three dots ... to indicate omissions.
Section Three: Compiling a Reference List

A reference list normally consists of full details of the items you have referred to in your assignment. Entries in the list are arranged in a single alphabetical sequence by author’s last name regardless of whether they are references to books, journal articles or other items.

Books

Checklist of details to include in a reference to a printed book:
- Author’s name – Last name and initials
- Year of publication - in brackets
- Title and subtitle (if any) of the book, this is normally underlined or set in italics
- Edition (only include this if it is a second or subsequent edition)
- Place of publication
- Publisher's name

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

Books with one Author


How you might cite this in your assignment:

According to Gottfried (1983, p.89) “the Black Death….”

The Black Death was a disaster that created a new Europe (Gottfried, 1983) sweeping away the old…..

Books with two Authors


How you might cite this in your assignment:

Ponton and Gill (1993) suggested that …. 

Books with three Authors

If a publication has up to three authors, give all their names.


How you might cite this in your assignment:
Leadership is not management (Field, Holden and Lawlor, 2000) it is…

Books with more than three Authors
If a publication has more than three authors, give all the authors in the full reference:


However, you can use et al when you cite this in your assignment:

Youth violence is born from boredom (Thornton et al., 2005) therefore….

Books with Editors or Compilers
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 full reference but not in the text


Books without an Author
If it is unclear who wrote a publication, for example a dictionary, it is usually referred to in the text by its title and entered in the reference list under its title:


Books by an Organisation
If a publication is produced by an organisation and no individual is credited as the author, treat the organisation as the author. The organisation may well be both the author and the publisher

Royal College of Nursing (2011) *Accountability and delegation: what you need to know*. London: Royal College of Nursing

The organisation is well known by an acronym or its initials, e.g. RCN for the Royal College of Nursing, the first time you refer to their item, provide the organisation’s full name in your text followed by its abbreviated name in brackets, e.g.

In its updated guidance on the topic the Royal College of Nursing (RCN) (2011) now recommends …
If you need to refer the organisation again, refer to it by its abbreviated name. Use the full name of the organisation in your reference list entry for the item.

Chapter in an Edited Work


Several Works by the same Author

If you refer to more than one work by an author published in the same year, add a lower case letter in alphabetical order to the references after the year to differentiate between them.


How you might cite these in your assignment:

Teachers need to be reflective to be effective (Capel 2010b).

List works by the same author published in different years in chronological order (earliest first) in your reference list


Blume, J. (1989) Just as long as we’re together. London: Chivers


If you refer to more than one item at the same point in your text, list the items in order of publication date (earliest first), e.g. Several studies (Robinson, 1997; Jones, 2003; Watson, 2006) indicate that …

Multi-volume Books


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

One volume in a multi-volume set without an individual volume title:

with an individual volume title:


**Electronic books (E-books)**

- **Author/ Editor (Year of publication)**
- **Title** - underlined or set in italics
- **[medium statement] – usually [online]**
- **Edition statement if known and if later than the first, or date of uploading if easily ascertained.**
- **Place of publication : Publisher**
- **Location Note including URL**
- **[Access Date]**

Available through: [http://www.dawsonera.com](http://www.dawsonera.com)

**No date?**

If you cannot find a date of publication anywhere on the item, insert n.d. in place of a year, e.g.


**Secondary Reference (an item quoted by another author)**

You may occasionally wish to quote a work you found quoted by another author during your reading. Always be sure to add a note including a page number to the reference in your assignment, so that it is clear that you have not consulted the original source.

Provide a reference to the item you have read in your reference list. The reader can then use that information and the page number noted in your assignment to trace full details of the item quoted by the author you read.
Direct citation in the body of the assignment:

Smith (1993 cited in Jones, 2003 p.24) argued that …..

Indirect citation:

It was argued (Smith, 1993 cited in Jones, 2003 p.24) that social change…. 

In this example Jones’ book is the one you have read, so that is the item which should appear in your reference list.


**Secondary Reference (an abstract)**

You may occasionally want to refer in your assignment 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.

(From PsycLINFO, [online] Abstract No. 1993-11137-001)
[Accessed 1st September, 2012]

**Journal Articles**

Checklist of the details to include in a reference for a journal article:

- **Author's name** – Last name and initials
- **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**, inclusive page numbers

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

- 6(4), 30-31 or V.6(4), pp.30-31 or Vol.6, part 4, pp.30-31

Choose one of these styles and use it consistently.

**Printed Journal Article**

**Article from an Electronic-only journal**

Some journals are only published electronically. Include the URL of the web page from which the article is available:

Cope, J. and Jones, G. (2011) Connecting researchers at the University of Bath. *Ariadne* [online], 67, July
Available at: [http://www.ariadne.ac.uk/issue67/cope-jones/](http://www.ariadne.ac.uk/issue67/cope-jones/)
[Accessed 5th August, 2011]

**Journal article from a database**

If your tutor asks you to include details of where you obtained the article, there are two ways in which this can be done. Check whether your tutor has a preference between these. You can either include a note of the database from which you obtained the full text article

Available through ScienceDirect
[Accessed 18th April, 2011]

Or, if the article has a DOI (Digital Object Identifier), you could provide that

DOI:10.1016/j.leaqua.2010.12.005
[Accessed 18th April, 2011]

DOIs provide static links to journal articles, conference papers and some other electronic publications produced by many publishers and organisations. They are usually included in headers or footers of PDFs of articles and included on the web page from which the PDF is available. Equipped with a DOI a reader can access the item via the website at [http://dx.doi.org/](http://dx.doi.org/)

**Newspaper Articles**

Available at: [http://www.observer.co.uk](http://www.observer.co.uk)
[Accessed 15th April, 1997]


If an article has no author, begin the reference with the title of the newspaper.
**Blogs**
Author, (Year) Title of individual blog entry. *Blog title* [medium], Blog posting date. Available at: include web site address/URL [Accessed date]


Cited in the body of your assignment as: (Berry, 2011)

**Podcasts**
Broadcaster/Author, (Year) *Programme title*, Series Title. [podcast], date of transmission. Available at: include web site address/URL [Accessed date]


**YouTube Video**
Screen name of contributor, (Year) *Video Title*, Series Title. (if relevant) [online video] Available at: include web site address/URL [Accessed date]


**Websites**
The following details are usually provided in references to documents found on websites:
Authorship or Source, (Year) *Title of web document or web page*. [online], date of latest update, if available Available at: web site address/URL [Accessed date]

Available at: http://www.education.gov.uk/inthenews/pressnotices/a0076656/fair-funding-for-all-schools
[Accessed 19th April, 2011]

Here’s a reference to an anonymous news report on a website

British Broadcasting Corporation. (2012) *One in six young people not in education* [online]
Available at: http://news.bbc.co.uk
[Accessed 29th August, 2012]

Electronic journal articles and web pages often have very long URLs/addresses. In these cases we recommend that you include just the basic URL/address in a reference, i.e. as far as the first forward slash.

**Feature films**

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 entry in your reference list should include the director’s name, country of origin and length.

*A Star is born* 1927 [film] Directed by Victor Sjostrom. USA : MGM (87 mins)

**Television and Radio Programmes**

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

*The Nuclear Age*, Episode 3: Europe goes nuclear UK [TV programme] ITV, 26th October, 1988

Dooley, S. (2013b) *Stacey Dooley Investigates: Booze Bar Crawls and Bulgaria* [TV Programme] BBC3, 30th September
Available at: http://www.bbc.co.uk/programmes/b03c5fp3
[Accessed: 2nd October, 2013]

Wheelock, S. (2011) *Qatar and the 2022 World Cup* [Radio programme] BBC Radio 5 Live, 8th July
Documentary films may be listed under the name of the director or production company:


Television or Radio interview

The reference should begin with the name of the person interviewed, year of interview, Title of interview (if any) Interviewed by … name of interviewer title of programme (if any) Location and date of interview

Porrit, J. (1991) Interview by Jonathan Dimbleby Panorama [TV programme] BBC1, 18th March

Available at: http://www.bbc.co.uk/programmes/b03b2j75
[Accessed: 28th September, 2013]

Music recording on CD


Live Performance (Dance)

Choreographer (date of the premiere) Title. [Date seen and location]


Computer Programs

The program is normally referred to by its name in the text without mention of its release date. The version or release number is given in the reference list entry.

Photographs and Images

Artist/Photographer, year of production Title of image/work [medium] Available at: web address/URL [Accessed date]

Available at: http://photography.nationalgeographic.com/photography/photo-of-the-day/everest-clouds-pod/
[Accessed 18th April, 2011]

If you have inserted the image into your assignment include brief details under the image, e.g.

(Chudalla, 2009)
(The lunar interior, 1999)

Government Publications

Reports
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


Acts of Parliament


Ofsted Reports

Command Papers

Different abbreviations have been used to identify command papers over the decades. Be sure to use the abbreviation which was 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.

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* (Cmd.2152) London: H.M.S.O.


Conference Papers

A reference to an individual paper presented at a conference:


A reference to the published proceedings of a conference:


Personal Communications

References should begin with the name of the person sending the letter or the person interviewed respectively.
Adamson, P. (1968) Interview by author, London 17 April

Parliamentary Business/Debate.

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:

*Commons Hansard Debates* [online], 13 January 1997
Available at: [http://www.parliament.uk](http://www.parliament.uk)
[Accessed 14th January, 2011]

Speech in Parliament:


Lecturer’s notes

Lecturer’s Name (year) title of the lecture *Module code and title of Module* [online]
Available at:
An example of a reference list


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, e.g. (Capel, 2010a), (Capel, 2010b).
- If you are referring to items by different authors with the same last name published in the same year include their initial to distinguish between them, e.g. (Smith, M, 2009) and (Smith, V, 2009)
- Page numbers are only included in reference list and bibliography entries for journal articles and essays.
- 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.

Check that you have included in your reference list full and accurate details of all the items you have referred to in your assignment

Jackie Fealey and Rob Caley
July 2014