Harvard Referencing Guide

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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 Harvard system is the one used the most at LJMU and this is the guide will help you, there is also an online tutorial in Blackboard on the library tab.

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).

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

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

Or alternatively:

- 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 (Titmuss, 1958 p.51).
Quotes from webpages: you can use the number of the line or the paragraph number to help pinpoint the information, for example:

According to Bebbington and Parkinson (2012, para.4) “opportunities are deteriorating for children to experiment with different and lesser known sports”.

According to Bebbington and Parkinson (2012, line 22) “opportunities are deteriorating for children to experiment with different and lesser known sports”.

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.
Abbreviations/Acronyms of Organisations

If the organisation is well known by an acronym or its initials, the first time you refer to them provide the organisation’s **full name** in your text followed by its abbreviated name in brackets, for example:

Department for Education (DfE) (2018) or (Department for Education, 2018) (DfE)

If you need to refer the organisation again, refer to it by its abbreviated name, (DfE, 2018)

**Use the full name of the organisation in your reference list**

**Acts of Parliament**

*Armed Forces Act 1996: Chapter 33 [online]*
[Accessed: 10th April 2011]

*Special Educational Needs and Disability Act 2001 [online]*
[Accessed: 29th March 2013]

*Police Act 1997: Chapter 50. London: The Stationery Office*

Cited by the name of the act: Special Educational Needs and Disability Act 2001

**Advanced Publication/Advanced Access Journal Article**

Some journal articles are published online prior to their print or final publication date. These are typically called Advanced Access or Online First Articles. When they are first made available these articles often do not have volume, issue or page details and only have a DOI or “digital object identifier”. The DOI is unique to that article and remains the same once the article is assigned to a volume and issue with page numbers.

Author (year) Title of the article. *Title of the Journal* [First Published online Date]. DOI
[Accessed: ]

[Accessed: 8th November 2013]

Cited as: (Ross, 2013) or Ross (2013)
Quotes need a page number see section 2 for more details: e.g. (Ross, 2013 p.2) or Ross (2013, p.2)

**Advertisement - Job**

Name of Company placing advert (year) Title of Advertisement [job advertisement]. *Title of Newspaper* [online], date of publication. Available at: www...
[Accessed: ]

Print:

**Amended or Updated old texts**

Amended or Updated text:

Because the text has been changed or altered use the current date and acknowledge the original year of publication after the title:


Cited as: Locke (2007) or (Locke, 2007)

**Anonymity**

Sometimes names have to be withheld for confidentiality- such as school placements:

School A (Name withheld, 2014) *School Behaviour Policy/website*

School (Name withheld, 2014) *Name of the Policy/website*

Ofsted (year) *Inspection under Section 9 of the Education (Schools) Act 1994: School A (Name Withheld)*

**App**

The author would be the name of the Company who created the app.

Author (year) *Title of the App* [App]
Available at:
[Accessed: ???]
Author

If you can identify the name of a person or persons accredited with the creation of the source then that would be your author. Authors are referenced using their last name and their initials, no titles or qualifications are used. For example:

Professor Stephen W. Hawking would be: Hawking, S.W.

Cited as: Hawking (1988) or (Hawking, 1988)

All the authors accredited should be included in the reference in the order they appear on the title page.

Publications by an editor need to have an abbreviation to signify this in the reference list. For example:

Edited by Geoffrey Campbell-Platt would be: Campbell-Platt, G. (ed.)

Cited as: Campbell-Platt (2012) or (Campbell-Platt, 2012)

If the publication has been written by an organisation or society and you cannot find a no named person then use the organisation/society as the author. For example: Joseph Rowntree Foundation

Cited as: Joseph Rowntree Foundation (2018) or (Joseph Rowntree Foundation, 2018)

Blogs

Author (Year) Title of individual blog entry. Blog title [medium], Blog posting date
Available at: include web site address/URL
[Accessed date]

Berry, I. (2011) Art of the Week [blog], 18th April 2011
Available at: http://www.artinliverpool.com/blog/
[Accessed: 19th April 2011]

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

Quotes: you can use paragraph or line number: (Berry, 2011 para.3) or Berry (2011, para.3)
(Berry, 2011 line 24) or Berry (2011, line 24)

Newspaper blog:
Available at: http://www.guardian.co.uk/teacher-network/2012/aug/09/david-cameron-pe-teachers-sporting
[Accessed: 10th January 2013]

Cited as: Bebbington and Parkinson (2012) or (Bebbington and Parkinson, 2012)
Quotes: you can use the paragraph or line number: Bebbington and Parkinson (2012, para.3) or (Bebbington and Parkinson, 2012 para.3)

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.

Book Chapter

If you want to refer to a chapter from an edited work then you need to include the details of that chapter and also full details of the book in the reference list. In the text of your assignment you need to cite the author of the chapter and not the editor of the book.


Cited as: Offe and Ronge (1982) or (Offe and Ronge, 1982)

Quotes need a page number see section 2 for more details: e.g. Offe and Ronge (1982, p.83) or (Offe and Ronge, 1982 p.83)

Books written or compiled by an editor should be referenced as the whole book. See Edited Book

Book with one Author


Cited as: Gottfried (1983) or (Gottfried, 1983)

Quotes need a page number see section 2 for more details: e.g. Gottfried (1983, p.45) or (Gottfried, 1983 p.45)

Book with two Authors

Cite as: Ponton and Gill (1993) or (Ponton and Gill, 1993)

Quotes need a page number see section 2 for more details: e.g. Ponton and Gill (1993, p.89) or (Ponton and Gill, 1993 p.89)

**Books with three Authors**


Cited as: Field, Holden and Lawlor (2000) or (Field, Holden and Lawlor, 2000)

Quotes need a page number see section 2 for more details: e.g. Field, Holden and Lawlor (2000, p.55) or (Field, Holden and Lawlor, 2000 p.55)

**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: (Thornton et al., 2005) or Thornton et al. (2005)

Quotes need a page number see section 2 for more details: e.g. (Thornton et al., 2005 p.55) or Thornton et al. (2005, p.55)

**Books by an Editor or Compiler**

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


Cited as: Bell, Neary and Stevenson, (2009) or (Bell, Neary and Stevenson, 2009)

Quotes need a page number see section 2 for more details: e.g. Bell, Neary and Stevenson, (2009, p.56) or (Bell, Neary and Stevenson, 2009 p.56)

**Books with no Author**

If it is unclear who wrote a publication, for example a dictionary, it is usually referred to in the text by title and entered in the reference list under title:

Cited as: Encarta Concise English Dictionary (2001) or (Encarta Concise English Dictionary, 2001)

Quotes need a page number see section 2 for more details: e.g. Encarta Concise English Dictionary (2001, p.22) or (Encarta Concise English Dictionary, 2001 p.22)

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.

Royal College of Nursing (2011) Accountability and Delegation: What You Need to Know. London: Royal College of Nursing

If the organisation is well known by an acronym or its initials, the first time you refer to their item, provide the organisation’s full name in your text followed by its abbreviated name in brackets, for example:

...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.

Quotes need a page number see section 2 for more details: e.g. Royal College of Nursing (RCN) (2011, p.45) or (Royal College of Nursing, 2011 p.45) (RCN)

British Standards

British Standards Institute (year) Number and name of the standard [online] Available at: [Accessed: ... ]


Case Study

Author (year) Title of the case study (case study) [online] [Accessed: ...]
Tejenda, A. (2011) *The National Strategies: Power of Reading - Raising Achievement in Literacy Through Enjoyment and Creativity* (case study) [online]
Available at:
[Accessed: ......]

Cited as: Tejenda (2011) or (Tejenda, 2011)
Quotes need a page number see section 2 for more details: e.g. Tejenda (2011, p.8) or (Tejenda, 2011 p.8)

**CDs**


Cited as: Shostakovich (1959) or (Shostakovich, 1959)

**Chapter in an Edited work**

If you want to refer to a chapter from an *edited work* then you need to include the details of that chapter and also full details of the book in the reference list. In the text of your assignment you need to cite the author of the chapter and not the editor of the book.


Cited as: Offe and Ronge (1982) or (Offe and Ronge, 1982)

Quotes need a page number see section 2 for more details: e.g. Offe and Ronge (1982, p.83) or (Offe and Ronge, 1982 p.83)

If book is not written or compiled by an editor then you should reference the whole book.

**Command Paper**

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
Cm. for those published since 1986

Denning, A.T. (1963) *Report in the Light of Circumstances Surrounding the Resignation of the Former Secretary of State for War, Mr. J.D. Profumo* (Cmnd.2152) London: H.M.S.O.


**Computer Programme**

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.

**Conference Papers**

Available at: [Accessed: ......]

Cited as: Palmer (2008) or (Palmer, 2008)

Quotes need a page number see section 2 for more details: e.g. Palmer (2008, p.43) or (Palmer, 2008 p.43)

**Conference Proceedings:**

Available at: [http://www.bsrlm.org.uk/informalproceedings.html](http://www.bsrlm.org.uk/informalproceedings.html)
[Accessed: 5th April 2015]

Cited as: Brown, Askew and Millet (2003) or (Brown, Askew and Millet, 2003)
Quotes need a page number see section 2 for more details: e.g. Brown, Askew and Millet (2003 p.14) or (Brown, Askew and Millet, 2003 p.14)

**Conversations**

Surname, Initial (year) Conversation with Name of Person. Date of the conversation
*note there are no italics

**Dance Performance from a Compilation**

You may want to cite an individual dance, which is part of a compilation on DVD or from an online source.
Choreographer (original year of performance) Title of the /dance. In: *Title of the compilation* (year) [online video/DVD]. Place of Publication: Publisher
Available at: www.....
[Accessed:  ]

Available at: http://daiv.alexanderstreet.com/view/1630420
[Accessed: 22nd October 2013]

Cited as: Dudley (1934) or (Dudley, 1934)

**DVDs and CDs**

*Eat, Pray, Love* (2010) [DVD] Directed by Ryan Murphy. USA: Columbia Pictures (133 mins)


Extract from DVD/online video:

*Title of the film/Video/DVD* (year) [format] Directed by...... Place of Production: Production Company. Start-end time of extract using 24 hour clock

The following example is a 2 minutes and 5 seconds extract from a film:

*Million Dollar Baby* (2005) [extract, Film] Directed by Clint Eastwood. USA: Warner Brothers. (148 mins) 00:04:30 - 00:06:35 mins

Cited as: (Million Dollar Baby, 2005)

You may want to **quote a specific part** from the DVD so use the 24 hour clock to indicate the starting point: e.g. *Million Dollar Baby* (2005: 00:04:30) or (Million Dollar Baby, 2005: 00:04:30)

Format be could be: [extract, DVD] [extract, online video] [extract, Film]

**eBook**

An eBook has the same details as a printed book but you need to include some additional information:

[online] –this indicated the format of the item
Available at: Web location/ URL -this is a link or web address for the item
[Accessed] –date you looked at the item

Available at: http://www.dawsonera.com
[Accessed: 19\textsuperscript{th} June 2015]

Cited as: Bell (2014) or (Bell, 2014)

Quotes need a page number see section 2 for more details: e.g. Bell (2014, p.22) or (Bell, 2014 p.22)

**Edited Book**

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


Cited as: Bell, Neary and Stevenson, (2009) or (Bell, Neary and Stevenson, 2009)

Quotes need a page number: Bell, Neary and Stevenson, (2009, p.56) or (Bell, Neary and Stevenson, 2009 p.56)

**Email**

Sender Surname, Initial (email address) date of the email
Title of the email. Email to Name of Recipient (recipient’s email address)

Fealey, J. (J.Fealey@ljmu.ac.uk) 23rd January 2014
*Updating Harvard*. Email to Rob Caley (R.J.Caley@ljmu.ac.uk)

Cited as: Fealey (2014) or (Fealey, 2014)

**Excel Spreadsheet**

Department of Health (2012) *NDNS Headline Results From Year 1, 2 and 3 Combined* [Excel spreadsheet] [online]
[Accessed: date ]

Cited as: Department of Health (2012) or (Department of Health, 2012)

Use the line number or cell number to pinpoint specific information:

Department of Health (2012, line 10)
Department of Health (2012, B22)
**Extract/Definition from a Dictionary**

If you are referring to a definition rather than the whole dictionary:

Available at: https://en.oxforddictionaries.com/definition/stigma
[Accessed: 24th April 2018]

Cited as: English Oxford Living Dictionaries (2018)

**Extract from CD/DVD/Film/Video**

You may want to use a specific part or extract from a full length item. You should reference the item in the following way providing the starting point within the film/track and the end time of the extract.

**Extract from DVD/online video:**

*Title of the film/Video/DVD* (year) [format] Directed by.... Place of Production: Production Company. Start-end time of extract using 24 hour clock

The following example is a 2 minutes and 5 seconds extract from a film:

*Million Dollar Baby* (2005) [extract, Film] Directed by Clint Eastwood. USA: Warner Brothers. (148 mins) 00:04:30 - 00:06:35 mins

Cited as: (Million Dollar Baby, 2005)

You may want to **quote a specific part** from the DVD so use the 24 hour clock to indicate the starting point: e.g. Million Dollar Baby (2005: 00:04:30) or (Million Dollar Baby, 2005: 00:04:30)

Format be could be: [extract, DVD] [extract, online video] [extract, Film]

**Extract from journal article online**

Author (year) Title of the article [extract]. *Title of the Journal in italics* [online], v.(issue), p-p
Available at:
[Accessed: ]
Cited as: Author (year) or (Author, year)

Quotes need a page number see section 2 for more details: e.g. Author (year, p.?) or (Author, year p.?)
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 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)

*Into the Wild* (2007) [Film]. Directed by Sean Penn. USA: MGM (148 mins)

Cited as: Into the Wild (2007) or (Into the Wild, 2007)

You may want to quote a specific part use the 24 hour clock to indicate the starting point, for example:

Into the Wild (2007: 00:22:30) or (Into the Wild, 2007: 00:22:30)

Government 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


Cited as: Department of Health (DoH) (1996) or (Department of Health, 1996) (DoH)

Quotes need a page number see section 2 for more details: e.g. Department of Health (DoH) (1996. P.44) or (Department of Health, 1996 p.44) (DoH)

Use the abbreviation next time you cite this: (DoH, 1996) or DoH (1996)


Cited as: Rose (2006) or (Rose, 2006)

Quotes need a page number see section 2 for more details: e.g. Rose (2006, p.33) or (Rose, 2006 p.33)

Graphs
Author (year) *Title of the Book*. Place of Publication: Publisher

Author (year) *Title of the document* [online]
Available at:
[Accessed: ????]

Cited as: (Author, year p.??)
You could use the title of the graph under the image followed by the author and year.

**Guest / Visiting speaker from a particular company**

Speaker’s Name, (Year) *Presentation Title*. [Guest Speaker from ???] Place of presentation. Full date of presentation

Cited as: Speaker (year) or (Speaker, year)

**Images – online**
For images found on the internet the required elements for a reference are:

Author or owner of website (Year image created). *Title of work* [type of medium]
Available at: include web site address/URL
[Accessed: date]

Coca Cola (2007) *New Coke Logo* [online image]
Available at: http://www.thecoca-cola.com/company/presscenter/img/imagebrands/downloads/lg_new_coke_logo.jpg
[Accessed: 24th March 2012]

Cited as: (Coca Cola, 2007)
If there is no date use (n.d.) which is short for no date

**Images – online no author**
Where the author is not known, begin the reference with the title of the work

*Alcoholic Beverages* [online image] (n.d.)
Available from: www.microsoft.com

Cited as: (Alcoholic Beverages, n.d.)
**Images online – no title**
Where none of the usual details are known, such as author, date, or image title try to find the filename of the image, for example by right clicking and looking at the properties of the file.

If none of the above is available begin the reference with the subject and title of the work. Put square brackets around the title to indicate it is not the “official title”

[Child Placing Gauze Over Knee Wound] [online image] (n.d)
[Accessed: 23rd November 2012]

Cited as: (Child Placing Gauze, n.d.)

**Industry/Trade Magazine or Publication**

Some trade or industry produced magazines do not have authors attributed to articles/news/pieces in this case use the name/title of the magazine as the author and the title of the piece as the article title.

Title of the Magazine (year) Title of the article. *Title of the Magazine* [online], date of publication
Available at: [Accessed: ]

Available at [Accessed: ]

Cited as: Travel Bulletin (2012) or (Travel Bulletin, 2012)

**Interviews**

**Face to Face:**
Name of Person Interviewed (year) interview by name of Interviewer. Place, date


Cited as: Blair (2009) or (Blair, 2009)

**Radio interview:**
Name of Person Interviewed (year) title of the interview if any [interview by name of Interviewer] *Title of the Broadcast* [online], Place, date

Blair, H. (2009) Being a Mother at Forty [interview by Jane Smith] *Woman’s Hour* [online], BBC Radio 4, 18th September
Available at:
[Accessed:  ]

TV interview:
Name of Person Interviewed (year) title of the interview if any [interview by name of Interviewer] Title of the Broadcast [online], Place, date


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 or vol.6(4): 30-31

Choose one of these styles and use it consistently.

Follow the guidance on book authors if the article has three or more authors.

Journal Article - Advanced Access/Publication

Some journal articles are published online prior to their print or final publication date. These are typically called Advanced Access or Online First Articles.

When they are first made available these articles often do not have volume, issue or page details and only have a DOI or “digital object identifier”. The DOI is unique to that article and remains the same once the article is assigned to a volume and issue with page numbers.

Author (year) Title of the article. Title of the Journal [First Published online Date]. DOI [Accessed:  ]

Cited as: Ross (2013) or (Ross, 2013)

Quotes need a page number see section 2 for more details: e.g. Ross (2013, p.407) or (Ross, 2013 p.407)

If there are no page numbers on the PDF use the numbers provided in the PDF tool bar

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**Journal Article –electronic copy**

Some journals are only published electronically so you need to include additional details:

- [online] –this indicated the format of the item
- Web location/URL -this is a link or web address for the item
- [Accessed: ] –date you looked at the item


Cited as: Strommen and Mates (2004) or (Strommen and Mates, 2004)

Quotes need a page number see section 2 for more details: e.g. Strommen and Mates (2004, p. 195) or (Strommen and Mates, 2004 p.195)

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**Journal Article from a database**


Available through ScienceDirect

[Accessed: 18th April 2011]

Or


[Accessed: 18th April 2011]

Cited as: Reichard and Johnson (2011) or (Reichard and Johnson, 2011)
Quotes need a page number see section 2 for more details: e.g. Reichard and Johnson (2011, p.39) or (Reichard and Johnson, 2011 p.39)

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/

**Journal Article - print copy**


Quotes need a page number see section 2 for more details: e.g. Franke and Chasim (1981, p.159) or (Franke and Chasim, 1981 p.159)

**Lecture**

Lecture - not the notes but the actual words said:

Lecturer Surname, Initial. (year) *Title of the lecture*. Liverpool John Moores University. Date of the lecture.

**Lecturer’s Notes**

Always check with your lecturer to make sure you can use these.

Lecturer’s Name (year) title of the lecture. *Module code and title of Module* [online] Available at: [Accessed: ]


Cited as: Smith (2011) or (Smith, 2011)
Letters

References should begin with the name of the person sending the letter or the person interviewed respectively. You will note there are no italics.

Adamson, P. (1968) Interview by Author, London 17 April

Kinnock, N. (1986) Letter to Author, 12 August

Cited as: Kinnock (1986) or (Kinnock, 1986)

Live Performance

Dance:
Choreographer (date of premiere) Title [Date seen and location]


Cited as: Alston (1990) or (Alston, 1990)

Concert:
Composer or Band (year of performance) Title [Date seen and location]


Cited as: The Killers (2013) or (The Killers, 2013)

Map

Author/Compiler/Producer name (year of publication) Title of map, sheet number, scale. Place of Publication: Publisher (Series)

Ordnance Survey (2001) Clare, Limerick, Tipperary, sheet 65, 1:50,000, Dublin: Ordnance Survey (Discovery Series)

Cited: (Ordnance Survey, 2001)

Marketing Report

Mintel (year) Title of the Report [online]
Available at: http://academic.mintel.com
[Accessed: ]
Memorandum

Author (year) Title of the memo (Memorandum) [submitted to], [online] Available at: [Accessed: ]

Teacher Support Network (2010) Behaviour and Discipline in Schools (Memorandum) [submitted to Education Select Committee] [online], House of Commons Session, 2010-2011 Available at: www.... [Accessed: 22nd October 2014]

Cited as: Teacher Support Network (2010) or (Teacher Support Network, 2010)

MP3

It may not always be able to find the place of publication or the publisher but these details should be included when possible.

Artist (year) Title of the song. Title of the Album [MP3]. Place of Publication: Publisher Available at: www..... [Accessed: ]


Cited as: (The Feeling, 2006)

Track from a compilation:


Multi-volume works


Citing: include the volume number if referring to a page

e.g. (Crossman, 1975-1977, 1:132)

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


Cited as: Barr and Feigenbaum (1981) or (Barr and Feigenbaum, 1981)
If the volume has an individual title:


**Multiple Sources**

Sometime you may want to cite more than one source to support an idea. To cite more than one item at the same point in your text, put them in chronological order (earliest first):

For example: (Robinson, 1997; Jones, 2003; Watson, 2006)

To cite more than one work by the same author at the same point in your text, published in different years, put them in chronological order (earliest first):

For example: (Blume, 1979; 1989; 1993)

To cite more than one work by the same author at the same point in your text, published in same year, put them in chronological order (earliest first) put to differentiate between the texts use a letter inside the bracket:

For example: (Capel, 2010a; 2010b)

**Multiple Sources by same Author**

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


To cite more than one work by the same author at the same point in your text put them in chronological order (earliest first):

For example: (Blume, 1979; 1989; 1993)

**Multiple Sources by same Author Same Year**
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.


Cited as: Capel (2010a) or (Capel, 2010a) Capel, 2010b or (Capel, 2010b)

Quotes need a page number see section 2 for more details: e.g. Capel (2010a, p.25) or (Capel, 2010a p.25)

**Music Compilation - single track**

Artist (original year of performance) Title of the song/dance etc. In: Title of the compilation (year) [online video/DVD]. Place of publication: Publisher Available at: [Accessed: date]

Cited as: Reed (2003) or (Reed, 2003)

**National Curriculum**

Individual parts of the National Strategies:

Name of Department (year) *The National Strategies for Primary: title of the part if there is one* [online] Available at: [Accessed: date]

Cited as: Department for Education (2013) or (Department for Education, 2013)

If you are going to cite this source more than once then you can abbreviate it providing you have used the full name first and indicated the abbreviation, for example:

Department for Education (DfE) (2013) or (Department for Education, 2013) (DfE)
Quotes need a page number see section 2 for more details: e.g. Department for Education (DfE) (2013, p.24) or (Department for Education, 2013 p.24) (DfE)

Newspaper Articles

Electronic copy:
Cited as: Hooper (1997) or (Hooper, 1997)
Quotes: you can use the paragraph or line number: Hooper (1997, para.3) or (Hooper, 1997 line 22)

Print copy:
Cited as: White (1992) or (White, 1992)
Quotes need a page number see section 2 for more details: e.g. White (1992, p.12) or (White, 1992 p.12)

Website:
Cited as: BBC News (2012) or (BBC News, 2012)
Quotes: you can use the paragraph or line number: BBC News (2012, para.3) or (BBC, 2012 line 8)
If an article has no author, begin the reference with the title of the newspaper/website.

No publication date/year

If you cannot find a date of publication anywhere on the item, insert n.d. in place of the year.
Cited as: Elliot and Wright (n.d.) or (Elliot and Wright, n.d.)
Quotes need a page number see section 2 for more details: e.g. Elliot and Wright (n.d., p.33) or (Elliot and Wright, n.d. p.33)
No volume details/pages

Some journals do not have volume, issue or page details and only have a DOI or “digital object identifier”. These are usually journal articles which have been published online prior to their print or final publication date. These are called Advanced Access or Online First Articles:

Author (year) Title of the article. Title of the Journal [First Published online Date]. DOI
[Accessed: ....]

Alternatively, some published journals replace volume numbers with seasons and pages, in which case use those.

Author (year) Title of the article. Title of the Journal [online], season/month, pages
Available at:
[Accessed: ....]

Online Document/PDF

Author (year) Title of the document [online]
Available at:
[Accessed: ....]

National Reading Panel (2000) Teaching Children to Read [online]
Available at: http://www.nationalreadingpanel.org/Publications/publications.html
[Accessed: 27th January 2013]

Cited as: National Reading Panel (2000) or (National Reading Panel, 2000)

Quotes need a page number see section 2 for more details, for example: National Reading Panel (2000, p.33) or (National Reading Panel, 2000 p.33)

Online Video

Author (year) Title of the video [online video]
Available at:
[Accessed: ]

Available at: http://www.thegraycenter.org/social-stories/what-are-social-stories
[Accessed: 30th March 2013]

Available at: https://www.ted.com/talks/ken_robinson_says_schools_kill_creativity/transcript
[Accessed: 18th March 2014]
**Paintings**

Artist (year) *title of the work* [medium]. City: Gallery or Collection that houses the work

Waterhouse, J. (1888) *The Lady of Shalott* [oil on canvas]. London: Tate Britain

Artist (year) *Title* [online]
Available at: web address/URL
[Accessed date].

Waterhouse, J. (1888) *The Lady of Shalott* [online]
Available at: [http://www.tate.org.uk/art/artists/john-william-waterhouse-583](http://www.tate.org.uk/art/artists/john-william-waterhouse-583)
[Accessed: 2nd April 2013]

Cited as: Waterhouse (1888) or (Waterhouse, 1888)

**Parliamentary Business**

This is the official record of debates and speeches given in Parliament and the House of Commons. These records are called Hansard. This is how to reference an online version:

*Commons Hansard Debates* [online], 14th March 2014, cols 227-268WH
Available at: [www.publications.parliament.uk/pa/cm201314/](http://www.publications.parliament.uk/pa/cm201314/)
[Accessed: 14th April 2015]

Cited as: (Commons Hansard Debates, 2014)
If you are referring to a specific area then use the column number in the brackets for example:

(Commons Hansard Debates, 2014 col. 228)

**PDF online**

Author (year) *Title of the document* [online]
Available at: www....
[Accessed: .....]

National Reading Panel (2000) *Teaching Children to Read* [online]
Available at: [http://www.nationalreadingpanel.org/Publications/publications.html](http://www.nationalreadingpanel.org/Publications/publications.html)
[Accessed: 27th January 2013]

Cited as: National Reading Panel (2000) or (National Reading Panel, 2000)
Quotes need a page number see section 2 for more details: e.g. National Reading Panel (2000, p.33) or (National Reading Panel, 2000 p.33)

**Personal Diary/Journal**


**Photographs**

Artist/Photographer (Year of production) *Title of image* [type of medium]  
Available at: web site address/URL  
[Accessed: date]

Dean, R. (2008) *Tales from Topographic Oceans* [online image]  
[Accessed: 18 June 2008]

Cited under the photograph as: (Dean, 2008)

**Podcasts**

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

Available at: [http://www.liverpoolmuseums.org.uk/podcasts/politician-cadet.aspx](http://www.liverpoolmuseums.org.uk/podcasts/politician-cadet.aspx)  
[Accessed: 14th April 2011]

Cited as: National Museum Liverpool, 2011) or (National Museum Liverpool, 2011)

**PowerPoint Presentation**

Author (year) *Title of the PowerPoint* [online PowerPoint]  
Available at:  
[Accessed: ]

*PowerPoint from a University lecture*: check you can use these as a source

Smith, J. (2011) Missing Link. *ECL2999 Progression and Curriculum* [online PowerPoint]  
Available at: [https://canvas...](https://canvas...)
[Accessed: 18th March 2018]
Cited as: Smith (2011) or (Smith, 2011)

Quotes: you can use the slide number to pinpoint the information: Smith (2011, slide 4) or (Smith, 2011 slide 4)

**Online PowerPoint** presentation from a conference:

Available at: http://www.tactyc.org.uk/conferences/conference-131110.asp

Cited as: Maynard (2010) or (Maynard, 2010)

**Press Release**

Department for Education (2011) *Title of the paper/press release* [online], date of release
Available at: www...
[Accessed: date]

Department for Education (2010) *Gove: Teachers, Not Politicians, Know How Best to Run Schools.* [online], 26 May 2010
Available at: http://www.education.gov.uk/inthenews/pressnotices/a0061085/gove-not-politicians-know-how-to-run-schools
[Accessed: 12th September 2010]

**Quote on a website**

If you want to quote from a website then you can use the paragraph number or line number to pinpoint the information:

GOV.UK (2016, para.4) or (GOV.UK, 2016 para.4)

GOV.UK (2016, line 10) or (GOV.UK, 2016 line 10)

GOV.UK (2016) *Types of School* [online]
Available at: https://www.gov.uk/types-of-school/overview
[Accessed: 16th July 2016]

Where the **author is quoting another person**:

Author (year) Name of person quoting. *Name of the Website* [online]
Available at:
[Accessed: ???? ]
Cited as: Person quoting (quoted in Author, year para?) or Person quoting (quoted in Author, year line?)

For example: this is from an online newspaper

[Accessed: 18th October 2016]

Schmidt (quoted in Robinson, 2011 para.12) declared "I was flabbergasted to learn that today computer science isn't even taught as standard in UK schools".

**Radio Programmes**

*Woman’s Hour: Campaigning Women* (2012) [Radio Programme online], BBC Radio 4, 31st December
Available at: [http://www.bbc.co.uk/programmes/b01phf4h](http://www.bbc.co.uk/programmes/b01phf4h)
[Accessed: 2nd April 2013]

Brigs, D. (2013) Risk and Tourism [interview by Laurie Taylor] *Thinking Allowed* [online], BBC Radio 4, 18th September
Available at: [http://www.bbc.co.uk/programmes/b03b2j75](http://www.bbc.co.uk/programmes/b03b2j75)
[Accessed: 28th September 2013]

**Reference found in another reference**

You may want to quote a work found quoted by another author - this is a work you have not read, this is called a secondary reference. The citation for this work should have both the author of the work you have read and the one you have not read. In your reference list provide reference to item you have read.

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


**Reports**

**OFSTED:**
Burke, B. (1995) *Inspection Under Section 9 of the Education (Schools) Act 1994: Bedford High School, Manchester Road, Leigh. WN7 2TY* [online]
Mintel (year) *Title of the report in italics* [online] 
Available at: 
[Accessed: ]

**Government Research Report:**
Author (year) *Title of the document* (Research Report number) [online] 
Available at: 
[Accessed: ]

Available at: https://www.education.gov.uk/publications/eOrderingDownload/0201-2006PDF-EN-01.pdf 
[Accessed: 23rd January 2012] 
Cited as: Rose (2006) or (Rose, 2006) 
Quotes need a page number see section 2 for more details Rose (2006, p.24) or (Rose, 2006 p.24)

**Same Author different years: multiple resources**

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


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..

**Same Author same year –multiple resources**

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.

Secondary Reference

You have read a book or other source and the author cites another author’s work. You want to cite this work but you have **not read** it. This is a secondary reference because you have not read the original.

You can on reference sources **you have read**. To use a secondary reference you need to add a note including a page number to the reference in your text/paragraph so that it is clear that you have not consulted the original source.

The full reference would be for the item you have read, the reader can then use that information to located the page where the secondary source is located.

For example: you have read a book by Jones published in 2003. On page 24 he refers to a book by Smith published in 1933. Jones is the **book you have read**, so this is item that is in your reference list:


In your text you need to include both authors and the page number:

According to Smith (1993 cited in Jones, 2003 p.24) social change …

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

N.B. **Some lecturers prefer you to only cite works that you have read.**

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 PsycINFO, Abstract No. 1993-11137-001)
[Accessed: 1st September 2012]
Cited as: Spano (1992) or (Spano, 1992)
**Social Media**

**Social Media are not** considered to be academic sources, check with your lecturer to see if this is an acceptable source to use.

Name of Facebook Owner (year) Name of the Page [Facebook]
Available at:
[Accessed: ?????]

Author of the Tweet (year) Content of the tweet in italics [Twitter], date and month of post
Available at:
[Accessed: ????]

**Speech**

**In Parliament:**

Cited as: Churchill (1945) or (Churchill, 1945)

Quotes need a page number see section 2 for more details, in this case there are column are allocated so use this information: (Churchill, 1945 col. 425) or Churchill (1945, col. 425)

**Visiting speaker from a particular company:**
Speaker’s Name, (Year) Presentation title. [Guest Speaker from..... ]Place of presentation. Full date of presentation.

**Online:**
Available at: http://wwwmlkonline.net/dream.html
[Accessed: 5th April 2013]

Cited as: King (1963) or (King, 1963)

Quotes: you can use the paragraph number or line number: King (1963, para.4) or (King, 1963 para. 4) King (1963, line 3) or (King, 1963 line 3)

**Statutory Instruments (SI)**

Education (School Teacher Performance Management) (England) *Regulations 2006 (SI 2006/2661)* [online]
Available at: www.legislation.gov.uk/uksi/2006/2661/pdfs/uksi_20062661_en.pdf
[Accessed: 18th March 2013]

**Thesis/Dissertation**

Author (year) *Title of Thesis*. Level of study, place of study.


Available at:

[Accessed: 15\(^{th}\) May 2013]

**Translations of old texts**

Translated text:

As it is a translation and there are amendments or changes you just acknowledge who translated the text.

Piaget, J. (1968) *Genetic Epistemology* (lecture translated by Eleanor Duckworth) [online]

Available at:

[Accessed: date]

Cited as: Piaget (1968) or (Piaget, 1968)

**TV Programmes**

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

*Why Poverty? Part 4, Park Avenue: Money, Power and the American Dream* [TV programme], BBC4, 27\(^{th}\) November 2012

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

Details of the director and scriptwriter may be included, if significant:


Documentary films may be listed under the name of the director or production company: BBC and OU Productions (1991) *Environment* (U206), programme 6 [video]. London: BBC

**Unpublished Works**
Reference unpublished works in the usual way according to their format but you need to indicate that it is unpublished:


**Updated/Amended old texts**

Amended or Updated text:

Because the text has been changed or altered use the current date and acknowledge the original year of publication after the title:


**Video online**

Author (year) *Title of the video* [online video]
Available at: [ ]

Available at: http://www.thegraycenter.org/social-stories/what-are-social-stories
[Accessed: 30th March 2013]

Cited as: Gray (1991) or (Gray, 1991)

You may want to **quote a specific part** use the 24 hour clock to indicate the starting point, for example: Gray (1991: 00:29:45) or (Gray, 1991: 00:29:45)

**Websites:**

**Documents/PDF** found on a website:

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: ]

Department for Education (2010) *Children and Young People* [online]
Available at: http://www.education.gov.uk/childrenandyoungpeople
[Accessed: 19th April, 2011]
Cited as: Department for Education (2010) or (Department for Education, 2010)

Quotes need a page number see section 2 for more details: e.g. Department for Education (DfE) (2010, p.29) or (Department for Education, 2010 p.29) (DfE)

Sometimes there is **no named person** on the document, so use the website owner as the author.

**Webpage**

Author (year) *Title of the webpage* [online]
Available at:
[Accessed: date]

GOV.UK (2016) *Types of School* [online]
Available at: [https://www.gov.uk/types-of-school/overview](https://www.gov.uk/types-of-school/overview)
[Accessed: 16th July 2016]

Cited as GOV.UK (2016) or (GOV.UK, 2016)

Quotes: you can use the paragraph number or line number to pinpoint the information:

GOV.UK (2016, para.4) or (GOV.UK, 2016 para.4)
GOV.UK (2016, line 10) or (GOV.UK, 2016 line 10)

**Webpage article**

If you want to refer to article on a website and there is a **named** author then it would be:

Available at: ..... [Accessed: ]

Cited as (McDonough, 1999) or McDonough (1999)

Quote: you can use the paragraph or line number: McDonough (1999, para.2) or (McDonough, 1999 para.2)

BBC News (2012) *One in Six Young People Not in Education* [online], 22nd August 2012
Available at: [http://www.bbc.co.uk/news/education-19342998](http://www.bbc.co.uk/news/education-19342998)
[Accessed: 3rd August 2017]

Cited as: BBC News (2017, para.8) or (BBC News, 2017 para.8)
If it **doesn't** have a named person then it would be webpage owner.
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.

**YouTube Video**

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

UNICEF (2007) *Article 28* [online video]
Available at: [http://www.youtube.com/watch?v=zWo0aYvx7xk&feature=relmfu](http://www.youtube.com/watch?v=zWo0aYvx7xk&feature=relmfu)
[Accessed: 19th April 2011]

Cited as: UNICEF (2007) or (UNICEF, 2007)

You may want to **quote a specific part** use the 24 hour clock to indicate the starting point, for example: UNICEF (2007: 00:29:45) or (UNICEF, 2007: 00:29:45)

**What does that term mean?**

- **Bibliography**: list of sources you have consulted during your research
- **Citation**: in-text reference to an author/source
- **Direct Quotation**: actual words used by the author
- **Ellipsis**: using 3 dots within quotes to show there are missing/omitted words
- **Et al**: “and others” this is used when there are more than three authors
- **Ibid**: means ‘as mentioned directly above’. You can use it when you have cited an author twice with no other author in between
- **Indirect Quotation**: paraphrasing or altering slightly an author’s words
- **Op. cit**: “work already cited in a different part of the text” and is not used in Harvard system.
- **Paraphrasing**: altering an authors word to your own, you must cite the original
- **Reference List**: list of sources you have referred to in your assignment
- **Sic**: used after a copied quote to highlight any spelling mistakes/errors are not yours

- References are presented in a single sequence arranged alphabetically by author.
- References to materials by the same author are arranged by their date of publication.
- 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, conference papers 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.

**Example of Reference List**


Johnston, R.S. and Watson, J.E. (2005) *The Effects of Synthetic Phonics Teaching on Reading and Spelling Attainment A Seven Year Longitudinal Study* (Insight 17). Edinburgh: Scottish Executive Education Department


For further help and advice, please contact your Academic Liaison Librarian.

Guide Updated: September 2018
By: Jackie Fealey
v.12