

Harvard LJMU Referencing Guide

When you write your project/assignment you need to provide details of the various resources you have consulted in a recognised referencing system. This is a guide to the Harvard LJMU style with examples of resources and how to reference them.

Please note: you should always check with your programme leader, module handbook or school the preferred referencing style to be used.

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Section One: Referencing

When writing up an 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 LJMU** is the one used most frequently used in LJMU, this guide will help you learn how it works and provide examples.

What Referencing is

Referencing is the **acknowledgement** of all the sources that you have referred to (cited) in your assignments. There are two parts to referencing:

- **Citation:** Brief details of each source 'cited' in the **body of your text** to argue, support, explain key points
- **Reference:** Full publication details for each source are provided in a **reference list** at the end

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 to 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

Reasons for referencing

- it enables you to find 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

When not to reference

In all academic and professional fields some ideas are regarded as "common knowledge" and do not need to be referenced. If you did not know this information before or it has not your own idea then you should reference it.

Difference between a Bibliography and Reference List

A bibliography is a list of the sources cited in your text and also sources you have not cited. A reference list is only the sources you have cited in your text.

Common Terms used in referencing

- **Bibliography:** a list of sources you have consulted during your research
- **Citation:** an in-text reference to an author/source
- **Direct Quotation:** the actual words used by the author – exact starting page number is required in the citation
- **Ellipsis:** using 3 dots within a quotation to show there are missing/omitted words
- **Et al:** Latin for “and others” this is used in citations to items by more than three authors
- **Ibid:** means “as mentioned directly above.” **Not used in Harvard system**
- **Indirect Quotation:** paraphrasing or altering slightly an author’s words
- **Op.cit:** means “work already cited in a different part of the text.” **Not used in Harvard system.**
- **Paraphrasing:** altering an author’s words to your own, you must cite the original source, but page numbers are **not** required
- **Reference List:** list of sources you have referred to in your assignment
- **Sic: between square brackets**, for example: **[sic]** after a quotation indicates that any spelling mistakes or grammatical errors are not yours

Section Two: Quotations and Paraphrasing

General Points about Quotations

Quotes support an argument and illustrate the range of your research. Before using a quote consider whether it is relevant. A quote should be as easy to find so you need to give a page number which can be presented in different styles

Titmuss (1958, p.51) or Titmuss (1958 p.51) or Titmuss (1958: 51)

(Titmuss, 1958, p.51) or (Titmuss, 1958 p.51) or (Titmuss, 1958: 51)

Choose one style and stick with it.

Please note: you should always check with your programme leader, module handbook or school to ensure what referencing style should be used.

Short quotations

Quotes of three lines or less are enclosed in quotation marks within 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).

Long quotations

Quotes over three lines are indented (they can be enclosed in inverted commas) 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.

OR

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).

Audio/visual materials quotes

Audio/visual materials such as podcasts, YouTube videos, DVD etc, use the 24-hour clock to pinpoint the location, for example:

Million Dollar Baby (2005: 00:04:30) or (Million Dollar Baby, 2005: 00:04:30)

Film/Screen School students only quotes

Use the 24-hour clock to indicate the starting point of a quote from the DVD/film and use the Director as the author, for example:

Into the Wild (Penn, 2007: 00:25:35) or In Penn's (2007: 00:25:35) film *Into the Wild*

PowerPoint slide quotes

Use the slide number to pinpoint a quote from a PowerPoint presentation, for example: use

Smith (2011, slide 4) or (Smith, 2011 slide 4)

Video quotes

Audio/visual materials such as podcasts, YouTube videos, DVD etc, use the 24-hour clock to pinpoint the location, for example:

Million Dollar Baby (2005: 00:04:30) or (Million Dollar Baby, 2005: 00:04:30)

Quotes: webpages/websites

For quotes on a webpage use the paragraph number or line number to pinpoint it within the page, for example:

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

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

Alterations/additions to Quotes

Reproduce quotes **exactly**, including punctuation, spelling or grammatical errors in the original. Insert [sic] immediately afterwards to indicate that the error was in the original.

You may make **alterations** or **additions** to a quote, enclose any added words in square brackets [] and insert three dots ... to indicate omissions.

Author quoting another person (Secondary reference/source)

Author (year) Name of person quoting. *Name of the Website/Newspaper* [online]

Available at:

[Accessed: date]

Cited as: Person quoting (quoted in Author, year)

Robinson, J. (2011) Eric Schmidt, chairman of Google, condemns British education system. *The Guardian* [online], 26th August 2011

Available at: <http://www.theguardian.com/technology/2011/aug/26/eric-schmidt-chairman-google-education>

[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."

Paraphrasing

This is when you use your own word to express an author's words, ideas or concept. You need to acknowledge that author with a citation, but **you do not need a page number**, for example:

Developing a natural conversational style to an interview takes time (Charmaz, 2014), so time should....

Please note: LBS students (not Events, Sport Business or Tourism): When paraphrasing you may be required to include page numbers, please check with your tutor.

Section Three: Authors

General points about authors

If you can identify the name of a person/accredited with the creation of an item, that is who you should regard as its author. Reference authors under their last name followed by their initials (not their full name/s) and without any titles or qualifications. For example:

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

Cited in your paragraph/text by just their last name and year, so Stephen Hawking would be cited as: Hawking (1988) or (Hawking, 1988)

All the authors credited should be included in the reference and listed in the order in which they appear on the title page.

Edited publications need to include an abbreviation to identify the editor(s). For example:

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

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

Publications written by an organisation or society, where there is no named person, treat the organisation/society as the author. For example: Joseph Rowntree Foundation

Cited as: Joseph Rowntree Foundation (2014) or (Joseph Rowntree Foundation, 2014)

Quotations: see Section 2

One Author

Cottrell, S. (2019) *The study skills handbook*. 5th ed. London: Red Globe Press.

Cited as: Cottrell (2019) or (Cottrell, 2019)

Quotations: see Section 2.

Two Authors

Gopee, N. and Galloway, J. (2017) *Leadership and healthcare*. 3rd ed. London: Sage.

Cited as: Gopee and Galloway (2017) or (Gopee and Galloway, 2017)

Quotations: see Section 2.

Three Authors

Edwards, C.P., Gandini, L. and Forman, G.E. (2012) *The hundred languages of children: the Reggio Emilia experience in transformation*. 3rd ed. Santa Barbara: Praeger.

Cited as: Edwards, Gandini and Forman (2012) or (Edwards, Gandini and Forman, 2012)

Quotations: see Section 2.

Four or more Authors

If a publication has more than three authors, give **all** the authors' names in the full reference in the order in which they are listed in the item:

Nemeth, E., Snyder, G., Hein, T., Whaley, B. and Mackin, D. (2018) *Unix and Linux system administration handbook*. 5th ed. Boston: Addison-Wesley.

In your citation give just the last name of the first author followed by et al. (Latin for and others)

Cited as: Nemeth et al. (2005) or (Nemeth et al., 2005)

Quotations: see Section 2.

Edited by or compiled by

Treat the editor or compiler of a work in the same way as an author and indicate his/her function in brackets, for example: (ed.), (comp.) in the full reference but not in the text.

Ghebre-Sellassie, I., Martin, C., Zhang, F. and DiNunzio, J. (eds.) (2018) *Pharmaceutical extrusion technology*. 2nd ed. Boca Raton: CRC Press.

Cited as: Ghebre-Sellassie et al. (2018) or (Ghebre-Sellassie et al., 2018)

Quotations: see Section 2.

No Author

If it is unclear who the author is, for example, a dictionary, use the title. This would normally then be referred to by the title in the text and in the reference list:

Encarta Concise English Dictionary (2001) London: Bloomsbury.

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

Quotations: see Section 2.

Organisation/Society/Government Department

Use the name of the organisation, society or government department for publications with no named person, for example:

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

Cited as: Royal College of Nursing (2011) or (Royal College of Nursing, 2011)

If you want to use abbreviations see Section 5 Abbreviating/Abbreviations.

Quotations: see Section 2.

Anonymity in the interests of Confidentiality

You may sometimes need to withhold names to preserve confidentiality - such as on school or hospital placements:

Hospital A (Name withheld, 2021) *Title of the document*

Cited as: Hospital A (Name withheld, 2021) or (Hospital A (Name withheld), 2021)

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

Cited as: School A (Name withheld, 2014) or (School A (Name withheld), 2014)

Same Author Different Years

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

Blume, J. (1979) *It's not the end of the world*. London: Heinemann.

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

Blume, J. (1993) *Here's to you, Rachel Robinson*. London: Heinemann.

Cited in your text at the same time: Blume (1979; 1989; 1993) or (Blume, 1979; 1989; 1993)

Lareau, A. (2003) *Unequal childhoods: class, race and family life*. London: University of California Press

Lareau, A. (2015) Cultural knowledge and social inequality. *Behaviour Modification*, v.39 (1), pp.1-27.

Cited in your text at the same time: Lareau (2003; 2015) or (Lareau, 2003; 2015)

Same Author Same Year

To cite multiple works by one author published in the same year, add a lower-case letter in the year bracket to differentiate between them.

Capel, S. (2010a) *Learning to teach in the secondary school: a companion to school experience*. 4th ed. Abington: Routledge.

Capel, S. (2010b) *Learning to teach physical education in the secondary school: a companion to school experience*. 3rd ed. Abington: Routledge.

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

Cited at the same time: Capel (2010a; 2010b) or (Capel, 2010a; 2010b)

Quotations: see Section 2.

Multiple Sources Same Author

To cite multiple items by the author in the same place in text, put them in **chronological order** with the earliest first.

Lareau, A. (2003) *Unequal childhoods: class, race and family life*. London: University of California Press.

Lareau, A. (2015) Cultural knowledge and social inequality. *Behaviour Modification*, v.39 (1), pp.1-27

Cited as: Lareau (2003; 2015) or (Lareau, 2003; 2015)

Same Last Name and Year Different Authors

To cite items by different authors with the same last name published in the same year include their initial to distinguish between them, for example

(M. Smith, 2009) and (V. Smith, 2009) (P. Burgess, 2020) and (L. Burgess, 2020)

Citing in the text:

According to P. Burgess (2020).....

..... it was claimed (P. Burgess, 2020).....

Multiple Sources Different Authors

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), for example:

Several studies (Robinson, 1997; Jones, 2003; Patel, 2006)...

According to Robinson (1997), Jones (2003) and Patel (2006)....

References cited by an author (Secondary sources/references)

For example: you read a book by Jones and on page 24 Jones has cited Smith 1993. In your reference list give the details of the book you read, in this case Jones:

Jones, R. (2003) *Social change and educational reform*. London: Routledge.

In your text the citation has both Jones and Smith:

Cited as: Smith (1993 cited in Jones, 2003 p.24) or (Smith, 1993 cited in Jones, 2003 p.24)

Your reader knows that they need to go to p.24 of Jones' book and they will see what you read about Smith.

Journal article by: Tembrioti and Trangaridou published in 2013 and on page 5 they cited Leijen, Lam, Wildschut and Simons, 2009. Your reference would be for the journal article:

Tembrioti, L. and Trangaridou, N. (2013) Reflective practice in dance: a review of the literature. *Research in Dance Education* [online], v.15 (1), pp.4-22
Available at: <https://doi.org/10.1080/14647893.2013.809521>
[Accessed: 4th April 2021]

Cited as: (Leijen, Lam, Wildschut and Simons, 2009 cited in Tembrioti and Trangaridou, 2013, p.5)

Always display the secondary citation **as it appears in the document** you have read.

Section Four: Compiling a Reference List

A reference list normally consists of the **full details** of all the sources cited/referred to in your text.

It is one list, A-Z by author's last name regardless of whether they are references for books, journal articles or other items. See below for a short example of a reference list.

Reference List

Capel, S. (2010a) *Learning to teach in the secondary school: a companion to school experience*. 4th ed. Abingdon: Routledge.

Capel, S. (2010b) *Learning to teach physical education in the secondary school: a companion to school experience*. 3rd ed. Abingdon: Routledge.

Department for Education (2010) *Children and young people* [online]
Available at: <http://www.education.gov.uk/childrenandyoungpeople>
[Accessed: 19th February 2021]

Edwards, C.P., Gandini, L. and Forman, G.E. (2012) *The hundred languages of children: the Reggio Emilia experience in transformation*. 3rd ed. Santa Barbara: Praeger.

Locke, J. (2007) *An essay concerning human understanding. Book II: ideas* (original published 1690: amended and updated by Jonathan Bennett) [online]
Available at: <http://www.earlymoderntexts.com/assets/pdfs/locke1690book2.pdf>
[Accessed: 22nd January 2021]

Tembrioti, L. and Trangaridou, N. (2013) Reflective practice in dance: a review of the literature. *Research in Dance Education*, v. 15 (1), pp.4-22

UNICEF (2007) *Article 28* [online video]
Available at <http://www.youtube.com/watch?v=zWo0aYvx7xk&feature=relmfu>
[Accessed: 19th April 2020]

Notes on the above list

- References to materials by the same author are arranged by their date of publication
- Page numbers are only included in reference list entries for journal articles, conference papers, edited book chapters and essays
- Check that you have included in your reference list full and accurate details of all the items you have referred to in your assignment

Section Five: A-Z list of sample references

Abbreviating/Abbreviations

If the organisation/government department/society is well known by an acronym or its initials, use the **full name** the first time you cite them followed by the abbreviated name in brackets, for example:

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

Next time you cite it use the abbreviation and year: DfE (2018) or (DfE, 2018)

Use the **full name** of the organisation in your reference list, unless it is known by the abbreviation such as NHS, UNESCO etc.

Acts of Parliament/Bill

Title of the Act/Bill Year [online]

Available at:

[Accessed: date]

Special Educational Needs and Disability Act 2001 [online]

Available at: <http://www.legislation.gov.uk/ukpga/2001/10/contents>

[Accessed: 29th March 2019]

Cited as: Special Educational Needs and Disability Act 2001

Please note: there are no italics or brackets in the citation only in the reference

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

Acts – non-UK legislation

Title of the Act/Bill Year (Country) [online]

Available at:

[Accessed: date]

The Protection of Women from Domestic Violence Act 2005 (India) [online]

Available at:

[Accessed: date]

Advanced Publication/Advanced Access Journal Articles

See [Advanced access/publication journal articles](#)

Advertisements

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

Available at:

[Accessed: date]

Print:

Liverpool Empire (2012) 'Cinderella' [advertisement]. *Liverpool Echo*, Thursday October 4, 2012. p.19

Amended or updated old texts

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

Locke, J. (2007) *An essay concerning human understanding. Book II: ideas* (original published 1690: amended and updated by Jonathan Bennett) [online]

Available at: <http://www.earlymoderntexts.com/assets/pdfs/locke1690book2.pdf>

[Accessed: date]

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

Meltzoff, J. and Kornreich, M. (2017) *Research in Psychotherapy* (originally published 1970, e-version by Robin Fox) [online]. London: Routledge.

Available at: [Research in Psychotherapy - Robin Fox - Google Books](#)

[Accessed: date]

Cited as: Meltzoff and Kornreich (2017) or (Meltzoff and Kornreich, 2017)

Anonymity in the interests of Confidentiality

You may sometimes need to withhold names to preserve confidentiality - such as on school or hospital placements:

Hospital A (Name withheld, 2021) *Title of the document*

Cited as: Hospital A (Name withheld, 2021) or (Hospital A, name withheld, 2021)

School A (Name withheld, 2014) *Name of document/website*

Apps

For specific lab test Apps that have to be referenced, use the name of the company as the author:

Author (year) *Title of the App* [app]

Available at:

[Accessed: date]

Authors

See Section 3.

Blogs

Author (year) Title of individual blog entry. *Blog title* [blog], Blog posting date

Available at:

[Accessed: date]

Berry, I. (2011) *Art of the week* [blog], 18th April 2011

Available at: <http://www.artinliverpool.com/blog/>

[Accessed: 19th April 2019]

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

Quotations: see Section 2.

Newspaper blogs

Parkinson, L. and Bebbington, M. (2012) David Cameron should give PE teachers a sporting chance.

The Guardian Teacher's Blog [blog], 9th August 2012

Available at: <http://www.guardian.co.uk/teacher-network/2012/aug/09/david-cameron-pe-teachers-sporting>

[Accessed: 10th January 2021]

Cited as: Bebbington and Parkinson (2012) or (Bebbington and Parkinson, 2012)

Books

You will need the following information which can be found on the front and back of the title page

- author's last name and initials

- year of publication in brackets
- *title and subtitle* (if any) of the book in italics
- edition - for second edition onwards
- place of publication – town or city normally in UK
- publisher's name

Author/s (year) *Title of the book*. Edition. Place of Publication: Publisher.

Please note: some lecturers may ask you provide the web details of eBooks, which you have accessed via LJMU library collection, see eBooks for examples.

One Author

Birla, R. (2014) *Introduction to tissue engineering applications and challenges*. Hoboken: Wiley.

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

Quotations; see Section 2.

Two Authors

Gopee, N. and Galloway, J. (2019) *Leadership and healthcare*. 3rd ed. London: Sage.

Cited as: Gopee and Galloway (2019) or (Gopee and Galloway, 2019)

Quotations; see Section 2.

Three Authors

Lovász, L., Pelikán, J. and Vesztergombi, K. (2003) *Discrete mathematics: elementary and beyond*. New York: Springer.

Cited as: Lovász, Pelikán and Vesztergombi (2003) or (Lovász, Pelikán and Vesztergombi, 2003)

Quotations; see Section 2.

Four or more Authors

If a publication has more than three authors, give **all** the authors' names in the full reference in the order in which they are listed in the item:

Bhattacharya, S., Alexander, N., Lombardi, D. and Ghosh, S. (2015) *Fundamentals of engineering mathematics*. London: ICE Publishing.

In your text you give the last name of the first author followed by et al. (Latin for "and others") and the year

Cited as: (Bhattacharya et al., 2015) or Bhattacharya et al. (2015)

Quotations; see Section 2.

Edited by or Compiled by

Treat the editor or compiler of a work in the same way as an author and indicate his/her function in brackets, for example: (ed.), (comp.) in the full reference but not in the text.

Hansen, A. (ed.) (2020) *Children's errors in mathematics*. 5th ed. London: Learning Matters.

Cited as: Hansen (2020) or (Hansen, 2020)

Quotations; see Section 2.

Johnston-Wilder, S., Lee, C.A. and Pimm, D. (eds.) (2017) *Learning to teach mathematics in the secondary school: a companion to school experience*. 4th ed. London: Routledge.

Cited as: Johnston-Wilder, Lee and Pimm (2017, p.23) or (Johnston-Wilder, Lee and Pimm, 2017 p.23).

No Author

If it is unclear who the author is, for example, a dictionary, then start the reference with the title followed by the year. This would normally then be referred to by the title in the text and in the reference list.

Items by an Organisation/Society/Government Department

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 to the organisation again, refer to it by its abbreviated name. **Use the full name of the organisation in your reference list.**

Quotations: see Section 2.

Anonymity in the interests of Confidentiality

You may sometimes need to withhold names to preserve confidentiality - such as on school or hospital placements:

Hospital (Name withheld, year) *Name of document*

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)*

Book Chapters

If the chapter is **not** from an **edited book**, then you need to reference the whole book.

Chapter: Edited Book

If the title page states it was “edited by...” or “Compiled by...” and each chapter has a different author.

You need to include the details of the chapter and the full details of the book in the reference list. In your text cite the author of the chapter and year of the book not the editor.

Author/s of the Chapter (year) Title of the Chapter. In: Editor/s (ed/s.) (year if different to the chapter if not leave out) *Title of the Book in italics*. Edition. Place of Publication: Publisher pages

Ward-Penny, R. (2017) Mathematics and the national curriculum. In: Johnston-Wilder, S., Lee, C.A. and Pimm, D. (eds.) *Learning to teach mathematics in the secondary school: a companion to school experience*. 4th ed. London: Routledge pp.13-31

Cited as: Ward-Penny (2017) or (Ward-Penny, 2017)

Quotations: see Section 2.

Chapter: Edited Book online

If it does not say that the book is by an editor or compiler on the title page, then reference the whole book. LJMU library eBooks are referenced as print books.

eBooks accessed on the web, for example Google eBooks, and are not in LJMU library collections need the web details.

Author/s of Chapter (year) Title of the chapter. In: Editor/s (year) (ed./eds.) *Title of the book* [online]. Place of Publication: Publisher pages

Available at:

[Accessed: date]

Please note: only include the year after the editors if is different to the year of the chapter

Harwell, M.R. (2011) Research design in qualitative/quantitative/mixed methods In: Conrad, C.F. and Serlin, R.C. (eds.) *The Sage handbook for research in education: pursuing ideas as the keystone of exemplary inquiry* [online]. London: Sage pp.147-182

Available at:

[Accessed: date]

Cited as: Harwell (2011) or (Harwell, 2011)

Chapter online- PDF

A PDF of **single book chapter** online, which may or may not have all the details – so give what you can.

Author/s of Chapter (year) Title of the chapter. In: Editor/s (year) (ed./eds.) *Title of the book* [online chapter]. Place of Publication: Publisher pages

Available at:

[Accessed: date]

Norton, D.E. (2002) Evaluating and selecting literature for children. In: *Through the eyes of a child: an Introduction to children's literature* [online chapter]. 6th ed. London: Pearson Prentice Hall pp.74-115

Available at:

[Accessed: date]

Sage Edge (n.d.) *Chapter 13: Quantitative Data Analysis* [online chapter], pp.375-416

Available at:

[Accessed: date]

Book Editions

Edition statements are only needed for second edition onwards and are abbreviated to numbers followed by ed., for example: 2nd ed.; 3rd ed.; 4th ed. etc.

El-Hawary, M. E. (2002) *Principles of electric machines with power electronic applications*. 2nd ed. Piscataway: Wiley and IEEE Xplore.

Revised, Reissue, Updated or Classic Editions are abbreviated, for example:

Liger-Belair, G. (2013) *Uncorked: the science of Champagne*. Rev. ed. Princeton: Princeton University Press.

Tripp, D. (2012) *Critical incidents in teaching developing professional judgement*. Classic ed. London: Routledge.

Widrow, B. and Walach, E. (2008) *Adaptive inverse control: a signal processing approach*. Reissue ed. Piscataway: Wiley and IEEE Press.

Amended Editions: because the text has been changed or altered, use the current date and acknowledge the original year of publication after the title:

Locke, J. (2007) *An essay concerning human understanding. Book II: ideas* (originally published 1690: amended and updated by Jonathan Bennett) [online]

Available at: <<http://www.earlymoderntexts.com/assets/pdfs/locke1690book2.pdf>>
[Accessed: date]

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

Translated Editions: acknowledge who translated the text.

Piaget, J. (1968) *Genetic epistemology* (lecture translated by Eleanor Duckworth) [online]
Available at: https://openlibrary.org/books/OL13572363M/Genetic_epistemology.
[Accessed: 22nd June 2019]

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

British Standards

Print

British Standards Institute (year) *Number and name of the standard*. London: British Standards Institute.

British Standards Institute (2013) *BS EN ISO5526:2013 Cereals, pulses and other food grains. Nomenclature*. London: British Standards Institute.

Electronic

British Standards Institute (year) *Number and name of the standard* [online]
Available through: <https://bsol.bsigroup.com>
[Accessed: date]

British Standards Institute (2013) *BS EN ISO5526:2013 Cereals, pulses and other food grains. Nomenclature* [online]
Available through: <https://bsol.bsigroup.com>
[Accessed: 5th April 2020]

Cited as: British Standards Institute (2013) or (British Standards Institute, 2013)

Brochure

Author/Company Name (year) *Title of the brochure* (Brochure) [online]
Available at:
[Accessed: date]

Team Côte d'Azur (n.d.) *Côte d'Azur: decision centre for the tourism industry* (Brochure) [online]
Available at:
[Accessed: date]

Case Studies

Author (year) *Title of the case study* (case study). Place of Publication: Publisher

Author (year) *Title of the case study* (case study) [online]

Available at:
[Accessed: date]

Tejenda, A. (2011) *The National Strategies: power of reading - raising achievement in literacy through enjoyment and creativity* (case study) [online]

Available at:
[Accessed: date]

Cited as: Tejenda (2011) or (Tejenda, 2011)

Quotations: see Section 2.

CDs

Shostakovich, D. (1959) *Cello Concerto No.1*, performed by Maria Klieg and Polish National Symphony Orchestra, conducted by Antoni Wit [CD] New York: Sony.

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

Chapters

Edited book Chapter

If the title page of an edited or compiled will say “Edited by...” or “Compiled by...” and the chapters are written by different authors, in some instance, they may have a separate publication date.

To cite a chapter from an **edited book**, you need to include the chapter author and title and the full details of the book in the reference list. In the text you cite the author of the chapter and year of the book not the editor.

Author/s of the Chapter (year) Title of the Chapter. In: Editor/s (ed./eds.) (year) *Title of the Book in italics*. Edition. Place of Publication: Publisher pages

Please note: if the chapter has a different year to the book, then you need to include both

Ward-Penny, R. (2017) Mathematics and the national curriculum. In: Johnston-Wilder, S., Lee, C.A. and Pimm, D. (eds.) *Learning to teach mathematics in the secondary school: a companion to school experience*. 4th ed. London: Routledge pp.13-31

Cited as: Ward-Penny (2017) or (Ward-Penny, 2017)

Quotations: see Section 2.

Edited book chapter online

If the book is within LJMU library collections, then you can reference an eBook in the same way as a printed book. If it is **not**, then you need to include the web details or if you are asked to include the web details for an eBook by your lecturer then it would be referenced as follows:

Author/s of Chapter (year) title of the chapter. In: Author/s (ed) *Title of the book* [online]. Place of Publication: Publisher pages
Available at:
[Accessed: date]

Harwell, M.R. (2011) Research design in qualitative/quantitative/mixed methods In: Conrad, C.F. and Serlin, R.C. (eds.) *The Sage handbook for research in education: pursuing ideas as the keystone of exemplary inquiry* [online]. London: Sage pp.147-182
Available at:
[Accessed: date]

Cited as: Harwell (2011) or (Harwell, 2011)
Quotations: see Section 2.

Please note: if the title page does not say edited, then reference the whole book.

Single book chapter online PDF

A PDF of individual book chapter online, which may or may not have all the editor details:

Norton, D.E. (2002) Evaluating and selecting literature for children. In: *Through the eyes of a child: an Introduction to children's literature* [online chapter]. 6th ed. London: Pearson Prentice Hall pp.74-115
Available at:
[Accessed: date]

Author (year) *Title of the chapter in italics* [online chapter], pp.3-19
Available at:
[Accessed: date]

Thesis/dissertation chapter online

This is when a single chapter is online as a PDF.

Author (year) Title of the Chapter. In: *Title of the Thesis* [online chapter], Level of study, Place/University of study pp.-pp
Available at:
[Accessed: date]

Command Papers

Different abbreviations are used to identify command papers, indicating when the command paper was published, for example:

Cd. (1900-1918); Cmd. (1919-1956); Cmnd. (1956-1986); Cm. (1986 onwards)

Home Office (1978) *Reform of Section 2 of the Official Secrets Act 1911* (Cmnd.7285). London: H.M.S.O.

Computer Programs/software

Programs/software are cited by its name in the text without mention of its release date. You should include the version or release number in the reference list entry.

Author (year) *Title of the program* (version) [computer program]

Available at:

[Accessed: date]

QSR International (2021) *NVIVO for Windows* (1.5.935) [computer program]

Available at:

[Accessed: date]

Cited as: NVIVO (QSR International, 2021) was used...

Conference Papers/Proceedings

Author/s (year) Title of the paper. Title of the Conference, Place of conference, date of conference

Author/s (year) Title of the paper. *Title of the Conference* [online], Place of conference, date of conference

Available at:

[Accessed: date]

Bugis, R. and Sapsuha, S. (2013) Think pair share technique to improve students' reading comprehension. *ICE-Ed Conference ELT Practices in Asia: Challenges and Opportunities* [online], Manila, Philippines, 26th -28th October

Available at:

[Accessed: date]

Cited as: Bugis and Sapsuha (2013) or (Bugis and Sapsuha, 2013)

Palmer, M. (2008) Maths and dyslexia. *Proceedings of the British Society for Research into Learning Mathematics* [online], East Anglia. 28 March v.28, (1) pp.41-46

Available at:

[Accessed: date]

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

Quotations: see Section 2.

Brown, M. Askew, M. Millet, A. (2003) How has the national numeracy strategy affected attainment and teaching in year 4? *Proceedings of the British Society for Research into Learning Mathematics* [online], Oxford, 7 June v.23 (2), pp.13-18

Available at: <http://www.bsrlm.org.uk/informalproceedings.html>

[Accessed: 5th April 2019]

Cited as: Brown, Askew and Millet (2003) or (Brown, Askew and Millet, 2003)

Quotations: see Section 2.

Confidentiality

Sometimes names need to be withheld for confidentiality- such as school placements or medical documents:

Hospital A (Name withheld, year) *Name of document*

Hospital (Name withheld, year) *Name of document*

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)*

Conversations

Surname, Initial (year) Conversation with Name of Person. Date of the conversation.

Please note: none of the details should be set in italics.

Court cases

This advice is intended for students in subject areas other than law who need to refer to court cases infrequently. Law students should normally provide OSCOLA style references when citing legal authorities.

Format for in-text citations: (Names of parties involved, Year)

(R v Jones, 2009) or In R v Jones (2009) ...

Full reference:

Names of parties involved [Year] *Standard abbreviated name of law report*, volume number (if available), pages (if available)

R v Jones [2009] *EWCA Crim*, 120

Standard abbreviations of titles and the full forms of standard title abbreviations are available from <http://www.legalabbrevs.cardiff.ac.uk/>

Interfile full references to court cases in your reference list under the first party to the case.

Dance Performances from a collection on a DVD

You may want to cite an individual dance which is part of a compilation on a 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:
[Accessed: date]

Dudley, J. (1934) Harmonica breakdown. In: *The new dance gala historical concert retrospective 1930s-1970s* (2008) [online DVD]. Dallas: Dancetime Publications.
Available at: <http://daiv.alexanderstreet.com/view/1630420>
[Accessed: 22nd October 2019]

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

Dictionary definitions

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

English Oxford Dictionary (2018) *Stigma* (definition) [online]
Available at: <https://en.oxforddictionaries.com/definition/stigma>
[Accessed: 24th April 2019]

Cited as: English Oxford Dictionary (2018) or (English Oxford Dictionary, 2018)

Drug Monograph

This is how to reference a description/summary of a drug from a professional manual/handbook such as the British National Formulary (BNF).

Joint Formulary Committee (2020) *British National Formulary: Levocetirizine hydrochloride* [online]. London: BMJ Group and Pharmaceutical Press.
Available through: <http://www.medicinescomplete.com>
[Accessed: 1st October 2020]

Please note: the name of the drug is not in italics and the URL/weblink take the reader to the home page of Medicines Complete.

DVDs/CDs

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

Shostakovich, D. (1959) *Cello concerto no.1, performed by Maria Klieg & Polish National Symphony Orchestra, conducted by Antoni Wit.* [CD]. New York: Sony.

DVDs for Film/Screen School Students only

You need to include the name of the director along with the year on the initial citation/first citation. For example:

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

Cited as: *Eat, Pray, Love* (Murphy, 2007) or In Murphy's (2010) film *Eat, Pray, Love*

Once the director and year have been established within an **essay** they need not be repeated. In a dissertation, the director and year need to be re-established when starting a new chapter.

To quote a specific section from the DVD use the 24-hour clock to indicate the starting point: for example:

Million Dollar Baby (2005: 00:04:30) or (Million Dollar Baby, 2005: 00:04:30)

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

eBooks

If the title page does not indicate that there is an editor, then reference the whole book. LJMU library eBooks are referenced as print books.

eBooks accessed on the web, for example Google eBooks, and are not in LJMU library collections need the web details:

Author/s (year) *Title of the book* [online]. Edition. Place of Publication: Publisher.

Available at: Web location/ URL -this is a link or web address for the item

[Accessed: date]

Bell, J. (2014) *Doing your research project: a guide for first-time researchers* [online]. 6th ed. Maidenhead: Open University Press.

Available at: [https://ljamu-](https://ljamu-primohosted.exlibrisgroup.com/permalink/f/kb8geu/44JMU_ALMA_DS2151821990003826)

[primohosted.exlibrisgroup.com/permalink/f/kb8geu/44JMU_ALMA_DS2151821990003826](https://ljamu-primohosted.exlibrisgroup.com/permalink/f/kb8geu/44JMU_ALMA_DS2151821990003826)

[Accessed: 8th December 2021]

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

Quotations: see Section 2.

Sharpe, J. (2005) *Remember, Remember: A cultural history of Guy Fakes Day* [online] Cambridge, Ma: Harvard University Press

Available at:

<https://books.google.co.uk/books?id=hYYSKgMpAxIC&printsec=frontcover#v=onepage&q&f=false>

[Accessed: date]

Cited as: Sharpe (2005) or (Sharpe, 2005)

Quotations: see Section 2.

Editions

see [Book Editions](#)

Edited Book

Some books are compiled/put together by an editor and each chapter has a different author. To reference an edited book, you need to tell the reader that it is an edited book using an abbreviation: (ed.) for a single editor and (eds.) for multiple editors. For example:

Hassan, D. (ed.) (2018) *Managing Sport Business: an introduction*. 2nd ed. New York: Routledge

Cited as: Hassan (2018) or (Hassan, 2018)

Dasen, P.R. and Akkari, A. (eds.) (2008) *Educational theories and practices from the majority world*. Delhi: Sage

Cited as: Dasen and Akkari (2008) or (Dasen and Akkari, 2008)

Quotations: see Section 2.

Email messages

Sender Last Name, Initial (email address) date of the email

Title of the email. Email to Name of Recipient (recipient's email address)

Cited as: Sender Last Name (year) or (Sender Last Name, 2014)

Excel Spreadsheet

Author (year) *Title of the spreadsheet* (Excel spreadsheet) [online]

Available at:

[Accessed: date]

Department of Health (2012) *NDNS headline results from year 1, 2 and 3 combined* (Excel spreadsheet) [online]

Available at: <https://www.gov.uk/government/statistics/national-diet-and-nutrition-survey-headline-results-from-years-1-2-and-3-combined-of-the-rolling-programme-200809-201011>

[Accessed: 18th September 2019]

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) or Department of Health (2012, B22)

Extracts

Extracts from a CD/DVD/Film/Video

You may want to refer to 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.

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

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

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)

Quotations: see Section 2.

Extracts from a Film for Film/Screen School Students only

You need to include the name of the director along with the year on the initial citation/first citation. For example:

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

Cited as: *Into the Wild* (Penn, 2007) or In Penn's (2007) film *Into the Wild*

Please note: once the director and year have been established within an **essay** they need not be repeated.

In a dissertation, the director and year need to be re-established when starting a new chapter.

Use the 24 hour clock to **quote a specific part** from the DVD to indicate the starting point:

Into the Wild (Penn, 2007: 00:25:35) or In Penn's (2007: 00:25:35) film *Into the Wild*

Extracts from a journal article online

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

[Accessed: date]

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

Quotations: see Section 2.

Extract from a thesis/dissertation online

Author (year) *Title of the Thesis* (extract from Master thesis) [online], Level of study,

Place/University of study pp.-pp

Available at:

[Accessed: date]

Films

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

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

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

Quotations: see Section 2.

Films for Film/Screen School Students only

You need to include the name of the director along with the year on the initial citation/first citation. For example:

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

Cited as: *Into the Wild* (Penn, 2007) or In Penn's (2007) film *Into the Wild*

Once the director and year have been established within an **essay** they need not be repeated.

In a dissertation, the director and year need to be re-established when starting a new chapter.

Government Reports

Some government reports are often known by the name of the Chair rather than the name of the Committee or Board, so can be referenced either under either. Always give the full official title of the report in a reference. You can include the popular title if you wish.

Committee Name/Board/Chair' Name (year) *Title of the report* [popular title] [online]

Available at:

[Accessed: date]

Board of Education (1933) *Report of the consultative Committee on the Primary School* [Hadow Report] [online]

Available at: <http://www.educationengland.org.uk/documents/hadow1933/hadow1933.html>

[Accessed: 5th April 2022]

Cited as: Board of Education (1933) or (Board of Education, 1933)

Hadow, W.H. (1933) *Report of the consultative Committee on Infant and Nursery Schools* (Hadow Report) [online]

Available at: <http://www.educationengland.org.uk/documents/hadow1933/hadow1933.html>

[Accessed: 5th April 2022]

Cited as: Hadow (1933) or (Hadow, 1933)

Government department as author -with no named individual:

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]

Available at: <http://www.open.gov.uk/doh/pcwp.htm>

[Accessed: 15th April 2019]

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

To use an abbreviation, see [Abbreviating/Abbreviations](#)

Quotations: see Section 2.

Named person government report

Rose, J. (2006) *Independent review of the teaching of early reading: final report* [online]

Available at: <https://dera.ioe.ac.uk/5551/2/report.pdf>

[Accessed: 23rd January 2019]

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

Quotations: see Section 2.

Graphs and Tables

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

Cited as: (Author, year p.??)

In a report/PDF:

Author (year) *Title of the document* [online]

Available at:

[Accessed: date]

Cited as: (Author, year p.??)

Put the citation under the graph or table in brackets as well as in your text if you are talking about it. You could provide the title of the graph under the image followed by the author and year.

Guests/Visiting speakers from a commercial company

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

Cited as: Speaker (year)

House of Commons Briefing Paper

Foster, D. and Long, R. (2020) *The pupil premium* (House of Commons Briefing Paper No. 6700) [online]

Available at: <https://commonslibrary.parliament.uk/research-briefings/sn06700/>

[Accessed: date]

Cited as: Foster and Long (2020) or (Foster and Long, 2020)

Quotations: see Section 2.

Hubble, S. and Bolton, P. (2019) *The Post-18 education review (The Augar Review) recommendation* (House of Commons Briefing Paper CBP-8577) [online]

Available at: <https://researchbriefings.parliament.uk/ResearchBriefing/Summary/CBP-8577>

[Accessed: date]

Cited as: Hubble and Bolton (2019) or (Hubble and Bolton, 2019)

Quotations: see Section 2.

Images

Image from a book

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

Cited as: (Author, year, p.??)

Put the citation under the image in brackets as well as in your text if you are talking about it.

Microsoft Office Image: PowerPoint stock images

Microsoft Office PowerPoint has "stock images" which have little information. Use the launch date as the year. If you click on the Alt Text icon, a description will appear in a side panel – use this as the title.

Microsoft Office 365 (2011) *White Flowers blossoming on a green background* (PowerPoint Stock Image) [online Image]

Available at: <https://www.office.com/>

[Accessed: 28th October 2021]

Cited as: (Microsoft Office 365, 2011)

Alternatively, you can use a number system (Image 1) (Image 2) etc. which is if you are using multiple images in a poster or PowerPoint presentation as it looks cleaner, especially if you cannot locate all the details for an image.

Image 1:

Microsoft Office 365 (2011) *White Flowers blossoming on a green background* (PowerPoint Stock Image) [online Image]

Available at: <https://www.office.com/>

[Accessed: 28th October 2021]

Cited as: (Image 1)

Put the citation under the image in brackets as well as in your text if you are talking about it.

In the reference list the full reference would be under I for Image (see example reference lists).

Online/web image

Check the image can be used and is Copyright cleared, then provide the following details:

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-](http://www.thecoca-colacompany.com/presscenter/img/imagebrands/downloads/lg_new_coke_logo.jpg)

[colacompany.com/presscenter/img/imagebrands/downloads/lg_new_coke_logo.jpg](http://www.thecoca-colacompany.com/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

No author credited – online image

Where the author is unknown, begin the reference with the title of the work

Alcoholic Beverages [online image] (n.d.)

Available from: www.microsoft.com

[Accessed: 25th January 2019]

Cited as: (Alcoholic Beverages, n.d.)

No title - online image

Images with missing details, such as author, date, 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 can be found 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.)

Available at: <http://www.dadpal.com/2009/12/wounds-care-help-and-wound-vac-herapy.html>

[Accessed: 23rd August 2019]

Cited as: (Child placing gauze, n.d.)

Social media image

Burnett, D. (2019) *Zendaya animatronic dress* [Instagram image] 8th May.

Available at: <https://www.instagram.com/p/BxNiabZHpO-/>

[Accessed: 10th March 2021]

Cited as: Burnett (2019) or (Burnett, 2019)

Your own image/photograph/drawing

When using your own photographs/ pictures/electronic productions, you are be the artist/author

Fealey, J. (2019) *Children at play* [photograph], unpublished work

Cited as: (Fealey, 2019) or (Fealey, 2019)

Industry/Trade Magazines or Publications Articles

Some trade or industry produced magazines do not have authors so use name/title of the magazine as the author and the title of the piece as the article title. Some magazines may have issue or part number so include those details, but you do not need any brackets.

Title of the Magazine (year) Title of the article. *Title of the Magazine*, date of publication, number if there is one, page

Travel Bulletin (2012) New research finds industry could do more to help disabled people. *Travel Bulletin*, 5 October, no.1797, p.3

OR

Travel Bulletin (2012) New research finds industry could do more to help disabled people. *Travel Bulletin*, 5 October, no.1797, p.3-3

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

Please note: some lecturers may ask for the web details of articles:

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

Available at:

[Accessed: date]

Travel Bulletin (2012) New research finds industry could do more to help disabled people. *Travel Bulletin* [online], 5 October, no.1797, p.3
Available at
[Accessed: date]

OR

Travel Bulletin (2012) New research finds industry could do more to help disabled people. *Travel Bulletin* [online], 5 October, no.1797, p.3-3
Available at
[Accessed: date]

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

Interviews

Face-to-Face interviews

Name of Person Interviewed (year) Interview by name of interviewer. Place, date

Blair, T. (2009) Interview by Jeremy Paxman. London. 22nd September

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

Radio interviews

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: date]

TV interviews

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

Rogers, B. (2014) Interviewed for SkySports [TV Programme], *SkyNews*, 18th January
Available at:
[Accessed: date]

Saul, R. (2014) New book claims ADHD does not exist interviewed on Fox & Friends. *Fox News* [online video], 18th February
Available at:

[Accessed: date]

Quotations-see Section 2.

Journal Articles

These are 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
- Part/Issue Number/Season or Month
- Pages – start and end

Author/s (year) Title of the article. *Title of the Journal*, volume (issue/part number/month or season), pages.

Journal volume, part or issue and page numbers can be presented as follows, choose one and use it consistently, for example:

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

Please note: some lecturers may ask you provide the web details of journal articles, see “Journal Article – electronic” section for examples.

Reichard, R. and Johnson, S.K. (2011) Leader self-development as organizational strategy. *The Leadership Quarterly*, v.22 (1), pp.32-42.

Cited: Reichard and Johnson (2011) or (Reichard and Johnson, 2011)

Quotations: see Section 2.

Sun, Y.Y., Sie, L., Faturay, F., Auwalin, I. and Wang, J. (2021) Who are vulnerable in a tourism crisis? A tourism employment vulnerability analysis for the COVID-19 management. *Journal of Hospitality and Tourism Management*, v.49 (December), pp.304-308.

Cited as: Sun et al (2021) or (Sun et al., 2021)

Advanced access/publication journal articles

Some journal articles are published online prior to their print or final publication date. These articles often do not have volume, issue or page details and only have a DOI or “digital object identifier”. These articles also have a published online date, which is included in the reference. You may have some details – so give what you can find.

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

Ross, M. (2013) Stereoscopic visuality: where is the screen, where is the film? *Convergence: The International Journal of Research into New Media Technologies* [First Published online 22nd July, 2013]. DOI: 10.1177/1354856513494178
[Accessed: 20th June 2020]

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

Volume and issue number but no pages:

Henry, C.J., Kaur, B. and Quek, R.Y.C. (2020) Chrononutrition in the management of diabetes. *Nutrition and Diabetes* [First Published online 19th February 2020], v.10 (6). DOI: 10.1038/s41387-020-0109-6
[Accessed: 4th March 2021]

Cited as: Henry, Kaur and Quek (2020) or (Henry, Kaur and Quek, 2020)

Volume and an article number:

Yu, X., Zhang, W. and Liang, J. (2021) Physician distribution across China's cities: regional variations. *International Journal for Equity in Health* [First Published online 13th July 2021], v.20, 162. DOI: <https://doi.org/10.1186/s12939-021-01503-5>
[Accessed: 22nd July 2021]

Cited as: Yu, Zhang and Liang (2021) or (Yu, Zhang and Liang, 2021)

Quotations: see Section 2.

Electronic journal Article – web details required

Some lecturers require you to provide the web location for online/electronic journal articles, so you need to include some additional details in the reference. This would be [online] and also either a web address/link, a full DOI web link or a DOI.

Web address/weblink for journal article

Author/s (year) Title of the article. *Title of the Journal* [online], volume (issue/part), pp.-pp.

Available at: web link

[Accessed: date]

de Ataide e Silva, T., Di Cavalcanti Alves de Souza, M.E., de Amorim, J.F., Stathis, C.G., Leandro, C.G. and Lima-Silva, A.E. (2013) Can carbohydrate mouth rinse improve performance during exercise? A systematic review. *Nutrients* [online], v.6 (1), pp.1-10.

Available at: <https://www.proquest.com/docview/1537094224?accountid=12118&pg-origsite=primo>

[Accessed: 8th December 2021]

Full DOI weblink for journal article

Author/s (year) Title of the article. *Title of the Journal* [online], volume (issue/part), pp.-pp.

Available at: full DOI link

[Accessed: date]

de Ataide e Silva, T., Di Cavalcanti Alves de Souza, M.E., de Amorim, J.F., Stathis, C.G., Leandro, C.G. and Lima-Silva, A.E. (2013) Can carbohydrate mouth rinse improve performance during exercise? A systematic review. *Nutrients* [online], v.6 (1), pp.1-10.

Available at: <https://doi.org/10.3390/nu6010001>

[Accessed: 8th December 2021]

DOI for journal article

Author/s (year) Title of the article. *Title of the Journal* [online], volume (issue/part), pp.-pp. DOI: number?

[Accessed: date]

de Ataide e Silva, T., Di Cavalcanti Alves de Souza, M.E., de Amorim, J.F., Stathis, C.G., Leandro, C.G. and Lima-Silva, A.E. (2013) Can carbohydrate mouth rinse improve performance during exercise? A systematic review. *Nutrients* [online], v.6 (1), pp.1-10. DOI: 10.3390/nu6010001

[Accessed: 8th December 2021]

Cited as: de Ataide e Silva et al. (2013) or (de Ataide e Silva et al., 2013)

Quotations see Section 2.

Journal articles – missing details

No author

If you cannot find the author of an article then use the name of the journal:

The Lancet (2016) Title of the article (editorial). *Title of the Journal*, volume (issue/part), page

Cited as: The Lancet (2016) or (The Lancet, 2016)

No volume, issue, pages missing

Some articles have missing or only partial details such as no volume, issue or page numbers, often only published online and have a DOI or “digital object identifier, to make it clear that the full details were not available a format statement would be included:

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

[Accessed: date]

Brummelman, E., Thomaes, S., Overbeek, G., Orobio de Castro, B., van den Hout, M. A. and

Bushman, B. J. (2013) On feeding those hungry for praise: person praise backfires in children with low self-esteem. *Journal of Experimental Psychology: General* [First published online 13th February 2013]. DOI: 10.1037/a0031917
[Accessed: 18th October 2020]

Cited as: Brummelman et al. (2013) or (Brummelman et al., 2013)

Pages missing

Henry, C.J., Kaur, B. and Quek, R.Y.C. (2020) Chrononutrition in the management of diabetes. *Nutrition and Diabetes* [First Published online 19th February 2020], v.10 (6). DOI: 10.1038/s41387-020-0109-6
[Accessed: 18th October 2020]

Cited as: Henry, Kaur and Quek (2020) or (Henry, Kaur and Quek, 2020)

Article number

Author/s (year) Title of the article. *Title of the Journal* [First Published online date], volume number (issue/part number), article number. DOI:
[Accessed: date]

Yu, X., Zhang, W. and Liang, J. (2021) Physician distribution across China's cities: regional variations. *International Journal for Equity in Health* [First Published online 13th July 2021], v.20, 162. DOI: 10.1186/s12939-021-01503-5
[Accessed: 22nd July 2021]

Cited as: Yu, Zhang and Liang (2021) or (Yu, Zhang and Liang, 2021)

Author/s (year) Title of the article. *Title of the Journal* [online], volume number (issue/part number), article number.

Available at:
[Accessed: date]

Guire, L., Mulvey, K.L., Goff, E., Irvin, M.J., Winterbottom, M., Fields, G.E., Hartstone-Rose, A. and Rutland, A. (2020) STEM gender stereotypes from early childhood through adolescence at informal science centers. *Journal of Applied Developmental Psychology* [online], v.67 (March-April), article no.101109

Available at: <https://www.sciencedirect.com/science/article/pii/S0193397319300930?via%3Dihub>
[Accessed: date]

OR

Guire, L., Mulvey, K.L., Goff, E., Irvin, M.J., Winterbottom, M., Fields, G.E., Hartstone-Rose, A. and Rutland, A. (2020) STEM gender stereotypes from early childhood through adolescence at informal

science centers. *Journal of Applied Developmental Psychology* [online], v.67 (March-April), 101109-101109

Available at: <https://www.sciencedirect.com/science/article/pii/S0193397319300930?via%3Dihub>
[Accessed: date]

Quotations: see Section 2.

One page number

Sometimes they only have a single e-number or p.e number, so use this as the start and end of the pages, or on its own, for example:

p.e.036192 or p.e036192-036192 or p.e.036192-036192

Author/s (year) Title of the article. *Title of the Journal* [online], volume number (issue/part number), p.e.036192-036192

Available at: web address /full DOI weblink
[Accessed: date]

OR

Author/s (year) Title of the article. *Title of the Journal* [online], volume number (issue/part number), p.e.036192-036192. DOI: ????

[Accessed: date]

Quotations: see Section 2.

Seasons and pages

Author (year) Title of the article. *Title of the Journal* [online], season/month, pages

Available at: web address/link or full DOI weblink
[Accessed: date]

Author (year) Title of the article. *Title of the Journal* [online], season/month, pages. DOI:

[Accessed: date]

Journal article editorials

Author (year) Title of the editorial (editorial). *Title of the Journal*, volume (issue/part), page

Kahn, D. (2013) Converging Passages: Social Reform, Peace, and Montessori Education for Life (Editorial). *AMI Journal*, December, pp.5-18

Cited as: Kahm (2013) or (Kahn, 2013)

Journal article extract

Author (year) Title of the article [extract]. *Title of the Journal in italics* [online], v. (issue), pp-pp

Available at:
[Accessed: date]

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

Law for non-law students

This advice is intended for students in subject areas other than law who need to refer legal documents. Law students should normally provide OSCOLA style references when citing legal authorities.

Act of Parliament/Bill /Legislation

Title of the Act/Bill Year [online]

Available at:

[Accessed: date]

Special Educational Needs and Disability Act 2001 [online]

Available at: <http://www.legislation.gov.uk/ukpga/2001/10/contents>

[Accessed: 29th March 2019]

Cited as: Special Educational Needs and Disability Act 2001

Please note: there are no italics or brackets in the citation only in the reference

Hansard

Hansard is the official record of debates and speeches made in the House of Commons and the House of Lords.

Whole debate/record:

House of Commons (2022) *Parliamentary Debates* (Hansard) [online], 11th May, v.714, No.2

Available at: <https://hansard.parliament.uk/commons/2022-05-11>

[Accessed: 27th July 2022]

Cite as: House of Commons (2022) or (House of Commons, 2022)

Speech/Comment by an individual include the column number within your citation:

Colleen Fletcher (MP) (2016, col.1734) stated ...

Fletcher, C. (2016) Energy and climate change. *House of Commons Hansard Debates* [online], 24th March 2016, cols.1733-1772

Available at:

<https://publications.parliament.uk/pa/cm201516/cmhansrd/cm160324/debtext/160324-0001.htm#16032433000005>

[Accessed: 26th July 2022]

Written Statement:

Author (year) Subject of statement. *House of... Hansard written statement* [online], date, v.?

Available at:

[Accessed: date]

Walker, R. (2022) Education Update. *House of Commons Hansard written statement* [online], 14th March, v.710, cols.22WS-24WS

Available at: <https://hansard.parliament.uk/commons/2022-03-14/debates/22031426000006/EducationUpdate>

[Accessed: 2nd August 2022]

Cited as: Robin Walker (MP) (2022) or (Robin Walker (MP), 2022)

Law Case/Court Cases

This advice is intended for students in subject areas other than law who need to refer to cases infrequently. Law students should normally provide OSCOLA style references when citing legal authorities.

Format for in-text citations: (Names of parties involved, Year)

Examples: (R v Jones, 2009) or R v Jones (2009)

Full reference: Names of parties involved [Year] *Standard abbreviated name of law report*, volume number (if available), pages (if available)

R v Jones [2009] *EWCA Crim*, 120

Standard abbreviations of titles and the full forms of standard title abbreviations are available from <http://www.legalabbrevs.cardiff.ac.uk/>

Law Commission Report

Law Commission (year) *Title of the report or consultation paper* (no.?) [online]

Available at:

[Accessed: date]

Law Commission (2010) *Adult Social Care* (LAW COM no.326) [online]

Available at: <https://www.lawcom.gov.uk/project/adult-social-care/#adult-social-care-report>

[Accessed: 2nd August 2022]

Lectures

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

Spoken

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

Notes

Lecturer's Name (year) title of the lecture. *Module code and title of Module* [online]

Available at:

[Accessed: date]

Smith, J. (2011) Missing link. *ECL2999 Progression and curriculum* [online]

Available at: <https://canvas.ljmu.ac.uk/>

[Accessed: 18th March 2019]

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

Letters

References should begin with the name of the person sending the letter.

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

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

Please note: there are no italics.

Live Performances

Dance

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

Alston, R. (22nd June, 1990) *Soda lake* [19th September, 2003 Covent Garden]

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

Concert

Composer or Band (year of performance) *Title*. [Date seen and location]

The Killers (2013) *Battle born world tour* [17th February, 2013 Manchester Arena]

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

Maps

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 as: (Ordnance Survey, 2001)

Marketing Reports

See [Reports](#)

Memoranda

Author (year) *Title of the memo* (memorandum) [submitted to] [online]

Available at:

[Accessed: date]

Teacher Support Network (2010) *Behaviour and discipline in schools* (memorandum) [submitted to Education Select Committee] [online] House of Commons Session, 2010-2011

Available at:

[Accessed: 2nd October 2019]

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

Monograph: Drug

See [Drug Monograph](#)

MP3s

You may not always be able to find the place of publication or 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:

[Accessed: date]

The Feeling (2006) Love it when you call. *Twelve stops and home* [MP3]

Available at:

[Accessed: date]

Cited as: (The Feeling, 2006)

MP3 Single Track from a compilation album

Reed, L. (2003) Perfect day. In: *Essential rock: definitive rock classics and power ballads* (2009)

[MP3] New York: Sony Music

Multi-volume works

Crossman, R. (1975-1977) *Diaries of a cabinet minister*. 3 vols. London: Hamish Hamilton.

Citing: include the volume number if referring to a page for example: (Crossman, 1975-1977, 1:132)

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

Barr, A. and Feigenbaum, E.A. (1981) *The handbook of artificial intelligence*. Vol. 2. Stanford: Heuris Tech Press.

Cited as: Barr and Feigenbaum (1981) or (Barr and Feigenbaum, 1981)

If the volume has an individual title:

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

Music Compilation - single tracks

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]

Reed, L. (2003) Perfect day. In: *Essential rock: definitive rock classics and power ballads* (2009) [MP3]. New York: Sony Music.

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

National Curriculum documents

Name of Department (year) *The national strategies for primary: title of the part if there is one* [online]

Available at:

[Accessed: date]

Department for Education (2013) *The National Curriculum in England: subtitle* [online]

Available at:

[Accessed: date]

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

Quotations: see Section 2

If you want to use an abbreviation, see [Abbreviating/Abbreviation](#)

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Newspaper Articles

Online/Electronic copy

Author (year) Title of the article. *Title of the Newspaper* [online], date

Available at: URL/ link
[Accessed: date]

Cheng, J. (2020) World news: flooding imperils huge China dam. *Wall Street Journal* [online], 22nd July 2020

Available at: <https://www.proquest.com/docview/2425770688?accountid=12118&pg-origsite=primo>

[Accessed: 2nd August 2021]

Cited as: Cheng (2020) or (Cheng, 2020)

Plum, J. (2021) Opinion: Do colleges care more about students than sports teams about their fans? (Letter to the Editor). *The Washington Post* [online], 25th November 2021

Available at: https://www.washingtonpost.com/opinions/letters-to-the-editor/do-colleges-care-more-about-students-than-sports-teams-about-their-fans/2021/11/24/8e85af66-4bd8-11ec-a7b8-9ed28bf23929_story.html

[Accessed: 26th November 2021]

Cited as: Plum (2021) or (Plum, 2021)

Bloom, A. (2018) Thousands of teachers are on long-term stress leave, new figures reveal. *TES* [online], 11th January 2018

Available at: <https://www.tes.com/news/thousands-teachers-are-long-term-stress-leave-new-figures-reveal>

[Accessed: 28th August 2020]

Cited as: Bloom (2018) or (Bloom, 2018)

Quotations: see Section 2.

Print copy

Author (year) Title of the article. *Title of the Newspaper*, date, p.?

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

Cited as: White (1992) or (White, 1992)

Quotations: see Section 2.

News Websites

If there is a named reporter, then use them as the author and add the news website:

Author (year) Title of the article. *Title News website* [online], date

Available at: URL/ link

[Accessed: date]

Easedale, S. (2021) Plastic pollution: can seaweed end problem? *BBC News* [online], 15th November 2021

Available at: <https://www.bbc.co.uk/news/uk-wales-59264278>
[Accessed: 29th November 2021]

Cited as: Easedale (2021) or (Easedale, 2021)

Quotations: see Section 2.

No author: if you cannot find a named reporter, then use the news site as the author.

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>

[Accessed: 29th August 2019]

Cited as: BBC NEWS (2012) or (BBC NEWS, 2012)

You could also put BBC News.

If an article has no author, begin the reference with the title of the newspaper or website.

No year/publication date

If you cannot find a date of publication, insert n.d. (short for no date) in place of the year.

Coull, Y. (n.d.) *Generations Working Together: learning through intergenerational practice* [online]

Available at:

[Accessed: date]

Cited as: Coull (n.d.) or (Coull, n.d.)

No volume details/pages

See Journal article section

Observation

Name of the person being observed (year) Title of the observation (Observation). Full date

Please note: there are no italics.

Online Chapter PDF

A PDF of **single book chapter** online, which may or may not have all the details.

Harwell, M.R. (2011) Research design in qualitative/quantitative/mixed methods. In: Conrad, C.F. and Serlin, R.C. (eds.) *The Sage handbook for research in education: pursuing ideas as the keystone of exemplary inquiry* [online chapter]. London: Sage pp.147-182.

Available at:

[Accessed: date]

Cited as: Harwell (2011) or (Harwell, 2011)

Norton, D.E. (2002) Evaluating and selecting literature for children. In: *Through the eyes of a child: an introduction to children's literature* [online chapter]. 6th ed. London: Pearson Prentice Hall pp.74-115.

Available at:

[Accessed: date]

Cited as: Norton (2002) or (Norton, 2002)

Quotations: see Section 2.

Online chapter – Thesis/Dissertation

Author (year) Title of the Chapter. In: *Title of the Thesis* [online], Level of study, Place/University of study pp.-pp

Available at:

[Accessed: date]

Online Documents/PDFs

Author (year) *Title of the document* [online]

Available at:

[Accessed: date]

National Reading Panel (2000) *Teaching children to read* [online]

Available at: <http://www.nationalreadingpanel.org/Publications/publications.html>

[Accessed: 27th January 2019]

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

Quotations: see Section 2.

Paintings

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

Artist (year) *Title* [online]

Available at:

[Accessed: date]

Waterhouse, J. (1888) *The Lady of Shalott* [online]

Available at: <http://www.tate.org.uk/art/artists/john-william-waterhouse-583>

[Accessed: 2nd April 2019]

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

Parliament: Hansard Speech or Debate

Hansard is the official record of debates and speeches made in the House of Commons and the House of Lords.

Whole debate/record:

House of Commons (2022) *Parliamentary Debates* (Hansard) [online], 11th May v.714, No.2

Available at: <https://hansard.parliament.uk/commons/2022-05-11>

[Accessed: 27th July 2022]

Cite as: House of Commons (2022) or (House of Commons, 2022)

If you are referring to a specific area include the column number within your citation.

Fletcher, C. (2016) Energy and climate change. *House of Commons Hansard Debates* [online], 24th March 2016, cols.1734-1772

Available at:

<https://publications.parliament.uk/pa/cm201516/cmhansrd/cm160324/debtext/160324-0001.htm#16032433000005>

[Accessed: 26th July 2019]

PDFs available online

Author (year) *Title of the document* [online]

Available at:

[Accessed: date]

National Reading Panel (2000) *Teaching children to read* [online]

Available at: <http://www.nationalreadingpanel.org/Publications/publications.html>

[Accessed: 27th January 2019]

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

Quotations: see Section 2.

Personal Diary/Journal

Surname, Initial (year) *Personal Journal/Diary*. Unpublished work.

Photographs

Artist/Photographer (Year of production) *Title of image* [type of medium]

Available at: web site address/URL

[Accessed: date]

Parr, M. (1985) *The last resort 25* [online image]

Available at: <https://www.tate.org.uk/art/artworks/parr-the-last-resort-25-p78703>
[Accessed: 16th July 2019]

Cited under the photograph as: (Parr, 1985)

Use yourself as the author if you are using your own photographs/ pictures etc.

Author (year) *Title of the image* [photograph] Place taken

You can cite it using you last name and year or use Image 1 etc under the image and in your reference list it would be:

Image 1:

Author (year) *Title of the image* [photograph] Place Taken

Podcasts

Broadcaster/Author (year) *Programme title, Series Title* (if relevant) [podcast], date of transmission

Available at: include web site address/URL

[Accessed: date]

National Museums Liverpool (2011) *A cadet from "SS Politician" remembers* [podcast], February 2011

Available at: <http://www.liverpoolmuseums.org.uk/podcasts/politician-cadet.aspx>

[Accessed: 14th April 2019]

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

Quotations: see Section 2.

PowerPoints

Author (year) *Title of the PowerPoint* [online PowerPoint]

Available at:

[Accessed: date]

PowerPoint from lectures

Check with your lecturer to see if you can use these

Smith, J. (2011) Missing link. *ECL2999 Progression and Curriculum* [online PowerPoint]

Available at: <https://canvas.ljmu.ac.uk/>

[Accessed: 18th March 2019]

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

Quotations: use the slide number Smith (2011, slide 4) or (Smith, 2011 slide 4)

PowerPoint from a conference - online

Maynard, T. (2010) Letting go: child-led learning in the outdoor environment. *TACTYC 2010 Conference Grounds for Play: Exploring Risk in the Outdoor Early Years Environment* [online PowerPoint]. Novotel: Birmingham, 13th November
Available at: <http://www.tactyc.org.uk/conferences/conference-131110.asp>
[Accessed: 2nd October 2019]

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

PowerPoint Microsoft Stock images

Microsoft Office PowerPoint has “stock images” which have little information. Use the launch date as the year. Select the Alt Text icon to see a description– use this as the title.

Microsoft Office 365 (2011) *White Flowers blossoming on a green background* (PowerPoint Stock Image) [online Image]
Available at: <https://www.office.com/>
[Accessed: 28th October 2021]

Cited as: (Microsoft Office 365, 2011)

Alternatively, you may want to use a number system (Image 1) (Image 2) etc. This can be useful if you are using multiple images in a poster or PowerPoint presentation as it looks cleaner, especially if you cannot locate all the details for an image.

Image 1:

Microsoft Office 365 (2011) *White Flowers blossoming on a green background* (PowerPoint Stock Image) [online Image]
Available at: <https://www.office.com/>
[Accessed: 28th October 2021]

Cited as (Image 1)

Put the citation under the image in brackets as well as in your paragraphs if you write about it. List the full reference under I for image in the reference list (see example reference list).

Press Releases

Issuing Body (2011) *Title of the paper/press release* [online], date of release
Available at:
[Accessed: date]

Department for Education (2010) *Gove: teachers, not politicians, know how best to run schools* [online], 26th May 2010
Available at: <http://www.education.gov.uk/inthenews/pressnotices/a0061085/gove-not-politicians-know-how-to-run-schools>
[Accessed: 12th September 2019]

Cited as: Department for Education (2010) or (Department for Education, 2010)

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>

[Accessed: 2nd April 2019]

Brigs, D. (2013) Risk and tourism [interview by Laurie Taylor] *Thinking Allowed* [Radio Programme online], BBC Radio 4, 18th September

Available at: <http://www.bbc.co.uk/programmes/b03b2j75>

[Accessed: 28th September 2019]

Please note: the name of the programme that goes in italics.

Religious Texts

Print:

Title not in italics (year) Edition /Version if there is one. Place of Publication: Publisher

Online:

Title not in italics (year) [online]

Available at:

[Accessed: date]

King James Bible (2022) [online]

Available at: <https://www.kingjamesbibleonline.org/>

[Accessed: 7th December 2022]

Cited as: King James Bible (2022)

If you were quoting a passage/Gospel/verse, for example:

“He shall feed his flock like a shepherd: he shall gather the lambs with his arm, and carry them in his bosom, and shall gently lead those that are with young” (King James Bible, 2022, Isaiah 20:11). You would reference the whole Bible – but you could use a direct web address/URL as the link:

King James Bible (2022) [online]

Available at: <https://www.kingjamesbibleonline.org/Isaiah-Chapter-40/#11>

[Accessed: 7th December 2022]

If you were using a popular name for a verse, for example:

The Beatitudes (King James Bible, 2022, Matthew 5: 3-11)

You would reference the whole Bible – but you could use a direct web address/URL as the link:
King James Bible (2022) [online]
Available at: <https://www.kingjamesbibleonline.org/Matthew-Chapter-5/#3>
[Accessed: 7th December 2022]

Reports

The basic details for a report are:

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

Some reports, such as Government research report, House of Commons reports and Law reports need some additional details, see the examples below.

Education Reports

Education reports can be reference using the name of the Committee or if it is a popular report, it could be the name of the Chairperson:

Board of Education (1933) *Report of the Consultative Committee on Infant and Nursery Schools* (Hadow Report) [online]
Available at: <http://www.educationengland.org.uk/documents/hadow1933/hadow1933.html>
[Accessed: date]

OR

Hadow, W.H. (1933) *Report of the Consultative Committee on Infant and Nursery Schools* (Hadow Report) [online]
Available at: <http://www.educationengland.org.uk/documents/hadow1933/hadow1933.html>
[Accessed: date]

Government Department Reports

Public Health England (2016) *Government Dietary Recommendations: government recommendations for energy and nutrients for males and females aged 1-18years and 19+ years* [online]
Available at:
[Accessed: date]

Government Research/House of Commons Committee Reports

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

House of Commons Education and Skills Committee (2006) *Special Educational Needs Third Report of Session 2005–06 Volume I* (HC478-1) [online]

Available at: <https://publications.parliament.uk/pa/cm200506/cmselect/cmeduski/478/478i.pdf>
[Accessed: 1st October 2021]

Cited as: House of Commons Education and Skills Committee (2006) or (House of Commons Education and Skills Committee, 2006)

Quotations: see Section 2.

Law Commission Reports

Law Commission (year) *Title of the report or consultation paper* (no.?) [online]

Available at:

[Accessed: date]

Law Commission (2010) *Adult Social Care* (LAW COM no.326) [online]

Available at: <https://www.lawcom.gov.uk/project/adult-social-care/#adult-social-care-report>
[Accessed: 2nd August 2022]

Marketing Report- Mintel

Mintel (year) *Title of the report in italics* [online]

Available at:

[Accessed: date]

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

Quotations: see Section 2.

Ofsted

Ofsted can be written in lower case or capitals – choose **one** display option and stick with it.

Ofsted (2013) *Unseen children: access and achievement 20 years on: evidence report* [online]

Available at: <https://www.gov.uk/government/publications/unseen-children-access-and-achievement-20-years-on>

[Accessed: date]

Cited as: Ofsted (2013) OR (Ofsted, 2013)

OFSTED (2013) *Unseen children: access and achievement 20 years on: evidence report* [online]

Available at: <https://www.gov.uk/government/publications/unseen-children-access-and-achievement-20-years-on>

[Accessed: date]

Cited as: OFSTED (2013) OR (OFSTED, 2013)

School Inspections

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

Available at: <http://www.open.gov.uk/ofsted/pdf/3594019.pdf>

[Accessed: 26th November 2019]

To hide the name of the school for reasons of confidentiality, then see Anonymity.

Reports – referencing an article from an edited report

If you had a report with article or sections written by different authors and you want to reference an individual article:

Author of article (year) Title of the article. In: Editor (ed.) *Title of the report* [online], pp-pp

Available at:

[Accessed: date]

Secondary Sources/References

You may want to refer to a work you found quoted by another author but have not read the original, you have only read about it. The citation will have the secondary source's author and year and the author and year of the item you read. Provide the page number where is located in the item you have read. The reference would be for the item you read. For example:

You have read a book by Jaworski, Wood and Dawson, published in 1999 and they have cited a book on page 101 written by Schifter in 1991. The **book you have read**, is the item in your reference list.

Jaworski, B., Wood, T.L. and Dawson, S. (1999) *Mathematics teacher education critical international perspectives*. London: RoutledgeFalmer.

The citation would be for Schifter and the authors of the book you read it in:

Schifter (1991 cited in Jaworski, Wood and Dawson, 1999 p.101) or

(Schifter, 1991 cited in Jaworski, Wood and Dawson, 1999 p.101)

You have read journal article by Nair, Patil and Mertova published in 2009 and on page 133 they cite Vohra and Kasuba published in 2004.

Nair, C.S., Patil, A. and Mertova, P. (2009) Re-engineering graduate skills - a case study. *European Journal of Engineering Education* [online], 34 (2), pp.131-139.

Available at: <https://www.tandfonline.com/doi/full/10.1080/03043790902829281>

[Accessed: 3rd August 2021]

The citation would be for Vohra and Kasuba and the authors of the journal article:

Vohra and Kasuba (2004 cited in Nair, Patil and Mertova, 2009 p.133) or
(Vohra and Kasuba, 2004 cited in Nair, Patil and Mertova, 2009 p.133)

Secondary References abstracts

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.

Spanos, N.P. (1992) A comparison of hypnotic and nonhypnotic treatments for smoking. *Imagination, Cognition and Personality*, v.12 (1), pp.23-43.
(From PsycINFO, [online] Abstract No. 1993-11137-001)
[Accessed: 1st September 2019]

Cited as: Spano (1992) or (Spano, 1992)

Social Media

Social Media **are not** generally regarded as academic sources; check with your lecturer to see if they are an acceptable source to use for a particular assignment.

Name of Facebook Account Holder (year) *Name of the Page* [Facebook]
Available at:
[Accessed: date]

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

Image on social media

Burnett, D. (2019) *Zendaya animatronic dress* [Instagram] 8th May
Available at: <https://www.instagram.com/p/BxNiabZHpO-/>
[Accessed: 10th March 2021]

See Images for information about citing.

Software - [see Computer Programs/Software](#)

Speeches

Hancock, M. (2014) *Maths and English provision in post-16 education*, speech 2 July, London
[online]
Available at: <https://www.gov.uk/government/speeches/maths-and-english-provision-in-post-16-education>
[Accessed: date]

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

Quotations: see Section 2.

Parliament- see [Law Hansard](#)

Online speech

King, M.L. (1963) *I have a dream*, speech 28 August, Washington D.C. [online]

Available at: <http://www.mlkonline.net/dream.html>

[Accessed: 5th April 2019]

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

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's Last Name (year) or (Speaker's Last Name, year)

Statutory Instruments (SI)

Education (School Teacher Performance Management) (England) *Regulations 2006* (SI 2006/2661) [online]

Available at: www.legislation.gov.uk/ukxi/2006/2661/pdfs/ukxi_20062661_en.pdf

[Accessed: 18th March 2020]

Tables and Graphs

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

Author (year) *Title of the document* [online]

Available at:

[Accessed: date]

Cited as: (Author, year, p.?)

You could use the title of the graph under the image followed by the author and year. See Images for more details.

Theses/Dissertations

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

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

Author (year) *Title of Thesis* [online], Level of study, place of study

Available at:

[Accessed: date]

Magallon, A. (2019) *Why self-care is vital for social services professionals* [online], MA thesis, California State University

Available at:

[Accessed: 14th April 2021]

Thesis/Dissertation- online chapter

This is when a single chapter is found as a PDF online.

Author (year) Title of the Chapter. In: *Title of the Thesis* [online], Level of study, Place/University of study pp.-pp

Available at:

[Accessed: date]

Translations of old texts

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

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

Available at: https://openlibrary.org/books/OL13572363M/Genetic_epistemology.

[Accessed: 22nd June 2019]

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, 27th November 2012

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

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

Blackeyes. d. Ken Trodd, scr. Denis Potter UK [TV programme], BBC2, 23 September 1989

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

Unpublished Works

Reference unpublished works in the usual way according to their format but include a note to indicate that the item is unpublished:

Hull, A.P. (1988) *Changing patterns of accessibility and mobility in sixteen parishes in east Kent, 1973-1982*. Unpublished Ph.D. Thesis, Liverpool Polytechnic.

Your own work – research, then use your own name as the author:

Author (year) *Title of the research in italics*. Unpublished work

Updated/Amended old texts

Since the text has been changed, provide the updated date and acknowledge the original year of publication in a note after the title:

Locke, J. (2007) *An essay concerning human understanding. Book II: ideas* (original published 1690: amended and updated by Jonathan Bennett) [online]

Available at: <http://www.earlymoderntexts.com/assets/pdfs/locke1690book2.pdf>

[Accessed: 27th April 2019]

Videos online

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

Available at:

[Accessed: date]

Robinson, K. (2006) *Do schools kill creativity* [online video]

Available at:

https://www.ted.com/talks/sir_ken_robinson_do_schools_kill_creativity?language=en

[Accessed: date??]

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

Quotations: see Section 2.

Webinar

Author (year) *Title of the webinar* [webinar], date of the webinar

Available at:

[Accessed: date]

Webpages/websites

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>

[Accessed: 16th July 2019]

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

Quotations: see Section 2.

Documents/PDFs found on a webpage

For a report on a webpage which is a PDF see Reports

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]

Department for Education (2010) *Children and young people* [online]

Available at: <http://www.education.gov.uk/childrenandyoungpeople>

[Accessed: 19th April 2019]

Cited as: Department for Education (2010) or (Department for Education, 2010)

Webpage articles

If you want to refer to an article written on a website and there is an author named, your reference.

This is an online newspaper article:

Plum, J. (2021) Opinion: Do colleges care more about students than sports teams about their fans? (Letter to the Editor). *The Washington Post* [online], 25th November 2021

Available at: https://www.washingtonpost.com/opinions/letters-to-the-editor/do-colleges-care-more-about-students-than-sports-teams-about-their-fans/2021/11/24/8e85af66-4bd8-11ec-a7b8-9ed28bf23929_story.html

[Accessed: 26th November 2021]

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

Quotations: see Section 2.

This is a news website:

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>

[Accessed: 3rd August 2019]

Cited as: BBC News (2012, para.8) or (BBC News, 2012 para.8)

OR

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>

[Accessed: 3rd August 2019]

Cited as: BBC NEWS (2012, para.8) or (BBC NEWS, 2012 para.8)

If it **does not** have a named author, treat the webpage owner as the author.

Web pages often have long URLs/addresses. In these cases, we recommend that you include just the basic URL/address in a reference, for example: as far as the first forward slash.

YouTube Videos

Screen name of contributor (year) *Video Title*, Series Title if relevant [online video]

Available at: include web site address/URL

[Accessed: date]

Robinson, K. (2006) *Do schools kill creativity* [online video]

Available at:

https://www.ted.com/talks/sir_ken_robinson_do_schools_kill_creativity?language=en

[Accessed: date??]

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

Quotations: see Section 2.

UNICEF (2007) *Article 28* [online video]

Available at: <http://www.youtube.com/watch?v=zWo0aYvx7xk&feature=relmfu>

[Accessed: 19th April 2019]

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

For further help and advice on Harvard referencing please contact your Academic Engagement Librarian.

Guide Updated: February 2023

By: Jackie Fealey