



# **How to Write References**

## **Library and Learning Resources**



INVESTOR IN PEOPLE

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# 1. Preface

This guide is an introduction to writing references and covers the most common types of material in both print and electronic form: books, chapters in books, conferences and their papers, official publications, dissertations and theses, journal articles, printed music, letters and e-mails, lecture notes, sound recordings, videos (and DVDs), images, pictures and illustrations, maps, internet resources.

It is never possible to cover everything in one guide so for difficult points or if you have questions you should try the following:

1. Subject-specific reference guides which may be produced by your Faculty or School.
2. Faculty Learning or Resource Centre.
3. SSDD (Student and Staff Development Department).
4. Other Publications on the Subject, including web-based ones.

## Tip – Saving Time

Make sure that you get all the reference information you need while you still have the source material (e.g. book) in front of you. You will waste a lot of time if you have to have to go back and find this information later. For example: if you make a photocopy check that you have the page numbers; if you interview someone make a note of the date; if you print a web page make a note of the full web address and the date on which you accessed it.

## Confidentiality

The Faculty of Health, in particular, has strict guideline on confidentiality. To quote from their Undergraduate and Postgraduate Course Handbooks (2004):-  
“In all assessed work, if the patient/client’s name or that of a member of staff or institution is included in any part of the work, including appendices, it will fail. The work will be deemed a “technical fail” and will receive a zero mark.”

## 2. Introduction

### Why should I include references in my work?

1. It shows the range of reading which you have done. This gains you marks.
2. You may support your arguments with the opinion of acknowledged experts and use data from reputable sources. This can make your own arguments more convincing.
3. It is a basic academic requirement to show details of the sources of your information, ideas and arguments. Doing so means that you cannot be accused of plagiarism, i.e. stealing from another person's work.

### When should I include references in my work?

1. Whenever you quote someone else's work. This does not just include words but tables, charts, pictures, music, etc.
2. When you rewrite or paraphrase someone else's work.
3. When you summarise someone else's work.

### Why should I give such detailed information?

The purpose of the details provided is to make it easy for someone else to follow up and trace the materials which you have used. Without full references, your tutor may be led into thinking you are trying to take credit for someone else's work i.e. plagiarism.

### What are the most important points about my list of references?

1. **Keep it accurate.** This means that the marker/tutor does not waste time if they wish to consult the items you have listed. If your list is full of errors you will lose marks.
2. **Provide all the relevant details.** This makes it is easy for the marker to identify the items which you have listed. Again, if some of the important information is missing you will lose marks.
3. **Use a consistent format for your references.** This will ensure that it is easy to locate a reference within your reading list.

### Are there systems for doing this?

Yes, there are well-known systems but which you use will depend upon the requirements of your Faculty, School or Department. Your student handbook should provide this information but if in doubt check with your tutor, your Faculty Learning or Resource Centre.

The system used by most Faculties, Schools and Departments is the **Harvard Referencing System** and this is the system that the majority of this guide deals with. An alternative system called the **Vancouver Method** is briefly described at the end of this guide.

## What do I need to include?

The most important parts of a reference are as follows:

- a) The person(s) who 'wrote' the work: - The **Author(s)** or **Originator(s)**.  
Of course this maybe the composer, artist, director, sculptor, architect, etc. depending on the format of the work.
- b) Anyone who edited, translated, arranged the item.
- c) The name of the work: - usually the **Title**.
- d) Any additional information about the name of the item: - usually the **Subtitle**.
- e) The person who puts the work into its physical format: - usually the **Publisher**.
- f) The **date** when the work was made available or published (not necessarily when it was written, etc.).
- g) The **place** of publication (if known).
- h) Physical details of the item such as page numbers, type of material – CD, DVD, poster, computer file, etc.
- i) Any additional information helpful to locate the works (such as a web address, a catalogue number, the title of a series, etc.).

Read on to learn how to organise these pieces of information into a properly-structured reference.

### 3. The Harvard Referencing System

#### 3.1 How do I Cite an Item in the Text of my Assignment?

If your School uses the **Harvard system**, you need to provide the following information if you mention another piece of work, book etc. in your assignment.

**When quoting directly** from someone else's work give:

Author(s) followed by the date in round brackets.

**e.g.** "As with any investment, working capital exposes the business to risk." McLaney (2003)

If there is no author give either:

A statement that the work is anonymous (Anon) followed by the date in round brackets:

**e.g.** Anon. (2006)

or

Title followed by the date in round brackets.

**e.g.** Encyclopaedia Britannica (2003)

If the author produced more than one work in the same year use letters to indicate this (probably it is best to arrange the items alphabetically by their title first):

**e.g.** Singh (2004 a)  
Singh (2004 b)

**When referring to or summarising** put both the author(s) and date.

**e.g.** McLaney (2003) describes how the business is exposed to risk by working capital.

**When citing a secondary source**, for example, when including a quotation from a work you haven't read, as cited in another work which you have read, this must be indicated in your list of references. For citing within the text follow the Author guidelines above.

**e.g.** Smith, D (1990)

#### Page Numbers

If you wish to include a page number (*p*) or a range of page numbers (*pp*) include it or them after a comma in the bracket with the date.

**e.g.** Shah (2002, p.33)  
Jones (2000, pp.17-20)

## 3.2 General Rules

### Authors

- a) Single Authors  
Family name first, then a comma and space and then personal name(s) or initial(s).  
**e.g.** John, Augustus
- b) Two Authors  
List the authors in the form above with “&” between them.  
**e.g.** Mohammed, A. & Khan, J.
- c) Three Authors:  
List the authors as above with a comma after the first and “&” after the second.  
**e.g.** Pryce-Jones, T., Patel, V. & Brown, P.
- d) More than three authors should be listed with only the first named followed by the Greek term “et al”. This translates as “and others”.  
**e.g.** Hussain, J. et al.

### Editors

Editors are treated the same as authors **except** that Ed. or Eds. is put in brackets after the editor or editors names.

**e.g.** Walker, T. (Ed.)

### When is an Author not an Author?

The chairmen or chairwomen of government or other reports are not authors\*, and neither are compilers, illustrators (unless their art is the significant part of the work rather than the text), translators, arrangers, photographers (unless the photographs are a significant part of the work and flagged as such) and writers of prefaces, forewords or introductions.

\*instead use a corporate author (see below).

### What is a Corporate Author?

A corporate author is a group which takes responsibility for writing a publication. It could be a society and professional body, an international organisation, a government department or any other group. A government publication should begin with the country, then the department, then any committee or subcommittee.

**e.g.** Great Britain. Department for Education and Skills

**e.g.** PriceWaterhouseCoopers

## Date

The date of 'publication' should be included.

If there are a number of different reissues or reprints of the item give the earliest date of the edition you are referring to.

**e.g.** if the information in the book reads "1989 reprinted in 1990, 1992, 1995, 1996, 2000" give **1989**.

If the date you find on the source material comes from anywhere other than the item's title page (such as from the preface or introduction) or from an outside source such as a bibliography or a library catalogue put it in square brackets.

**e.g.** [2003]

If it is not possible to ascertain the date put the following: **[n.d.]** or [undated] or [no date].

## Title

The title should be copied from the item itself if possible and should be in italics.

If there is a mistake in the title of the published work (and you do not wish the reader to think that you cannot spell!) put the word *sic* (= thus) in square brackets after the word(s).

**e.g.** *Brimingham* [sic]

If there is no title on the item you may need to invent a descriptive title. In this case you should put it in square brackets [ ].

## Edition

If there are different editions of the work you should give details of which edition you are using.

**e.g.** 3rd ed

## Place

Where appropriate you should include the place where the item was published. If it is not clear which country the place is in include that in round brackets.

**e.g.** Birmingham (UK)

**e.g.** Birmingham (Alabama, US)

If there is more than one place of publication given choose the UK place but otherwise choose the first one.

**e.g.** for Paris New York London give "London"

**e.g.** for Oxford London New York Hong Kong give "Oxford"

## **Publisher**

If the item is published give the name of the publisher as it appears on the item.

**e.g** Facet Publishing

If the item is unpublished it may still be possible to give the name of the body responsible for issuing the work.

**e.g.** Jones, R. (1998). *Public libraries and the use of the internet*.

Unpublished PhD thesis, University of Loughborough.

## **Other Information**

You may wish to include other information about the item such as its ISBN, physical format (e.g. audio CD, Microfilm, Map, Letter, Photograph, Music Score, Lecture, Web Site, E-Mail, internet address, etc.). More detail is given in the section below on specific formats.

## **Transliteration**

Any information not in the Roman alphabet should be transliterated where appropriate. British Standards *BS2929 (Transliteration of Cyrillic and Greek characters)*, *BS4280 (Transliteration of Arabic characters)*, *BS7014 (Guide to the romanization of Chinese)*, *BS6505 (Guide to the romanization of Korean)* and *BS4812 (Specification for the romanization of Japanese)* should be helpful. They are available from the British Standards database via the Library's A-Z of Electronic Resources.

## **3.3 Detailed Examples**

At the end of your piece of work you should include whichever of the following that your Faculty/Department requires:

- The list of references, which is a bibliography of everything which you have cited in your text, *or*
- The full bibliography which is a list of everything consulted for your piece of work, whether cited or not, and which would include the list of references.

### **i. Books (or reports)**

Information about a book should, if possible, be taken from the title page and the back of the title page.

#### **Basic Essentials of a Reference**

Author(s) or Editor(s)

Date

Title

Place

Publisher



### ISBN (International Standard Book Number)

The ISBN is a unique 10- or 13-digit number which serves as a unique identifier of a particular book. It can be useful to help identify an obscure item. Put this information at the end after all the other information.

**e.g.**

Tierney, John (2006) *Criminology: Theory and Context*. 2nd Ed. Harlow: Pearson/Longman. 1405823615.

### **Parts of Books**

Some books are a collection of chapters by various contributors. You cite them the same way as above, but the chapter is cited first (with the title not in italics), followed by the details of the book in which it appears.

**e.g.**

Grimshaw, R. and Templeton, R. Aspects of engineering services in design and development. in: Waterhouse, M. and Crook, G. (eds.) (1995) *Management and business studies in the Built Environment*. London: Spon.

### **Electronic Books**

Electronic Books should be treated very similarly to print ones. You need to include the address of the website at which you viewed the work and the date on which you viewed it.

**e.g.**

Roshan, Pejman & Leary, Jonathan (2003) *Wireless LAN Fundamentals* Sebastopol, CA: Cisco Press  
[available at: <http://proquest.safaribooksonline.com/1587050773>] [viewed on 11/07/2006].

## **II. Scriptural Citations**

References to the Bible should include book (abbreviated), chapter and verse – never a page number. Traditionally a colon is used between chapter and verse,

**e.g.**

Heb. 13:8.

Ruth :1-18.

2 Kings 11:12.

Bible references are not usually included in your bibliography but if you do want to reference the Bible you have been using, then follow the rules for a book.

References to the sacred and highly revered works of other religious traditions are treated similarly to those of the Judeo-Christian tradition.

### iii. Conferences and Symposia

Conferences and symposia are treated in the same way as books, with these elements:

Corporate author  
Date  
Title  
Place  
Publisher

In volumes of proceedings from regularly-held conferences the author is normally a corporate author and is the same as the name of the conference, followed by the number of the conference. Identifying how to cite the author may well be difficult and, as usual, it is best taken from the title page of the conference itself. **If in doubt ask for help.**

There may be a separate title or the title may be the name of the conference either preceded or followed by the word “proceedings”.

**e.g.**

Tudor Symposium. The anatomy of Tudor literature: proceedings of the first International Conference of the Tudor Symposium, 1998, (2001) Aldershot: Ashgate.

#### Conference Paper

Apart from putting the author(s) and title of the conference paper at the beginning and the page numbers at the end, an individual conference paper is referenced in the same way as a whole set of conference proceedings.

**e.g.**

Gibson, J (1998). Remapping Elizabethan Court Poetry *in* Tudor Symposium. The anatomy of Tudor literature: proceedings of the first International Conference of the Tudor Symposium, 1998, (2001) Aldershot: Ashgate. pp 98-111.

### iv. Official Publications

Some official publications have particular citation rules. Many are published by The Stationery Office but TSO is **not** the author.

Acts of Parliament  
Statutory Instruments  
Command Papers  
Green and White Papers

### Acts of Parliament

Acts of Parliament have a corporate author, which is parliament itself. The author may be cited as “Great Britain. Parliament” especially if the material needs to be distinguished from Acts produced by other governments. However, it is more usual to leave out the author and use only the **title** (*in italics*) which includes the **year** and also the **chapter number**. In addition the **Place** and **Publisher** should be included.

**e.g.**

*Disability Discrimination Act 2005* c13. London: The Stationery Office.

Within the text of your assignment the chapter number may be omitted.

### Statutory Instruments

Statutory instruments are also authored by parliament but are usually referenced with just their title year and SI (Statutory Instrument) number. The reference should include the **Title of Instrument** (including the year), the **SI Year/Number** and the **Place** and **Publisher**.

**e.g.**

*The Financial Assistance for Environmental Purposes Order 2006*  
SI 2006/1735. London: The Stationery Office.

### Command Papers

The author of these is usually a government department which is the corporate author. However, after the publisher it is usual to give their number. The abbreviation for Command should be included before the number. The abbreviation was originally **C**, then **Cd** then from 1918-1955 **Cmd** and from 1956-1985 **Cmnd**. At present **Cm** is used. You should check the title page of the paper itself to make sure. The reference should include the Country, the Department, the Year (in brackets), the Title (*in italics*), the Place and Publisher and the paper number.

**e.g.**

Great Britain. Home Department (1994) *Criminal Statistics for England and Wales 2003* London: The Stationery Office (Cm 6361).

### Green and White Papers

Green and White papers are consultation documents and are authored by the Government Department or body which is responsible for them. The **chairman or chairwoman is not the author** and should only be included optionally and in square brackets after the publisher.

**e.g.**

Great Britain. Department for Work and Pensions (2006) *A New Deal for Welfare: Empowering People to Work*. London: Stationery Office (CM 6730).

## v. Journal Articles

What is a journal?

Publications that are published regularly with the same title and often a volume and/or part number are usually known as **serials**. These could include publications published annually, quarterly (4 times per year), bimonthly (every 2 months), monthly, weekly or daily.

Popular serials e.g. Radio Times, are usually called **magazines** but more academic publications are often known as **journals**.

The information required when citing an article from a journal is as follows:

Author(s) (If any)

Year

Article Title

Journal Title which is put in italics

Volume (if any)

Part or Issue(if any)

Date and month (if no volume or there is a volume but no part or issue number)

Page numbers

The reference should be laid out like this:

*Author*                      *Date*                      *Article Title*                      *Journal Title*  
↓                                      ↓                                      ↓                                      ↓  
Kushner, G. B. (2005) Changes Ahead in Health Care. *HR Magazine*,  
Vol 50, No 13, pp. 60-61.  
↑                      ↖                      ↖  
*Volume*    *Part/Issue*    *Page Numbers*

### What do I do if I use a Whole Issue of a Journal?

Sometimes it may be necessary to cite the whole issue of a journal, especially if it is a **Special Issue** dedicated to a particular subject.

For a whole issue give the following:

Journal Title (In italics)

Subtitle relating to the Special Issue (if there is one)

Year

Volume (if any)

Part or Issue (if any – it may say Special Issue on ...)

Page Numbers of the Issue (if they are not just numbered from 1 to the end)

**e.g.**

*Human Resource Management Review: HRMR special issue: fairness and human resources management* (2003). 13(1)

## Review in a Journal

If you refer to a review you should also include the details of the work being reviewed.

e.g.

*Author*                      *Year*                      *Review Title*                      *Author of reviewed work*  
↓                                      ↓                                      ↓                                      ↓  
Sanderson, C.(2005) Travelling with an anti-tourist. (Daniel Kalder - Lost Cosmonaut) (Book Review). *The Bookseller* 5209 (Dec 16, 2005) p.37.  
↑                                      ↑                                      ↑                                      ↑  
*Title of reviewed work*                      *Journal Title*                      *Issue*                      *Page*

## Electronic Journal Articles

Electronic journal articles should be cited in the same way as print ones. You may wish to include information about the hosting services (e.g. Swetswise) and the date viewed.

e.g.

Parry, Sharon and Dunn, Lee. (2000). Benchmarking as a Meaning Approach to Learning in Online Settings *Studies in Continuing Education*, Vol. 22 N. 2 p.219 [Online version via SwetsWise] [viewed on 11/07/2006]

## vi. Newspaper Articles

Newspaper articles are treated in the same way as journal articles except that it is necessary to include the date not just the year. It may be helpful to include the column number.

e.g.

*Author (Byline\*)*    *Year*                      *Article Title*  
↓                                      ↓                                      ↓  
Jackson, Lorna (2006), Turning Brum into a hotbed of new writers, *Sunday Mercury*, 25 June 2006, p.29.  
↑                                      ↑                                      ↑  
*Title of Newspaper*    *Issue Date*    *Page*

*n.b. the name of the author of a newspaper article is referred to as the **Byline***

## vii. Unpublished Material

There are many types of unpublished material which you might use in an assignment. This guide covers only a few of these:

Dissertations and Theses

Lecture Notes

Information Sheets

Letters



## Letters

Letters will have an author (the person who wrote it) and probably a date. There may be a heading for the letter if it is official in which case use that but there may be no title in which case you should put in square brackets: Letter from person X or Correspondence from person X.

If the recipient was a person other than yourself you should add after the sender the name of the recipient.

**e.g.**

Green, L. (2005) *Correspondence from L. Green to B. Smith*. 25th December 2005.

## Questionnaires

If you wish to cite an individual response to a questionnaire then the person completing it is the author. Ideally you should have it dated and have a title to the questionnaire.

**e.g.**

<i>Respondee</i>	<i>Year</i>	<i>Title of Questionnaire.</i>	<i>Date completed</i>
↓	↓	↓	↓
Wilkins, B	(2004)	<i>Questionnaire on Library Services.</i>	13th June 2004.

## viii. Music

The author of a piece of music is generally known as the composer. In some cases it is necessary to add the arranger, editor or transcriber as they have some subsidiary responsibility for the score. It is also usual to add for what group (e.g. symphony), instrument(s) (e.g. piano) or voice(s) (e.g. soprano) the work is written.

**e.g.**

Brittain, B. (1980) *Eight folk songs arrangements for high voice and harp*. Osain Ellis, ed. London: Faber Music.

## ix. Maps, Illustrations, Photographs and Reproductions of Artworks

### Maps and Other Cartographic Material

If possible details of a map should include the originator/author (if stated on the publication), the date, the title and scale of the map (e.g. 1:50,000) and the Place and Publisher

**e.g.**

Mason, James (1832) *Map of the countries lying between Spain and India*, 1:8,000,000. London: Ordnance Survey.

## **Illustrations and Posters**

Illustrations and Posters should have an artist (if applicable), title and possibly a statement of the publisher, place and date.

**e.g.**

*How the days got their names : Ancient Roman, Viking and Japanese days of the week.* Hawthorn, Vic. : Mimosa Publications, 1995.

## **Illustration within a Book**

If the illustration is within a book the details of the book should also be included and the page number would be useful:

**e.g.**

Winterbotham, A. (1990) *Plateosaurus* [Illustration] in Benton, M *All About Dinosaurs*. London: Kingfisher Books. p.11.

## **Photographs**

The details of a photograph usually include the photographer and, if known, the year, and location and, if there is one, the publisher. If there is no publisher, the location where the photograph was seen or located would be useful.

**e.g.**

Hosain, M. (1999). *Cameron Diaz* [Photograph]. London: Education Image Gallery.

## **Photograph within a Book**

If the photograph is within a book the details of the book should also be included and the page number would be useful.

**e.g.**

Versace, G. (1991) Gold Medusa watch [photograph] IN: Townsend, C. (2002) *Rapture: art's seduction by fashion since 1970*. London: Thames and Hudson, p.9.

## **Artworks**

Works of Art usually have an originator and other details should include, if known, the year, the title of the work a statement of what type of artwork it is (e.g. installation) and where the work was seen (e.g. and exhibition) or is usually located (e.g. the owner) and, if relevant, the date seen)

**e.g.**

Durer, Albrecht. (1515). *Rhinoceros*. [Engraving]. At: Oxford: Ashmolean Museum, Department of Prints and Drawings. Register number 1915-27-41.

## Reproduction of an Artwork in a Book

The reproduction of an artwork in a book the details of the person responsible for the reproduction and the details of the book should also be included.

**e.g.**

Picasso, Pablo (1937) *Guernica* (in progress); [photographed by Maar, Dora.] IN Hilton, Tim (1976) *Picasso*. London: Thames and Hudson. p241.

## x. Non-Print Material

### Sound Recordings

Details of sound recordings should include the composer/originator of the item recorded on the sound recording, the year, place, publisher, type of medium used (e.g. CD), the duration in minutes and the catalogue number.

**e.g.**

*Composer*                      *Date*                      *Title*  
↓                                      ↓                                      ↓  
Vaughan-Williams, R (2001) *Dona Nobis Pacem and Other Works*  
EMI. 574782. CD. 148min.  
↑                      ↙                      ↘                      ↘  
*Publisher/*    *Catalogue*    *Format*    *Duration*  
*Label*                      *Number*

### One Particular Item Within a Sound Recording

If referring to one item within a sound recording the procedure is similar to that for a chapter in a book and should include similar information except that the CD may have no editor or compiler. It may be useful to include the track number:

**e.g.**

Vaughan-Williams, R (2005). *The Lark Ascending*, romance for violin & orchestra IN *Adagio II*. Celestial Harmonies. 14052-2. Double CD. CD 2 Track 7.

### Films, Videocassettes and DVDs

With a film or film series whether shown in the cinema or on television the information should be the same. There may not be an originator but there may be a director. A work adapted from a book may have the author of that as a subsidiary originator. It may be a good idea to include the location of a copy if it is not on video/DVD.

**e.g.**

*Blade Runner: from a story by Philip K. Dick*. (1982) Film. Directed by Ridley Scott. USA: Warner Brothers.

## **Broadcasts**

Broadcasts are treated much the same as films except that the type of Broadcast (television or radio) Date, Time and Channel should be included in addition to the other information and in place of publication details.

**e.g.**

*Yes, Prime Minister: Episode 1, The Ministerial Broadcast.* (1986). TV, BBC2, January 1986. 20.30 hrs.

## **Note on Microform (Microfilm or Microfiche)**

Generally material is put on microfilm from some other print medium such as a newspaper or a book in order to save space for storage. It is not usually necessary to include this information in a reference. If you decide to do so you should include, in addition to the usual details, the place and publisher of the microform and, if possible, the number and frame or a microfiche or the frame number on a microfilm if there is one.

**e.g.**

Miller, D.J. (1981) Holographic Bubble Chambers. *Nature* Vol. 289, 22nd January 1981, p.226. Microfiche Version - Ann Arbor: Michigan fiche no. 1 frame C1

## **xi. Electronic Materials**

In general electronic materials are treated very similarly to print materials.

### **Discs**

If a book or manual is on disc (either CD-ROM, DVD or some other type of disc) it should have some of the same information as the print equivalent. Even if there is no author or editor there should be a title, a date, a publisher and possibly a place of publication. It is useful to add what type of disc it is and, if relevant, for what operating system it was designed.

**e.g.**

Ahlberg, Allan (1997) *The jolly postman's party.* England: Reed Children's Books. CD-ROM

### **Part of a Disc**

An item which is part of a disc (e.g. a chapter from a compilation disc, etc.) should be treated in the same way as part of a print publication such as a book chapter.

## **Web Sites**

A web page should be treated similarly to a print work in that it may have an author or editor and a title. It may be dated and the main site (of which the page is a part) may also have a publisher (for example a white or green paper on an official government web site is published by that government department) and may also give an address in the “about us” or “contact” section. You should include the address of the web page and also include the date on which you viewed the page.

**e.g.**

Barger, Jorn (2000) *A biography of Leopold Paula Bloom*

<http://www.robotwisdom.com/jaj/ulysses/bloom.html> [viewed 11/07/2006].

## **E-Mails**

E-Mails may be treated in the same way as a letter. There will be an author (the person who sent it), a year and a title (the subject line). There is obviously no publisher or location but it is useful to add the e-mail address of the sender and the date sent.

**e.g.**

Ashfield, N (2005) Re: *Architecture Journals*. [norman.ashfield@uce.ac.uk] [sent on 12/06/2005].

## **E-Mails from Mailing Lists**

These still have the same information as above but you should also include the name of the mailing list at the end. If the e-mail to a list was found on a web page include the name and address of the web page and the date when you viewed it.

**e.g.**

Burns, Bob (1997) Re: *Japanese Legislation*. [sent to mailbase@mailbase.ac.uk, 10/02/1997]

## **Computer Programs**

If the computer program has an originator (or possibly corporate originator) that should be included with the year in which this version of the program was created, name of the program, the version, the place of the program producer’s office, the name of the producer and the statement that it is a computer program.

**e.g.**

*WordPerfect Version 5.1*. WordPerfect Corporation, Orem, Utah [Computer Program].

## **Powerpoint Presentations**

A Powerpoint presentation will usually have an author, a title and a date or year. If seen 'live' you should also include the venue, the date viewed. If seen on a web page give the web address and the date viewed.

**e.g.**

Price, C. (2006) *TalisList - an Introduction*. [shown at Birmingham: UCE Birmingham. Kenrick Library] [viewed on 11/07/2006]

## **Discussion Forums**

A posting to a discussion forum will usually have an author, a year, a message subject, the name of the discussion forum, the date posted, the web address of the forum and you should also include the date you accessed the forum.

**e.g.**

Keiser, B. (2004) *Information literacy and information skills teaching in FE and HE*. LIS Information Literacy Group discussion list, 20 May 2004 Available from: LIS-INFOLITERACY@JISCMail.AC.UK [accessed 12/06/2004].

## **Moodle**

Materials on Moodle may be treated in the same way as all of the above whether documents, powerpoint displays, contributions to a discussion forum, sound files or anything else. You should include the name of the Faculty, Department (if applicable) and module name and number as well as the date accessed.

**e.g.**

Ebrey, P (2005) *UCEfulLibSkills Moodle@UCE Birmingham*. Library Services. Library Courses Module. Accessed on 12/05/2005.

## **UCEEL**

Materials on UCEEL may be treated in the same way as all of the above whether book chapters, student projects, journal articles, sound files, off-air broadcasts, videos or anything else. Every UCEEL item has a unique URL so you should include that as well as the date accessed.

**e.g.**

Collecting Primary Data Using Semi-Structured and In-Depth Interviews IN Saunders, M; Lewis, P and Thornhill, A . (2003) *Research Methods for Business Students*. Harlow, New York: Prentice Hall. [viewed on UCEEL at <http://diglib.uce.ac.uk> on 12/07/2006]

## **xii. Verbal Materials**

Verbal materials will normally have an author and a year.

### **Lectures**

Lectures will have an author (usually the person delivering the lecture), a year, possibly a title for the lecture, a module name and number and course of which it is a part, a place where it was delivered and a date on which it was delivered.

#### **e.g.**

Smith, M. (2005) *Health and Illness*. BSc Human and Applied Biology, UCE Birmingham, 29th May 2005

### **Interviews**

An interview will normally be with a named person and be on a particular date and carried out by a particular person but you will need to provide some sort of title for the interview. It is useful to give the venue. The interviewee is the author of comments made by herself/himself. If referring to the whole interview the interviewee and yourself are joint authors.

#### **e.g.**

Wilson, H (2006) *Interview on Library Services*. Conducted by Brown, G. on 12/06/2006 at Kenrick Library, UCE Birmingham

## **xiii. Legal Materials**

There are separate rules for the citation of legal materials and these are covered in a separate publication.

## 4. Vancouver (Numeric) Method

This method tends to be used in humanities and arts publications. In the text, each reference is given a consecutive number and the list of references is then compiled in numerical order. The number may be either in brackets

e.g.

In a recent book, Wilson (35) looked at human interaction with computers ...

or in a superscript,

e.g.

Wilson<sup>35</sup> looked at human interaction with computers

In the **list of references**, items are listed in numerical, not alphabetical order.

Use the author's name as given on the title page.

e.g.

14. Newman, W. *Interactive System Design*. New York: Addison Wesley, 1995, p.31

15. Bourne, C. *Race and Sex Discrimination*. London: Sweet and Maxwell, 1993, pp.84-5.

16. *European Union Environment Policy and New Forms of Governance*. Aldershot: Ashgate, 2001, pp.10-11.

17. Costanzo, M. *Legal Writing*. London: Cavendish, 1993, p.96.

18. Bourne, C. *Race and Sex Discrimination*. London: Sweet and Maxwell, 1993, pp. 21-2

### **Note:**

In this method every major word in the titles has a capital letter.

In order to provide an alphabetical list of references, some writers using this system provide both a numerical list of references either at the end of the work, at the end of each chapter, or as footnotes; AND a separate alphabetical list of references. This clearly involves much more work than the Harvard system.

## 5. Further Reading

The following may be of further help to you:

*The Bluebook : A Uniform System Of Citation* (2000) 17<sup>th</sup> ed. Cambridge, Massachusetts: Harvard Law Review Association.

British Standard BS 5605 (1990) *Recommendations for Citing and Referencing Published Material*. London: British Standards Institution.

British Standard BS 6371 (1983) *Recommendations for Citation of Unpublished Documents*. London: British Standards Institution.

French, D. (c.1996) *How to Cite Legal Authorities*. London: Blackstone.

Kingston University. Library Services (2005) *Harvard System of Referencing for Nursing and Midwifery Students (including electronic referencing)*. Kingston-upon-Thames: Kingston University <http://www.kingston.ac.uk/library/HarvardReferencing2005CourseGenie/index.htm>

Li, Xia and Crane, N.B. (1993) *Electronic Style: A Guide to Citing Electronic Information*. Westport: Meckler.

*MHRA Style book: notes for authors, editors and writers of theses*. (1991) 4th ed. London: MHRA (mainly deals with the Vancouver method).

Pears, R. and Shields, G. (2004) *Cite Them Right: Referencing Made Easy*, new ed. Newcastle-upon-Tyne: Northumbria University Press.

*The Chicago manual of style*. (2003) 15th ed. Chicago: University of Chicago Press.

UCE Birmingham. The Business School (2005) *Harvard Referencing in Essential* Birmingham: UCE Birmingham. May be accessed at <http://essential.tbs.uce.ac.uk/harvard/index.html>

UCE Birmingham. Faculty of Health (2004) *Undergraduate Course Handbook*. Birmingham: UCE Birmingham.

