

# Plagiarism and referencing guidelines for ISBS students.

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# Plagiarism

*NB this information is also available from the SBCS website at <http://www.sbcqs.qmul.ac.uk/internalstudents/undergraduate/assessment/plagiarism/index.html>*

## **1.1 What is plagiarism?**

As a student, you will find yourself regularly relying on the written work of others when you do your coursework. This is quite normal; we all draw upon sources such as textbooks, scientific journals and, increasingly, internet sites to access the information that we need to do our work. When you use any of these sources, however, we expect you to make it clear that you have done so. If you use ideas, words or just organization from another source without making their origin plain in your work, this is what we call plagiarism. This applies both to copying other students' work and also to copying from sources such as books, journal articles and web sites.

## **1.2 Why is it wrong?**

When you submit coursework, it is marked on the assumption that it is your own work. Passing off others' work as your own is cheating (whether intentional or not); it is attempting to acquire marks that will count towards your degree by deception. As such, the College regards it as a similar offence to cheating in exams. Students who commit plagiarism are attempting to gain an unfair advantage over the majority of honest, hardworking students who do their work properly, and they may well be fooling themselves into believing that they are doing better than they ought to be.

In the long term, the value of a degree from QMUL depends upon the reputation of the college. If we allow students to get good degrees when they have obtained some of their marks by cheating, then our reputation will suffer. This will make your degree, and those of your fellow students, less useful when it comes to getting jobs or entry to postgraduate courses.

## **1.3 How do I know if I am committing plagiarism?**

If you copy phrases, sentences or longer pieces of text from a web site, a journal article, a book, a magazine article, a TV programme, another student's work *or*

*any other source* into your own written work then you are committing plagiarism unless you make it clear that you are quoting someone else by using quotation marks and giving a reference.

It is important to realise that by quotation marks we mean a double speech mark ( " ) and not a single mark ( ' ) because the programs used for checking can take and remove quoted phrases from a text automatically if they are surrounded by double quotation marks, but they cannot do so if you use only a single mark.

There is one further form of plagiarism that is not entirely obvious and that is Self-plagiarism. This is when you present a piece of work for marking as some component of a course and then you take material from that work and reuse it in another piece of work for submission without attributing where it came from. It could even be that you wrote a piece as an article for a newspaper for example, then used material from that. If you did not attribute where you obtained the material from then that would still be self-plagiarism. It is still considered cheating, so you have to treat it in exactly the same way as you would other forms of material that you use.

- If you make simple changes to text that you've copied but leave the original organisation, content or phraseology intact **this is still plagiarism.**
- If you include an idea, a fact or any other piece of information in your work that was originally published by someone else then you should reference it properly or you are committing plagiarism.
- If you copy the organisation or structure of someone else's work then you are committing plagiarism
- If you copy graphs or pictures from a web site, a journal, a magazine, a book, another student's work or any other source without giving an appropriate reference then you are committing plagiarism

#### **1.4 What happens if I commit plagiarism?**

If you produce plagiarised work, and it is detected, the *minimum* punishment will be that you are given zero for the whole piece of work and a note made on your file. You will be given zero even if only a small part of the piece is plagiarised and the rest is your own work. Second offences, or plagiarism in major pieces of work such as final year project reports can lead to more severe consequences up to the expulsion of the offender from the College.

#### **1.5 How can I avoid committing plagiarism?**

The most common way in which a student commits plagiarism is when he or she

copies sections of text from a variety of sources into an essay or a practical report. If you are using a word processor and you find yourself using cut-and-paste with text that you didn't write then you are almost certainly committing plagiarism.

It may be that you will need to change the way that you write your coursework to make sure that you avoid plagiarism. This is how some students go about writing an essay:

1. Do a Google search on the subject.
2. Look at the various hits until they've found some web sites that seem relevant.
3. Copy or paraphrase bits from each web site until they have an essay that they think is acceptable.
4. Wonder why they got zero.

If this is how you work it is obviously very easy to slip into some very bad habits. Instead of doing this, you should try to follow a procedure like this when writing an essay:

1. Identify useful sources of information such as textbooks, research journals and web sites.
2. Read each one, and make notes on what they say
3. Write an essay plan, indicating how and in what sequence the various ideas or facts from each source will contribute to your overall argument
4. Write your essay, trying to use your notes as much as possible and only referring to the original sources to check your notes.

If you come across a piece of writing so brilliant that you absolutely have to include it in your work, put it in quotation marks and give the reference. In general, direct quotation in this manner is fairly rare in scientific writing, and as a rule-of-thumb should be avoided, except when you are trying to make a very specific point.

Use appropriate referencing throughout your work in order to allow the reader to know what your sources are. Any idea, fact, speculation or piece of information that you have found in someone else's work should be followed by a reference indicating its source. The second part of this document is a comprehensive guide to using the Harvard referencing system – if you read through this carefully you

should have no difficulty in referencing your work properly. Please bear in mind that web sites need to be referenced and cited carefully: just giving the URL is not acceptable.

Note that there are some ideas that are so widely known as to be regarded as part of the public domain, and not really requiring a reference. An example would be that the DNA molecule is arranged as a double helix; this is so widely known that you would not be expected to cite Watson and Crick (1953) to support your claim. If in doubt, give a citation or ask a member of staff for advice.

Most students who commit plagiarism give one of three reasons for their cheating, as follows:

1) "I ran out of time and had to do the work in a hurry", or alternatively "I've got so much coursework I haven't got time to do it properly". These problems can be avoided by proper time management; try not to leave your coursework until the night before the deadline. If you do find yourself missing a deadline for a piece of work, then a late hand-in may be penalised, but you will still get a better mark than zero for a piece of plagiarised work. If you know in advance that you are likely to miss a deadline, go and see the member of staff concerned and explain the situation. They may well be sympathetic.

2) "It was written so well that I didn't think I could put it better myself". The person marking your coursework is interested in what *you* can write. You'll get a better mark for your own work, even if it isn't very good, than you will for plagiarised work.

3) "I didn't know it was plagiarism". Having read this piece, you should no longer be confused.

### **Final word**

**If you are not sure if your coursework will count as plagiarised, ask a member of staff: the lecturer to whom you will hand the work in, or your adviser, or any other member of staff. We would all much rather spend five minutes checking your work in advance than have to give you zero (or worse) for plagiarised work.**

# Guide to the Harvard Style of Referencing

*NB this guide to Harvard referencing is adapted from the guide published by Anglia Ruskin University (<http://libweb.anglia.ac.uk/referencing/harvard.htm>), with their permission.*

## 1. GENERAL INTRODUCTION

### 1.1 Explanation of citation and referencing

During the course of writing an essay, report or other assignment it is usual to support arguments by reference to other published work. These references may be from work presented in journal or newspaper articles, government reports, books or specific chapters of books, research dissertations or theses, material over the internet etc.

**Citation** is the practice of referring to the work of other authors in the text of your own piece of work. Such works are cited to show evidence both of the background reading that has been done and to support the content and conclusions.

Each citation requires a **reference** at the end of the work; this gives the full details of the source item and should enable it to be traced. Referring accurately to such source materials is part of sound academic practice and a skill that should be mastered. Other reasons for accurate citation and referencing are:

- To give credit to the concepts and ideas of other authors
- To provide the reader (often the marker/examiner of the assignment) with evidence of the breadth and depth of your reading
- To enable those who read your work to locate the cited references easily

The following pages give detailed guidance for various types of documents as there are major differences between books, journal articles and websites. Examples, in blue, are given for illustrative purposes.

### 1.2 Referencing systems

There are a number of systems for the citation of references. In SBCS we prefer

students to use the alphabetical/name-date system, in a particular style, known as the **Harvard style**. In this the author's surname and year of publication are cited in the text, e.g. (Bond, 2004) and a **reference list** (of these citations) is included at the end of the assignment, in alphabetical order by authorship with date. This **reference list** will also include the full details of the document.

A **bibliography** lists relevant items that you have used in the preparation of the assignment but **not necessarily cited** in your text. If you include a bibliography in your work, this should also be in the Harvard style and will demonstrate that you have read widely.

## 2. CITING REFERENCES IN TEXT using the Harvard System

Any in text reference should include the authorship and the year of the work. Depending on the nature of the sentence/paragraph that is being written, references to sources may be cited in the text in the following manner:

### 2.1 Author's name cited in the text

When making reference to an author's work in your text, their name is followed by the year of publication of their work:

In general, when writing for a professional publication, it is good practice to make reference to other relevant published work. This view has been supported in the work of Cormack (1994).

Where you are mentioning a particular part of the work, and making direct reference to this, a page reference can be included:

Cormack (1994, pp.32-33) states that 'when writing for a professional readership, writers invariably make reference to already published works'.

### 2.2 Author's name not cited directly in the text

If you make reference to a work or piece of research without mentioning the author in the text then both the author's name and publication year are placed at the relevant point in the sentence or at the end of the sentence in brackets:

Making reference to published work appears to be characteristic of writing for a professional audience (Cormack, 1994).



### 2.3 More than one author cited in the text

Where reference is made to more than one author in a sentence, and they are referred to directly, they are both cited:

Jones (1946) and Smith (1948) have both shown

### 2.4 More than one author not cited directly in the text

List these at the relevant point in the sentence or at the end of the sentence, putting the author's name, followed by the date of publication and separated by a semi-colon and within brackets.

Where several publications from a number of authors are referred to, then the references should be cited in chronological order (i.e. earliest first):

Further research in the late forties (Jones, 1946; Smith, 1948) led to major developments

(Collins, 1998; Brown, 2001; Davies, 2008)

### 2.5 Two authors for the same work

When there are two authors for a work they should both be noted in the text:

White and Brown (2004) in their recent research paper found

with regard to PREP and the role of libraries, Crane and Urquhart (1994) suggest or indirectly, using an **and**:

During the mid nineties research undertaken in Luton (Slater and Jones, 1996) showed that

or

### 2.6 More than two authors for a work

Where there are several authors (more than two), only the first author should be used, followed by '*et al.*' meaning **and others**:

Green, *et al.* (1995) found that the majority

or indirectly:

Recent research (Green, *et al.*, 1995) has found that the majority of

Earlier research (White and Brown, 1966) demonstrated that the presence of certain chemicals would lead to

Note that *et al.* should be italicized because it is in a foreign language (latin). Some journals do not require this but it is technically correct.

## 2.7 Several works by one author in different years

If more than one publication from an author illustrates the same point and the works are published in different years, then the references should be cited in chronological order (i.e. earliest first):

as suggested by Bloggs (1992, 1994) who found that

or indirectly:

research in the nineties (Bloggs 1992, 1994) found that

## 2.8 Several works by one author in the same year

If you are quoting several works published by the same author in the same year, they should be differentiated by adding a lower case letter directly, with no space, after the year for each item:

Earlier research by Dunn (1993a) found that but later research suggested again by Dunn (1993b) that

If several works published in the same year are referred to on a single occasion, or an author has made the same point in several publications, they can all be referred to by using lower case letters (as above):

Bloggs (1993a, b) has stated on more than one occasion that

## 2.9 Chapter authors in edited works

References to the work of an author that appears as a chapter, or part of a larger work, that is edited by someone else, should be cited within your text using the name of the contributory author not the editor of the whole work.

In his work on health information, Smith (1975) states

**In the reference list at the end of your document, you should include details of both the chapter author and the editor of the entire work** (See Section 3.2.4 Chapters of edited books for further details).

## 2.10 Corporate authors

If the work is by a recognised organisation and has no personal author then it is usually cited under the body that commissioned the work. This applies to publications by associations, companies, government departments etc. such as Department of the Environment or Royal College of Nursing.

It is acceptable to use standard abbreviations for these bodies, e.g. RCN, in your text, providing that the full name is given at the first citing with the abbreviation in brackets:

1st citation:

research in 2006 undertaken by the Royal College of Nursing (RCN) has shown that

2nd citation:

More recently the RCN (2007) has issued guidelines

Note that the full name is the preferred format in the reference list. Some reports are written by specially convened groups or committees and can be cited by the name of the committee:

Committee on Nursing (1972)

Select Committee on Stem Cell Research (2002)

Note there are some exceptions to this such as

BBC Philharmonic Orchestra

BBC News

where the abbreviations or initials form part of the official name.

## 2.11 No author

If the author cannot be identified use 'Anonymous' or 'Anon.' and the title of the work and date of publication. The title should be written in italics. Every effort should be made to establish the authorship if you intend to use this work as supporting evidence in an academic submission:

*Marketing strategy* (Anon., 1999)

## 2.12 No date

The abbreviation **n.d.** is used to denote this:

Smith (n.d.) has written and demonstrated

or indirectly:

Earlier research (Smith, n.d.) demonstrated that

Every effort should be made to establish the year of publication if you intend to

use this work as supporting evidence in an academic submission.

See also Section **7 References with missing details**

### **2.13 Page numbers**

Including the page numbers of a reference will help readers trace your sources. This is not usually necessary for journal articles or book chapters but can be helpful to identify exactly where a quotation has been taken from or for paraphrasing specific paragraphs in the texts:

Lawrence (1966, p.124) states “we should expect ”

or indirectly:

This is to be expected (Lawrence, 1966, p.124)

Please note page numbers: preceded with p. for a single page and pp. for a range of pages

### **2.14 Quoting portions of published text**

If you want to include text from a published work in your essay then the sentence(s) must be included within quotation marks, and may be introduced by such phrases as:

the author states that “ ..” or

the author writes that “ ..”

As mentioned above, in order for a reader to trace the quoted section it is good practice to give the number of the page where the quotation was found. The quotation should also be emphasized (especially if it runs to 50 words or more) by indenting it and using quotation marks. This clearly identifies the quotation as the work of someone else:

On the topic of professional writing and referencing Cormack (1994, p.32) states:

'When writing for a professional readership, writers invariably make reference to already published works'.

In scientific writing it is rare to use quotations much. In general they are used only to give special emphasis to a particular point or if the manner in which something was stated is important. They are probably best avoided unless you have good reasons to include them.

### **2.15 Secondary sources (second-hand references)**

You may come across a summary of another author's work in the source you are

reading, which you would like to make reference to in your own document; this is called secondary referencing.

A direct reference:

Research recently carried out in the Greater Manchester area by Brown (1966 cited in Bassett, 1986, p.142) found that

In this example, Brown is the work which you wish to refer to, but have not read directly for yourself. Bassett is the secondary source, where you found the summary of Brown's work.

Or indirectly:

(Brown, 1966 cited in Bassett, 1986, p.142)

In the example below White is the primary or original source and Black is the secondary source. It is important to realise that Black may have taken White's ideas forward, and altered their original meaning. If you need to cite a secondary reference it is recommended that, where possible, you read the original source for yourself rather than rely on someone else's interpretation of a work.

White, (1990) as cited in Black (1994), suggests that

**The reference list at the end of your document should only contain works that you have read**

## 2.16 Tables and diagrams

When reproducing selected data, or copying an entire table or diagram, a reference must be made to the source. A reference within the text to a table taken from e.g. a book, should include the author and page (Smith, 2005, p.33) to enable the reader to identify the data. If the source of the data is not the author's own, but obtained from another source, it becomes a secondary reference and needs to be cited as such:

(United Nations, 1975 cited in Smith, 2005, p.33)

If the table is reproduced in its entirety, place the citation as a footnote to the table. Be particularly careful to note the original source of data, as well as the authorship of the document you are using. Full details should be included in the reference list. NB you should never just cut-and-paste a table in, they always look much better if you create a proper table yourself.

If you use a diagram or picture from a source such as a book or journal article the figure caption should indicate the source:

Figure 3: structure of the haemagglutinin protein of the influenza virus. From

Smith and Jones (1995).

If you redraw a diagram or figure yourself (NB this is usually advisable since cut-and-pastes often look very poor) you should make this clear:

Figure 4: structure of the N1 matrix protein of the influenza virus. Redrawn from Smythe (2010b).

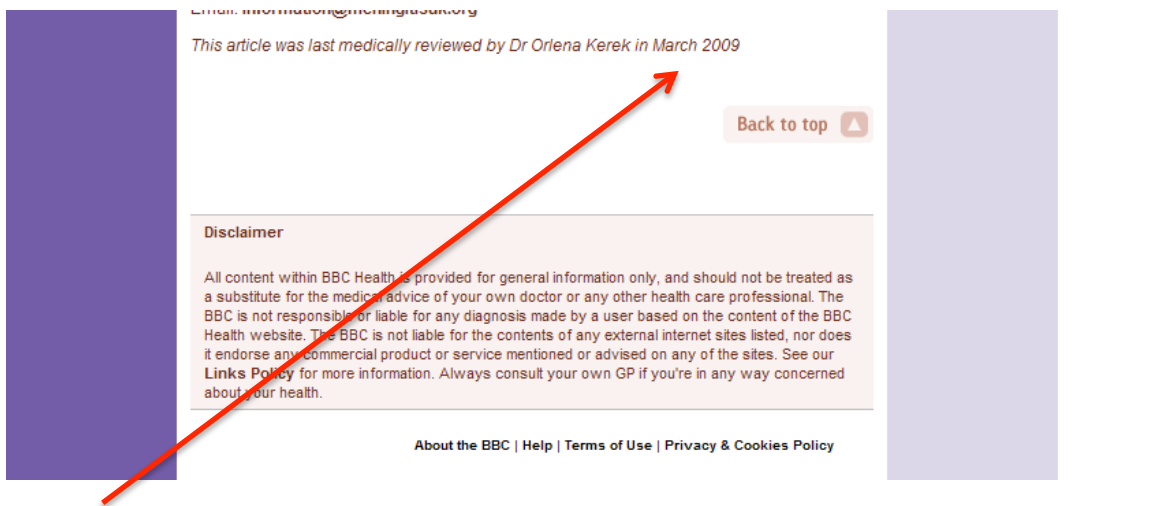
## 2.17 Websites

When citing material found on a website, you should identify the authorship of the website. This may be a corporate author, an organisation or a company; a guide to this can be found by looking at the URL or web address. To find the date of publication, reference to this might be found at the bottom of a web page relating to copyright, or from a date headline.

In this example the authorship would be BBC and the date 2009.

The screenshot shows a Microsoft Internet Explorer browser window displaying the BBC Health website. The address bar shows the URL: <http://www.bbc.co.uk/health/conditions/meningitis2.shtml>. The page header includes the BBC logo, a search bar, and a navigation menu with options like 'TV and radio', 'A to Z index', and 'Talk'. The main content area features a purple header for 'Conditions' and a featured article titled 'Meningitis' by Dr Trisha Macnair. The article text states: 'Meningitis awareness is crucial to preventing serious illness, so be sure you know the key signs and symptoms.' Below the article, there is a section titled 'In this article' with links to 'What is meningitis?', 'Symptoms', 'Causes and risk factors', 'Treatment and', and 'Advice and support'. On the right side, there are sections for 'See also' and 'Elsewhere on bbc.co.uk' with links to related news items. In the top left corner, the date '24 February 2010' is displayed, along with 'Accessibility help' and 'Text only' links. A red arrow points from the text below to this date.

This is NOT the article date but today's date – check the bottom of the page



This is the published or amended date

This web page would therefore be cited in the text as

Recent research on meningitis (BBC, 2009) has shown

You might find it hard to work out who the author is for a web page, or the date when it was published. In this case you should ask yourself how authoritative a source it really is and consider not using it.

## 3. COMPILING A REFERENCE LIST AND BIBLIOGRAPHY

### 3.1 General guidelines, layout and punctuation

The purpose of a reference list is to enable sources to be easily traced by another reader. Different types of publication require different amounts of information but there are certain common elements such as authorship, year of publication and title.

Section 7 deals with references where some of the details are unknown.

The Harvard style lays down standards for the order and content of information in the reference. Some variations of layout are acceptable provided that they are used consistently.

All items should be listed alphabetically by author or authorship, regardless of the format, ie. whether books, websites or journal articles etc. Where there are several works from one author or source they should be listed together but in

date order, with the earliest work listed first.

In scientific writing the majority of your sources of information should be from the authoritative, peer-reviewed literature, especially journal articles and books. Sometimes websites or reports from organisations such as governments or public health authorities will provide important information, and in order to put science in a social context you might wish to reference newspaper articles or similar. It is less likely in the sciences that you will wish to refer to sources such as blogs, acts of parliament, patents or interviews but for those occasions when you do guidelines for referencing a wide variety of sources are included in appendix 1.

### 3.2 Journal articles

For journal articles the required elements for a reference are:

Author, Initials., Year. Title of article. *Full Title of Journal*, Volume number, Page numbers.

Boughton, J.M., 2002. The Bretton Woods proposal: a brief look. *Political Science Quarterly*, 42, p.564.

Perry, C., 2001. What health care assistants know about clean hands. *Nursing Times*, 25 May, 97, pp.63-64.

Cox, C., 2002. What health care assistants know about clean hands. *Nursing today*, Spring Issue, pp.647-85.

### 3.3 Magazine or journal articles available on the internet

For an article from a web based magazine or journal, which is freely available over the web, **and which is not published as a “normal” journal as well**, the required elements for a reference are:

Authors, Initials., Year . Title of article, *Full Title of Magazine*, [online]. Available at: web address (quote the exact URL for the article) [Accessed date].

Kipper, D., 2008. Japan's new dawn, *Popular Science and Technology*, [online] Available at:<<http://www.popsci.com/popsci37b144110vgn/html>> [Accessed 22 June 2009].

### 3.4 Journal abstract from a database

For a journal abstract from a database where you have been unable to access the full article, the required elements for a reference are:

Author, Initials., Year. Title of article. *Full Title of Journal*, [type of medium] Volume number (Issue/Part number), Page numbers if available, Abstract only.



Available through:.[name of database]. [Accessed date].

Boughton, J.M., 2002. The Bretton Woods proposal: a brief look. *Political Science Quarterly*, [e-journal] 42(6), Abstract only. Available through: BlackwellScienceSynergy database [Accessed 12 June 2005].

NB: Every effort should be made to read the article in full if you intend to use this work as supporting evidence in an academic submission. If you use abstracts as sources you are likely to be marked down.

### 3.5 Books

#### 3.5.1 Books with one author

Use the title page, not the book cover, for the reference details. Only include the edition where it is not the first. A book with no edition statement is most commonly a first edition.

The required elements for a book reference are:

Author, Initials., Year. *Title of book*. Edition. (only include this if not the first edition) Place of publication (this must be a town or city, not a country): Publisher.

Reference where 1st edition

Baron, D. P., 2008. *Business and the organisation*. Chester: Pearson.

where 3rd edition

Redman, P., 2006. *Good essay writing: a social sciences guide*. 3rd ed. London: Open University in assoc. with Sage.

In-text references for the above examples would read:

Organisations have been found to differ (Baron, 2008) when there is

Leading social scientists such as Redman (2006) have noted

*Please note that where there is likely to be confusion with UK place names, for USA towns include the State in abbreviated form e.g. Birmingham, AL.*

#### 3.5.2 Books with two, three or four authors

For books with two, three or four authors of equal status the names should all be included in the order they appear in the document. Use an **and** to link the last two multiple authors.

The required elements for a reference are:

Authors, Initials., Year. *Title of book*. Edition. (only include this if not the first edition) Place: Publisher.

Reference

Barker, R. Kirk, J. and Munday, R.J., 1988. *Narrative analysis*. 3rd ed. Bloomington: Indiana University Press.

An in-text reference for the above examples would read:

A new theory (Barker and Munday, 1988) has challenged traditional thinking

### 3.5.3 Books with more than four authors

For books where there are more than four authors, use the first author only with surname and initials followed by **et al.**

The required elements for a reference are:

Author, Initials.and *et al*, Year. Title of book. Edition. (only include this if not the first edition) Place: Publisher.

Reference

Grace, B. *et al.*, 1988. *A history of the world*. Princeton, NJ: Princeton University Press.

### 3.5.4 Books which are edited

When you are referencing an entire edited book give the editor(s) surname(s) and initials, followed by **ed.** or **eds.**

The required elements for a reference are: Author, Initials. ed., Year. *Title of book*. Edition. Place: Publisher.

Keene, E. ed., 1988. *Natural language*. Cambridge: University of Cambridge Press.

Silverman, D.F. and Propp, K.K. eds., 1990. *The active interview*. Beverly Hills, CA: Sage.

Allouche, J. ed., 2006. *Corporate social responsibility, Volume 1: concepts, accountability and reporting*. Basingstoke: Palgrave Macmillan.

### 3.5.5 Chapters of edited books

If you want to reference a single chapter of an edited books the required elements are:

Chapter author(s) surname(s) and initials. Year of chapter. Title of chapter followed by **In:** Book editor(s) initials and surnames with ed. or eds. after the last name. Year of book. Title of book. Place of publication: Publisher. Chapter number or first and last page numbers followed by full-stop.

## References

Smith, J., 1975. A source of information. In: W. Jones, ed. 2000. *One hundred and one ways to find information about health*. Oxford: Oxford University Press. Ch.2.

Samson, C., 1970. Problems of information studies in history. In: S. Stone, ed. 1980. *Humanities information research*. Sheffield: CRUS, pp.44-68.

### 3.5.6 Multiple works by the same author

Where there are several works by one author and published in the same year they should be differentiated by adding a lower case letter after the date.

**Remember that this must also be consistent with the citations in the text**

For multiple works the required elements for a reference are: Author, Initials., Year. *Title of book*. Place: Publisher.

Soros, G., 1966a. *The road to serfdom*. Chicago: University of Chicago Press.

Soros, G., 1966b. *Beyond the road to serfdom*. Chicago: University of Chicago Press.

Works by the same author should be displayed in chronological order, earliest first (as above).

This also applies if there are several authors with the same surname. As an alternative their initials can be included in the citation.

So for example, if you have sources written by George Soros and also by Manuel Soros, you would list them in alphabetic order:

(Soros, G. 1966a) (Soros, G. 1966b) (Soros, M. 1966)

### 3.5.7 Books which have been translated

For works which have been translated the reference should include details of the translator, the suggested elements for such references being:

Author, Year. *Title of book*. Translated from (language) by (name of translator)  
Place of publication: Publisher.

Canetti, E., 2001. *The voices of Marrakesh: a record of a visit*. Translated from

German by J.A.Underwood. San Francisco: Arion.

For major works of historic significance, the date of the original work may be included along with the date of the translation:

Kant, I., 1785. *Fundamental principles of the metaphysic of morals*. Translated by T.K. Abbott., 1988. New York: Prometheus Books.

### 3.5.8 E-books

#### **For an e-book freely available over the internet:**

The required elements for a reference are:

Authorship, Year, *Title of book*. [type of medium] Place of publication (if known): Publisher. Followed by "Available at:" include web address or URL for the e-book [Accessed date].

#### **For a pdf version of a Government publication or similar which is freely available:**

The required elements for a reference are: Authorship, Year, *Title of book*. [type of medium] Place of publication: Publisher. Followed by "Available at:" include web address or URL for the actual pdf, where available [Accessed date].

Department of Health, 2008. *Health inequalities: progress and next steps*. [pdf] London: Department of Health. Available at: <[http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH\\_085307](http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_085307)> [Accessed 9 June 2008].

Bank of England, 2008. *Inflation Report* [pdf] Available at: <<http://www.bankofengland.co.uk/publications/inflationreport/ir08nov.pdf>> [Accessed 20 April 2009].

### 3.6 Newspaper articles

For newspaper articles the required elements for a reference are:

Author, Initials., Year. Title of article or column header. Full Title of Newspaper, Day and month before page number and column line.

Slapper, G., 2005. Corporate manslaughter: new issues for lawyers. *The Times*, 3 Sep. p.4b.

(NB. 4b, this indicates that the article is on the fourth page of the newspaper, and "b" indicates this is the second column of newsprint across the page.)

### 3.6.1 Online newspaper articles

For newspaper articles found in online newspapers, the required elements for a reference are:

Author or corporate author, Year. Title of document or page. *Name of newspaper*, [type of medium] Additional date information. Available at:.[name of database]. [Accessed date].

Chittenden, M., Rogers, L. and Smith, D., 2003. Focus: 'Targetitis ails NHS. *Times Online*, [online] 1 June. Available at: <<http://www.timesonline.co.uk/tol/news/uk/scotland/article1138006.ece>> [Accessed 17 March 2005].

Coney, J., 2009. Is this the start of a new home loan war? HSBC vows to lend £1billion to homebuyers with 10% deposits. *Daily Mail*, [online] (Last updated 9.47 AM on 09th April 2009) Available at: <<http://www.dailymail.co.uk/news/article-1168461/Is-start-new-home-loan-war-HSBC-vows-lend-1billion-homebuyers-10-deposits.html>>

[Accessed on 20 April 2009].

### 3.7 Websites

For websites found on the worldwide web the required elements for a reference are:

Authorship or Source, Year. *Title of web document or web page*. [type of medium] (date of update if available) Available at: include web site address/URL (Uniform Resource Locator) [Accessed date].

If the URL appears to be exceedingly long, provide routing details which enable the reader to access the particular page via the site's homepage. You may be taken to a particular page as a result of a search you performed, or be directed from a link to another place on a website. The resultant URLs may include specific data about your method of accessing that page that is not available to your reader. If this is the case use the homepage (from which the reference can be found).

#### **Static URL**

NHS Evidence, 2003. National Library of Guidelines. [online] Available at: <<http://www.library.nhs.uk/guidelinesFinder>> [Accessed 10 October 2009 ]

#### **Dynamic URL**

We have highlighted the part of the URL that shows this is a dynamic search. If this is not available to everyone, use the second example below:

Example 1 National Electronic Library for Health, 2003. *Can walking make you slimmer and healthier?* (Hitting the headlines article) [online] (Updated 16 Jan 2005) Available at: <<http://www.library.nhs.uk/rss/newsAndRssArticle.aspx?uri=http%3A%2F%2Fwww.library.nhs.uk%2Fresources%2F%3Fid%3D66149>> [Accessed 10 April 2005].

Example 2 National Electronic Library for Health, 2003. *Can walking make you slimmer and healthier?* (Hitting the headlines article) [online] (Updated 16 Jan 2005) Available at: <<http://www.library.nhs.uk>> [Accessed 10 April 2005].

The title of a web page is normally the main heading on the page, or the title displayed on the top of the web browser.

An in-text reference for the above examples would read:

(National Electronic Library for Health, 2003)

**It is good practice to keep a copy of the front page of any website you use**

### **3.8 Publications available from websites**

For publications found on the internet (NB this does not include journal articles that you have accessed electronically: these should be referenced as normal), the required elements for a reference are:

Author or corporate author, Year. *Title of document*. [type of medium] Place: Producer/Publisher. Available at: include web site address/URL(Uniform Resource Locator).[Accessed date].

Scottish Intercollegiate Guidelines, 2001. *Hypertension in the elderly*. (SIGN publication 20) [online] Edinburgh : SIGN (Published 2001) Available at: <<http://www.sign.ac.uk/pdf/sign49.pdf>> [Accessed 17 March 2005].

Boots Group Plc., 2003. *Corporate social responsibility*. [online] Boots Group Plc. Available at: <<http://www.Boots-Plc.Com/Information/Info.Asp?Level1id=447&Level2id=0>> [Accessed 23 July 2005].

Defoe, D., 1999. *The fortunes and the misfortunes of the famous Moll Flanders*. [online] Champaign, Illinois: Project Gutenberg. Available at: <<http://www.gutenberg.org/etext/370>> [Accessed 18 November 2005].

Independent Inquiry into Access to Healthcare for People with Learning Disabilities. n.d. *Healthcare for all*. [online] Available at:

[http://www.iahpld.org.uk/Healthcare\\_easy\\_final.pdf](http://www.iahpld.org.uk/Healthcare_easy_final.pdf) [Accessed 10 April 2009]

**It is good practice to keep a copy of the front page of any website you use**

### **3.9 Unpublished works**

You may occasionally have access to a document before it is published and may therefore not be able to provide full details. In this case the date for the publication is not given and it is referred to as “in press”.

Bloggs, J., (in press) *A new book that I have written*. London: Vanity Press

Woolley, E. & Muncey, T., (in press) Demons or diamonds: a study to ascertain the range of attitudes present in health professionals to children with conduct disorder. *Journal of Adolescent Psychiatric Nursing*. (Accepted for publication December 2002).

An in-text citation for the second reference would be “(Woolley and Muncey, in press)”.

### **3.10 Personal communication**

Where you refer to a more informal personal communication, e.g. letter, email, phone call or conversation, provide as much detail as possible and note the nature of the communication:

Permission should be sought before these sources are quoted, and a copy retained for reference.

Hindle, E., 2000. *Introducing Cow & Gate Omneo Comfort: an infant milk for digestive comfort*. [letter] (Personal communication, 2 June 2000).

O’Sullivan, S., 2003. *Discussion on citation and referencing*. [letter] (Personal communication, 5 June 2003).

## 4. OTHER TYPES OF DOCUMENT

There are other types of documents which you may wish to include in your reference list or bibliography. There is no official Harvard guide for some of these but some suggestions are set out below:

### 4.1 Acts of Parliament

The required elements are:

Short title with key words capitalized, which includes the year followed by the chapter number in brackets. Key words of titles are capitalized. Place of publication: Publisher.

*Higher Education Act 2004. (c.8), London: HMSO.* For Acts prior to 1963, the regnal year and parliamentary session are included:

*Road Transport Lighting Act 1957. (5&6 Eliz. 2, c.51), London: HMSO.* If you need to refer to a specific section and paragraph, include the section, paragraph number and subsection.

*Finance Act 2007. s.45(9)(b).*

### 4.2 Statutory Instruments

The required elements for a reference are:

Short title (with key words capitalized). Year. the abbreviation 'SI' followed by the year of publication and the SI number. Place of publication: Publisher.

*Public Offers of Securities Regulations 1995. SI 1995/1537. London: HMSO.*

### 4.3 Official publications such as Command Papers

The required elements for a reference are:

Authorship, which may be part of the title. Year. *Title, in italics if a separate element*, Officially assigned number such as a Command number as it is on the document, within brackets, Place of publication: Publisher.

*Royal Commission on civil liability and compensation for personal injury,*  
1978. (Pearson Report) (Cmnd. 7054) London: HMSO.

Select Committee on nationalised industries (1978-9). *Consumers and the nationalised industries: prelegislative hearings* (HC 334, 1978-9) London: HMSO.



#### 4.4 Law reports

It is recommended that you follow **accepted legal citation**, which is not part of the Harvard system. For this the required elements for a reference are:

Name of the parties involved in the law case, Year of reporting (in square brackets where there is no volume, or round brackets as indicated by the reference you are using) abbreviation for the law reporting series, part number/case number/page reference if available.

*Jones v Lipman* [1962] 1 WLR 832.

*Saidi v France* (1994) 17 EHRR 251, p.245.

*R v White (John Henry)* [2005] EWCA Crim 689, 2005 WL 104528.

In the last example you should only quote the two law reports if you have used them.

An in-text reference for the above example would read:

In the recent case of *R v White (John Henry)* (2005), the defence noted

#### 4.5 Annual report

The required elements for a reference are: Corporate author, Year. *Full title of annual report*. Place of publication: Publisher.

Marks & Spencer, 2004. *The way forward, Annual report 2003-2004*. London: Marks & Spencer.

For an **e-version** of an annual report the required elements for a reference are:

Author or corporate author, Year. *Title of document or page*. [type of medium]  
Available at: include web site address/URL(Uniform Resource Locator)  
[Accessed date].

Marks & Spencer, 2004. *Annual report 2003-2004*. [online] Available at:  
<<http://www-marks-and-spencer.co.uk/corporate/annual2003/>> [Accessed 4 June 2005]

#### 4.6 Archive material

If you have used material from Archives or Special collections, the required elements for a reference are:

Author, Initials., Year. *Title of document*. [type of medium]. Collection, Document number. Geographical Town/Place: Name of Library/Archive/Repository.

Brown, P.S., 1915. *An address to the Farmer*. [manuscript] Holdbury Collection. 600. London. Holdbury Library.

#### **4.7 British Standard and International Standards**

The required elements for a reference are:

Corporate author, Year. *Identifying letters and numbers and full title of BS*. Place of publication: Publisher.

British Standards Institution, 1990. *BS 5555:1990 Recommendations for wiring identification*. Milton Keynes: BSI.

International Standards Office, 1998. *ISO 690 – 2 Information and documentation: Bibliographical references: Electronic documents*. Geneva: ISO.

#### **4.8 Patent**

The required elements for a reference are:

Inventor name, Initial(s)., Assignee.,Year.Title. Place. Patent number (status, if an application).

*Example:*

Graham, C.P., Fonti, L. and Martinez, A.M., 1972. *American Sugar Co. Tableting sugar and compositions containing it*. U.S. Pat. 3,642,535.

Leonard, Y., Super Sports Limited., 2008. *Tin can manufacture and method of sealing*. Canada. Pat. 12,789,675.

#### **4.9 Conference report**

The required elements for a reference are: Authorship/author, editor or organisation, Year. *Full title of conference report*. Location, Date, Place of publication: Publisher.

UNDESA (United Nations Department of Economic and Social Affairs), 2005. *6th Global forum on reinventing government: towards participatory and transparent governance*. Seoul, Republic of Korea 24-27 May 2005. New York: United Nations.

#### **4.10 Conference paper**

The required elements for a reference are:

Authorship, Year. Full title of conference paper. In: followed by editor or name of organisation, *Full title of conference*. Location, Date, Place of publication: Publisher.

Brown, J., 2005. Evaluating surveys of transparent governance. In: UNDESA (United Nations Department of Economic and Social Affairs), *6th Global forum on reinventing government: towards participatory and transparent governance*. Seoul, Republic of Korea 24-27 May 2005. New York: United Nations.

#### 4.11 Dissertation

The required elements for a reference are:

Author, Year of publication. *Title of dissertation*. Level. Official name of University.

Richmond, J., 2005. *Customer expectations in the world of electronic banking: a case study of the Bank of Britain*. Ph. D. Anglia Ruskin University.

#### 4.12 DVD, video or film

The required elements for a reference are:

*Full title of DVD or video*. Year of release. [type of medium] Director. (if relevant) Country of origin: Film studio or maker. (Other relevant details).

*Great films from the 80s: a selection of clips from Warner Brothers top films from the 1980s*. 2005. [DVD] New York: Warner Brothers.

*Health for all children 3: the video.*, 2004. [video] London: Child Growth Foundation. (Narrated by D.B.M. Hall).

For a film the suggested elements should include: *Title*. Year of release. [medium] Director. Country of origin: Film studio.

*Macbeth*, 1948. [film] Directed by Orson Welles. USA: Republic Pictures.

#### 4.13 Broadcasts

For a broadcast the suggested elements should include:

*Series title and episode name and number if relevant*, Year of broadcast. [type of medium] Broadcasting organisation and Channel, date and time of transmission.

*Little Britain*, 2006. [TV programme] BBC, BBC2, 30 January 2006 20.00.

#### 4.14 EU documents

Following EU conventions, examples of various EU documents are given below:  
The required elements for a reference are:

The name of the Institution where the document originates (e.g. Commission) Form (eg Directive or Decision) Year/Legislation number/ Initials of Institution followed by the date it was passed if known, followed by the title, all in italics.

*Council Directive 2001/29 /EC of 22 May 2001 on the harmonisation of certain aspects of copyright and related rights in the information society.*

*Commission Decision 93/42/EEC of 21 December 1992 concerning additional guarantees relating to infectious bovine rhinotracheitis for bovines destined for Denmark.*

*EU Regulation 1408/71 REGULATION (EEC) No 1408/71 OF THE COUNCIL of 14 June 1971 on the application of social security schemes to employed persons and their families moving within the Community.*

*Council Regulation (EEC) 1612/68[5] of 15 October 1968 on freedom of movement for workers within the Community.*

#### **4.15 Course material**

It is important to check with the lecturer who has given the lecture that they are in agreement with course material being included in any Reference List. If they are in agreement, and if it is not a publicly available document, it is important to provide a copy in the Appendix of your work. The citation to the course material in your Reference List should then also refer to the Appendix.

It would also be advisable to follow up any sources mentioned in your lecture and read these for yourself: we do not recommend using course material as a reference.

#### **Course material / lecture notes – print version**

The required elements for a reference are:

Lecturer/Author, initial. Year. 'Title of item', *Module Code Module title*. HE Institution, unpublished.

Smith, J., 2010. Biological control, SBC209 Populations, communities and ecosystems. Queen Mary, University of London, unpublished.

#### **4.16 Map**

The required elements for a reference are:

Map maker, Year of issue. Title of map. *Map series*, Sheet number, scale, Place of publication: Publisher.

Ordnance Survey, 2006. Chester and North Wales. *Landranger series*, Sheet 106, 1:50000, Southampton: Ordnance Survey.

#### 4.17 Quotations from written plays

When reviewing a number of different plays it is essential to cite the title of the plays. If reviewing one play (for example *Twelfth Night*) it is not necessary to repeat the title in your citations.

Published plays may contain line numbers, particularly in classic texts such as Shakespeare. If they exist it is good practice to include the line number, but Act and Scene numbers must always be included.

Classic plays are available in edited editions and the editor's name should be included with your reference.

The required elements for a reference are:

Author, Initials., Year (of the edition). *Title of play*. Editors, Edition. (only include this if not the first edition) Place of publication: (this must be a town or city, not a country) Publisher.

Shakespeare, W. 1995. *Twelfth Night*, (World's Classics series) Warren, R and Wells, T. eds. Oxford: Oxford University Press

An intext reference for the above examples would read:

Much speculation has occurred when Malvolio imagines he might marry Olivia, "there is example for't; the Lady of the Strachy married the yeoman of the wardrobe" (Shakespeare, *Twelfth Night* Act 2 Scene 5 Line no 36- 7).

#### 4.18 Pictures, images and photographs

Sometimes you might wish to refer to a picture or photograph in the same way as you would a more conventional information source for example if the picture makes a particular point that you wish to talk about. An example might be something like "People suffering from AIDS have been depicted in a variety of ways in arts and the media, with images ranging from conventional "sick person" iconography (Smith, 1987) with an emphasis on the illness to other images that emphasise the sufferer's isolation or despair (Jones 2002; Brown 2005).

The suggested elements for a reference are:

Artist/Photographer's name (if known), Year of production. *Title of image*. [type of medium] Collection Details as available (Collection, Document number, Geographical Town/Place: Name of Library/Archive/Repository).

Beaton, C., 1956. *Marilyn Monroe*. [photograph] (Marilyn Monroe's own private collection).

Beaton, C., 1944. *China 1944: A mother resting her head on her sick child's*

*pillow in the Canadian Mission Hospital in Chengtu.* [photograph] (Imperial War Museum Collection).

For an electronic reference the suggested elements are:

Artist/Photographer's name, Year of production. *Title of image.* [type of medium]  
Available at: include web site address/URL(Uniform Resource Locator) and additional details of access, such as the routing from the homepage of the source.[Accessed date].

Dean, R, 2008 *Tales from Topographic Oceans.* [electronic print] Available at: <[http://rogerdean.com/store/product\\_info.php?cPath=4&products\\_id=88](http://rogerdean.com/store/product_info.php?cPath=4&products_id=88)> [Accessed 18 June 2008].

Van Vechten, C. 1934. *Man Ray.* [photograph] Available at: <[http://en.wikipedia.org/wiki/File:Man\\_Ray\\_1934.jpg](http://en.wikipedia.org/wiki/File:Man_Ray_1934.jpg)> [Accessed 04 October 2009].

Pepsi, 2009. *Pepsi can designs.* [image online] Available at: <<http://www.pepsi.co.uk/MaxYourPepsi.aspx>> [Accessed 19 June 2009].

#### **4.19 Interviews**

Where **you** have conducted an interview - from a primary source. When you are conducting the interview, it is important to check with the person being interviewed that they will be in agreement with a transcript of the interview being made available. Since this will not be a publicly available document, it may be included as a transcript within an Appendix in your piece of work.

The citation for this interview should refer to the Appendix.

In an interview (Appendix A) the findings of the report were reviewed and White agreed with

In the Appendix you should include details such as:

Interviewee's name. Year of interview. *Title of interview.* Interviewed by name. [type of medium/format] Location and exact date of interview . Together with the transcript.

#### **Where you are using an interview from a source such as a television programme**

The suggested elements for a reference are:

Interviewee name, and initial(s)., Year of Interview. *Title of Interview (or Interview on ..name of programme)* Interviewed by name. [type of medium/format] Name of Channel, Date of transmission, time of

transmission.

Ahern, B., 1999. *Interview on Morning Ireland* Interviewed by [radio] RTE Radio 1, 15 February 1999, 08:30.

An in-text reference for the above examples would read:

(Ahern, 1999) ...

#### 4.20 Press release

These may be paper or electronic. For a paper resource:

Corporate author of press release, Year. *Title*. Press release and date.

RCN, 2009. *RCN praises health care staff as infections continue to fall*. Press release, 18 June 2009.

Electronic:

Corporate author of press release, Year. *Title*. [press release] date, Available at: web address [Accessed date].

RCN, 2009. RCN praises health care staff as infections continue to fall. [press release] 18 June 2009, Available at:  
<[http://www.rcn.org.uk/newsevents/news/article/uk/rcn\\_praises\\_health\\_care\\_staff\\_as\\_infections\\_continue\\_to\\_fall](http://www.rcn.org.uk/newsevents/news/article/uk/rcn_praises_health_care_staff_as_infections_continue_to_fall)> [Accessed 23 June 2009].

## 5. OTHER ELECTRONIC SOURCES

### 5.1 Email correspondence/discussion lists

**Particular care needs to be taken if you are quoting from these as they may include personal email addresses and be from a restricted source. Permission should be sought before these sources are quoted.**

For email correspondence or discussion lists the suggested elements for a reference are:

Name of sender and email address, Year. *Message or subject title from posting line*. [type of medium] Recipient's name and email address. Date sent: Including time. Available at: URL (e.g. details of where message is archived). [Accessed date].

Jones, P., jones@jones.com, 2005. *Mobile phone developments*. [email] Message to R G. Schmit (r.g.schmit@syy.ac.uk). Sent Monday 7 June 2005, 08:13. Available at: <[http://gog.defer.com/2004\\_07\\_01\\_defer\\_archive.html](http://gog.defer.com/2004_07_01_defer_archive.html)> [Accessed 7 July 2005].

**Copies of such correspondence should be kept, as these may need to be submitted as an appendix in an academic submission**

## **5.2 Blogs**

The required elements for a reference are:

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

Whitton Felix, 2009. Conservationists are not making themselves heard. *Guardian.co.uk Science blog*, [blog] 18 June, Available at: <<http://www.guardian.co.uk/science/blog/2009/jun/18/conservation-extinction-open-ground>> [Accessed 23 June 2009].

### *Blog comments*

The required elements for a reference are:

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

Geezer, 2009. Conservationists are not making themselves heard. *Guardian.co.uk Science blog*, [blog] 18 June, Available at: <<http://www.guardian.co.uk/science/blog/2009/jun/18/conservation-extinction-open-ground>> [Accessed 23 June 2009].

An in-text reference for the above examples would read:

(Whitton, 2009) (Geezer, 2009)

## **5.3 Mailing list**

The required elements for a reference are:

Author, Initial., Year. Subject Line, *Title of Mailing List*. [online] date of message, Available at: include web site address/URL (Uniform Resource Locator) [Accessed date].

Murrey, T., 2009. 'Sharing good practice', *Forum for International Students*. [online] 23 June 2009, Available at : <<http://www.internationalstudentforum.com>> [Accessed 23 June 2009].

## **5.4 Podcast or archived tv programme**

The required elements for a reference are:



Broadcaster/Author, Year. *Programme title*, Series Title. (if relevant) [type of medium] date of transmission. Available at: include web site address/URL (Uniform Resource Locator) [Accessed date].

National Gallery, 2008. *Episode Seventeen (March 2008)*, The National Gallery Monthly Podcast. [podcast] March 2008. Available at: <<http://www.nationalgallery.org.uk/podcasts>> [Accessed 23 June 2009].

## 5.5 YouTube video

The required elements for a reference are:

Screen name of contributor, Year. *Video Title*, Series Title. (if relevant) [type of medium] Available at: include web site address/URL (Uniform Resource Locator) [Accessed date].

Mrgeorged, 2009. *Top Gear The Stig revealed Full*. [video online] Available at: <<http://www.youtube.com/watch?v=eTapK5dRaw4>> [Accessed 23 June 2009].

## 6. REFERENCES WITH MISSING DETAILS

Where there is no obvious publication date, check the content and references to work out the earliest likely date, for example:

1995? ca. 1995 199- 199?

probable year approximately 1995 decade certain but not year probable decade

Occasionally it may not be possible to identify an author, place or publisher. This applies particularly to what is known as 'grey literature', such as some government documents, leaflets and other less official material.

Anon author anonymous or not identifiable s.l. no place of publication (Latin: *sine loco*) s.n. no named publisher (Latin: *sine nomine*) n.d. no date

Information such as place and publisher not found on the document, but traced from other sources, should be placed in square brackets.

**You should, however be very cautious about using as supporting evidence material where you cannot identify the author, date or source**

## 7. NOTES FROM COMPILERS

### 7.1 Notes from QMUL compilers

This document has been assembled based on the document published by Anglia Ruskin University and available at

<http://libweb.anglia.ac.uk/referencing/harvard.htm>. The guide has been rearranged to make it more directed towards science students and some changes made to the text.

## **7.2 Notes from Anglia Ruskin University Compilers**

This guide has been compiled with reference to the BS 5605:1990 and BS 1629:1998 for referencing published material, using the Harvard style examples. The BS ISO 6902:1997 standard has been consulted for guidance on details of referencing electronic sources since there is no British Standard for electronic resources in the Harvard style. The layout has been informed by (Harvard style) conventions currently being followed in UK Universities.

Following the compiling of this guide the International Standards Organisation has issued new guidelines BS ISO 690:2010 *Information and documentation – guidelines for bibliographic references and citations to information resources*.

*Changes introduced to the Second Edition of this guide: The use of the ampersand has been discontinued*

*Web addresses are displayed between chevrons, and no longer underlined making it easier to read underscored parts of the address*

*For e-books and e-journals using the dynamic web address which results from a search, is not recommended, instead using the source site i.e. University Library or journal database is preferred.*