




Quote, Unquote (23/24)






Leeds Beckett's Quote, Unquote guide provides information on the Harvard referencing system, including how to reference a variety of different formats and media.









WHAT IS REFERENCING?

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RESOURCES

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A-Z OF REFERENCE EXAMPLES

-  Books, chapters and e-books
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-  Conference proceedings and papers
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-  Films, videos, radio, TV programmes and online video
-  Foreign language materials and translations
-  Images, works of art, photographs and online images

International and European documents laws and treaties

Journal articles

Law reports

Lecture notes

Live theatre performance and dance

Maps and online maps

Music scores

Newspaper articles

Patents

Personal communications, letters, interviews, generative AI

Poetry

Product, packaging or advertising material

Reports

Sacred texts

Sound recordings and digital audio

Speeches and spoken quotations

Standards and online standards

Theses and dissertations

UK Government publications

Unpublished documents

Video games

Websites, wikis, social media and blogs

Referencing basics

Key rules for referencing

- 1 Always read and follow any guidance on referencing you are given in your assignment brief or assessment instructions.
- 2 Include citations in the text and a Reference List at the end of your work.
- 3 The purpose of the citation is to link an idea/information in your text, with the source that it came from.
- 4 The purpose of the Reference List is to help the reader find the sources you used - so include all the key information that would allow someone to find it.
- 5 Ensure the layout and presentation of your Citations and Reference List are consistent.

What is referencing?

Referencing is how you point to other sources (books, journals, webpages etc.) you have used in writing your work. It consists of two parts: the citation and the reference.

The **citation** is a marker in the text to indicate that the information you refer to has come from somewhere else. The **reference** contains the full information about the source you used to allow someone else to find the source.

In Harvard referencing the citation consists of an author (family name or name of organisation) and year in round brackets, e.g. (Smith, 2019) or (NHS, 2022). Insert the citation as soon as you refer to a source in the text.

The full details of all the sources used in your text are presented at the end of your piece of work in a Reference List alphabetised by family name of the author (or name of organisation). The Reference List should begin on a new page titled "Reference List" (with no quotation marks) at the top of the page.

As you read for your course, you may see other types of referencing used (numbered styles, etc.). This guide is designed to help you reference for your course at Leeds Beckett University. If you are writing for another purpose you may want to check any conventions you need to follow.

Note

Harvard referencing is an international referencing system. Many UK universities adapt it to their own style. LBU's Harvard style is shown within Quote, Unquote and you are marked on this LBU style.

Citation and Reference List example

Text	Reference List
<p>Cottrell (2019, p.10) writes that by improving your academic skills you can “accelerate the learning process”. At whatever level you are studying, undergraduate or PhD, it is never too late to find a resource to help you. There are general resources which give a good overview of skills, some of which you may not have developed before, for example proof-reading (Fairbairn and Winch, 2011). Other resources focus on specific areas such as writing a thesis (Murray, 2011). Consider using subject specific resources to develop your vocabulary and understanding of your chosen area of study, for example learning how unemployment impacts socio-political behaviour (Azzollini, 2023).</p>	<p>Azzollini, L. (2023) Doubly disadvantaged: Unemployment, young age, and electoral participation in the United Kingdom. <i>The British Journal of Sociology</i>, 74 (3) June, pp.1-20.</p> <p>Cottrell, S. (2019) <i>The study skills handbook</i>. 5th ed. London: Red Globe Press.</p> <p>Fairbairn, G. and Winch, C. (2011) <i>Reading, writing and reasoning: a guide for students</i>. 3rd ed. Buckingham: Open University Press.</p> <p>Murray, R. (2011) <i>How to write a thesis</i>. 3rd ed. Maidenhead: Open University Press.</p>

Why should I reference?

You reference to:

- 1 Acknowledge the authors of the sources you have used (whether a book, journal, video, or other source).
- 2 Make it easy for the reader to trace the sources used in your work.
- 3 Show the reader that you have selected relevant and appropriate information sources.
- 4 Lend credence to your work, in other words, make your work more authoritative.
- 5 Demonstrate that you understand how to properly use other sources in your work, and so are less likely to be accused of plagiarism.

Tip

When you are searching the literature, save or note down all the required details of the sources that you find at the time. If you don't do this, you might not be able to accurately reference the sources you have used, and you will have additional work to do when you compile your list of references.

Citing sources in your work

Introduction

You may refer to an author's work by any of the following:

1

Paraphrasing — rephrasing the original ideas or opinions in your own words. Most of your citations will be paraphrases.

2

Quoting — using the actual words from the source enclosed in quotation marks. Use direct quotations sparingly. The majority of quotations should be short and relevant. **If you do need to make a longer quotation of over 2 lines in length it should be indented in a separate paragraph as a block quote:**

“...it is also important for all students to identify aspects of their writing which can be improved on. At university, you are part of a writing community, comprised of students, lecturers and researchers, and all members of that community are constantly striving to improve as writers, even those who publish in journals and books.”
(Bottomley, 2018, p.12).

Retrieved from: Bottomley, J., Prymachuk, S. and Waugh, D. (2018) *Academic writing and referencing for your education degree*. St Albans: Critical Publishing (Critical study skills). Available from: <<https://leedsbeckett.on.worldcat.org/oclc/1042329495>> [Accessed July 20, 2023].

3

If you are using direct quotations, images, statistics or data you need to include the page number where available. For example, (Smith, 2019, p.35)

4

Summarising — writing a short description of the ideas or opinions in your own words but giving your own interpretation of what the source says.

5

Referring to a source — mentioning the work without giving much information about the content.

6

Using statistics or data from a source — such as financial information or market research. Include a page number as above in Quoting.

All of the above need a citation in the text.

Position of the citation

Insert the citation as soon as you refer to a source in the text. It is a matter of writing style as to whether you include the author's name in your sentence or not. Your writing will flow better if you use a variety of ways of inserting the citation, for example:

- Darwin (1859) challenged accepted views of creation ...
- Evolution challenged views of creation (Darwin, 1859).
- Carney, (2010), Page (2012) and Bradley (2017) have challenged this view ...
- Several sources have challenged this view (Carney, 2010; Page, 2012; Bradley, 2017) ...
- While Smith (1990) has said that there is an impact, McDermott (2000) has argued that ...
- The confidential advice line supports 1000 children a year (Howard League for Penal Reform, 2017).

How to refer to the work of one author cited in another (or 'Secondary Referencing')

Secondary Referencing is not advised. You should always try and find the original source and cite from that rather than the interpretation you have read. If it is not feasible to do this, you may cite as a secondary source.



In text example:

Smith [2004, cited in Jones 2007, p. 63] provides a useful viewpoint on different research philosophies.

Include the source details of the quoted source from the Reference List of the work you have read with 'Quoted in:' if it is a direct quotation or 'Cited in:' if a paraphrase, followed by the reference for the source you have actually seen.



Reference List example:

Smith, R. (2004) How to research. *Research Weekly*, 12 (8), pp. 17–20. Quoted in: Jones, F. (2014) Researching your dissertation. *Research Today*, 4 (6), pp. 61–67.

Authorship

For **one author** include the author's family name and date. For **two authors** include both family names e.g. Smith and Jones (2018) argued ... or It has been argued (Smith and Jones, 2018).

For **three or more authors** of one work include the first author and the words 'and others' or 'et al.' (meaning 'and others' in Latin) e.g. (Peterson et al., 2016). In your Reference List include the family names of **all authors**.

If there is no named individual use the name of the organisation, known as the corporate author, e.g. (NHS, 2018) or (Howard League for Penal Reform, 2021).

Where you use an abbreviated form of an organisation's name (e.g. NHS or NICE) in the citation, you **MUST** use the same abbreviation in the Reference List.

Where there is **no author information available**, cite using the title.

Where an author's family name has two parts, e.g. Vincent van Gogh, Linda La Plante, etc.

- When capitalised, the first part of the name should always be treated as part of the last name, e.g. La Plante, L.
- But if the first part is not capitalised, you can treat it as a suffix that goes after the first name, e.g. Gogh, V. v.

Citing several sources together

List the sources in order of publication date, oldest first.



Example:

Smith (1998), Jones (2001) and Brown (2004) believed that.... Contrary opinions have since gained weight however (Peters, 2002; Johns, 2007; Anderson, 2010)

Citing more than one source from the same author in the same year

- Use a lowercase a, b or c etc. after the date within the citation to identify which source is which.



Example:

In the long-term plan (NHS, 2019a) proposals were outlined for reducing pressure on emergency medicine. The implementation document (NHS, 2019b) contained the information about *how* this was to be done ...

Date of publication

Include the date of publication in round brackets. If there is no date of publication, use (n.d.) in place of the date in the citation and the reference.

Page numbers

Where you need to include a page number in a citation when using a direct quote or data, use p. for a single page and pp. for a range of pages. If no page number is available, if there is another useful locator - for example, paragraph numbers, or the duration into a video, you can include that in the same place, e.g. 1m34s. Where there are no page numbers on a printed source use (n.p.) in brackets to stand for no pagination.



Example:

[Smith, 2019, p.35].

Citing Websites, URLs or DOIs

Finding information to cite websites

Sometimes finding the information to cite a website can be difficult. There may be no obvious author or date. Try looking for author information from the 'About us' page, and the date from the 'last updated' or 'copyright date' information on the website.

If you have difficulty finding information to cite the webpage, you should consider whether it is a source worth adding to your assignment, or whether there is more appropriate evidence you can cite.

URL or DOI – Uniform Resource Locator or Digital Object Identifier

A URL specifies the location of digital information on the internet and can be found in the address bar of your internet browser. URLs in references should link directly to the cited work when possible. A DOI is a unique alphanumeric string that identifies content and provides a persistent link to its location on the internet. DOIs can be found in database records and the reference lists of published works.

When to include DOIs and URLs

- Include a DOI for all works that have a DOI, regardless of whether you used the online version or the print version.
- Where a print work does not have a DOI, do not include any DOI or URL in the reference.
- Where an online work has both a DOI and a URL, include only the DOI.
- Where online work has a URL but no DOI, include the URL in the reference from the websites.

Citing the use of generative AI tools (e.g. ChatGPT)

Note

Generative artificial intelligence (AI) tools are changing rapidly. We recommend that you check this guidance frequently as our advice is likely to change as these tools become more established.

You should always verify any information provided by generative AI tools with credible sources as the information provided by these tools may be incorrect, out-of-date, biased, or lacking in common sense and originality. Although they may produce what on the surface appear to be credible references, these tools cannot accurately cite their own sources and any references provided in the output are likely to be false or non-existent. As these references may not be real, you should always check the original source for accuracy before using them.

Citing generative AI output in your work

When you use or refer to information created by generative artificial intelligence (AI) tools such as ChatGPT or Google Bard, you must acknowledge this by citing it correctly. As the information produced by these tools is unrecoverable (can't be retrieved) by the person reading your work, you should use the reference format for Personal communication in Quote, Unquote for these sources. Personal communications are cited in-text only and are not included in your reference list.

**Example:**

The risks of increased social media use by children (OpenAI ChatGPT, personal communication, 16 January 2023) include... Images created by Open AI's DALL-E (personal communication, 16 April 2023) of... According to Google Bard (personal communication, 16 April 2023)...

You should save a copy of the transcript of your questions and responses from the generative AI tool (e.g., through a screenshot, by saving the webpage file or by copying and pasting the question and output into a separate document). Make sure that you record the date you used the tool, what you asked it to do, and the tool you used. You may wish to include these transcripts as an appendix in your work.

Acknowledging how you used generative AI tools to assist with your work

You must acknowledge any use of generative AI tools to assist with your work, for example, in helping with planning, generating ideas, or spellchecking or correcting grammar. Be aware that even if a tool helps with a specific learning need (e.g. Scholarcy, Grammarly), inappropriate or unacknowledged use of it may constitute academic misconduct. You can access [further guidance on appropriate use of AI tools](#).

**Example:**

Grammarly was used to correct spelling and grammar for this essay, however, the writing is my own.

This information is based on guidance produced by [The University of Queensland](#) and [La Trobe University](#).

Use of Paraphrasing tools

Before using a paraphrasing tool, you should check with a member of your course or module team that it is permitted. We recommend where possible that any paraphrases or summaries you include in your work are written by you as opposed to using a tool to create these on your behalf. If you do choose to use an online tool to help with your paraphrasing, it is important that you acknowledge and reference this correctly in your work as otherwise you may breach academic integrity regulations.

We define paraphrasing as rephrasing the original ideas or opinions of others in your own words. Under this definition, any summaries or paraphrases generated by AI using paraphrasing tools (e.g. Quillbot, Grammarly GO, etc.) that you include in your work must be treated as a direct quote and cited appropriately as they have not been written by you.

When you use a paraphrasing tool to create a paraphrase or summarise the work of others in your work, this would also require the use of secondary referencing. The in-text citation should include the details of the original source, the words "paraphrased by:" or "summarised by:" and the name of the tool you used to create the paraphrase as an in-text citation.

**In-text citation example:**

"Since the information produced by generative AI tools may be erroneous, outdated, biased, or devoid of common sense and creativity, you should always double-check it with reliable sources. These tools can't properly mention their own sources, thus even though they might provide what seem like reliable references, the references they do provide in the output are probably fake or nonexistent. Before utilising

any references, make sure they are accurate by consulting the original source.” (Leeds Beckett University, 2023, paraphrased by: Quillbot, personal communication, 9 September 2023).

The full reference in your reference list needs only include the details of the original source you read.



Reference list example:

Leeds Beckett University (2023) *Quote, Unquote (23/24)*. [Online]. Leeds: Leeds Beckett University. Available from: <https://library.leedsbeckett.ac.uk/articulate/rise/quote_unquote> [Accessed 23 September 2023].

Additional information about quoting

If **removing text** from a quotation, use an ellipsis (a series of three full dots signalling that words have been omitted from quoted text).



Example:

“There is grandeur in this view of life ... from so simple a beginning endless forms most beautiful and most wonderful being, evolved” (Darwin, 1859, p. 490).

If **adding text** to a quotation (for example, to clarify meaning), add square brackets around the added text.



Example:

“They [the council employees] were debating working practices all that year and still reached no consensus” (James, 1999, p. 22).

You can identify a **mistake in a quotation** using the Latin word ‘sic’ (meaning ‘intentionally so written’) in square brackets. This is done to show that the mistake is in the source, and that you have not made an error in transcribing the quotation.



Example:

“Nurses care only about them [sic] patients. It is the essence of what they do” (Hodgson, 2010, p. 43).

Referring to information from appendices

For some long pieces of work you may be allowed to include appendices which are additional bits of information not otherwise available to the reader. Appendices should be clearly labelled with either a letter or a number. Referring to information in appendices is not really referencing but more signposting to the additional information, for example: (see Appendix 1).

If you need to include references to published works (books, journals etc.) within your appendices do this exactly as you would in the body of your text, insert a citation in the appendix and the full reference within the bibliography for your project or dissertation.

If you want to refer to the appendices within another source, indicate it is from the appendix within the citation as you would a page number for a direct quotation, for example: (Khan, 2018, Appendix C p.4).

Reference List

Introduction

You must always include a **Reference List** at the end of your work. This is a list of all references you have used in alphabetical order of author family name and providing the publication details (author, publication date, title, publisher information, etc.) of all the sources you have used and cited in your assignment.

You may also be required to include a **bibliography**, which is a list not only of the sources you have used but also those you have consulted. NB: You should only include a bibliography if required to in your **assessment regulations**.

Be consistent in your formatting and layout throughout the Reference List.

- The list is sorted alphabetically by author (symbols ie: twitter@ names, or numbers are sorted ahead of the alphabetical list)
- Put the title in *italics*, (this guide uses italics; it is also acceptable to use **bold** or underlined, but whichever you choose, use it for all your references).
- Only use the initials of the writer/s' first (given) names, e.g. Smith, J. or Tolkien, J. R. R.
- For hyphenated first (given) names e.g. Leo-Roy Mark Gordon use; Gordon, L.-R.M.
- For sources with multiple authors, list all the authors in the order they appear on the source. Include the word 'and' before the final author family name/surname.



Example:

Chacham, C., Friedman, R. and Amir, U. [1991] *Light flasher apparatus*. US5252893A. Available from: <<https://patents.google.com/patent/US5252893A>> [Accessed 9 June 2019].

- When you use two publications by the same author, list them in date order, earliest first.
- When you use two publications by the **same author in the same year**, list them in the order they appear in the text using a lowercase a, b or c etc. after the date.
- Titles should always be in sentence case, capitalise the first word and any proper nouns (except newspaper and journal titles where all words are capitalised).
- Punctuate consistently throughout your Reference List. Always put the date in round brackets and always use a colon to separate place of publication and publisher.

- Add the full web address/url or DOI that starts http:// or https:// to a reference as shown in the example.
- Search on Discover or Google Scholar to help find missing publication details.

Word count

The citations in the text are included in the word count because they are within the main body of your work. The Reference List at the end of your work is **not included** in the word count for your assignment. If you use footnotes please consult guidance from your school as to whether they are included in the word count.

Place of publication

List the place of publication from the title page of the book, or the record on Discover. If the place is small, outside the UK, or could be confused with another place, add extra information in brackets, e.g. Cambridge (Mass.) if it was Cambridge, Massachusetts in the USA rather than Cambridge in the UK.

Can't find the example you need in the guide?

We have included examples of the main sources you may want to reference in this guide, but no guide is completely comprehensive.

If you cannot find the source you wish to reference here, there is a general pattern you can follow.

- References always start with the author name where there is no author name, use the title.
- Then the date of publication or creation (in brackets).
- The title comes next, and is in *italics*, **bold** or underlined, whatever you are doing for the rest of your references.
- You can always add details about the format of the item in [square brackets] after the title. Please note, PDF is not a format, it will be a PDF of something else, an article or a report, so use that reference type instead.
- Other than that, think which information about the item would help someone find it. Where did you find it?
- If you need further help, [contact the Library](#).

Reference builder

Introduction

The reference builder below can help you to create references for some of the key sources of information you may want to cite (books, journals, websites). It is a great starting point for those new to referencing. For other reference types please consult the full list of A-Z reference types in Quote Unquote.

You can use the reference builder to copy and paste the details to get a full reference for your own Reference List. Remember to check the formatting of your finished reference.

Important



Note:

The reference builder can help you generate references, but is reliant on you entering correct information.

Always check that your final reference follows the correct formula as set out in Quote, Unquote (see **A-Z of Reference Examples**, listed on the left).

Referencing is part of your marked assignment and is your own work.

☐

I understand.



CONFIRM ABOVE

REFERENCE BUILDER



Books

E-Books

**Chapters
in edited
books**

**Journal
print
articles**

**E-journal
articles**

Websites

Reset all

Get help and links

View Quote, Unquote QR code —

Visit Quote, Unquote on your mobile device using the following QR code:



Book an appointment

Appointments are usually available (weekdays) where you can get more help with specific referencing queries for Harvard Referencing, OSCOLA (Law) or APA (Psychology). Visit the Get Help page for more information and to book an appointment.

GET HELP

Reference management

There are some Reference Management software tools that can help you manage your references and reading. The reference management page provides information on which reference management tools are supported at Leeds Beckett.

TOOLS

Attend a workshop

Skills for Learning workshops are interactive group sessions that can help you improve your academic communication, statistical analysis, IT, referencing and study skills. All workshops are free of charge and all Leeds Beckett students are welcome.

WORKSHOPS

Quote, Unquote suggestions

If you have any feedback on Quote, Unquote, please complete the feedback form.

FEEDBACK

Download guides

Guides to the Harvard referencing style used at Leeds Beckett

Quote, Unquote is no longer published in print format, but you can download the new guide and print specific pages. The new guide is available in two versions:

1

Quote, Unquote short guide (PDF format)

2

Quote, Unquote complete guide (PDF format)

Tip

You might find it useful to download the complete guide to refer to later.

Quote, Unquote short guide

Short guide to the Harvard referencing style used at Leeds Beckett. This short guide focuses on key reference types.



Quote, Unquote short guide.pdf

149.4 KB



Quote, Unquote complete guide

Complete guide to the Harvard referencing style used at Leeds Beckett. This guide consists of the full text content from the Quote, Unquote site.



Quote, Unquote complete guide.pdf

2.2 MB



LOOKING FOR THE PREVIOUS EDITION?

Quote, Unquote 3rd Edition 2019

Quote, Unquote is no longer published in print format, but the 3rd Edition published in 2019 is currently available for the current academic year 2023-24. This version does not contain as many examples as the current online version.



Quote, Unquote 3rd Edition 2019.pdf
435 KB



Books, chapters and e-books

Books

1

Author(s), editor(s) or the organisation who wrote the book (use 'ed.' if the book has an editor, or 'eds.' if more than one editor)

2

Year of publication in (brackets)

3

Title and subtitle in italics and followed by a full stop.

4

Edition (if not the first) i.e. 2nd ed.

5

Place of publication followed by a colon:

6

Publisher followed by a full stop.



Examples:

Winterson, J. (2019) *Frankisstein: a love story*. London: Jonathan Cape.

Clement, E. and Walsh, A. eds. (2015) *Inspiring, innovative and creative library interventions: an i2c2 compendium*. Huddersfield: Innovative libraries.

Hardin, J. and Bertoni, G. (2018) *Becker's world of the cell*. 9th ed. Harlow: Pearson



Example of citation in text:

Winterson (2019) or (Winterson, 2019)

Clement and Walsh (2015) or (Clement and Walsh, 2015)

Hardin and Bertoni (2018) or (Hardin and Bertoni, 2018)

Audiobooks (CD, streaming and downloads)

1

Author/s or editor.



Year of publication in round brackets

- 3 *Title of book* in italics.
- 4 Give the format used e.g. [Online] or [CD] followed by a full stop.
- 5 The words 'Narrated by' followed by a colon:
- 6 The name of the narrator, where more than one version is available on same platform
- 7 Available from: <web address>(shorten the URL if necessary and ensure it links to the item)
- 8 [Accessed dd month year].

For a physical item include the format details for CD or sound recording after book title details. If an item with more than one disc include the disc number before the timestamp in the citation (link to those sections?).

For a streamed service include URL as for webpages.

For a downloaded e-book include the source you downloaded from and (Downloaded: DD Month YYYY).



Example:

Brontë, C. (1847) *Jane Eyre*. [Online]. Narrated by: Anna Popplewell, 2019. Available from <<https://www.audible.co.uk/pd/Jane-Eyre-Audiobook/0241438691>>. [Accessed 19 January 2022].



Example of citation in text:

(Brontë, 1847) or, with a quotation (Brontë, 1847, 01:22:10 - 01:22:20)

Chapters in edited books

This is only used where each chapter of a book is written by a different author, and pulled together into an edited collection. You need to cite using the author of the chapter and date of publication, but include full details of the book as well as the chapter in the reference List. Use Discover, the Library resource discovery tool to check full publication details.

- 1 Author(s) of the chapter
- 2 Year of publication in (brackets)
- 3 Title of the chapter or section followed by a full stop.
- 4 The word 'In' followed by a colon:
- 5 The editor(s) of the book (followed by 'ed.')

6

Title and subtitle in italics and followed by a full stop.

7

Place of publication followed by a colon:

8

Publisher followed by a comma,

9

Start and end page numbers of the chapter preceded by 'pp.' and followed by a full stop.



Example:

Harvey, D. (1981) *The urban process under capitalism: a framework for analysis*. In: Dear, M. and Scott, A. eds. *Urbanization and urban planning in capitalist society*. London: Methuen, pp. 57-69.



Example of citation in text:

Harvey (1981) referred to urban life under capitalism...

E-books

Only use the e-book style if the book does not have a print version. Where an e-book looks like a printed book with publication details and pagination you should refer to it as a printed book.

1

Author(s) or editor(s) as for a book

2

Year of publication (in brackets)

3

Title in italics and subtitle in italics and followed by a full stop.

4

[Online].

5

Place of publication followed by a colon:

6

Publisher followed by a full stop.

7

Available from: <DOI> (No requirement to show date of access when DOI available)

8

Where no DOI, use web address: Available from:

9

<web address> and add [Accessed dd month year] followed by a full stop.



Example:

Hair, J. F. Jr., Page, M. and Brunsveld, N. (2019) *Essentials of business research methods*. [Online]. Milton:

Routledge. Available from: <<https://doi.org/10.4324/9780429203374>>.



Example of citation in text:

(Hair et al., 2019) or Hair et al. (2019)

E-readers

Use the same order as above for E-Books.



Example:

Same order as above for **E-books 1-8** (above)

E-readers do not always retain the original page numbers from the book. They may display location codes or percentage; you can use these when citing in the text instead of the usual page number.



Example of citation in text:

[Smith, 2017, loc 432] or Smith, (2017, loc 432)

[Smith, 2017, Ch 4, 8%] or Smith (2017, Ch4, 8%)

Reprinted books

If you are citing a book which has been published before, the full reference should include the reprint details. The in-text citation would include the original publication date (Bronte, 1847).



Example:

Bronte, C. (1847) *Jane Eyre*. Reprint. Harmondsworth: Penguin, 2006.



Example of citation in text:

Bronte (1847) or (Bronte,1847)

However, if you are citing a facsimile book (where the typesetting and pagination are as the original) include the original publication date in brackets, and then the facsimile publication date at the end after the publisher:



Example:

Tolkein, J.R.R. [1951] *Lord of the Rings*. London: Harper Collins, 2018.



Example of citation in text:

Tolkein (1951) or (Tolkein, 1951)

RNIB Bookshare books

Quote Unquote recommends to only use the e-book style of referencing if the book does not have a print version. However, if you referenced the print copy of a book that you have accessed on RNIB Bookshare, the page numbers may not be the same. Therefore, the best approach, to be consistent, is to reference the RNIB Bookshare copy.

To reference a book that you have accessed on RNIB Bookshare, you will need to follow the same rules as recommended for an e-book (see above). You will find the details for the book on the first few pages when you open it online.



Example:

Waite, R. and Ryan, R.A. [2020] *Adverse childhood experiences: what students and health professionals need to know*. [Online]. London: Routledge. Available from: <<https://www.rnibbookshare.org>> [Accessed 24 February 2023].

If you are using a direct quote you will also need to provide page numbers. If you downloaded a pdf you should be able to find the page numbers in the footers, and they should be in the same format as a print copy.



Example of citation in text:

[Waite and Ryan, 2020, p.10]

If you used the "Read Now" button to access a book you need to click on the Current Location icon (from within the book), which displays at the bottom right of the screen (it looks like a location icon on top of an open map). Click on it to find the section and page number where you currently are.



Example of citation in text:

[Waite and Ryan, 2020, sec. 9 of 27, p. 1 of 14].

Computer software and programming code and apps

Apps

Find the name of the developer if possible – if you cannot find that use the name of the app. If you cannot find the date of the release try looking in the app store.

- 1 Developer
- 2 Year of release (in brackets)
- 3 *Title of the app in italics and followed by a full stop.*
- 4 Edition/version/release number (in brackets)
- 5 [Mobile app] followed by a full stop.
- 6 [Accessed dd month year] followed by a full stop.

**Example:**

Terminal Eleven (2019) *SkyView*. (3.6.1). [Mobile app]. [Accessed 17 June 2019].

**Example of citation in text:**

Terminal Eleven (2019) or (Terminal Eleven, 2019)

Computer code and software

If you use software or code available on the web, give the address as well as the date you used it.

- 1 Authors or organisation
- 2 Year of release (in brackets)

- 3 *Title of software code in italics and followed by a full stop.*
- 4 Version number (if there is one, in brackets)
- 5 [Description of the format] followed by a full stop.
- 6 Producing organisation (if not already stated as author)
- 7 Available from: <DOI> (No requirement to show date of access when DOI available)
- 8 Where no DOI, use web address: Available from:
- 9 <web address> and add
- 10 [Accessed dd month year] followed by a full stop.

**Example:**

Wu, L. (2022). *MATLAB code for implementing the Gauss-FFT based Bott-Parker density interface inversion using gravity anomaly*. [Software]. Available from:
<<https://doi.org/10.6084/m9.figshare.19947779.v2>>.

**Example of citation in text:**

(Wu, 2022) or Wu (2022)

Conference proceedings and papers

Whole proceeding

- 1 Authors/editors eds./organiser of the conference
- 2 Year of publication (in brackets)
- 3 *Title of conference including date and place conference held in italics and followed by a full stop.*
- 4 Place of publication followed by a colon:
- 5 Publisher followed by a full stop.
- 6 Available from: <DOI> (No requirement to show date of access when DOI available)
- 7 Where no DOI, use web address: Available from:
- 8 <web address> and add
- 9 [Accessed dd month year] followed by a full stop.



Example:

Marselle, Melissa & Stadler, Jutta & Korn, Horst & Irvine, Katherine & Bonn, Aletta. [2019]. *Biodiversity and Health in the Face of Climate Change: Challenges, Opportunities and Evidence Gaps*. Bonn, Germany: Bundesamt fur Naturschutz. Available from: <https://doi.org/10.1007/978-3-030-02318-8_1>.



Example of citation in text:

(Marselle et al., 2019) or Marselle et al. (2019)

Individual conference paper

These are similar to book chapters in that they are part of a wider publication (the conference proceeding):



Author of paper

- 2 Year of publication (in brackets)
- 3 Title of conference paper followed by a full stop.
- 4 In:
- 5 Authors/Editors (eds.) of conference proceedings (*where shown).
- 6 *Title of conference in italics including date and place conference held and followed by a full stop.*
- 7 Place of publication followed by a colon:
- 8 Publisher followed by a full stop.
- 9 Availability information <web address> and [Accessed dd month year] (if applicable) followed by a full stop.



Example:

Yuan, Z. and Li, G. (2016) Research and implementation of hierarchical control of large scale video conference based conference management system. In: Xie, B. and Xu, X. eds. *IEEE 2016 International conference on cyber-enabled distributed computing and knowledge discovery (CyberC) Chengdu, 13-15 October 2016*. Los Alamitos: IEEE.



Example of citation in text:

Yuan and Li (2016) or (Yuan and Li, 2016)



Example (*without No.5 Authors/Editors):

Bonacin, R. and Pierozzi, I. (2014) Modeling the impacts of agriculture on water resources: semantic interoperability issues. In: *23rd IEEE International WETICE Conference, 23-25 June 2014*. Parma. [Online]. Los Alamitos: CPS. Available from: <<http://ieeexplore.ieee.org/stamp/stamp.jsp?arnumber=6927099>> [Accessed 30 May 2022].



Example of citation in text:

Bonacin and Pierozzi (2014) or (Bonacin and Pierozzi, 2014)

Data

Your own research data

Original data generated by you for a dissertation or research project, such as survey results, interviews, or observation notes, is not usually cited and referenced in the same way as information from published sources. This data is only accessible by you, until you put it into your report or dissertation, or publish it in some other way. Include this data in your dissertation as appendices, and refer to it in your text as appropriate. Check any advice and guidelines you are given, or look at examples of previous dissertations, for more information on how to do this.

From a data repository

A Digital Object Identifier (DOI) should be included in data citations where available. This ensures that even if the location of the data changes, the DOI will always link to the data used.

Each dataset used must also have a separate citation. You should always include the following components:

- 1 Author
- 2 Year of publication (in brackets)
- 3 *Title of dataset in italics and followed by a full stop.*
- 4 Edition or version if applicable
- 5 [Dataset] followed by a full stop.
- 6 Place of publication followed by a colon:
- 7 Publisher (usually the repository, unless otherwise stated) followed by a full stop.
- 8 Availability information <DOI or web address> and [Accessed dd month year] followed by a full stop.



Example:

Institute for Social and Economic Research (2011) *Understanding society: wave 1 2009-2010*. [Dataset].

Colchester: UK Data Service. Available from: <<http://discover.ukdataservice.ac.uk/doi/?sn=6614#>>
[Accessed 29 May 2015].



Example of citation in text:

Institute for Social and Economic Research (2011) or (Institute for Social and Economic Research, 2019)

Statistics from a table

You should provide an in-text citation including the page number from which the information has been taken for any photographs, images, tables, diagrams, graphs, figures or illustrations that you reproduce in your work. The citation would normally be given after the title of the figure, table, diagram, etc.



Example as a label under the diagram:

Figure 1, A Venn Diagram (Fraser, 2018, p. 50).

A reference within the text to a table, graph, diagram, etc. taken from a source should include the author, date and page number in brackets to enable the reader to identify the data.



Example of citation in text (not as a label):

(Fraser, 2018, p.11).

If you have already named the author in the text, only the publication year and page number needs to be mentioned in brackets.

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. See: How to refer to the work of one author cited in that of another, or Secondary Referencing.

Dictionary and encyclopaedia entries (print and online)

Dictionary

Dictionaries do not normally have an author, but may have an editor whose name can be used in the citation and reference. If there is no editor, the reference is based on the title of the work.

The citation in the text would be the title and the date, (Oxford English Dictionary, 1989).

- 1 Author/editor (if available) or *Title in italics* (if no author/editor)
- 2 Year of publication (in brackets)
- 3 If there was an editor add the *Title of the dictionary in italics*
- 4 Volume number (if applicable)
- 5 Edition number i.e. 2nd ed.
- 6 Place of publication followed by a colon:
- 7 Publisher followed by a comma,
- 8 Page number(s) of definition followed by a full stop.
- 9 If the dictionary is online include: Available from: <web address> [Accessed dd month year].

**Example:**

Oxford English Dictionary (1989) vol. 5, 2nd ed. Oxford: Clarendon, p. 67.

**Example of citation in text:**

Oxford English Dictionary (1989) or (Oxford English Dictionary, 1989)

Encyclopaedia entry

- 1 Author/editor (if available) or *Title in italics* (if no author/editor)
- 2 Year of publication (in brackets)
- 3 Title of the article in the encyclopaedia
- 4 In:
- 5 Editors of encyclopaedia (eds.)
- 6 *Title of the encyclopaedia in italics, if not used instead of author, and followed by a full stop.*
- 7 Volume number (if applicable)
- 8 Edition number i.e. 2nd ed.
- 9 Place of publication followed by a colon:
- 10 Publisher followed by a full stop.
- 11 Page number(s) of definition followed by a full stop.
- 12 If the encyclopaedia is online include: Available from: <web address> [Accessed dd month year].

**Example:**

Chen, R. and Huang, J. (2012) Credit derivatives. In: Lee, C. and Lee, A. (eds) *Encyclopedia of finance*. Boston (MA): Springer. pp. 237-242. Available from: <https://link.springer.com/content/pdf/10.1007%2F978-1-4614-5360-4_6.pdf> [Accessed 23 March 2019].

**Example of citation in text:**

Chen and Huang (2012) or (Chen and Huang, 2012)

Films, videos, radio, TV programmes and online video

Films broadcast on TV

In the Reference List include the following information in this order:

- 1 *Film title in italics*
- 2 Year of production (in brackets)
- 3 Director (the name is written family name last), or if none, person or body responsible for production followed by a full stop.
- 4 Place broadcaster is located followed by a colon:
- 5 Broadcaster followed by a full stop.
- 6 Date and time of transmission followed by a full stop.



Example:

Stalag 17 (1953) Directed by Billy Wilder. London: Film 4. 16 July 2019, 11:00.



Example of citation in text:

Stalag 17 (1953) or (Stalag 17, 1953)

For a direct quote use the **duration of the quote**, include the start and end time in hours:minutes:seconds

Stalag 17 (1953, 01:23:22 - 01:24:30) or (Stalag 17, 1953, 01:23:22 - 01:24:30)

Films on DVD

In the Reference List include the following information in this order:

- 1 *Film title in italics*
- 2 Year of production or distribution (in brackets)
- 3 Director (the name is written family name last), or if none, person or body responsible for production followed by a full stop.

- 4 Place of production followed by a colon:
- 5 Producing organisation followed by a full stop.
- 6 [Format] followed by a full stop.

**Example:**

The handmaiden (2017) Directed by Chan-wook Park. Culver City: Sony Pictures. [DVD].

**Example of citation in text:**

The handmaiden (2017) or (The handmaiden, 2017)

For a direct quote see example above for Films on TV use hours:minutes:seconds - start and end time

Films viewed via streaming services

In the Reference List include the following information in this order:

- 1 *Film title in italics*
- 2 Year of production (in brackets)
- 3 Director (the name is written family name last), or if none, person or body responsible for production followed by a full stop.
- 4 The words 'Available from' followed by a colon:
- 5 The name of the streaming service
- 6 The word 'Accessed' and the date you viewed the film [in square brackets] and followed by a full stop.

**Example:**

The act of killing (2012) Directed by Joshua Oppenheimer. Available from: Amazon Prime Video [Accessed 14 February 2019].

**Example of citation in text:**

The act of killing, (2012) or (The act of killing, 2012)

For a direct quote see example above for Films on TV - use hours:minutes:seconds - start and end time

Radio programmes

Include the following information in this order:

- 1 *Title of broadcast in italics*
- 2 Year of broadcast (in brackets)
- 3 Location of broadcaster followed by a colon:
- 4 Broadcaster followed by a full stop.
- 5 Date and time of broadcast followed by a full stop.



Example:

The Archers (2019) London: BBC Radio 4. 8 July 2019, 19:00.



Example of citation in text:

The Archers (2019) or (The Archers, 2019)

For a direct quote see example above for Films on TV use hours:minutes:seconds-start and end time

TV programme

Include details of when the programme was broadcast. Include the following information in this order:

- 1 Series title (or programme title if not part of a series)
- 2 Series number if appropriate
- 3 Year of broadcast (in brackets)
- 4 *Programme title in italics followed by a full stop.*
- 5 Location of broadcaster followed by a colon:
- 6 Broadcaster followed by a comma,
- 7 Date and time of broadcast followed by a full stop.



Example:

Panorama (2019) *Britain on the sick*. London: BBC1, 19 May 2019, 21:00.



Example of citation in text:

Panorama (2019) or (Panorama, 2019)

For a direct quote see example above for Films on TV use hours:minutes:seconds - start and end time

Television programmes viewed via streaming services

Include the following information in this order:

1

Programme title in italics

2

Year of broadcast (in brackets)

3

Name of transmitting channel followed by a comma,

4

The date, month and time of transmission followed by a full stop.

5

The words 'Available from' followed by a colon:

6

The name of the streaming service

7

The word 'Accessed' and the date you viewed the film [in square brackets] and followed by a full stop.



Example:

Grayson Perry: divided Britain (2017) Channel 4, 30 May, 21:00. Available from: Box of Broadcasts [Accessed 11 July 2019].



Example of citation in text:

Grayson Perry: divided Britain (2017) or (Grayson Perry: divided Britain, 2017)

For a direct quote see example above for Films on TV use hours:minutes:seconds - start and end time

Episode from a television programme viewed via streaming services

Include the following information in this order:



Episode title

- 2 Year of original broadcast/release (in brackets)
- 3 *Title of series in italics and followed by a comma,*
- 4 Season and episode number, separated by a comma and followed by a full stop.
- 5 The words 'Available from' followed by a colon:
- 6 The name of the streaming service
- 7 The word 'Accessed' and the date you viewed the film [in square brackets] and followed by a full stop.



Example:

The monster (2016) *Stranger things*, Season 1, episode 6. Available from: Netflix [Accessed 12 July 2019].



Example of citation in text:

The monster (2016) or (The monster, 2016).

For a direct quote see example above for Films on TV use hours:mins:seconds - start and end time

Online video (YouTube, Vimeo etc.)

Include the following information in this order:

- 1 Creator's name (if given) or screen name of contributor who uploaded the video
- 2 Year uploaded (in brackets)
- 3 *Title in italics and followed by a full stop.*
- 4 [Online video] followed by a full stop.
- 5 Date of uploading if known followed by a full stop.
- 6 Availability information <web address> and [Accessed dd month year] followed by a full stop.



Example:

Maada Bio, J. (2019) *A vision for the future of Sierra Leone*. [Online video]. April 2019. Available from: <https://www.ted.com/talks/julius_maada_bio_a_vision_for_the_future_of_sierra_leone> [Accessed 11 July 2019].



Example of citation in text:

Maada (2019) or (Maada, 2019)

For a direct quote see example above for Films on TV use hours:minutes:seconds - start and end time

Foreign language materials and translations

If you are referencing a source in a language other than English give the title as it appears in the source, or an English translation with the original language. Whichever you choose, be consistent with all foreign language works you use.

When using a translation include the translator's details and the original language it has been translated from.

Include the following information for a book, adapt for other reference types. Key things to include are that it is: Translated from the [language] by [given name, family name].

- 1 Authors
- 2 Year of publication (in brackets)
- 3 *Title in italics and followed by a full stop.*
- 4 Translated from the <language of the original> by <translator's name>.
- 5 Place of publication followed by a colon:
- 6 Publisher followed by a full stop.



Example:

Canetti, E. (2000) *Crowds and power*. Translated from the German by C. Stewart. London: Phoenix.



Example of citation in text:

Canetti (2000) or [Canetti, 2000]

Include as follows when using the original language e.g. for a book. Add additional detail for other relevant reference types as in A-Z of Reference examples.

- 1 Author/s
- 2 Year of publication (in brackets)
- 3 Title - in original language in italics and followed by a full stop.
- 4 Include English translation to acknowledge in square brackets

5

Place of publication followed by a colon:

6

Publisher followed by a full stop

Additional information if online:

7

Available from: <web address>

8

[Accessed dd month year] followed by a full stop.



Example:

Foucault, M. (1971) *L'archéologie du savoir*. [The archaeology of knowledge]. Paris: NRF/Gallimard.



Example of citation in text:

Foucault (1971) or (Foucault, 1971)

Images, works of art, photographs and online images

If you are using an image from a book show in your Reference List as above for **Books** followed by the page number the illustration appears on and either illus. or photograph.

When you insert an image from somewhere else, use a caption underneath the image to describe it and include the citation details with the full information in your Reference List.



Example:

McCormick, J. (2018) *Contemporary Britain*. 4th ed. London: Palgrave, p.197, illus.



Example of citation in text - include the page number:

McCormick (2018, p.35) or (McCormick, 2018, p.35)

Works of art

Include the following:

1

Artist

2

Year the work was produced (in brackets)

3

Title of work in italics and followed by a full stop.

4

[Material type] followed by a full stop.

5

'Held at' name and location of museum or artwork, followed by a full stop.



Example:

Hepworth, B. (1953) *Heiroglyph*. [Sculpture]. Held at Leeds City Art Gallery.



Example of citation in text:

Hepworth (1953) or (Hepworth, 1953)

Reproduction of an artwork

As well as the original artist, give details of where the reproduction was found. Very like citing something referred to in the work of another author, or secondary referencing. Include the page number.



Example:

Schiele, E. (1915) *House on a river*. [Painting]. Reproduced in: Leopold, R. (2011) Egon Schiele: landscapes. London: Prestel, p.169.



Example of citation in text:

Schiele (1915, p.169) or (Schiele, 1915, p.169)

Online images or photographs

Images should always be acknowledged, even if they are on free websites. A general rule is the following information:

1

Creator of the image (if there is no creator use the title/description)

2

Year (in brackets)

3

Title of image, or a description in italics followed by a full stop.

4

[Online image] or [Online photograph] followed by a full stop.

5

Availability information <web address> and [Accessed dd month year] followed by a full stop.



Example:

Earth Observatory (2019) *Heatwaves scorches Europe*. [Online image]. Available from: <<https://earthobservatory.nasa.gov/images/145249/heatwave-scorches-europe>> [Accessed 27 June 2019].



Example of citation in text:

Earth Observatory (2019) or (Earth Observatory, 2019)

International and European documents laws and treaties

EU Directives, regulations or decisions

Include the following information in this order:

- 1 Name of the part of the EU which created the directive, regulation or decision
- 2 Date of publication (in brackets)
- 3 *Title (including reference numbers for directives) in italics followed by a full stop.*
- 4 *Official Journal of the European Union (in italics) followed by a comma,*
- 5 Volume number, date and page numbers followed by a full stop.
- 6 If online include: Available from: <web address> [Accessed dd month year].



Example:

Council of the European Union (2018) *Council Directive 2018/822/EU of 25th May 2018 amending Directive 2011/16/EU as regards mandatory automatic exchange of information in the field of taxation in relation to reportable cross-border arrangements. Official Journal of the European Union*, L 139, 5 June, pp. 1-13.




Example of citation in text:

Council of the European Union (2018) or (Council of the European Union, 2018)

EU COM documents

Include the following information in this order:

- 1 Name of the European Commission
- 2 Date of publication (in brackets)
-  *Title in italics followed by a full stop.*

**Example:**

Commission of the European Communities (2005) *Comprehensive monitoring report on the state of preparedness for EU membership of Bulgaria and Romania*. COM (2005) 534

**Example of citation in text:**

Commission of the European Communities (2005) or [Commission of the European Communities, 2005]

UN treaties

Include the following information in this order:

1

Title of the treaty in italics

2

Year of publication (in brackets)

3

[Online] followed by a full stop.

4

Volume number UNTS followed by a full stop.

5

Availability information <web address> and [Accessed dd month year] followed by a full stop.

**Example:**

Convention on the rights of the child (1990). [Online]. 1577 UNTS. Available from:
<[https://treaties.un.org/doc/Publication/UNTS/ Volume%201577/v1577.pdf](https://treaties.un.org/doc/Publication/UNTS/Volume%201577/v1577.pdf)> [Accessed 31 March 2019].

**Example of citation in text:**

Convention on the rights of the child (1990) or [Convention on the rights of the child, 1990]

Journal articles

Journals

Include the following information in this order. Not all journals have volumes, issues/parts and months/seasons, so only include what you can:

- 1 Author(s) of the article
- 2 Year of publication (in brackets)
- 3 Title of the article followed by a full stop.
- 4 *Title of the journal in italics and followed by a comma,*
- 5 Volume number
- 6 Issue or part number (in brackets) month or season of the year followed by a comma,
- 7 Page numbers of article followed by a full stop.



Examples:

Rawson, M. (2002) Learning to learn: more than a skill set. *Studies in Higher Education*, 25 (2) October, pp. 225-238.

Trew, D. (2015) The Seventies now. *Selvedge*, (68) November, pp. 64-69.



Example of citation in text:

Rawson (2002) or (Rawson, 2002)

E-journals

Only use this format where a journal is only available as an online version. Where an e-journal looks like a printed journal with page formatting and pagination you should refer to it as a printed journal.

- 1 Author(s) of the article
- 2 Year (in brackets)
- 3 Title of article followed by a full stop.
- 4 *Title of journal in italics and followed by a full stop.*
- 5 The word 'Online' [in square brackets] and followed by a full stop.
- 6 Volume number
- 7 Issue or part number (in brackets) month or season of the year followed by a comma,
- 8 Page numbers of article or online equivalent followed by a full stop.
- 9 Available from: <DOI> (No requirement to show date of access when DOI available)
- 10 Where no DOI, use web address: Available from:
- 11 <web address>
- 12 [Accessed dd month year] followed by a full stop.

**Example:**

Fixsen, D. A., Barrett, D. S. and Shimonovich, M. (2022) Supporting vulnerable populations during the pandemic: stakeholders' experiences and perceptions of social prescribing in Scotland during Covid-19. *Qualitative Health Research*. [Online]. 32 (4), pp. 670–682. Available from: <<https://doi.org/10.1177/10497323211064229>>.

**Example of citation in text:**

[Fixsen et al., 2022] or Fixsen et al. (2022)

Preprint/in press articles

The principles for e-journal articles also apply for preprints and in press articles. Online preprints are published online before in print and therefore they may not contain the volume/issue/pagination details.

Include all the information as for a journal article but instead of [Online] use [Preprint].

**Example:**

Conley, M.A. (2019) Asymmetric issue evolution in the American gun rights debate. *Social Science Research*

[Preprint]. Available from: <<https://www.sciencedirect.com/science/article/pii/S0049089X18306094>>
[Accessed 5 July 2019].



Example of citation in text:

Conley (2019) or (Conley, 2019)

Law reports

UK law reports

Note: Leeds Law School at Leeds Beckett University uses a legal referencing system called 'OSCOLA' (Oxford University Standard for the Citation of Legal Authorities). Law students should check current guidance on this elsewhere on our Library pages. **Do not mix OSCOLA and Harvard referencing styles.**

To cite a specific case and where it was reported include the following information in this order:

- 1 *Names of the parties (plaintiff and defendant) in italics*
- 2 Year the case was reported [in square brackets]
- 3 Number of the volume in which it was reported
- 4 Name of the series of law reports (in abbreviated form)
- 5 Page number at which the report starts.



Example:

Douglas v Hello! [2005] EWCA Civ 595, [2006] QB 125.



Example of citation in text:

Douglas v Hello! (2005) or (*Douglas v Hello!* 2005)

EU law reports

Citing and referencing EU case law is very similar to UK case law. The most common law report is 'European Court Reports' and this is abbreviated to ECR.

Lecture notes

With university teaching sessions, most lecturers will supply references to information or ideas they have obtained from published sources, which you are then expected to follow up yourself. If your information comes from course hand-outs, or from an e-learning system or virtual learning environment, cite those as your source and include the details in your Reference List.

- 1 Authors name
- 2 Year (in brackets)
- 3 *Title of lecture in italics followed by a full stop.*
- 4 [Lecture] in square brackets followed by a full stop.
- 5 Module code and title followed by a full stop.
- 6 Date of lecture followed by a full stop.



Example:

Smith, J. (2019) *Community consultation*. [Lecture]. ARCS430 Placemaking. Leeds Beckett University. 13 April 2019.



Example of citation in text:

Smith (2019) or (Smith, 2019)

Note

It is good academic practice to use original sources to inform your work/assignment rather than lecture notes. You should always ask permission before using information obtained via any type of personal interaction.

Live theatre performance and dance

Give the choreographer or playwright instead of the author, followed by the premiere date, but with further details, including when seen. Include the following information in this order:

- 1 Choreographer or playwright if known – otherwise put the title or the performers first – followed by a full stop.
- 2 Year of first production (premiere) in brackets (or n.d. if not known)
- 3 *Title of the work or piece in italics followed by a comma,*
- 4 The performers followed by a full stop.
- 5 Date performance viewed and the location details [in square brackets] followed by a full stop.



Example:

Verdi, G. (1871) *Aida*, Opera North. [Performance viewed 8 May 2019, Leeds Town Hall, Leeds].



Example of citation in text:

Verdi (1871) or (Verdi, 1871)

Maps and online maps

Maps

If you know the originator (cartographer, surveyor, compiler etc.) include the following information in this order:

- 1 Originator's name or corporate author, e.g. Ordnance Survey
- 2 Year of publication (in brackets)
- 3 *Title of map in italics and followed by a comma,*
- 4 Sheet number if given followed by a full stop.
- 5 Scale of the map e.g. 1:100000 followed by a full stop.
- 6 Series if given (in brackets) and followed by a full stop.
- 7 Place of publication followed by a colon:
- 8 Publisher followed by a full stop.



Examples:

Ordnance Survey (1989) *Duns, Dunbar and Eyemouth area*, sheet 67. 1:50000. (Landranger series).
Southampton: Ordnance Survey.

Brawn, D.A. (2002) *Mallorca north and mountains tour and trail map*, 1:40000. Northampton: Discovery
Walking Guides.

Waters, C. (2000) *Geology of the Bradford district*, sheet 69. 1:50000. (England and Wales). Nottingham:
British Geological Survey.



Example of citation in text:

Ordnance Survey (1989) or (Ordnance Survey, 1989)

If you do not know the originator's name:



- 1 *Title of map in italics*
- 2 Year of publication (in brackets)
- 3 Scale of the map e.g. 1:100000 followed by a full stop.
- 4 Place of publication followed by a colon:
- 5 Publisher followed by a full stop.

**Example:**

The European Union: political map, member states, regions and administrative units (1995) 1:4000000.
Luxembourg: Office for Official Publications of the European Communities.

**Example of citation in text:**

The European Union (1999) or (The European Union, 1999)

Online maps

Note

Digimap hosts maps from other sources.

- 1 Title of the Digimap service, include in square brackets [web map service] e.g., Aerial Imagery [web map service]
- 2 Year of publication/year updated, if shown, in round brackets e.g. (2021) or (updated 2021)
- 3 *Title of the map e.g. Leeds, in italics and followed by a comma,*
- 4 Scale of map, if shown e.g., 1:10,000 (followed by a full stop).
- 5 Publisher followed by a full stop e.g., Getmapping PLC.
- 6 The words 'Available from' followed by a colon:
- 7 The web address in angled brackets <web address>
- 8 The word 'Accessed' and the date you viewed the web page in square brackets and followed by a full stop.

**Example:**

Aerial Imagery [web map service] (updated 2021) *Leeds*, 1:10,000. Getmapping PLC. Available from: <<http://edina.ac.uk/digimap>> [Accessed 19 November 2021].

**Example of citation in text:**

Aerial Imagery (2021) or (Aerial Imagery, 2021)

Music scores

Include the following information in this order:

- 1 Composer
- 2 Year of publication (in brackets)
- 3 *Title of work in italics and followed by a full stop.*
- 4 Editor(s) followed by ed. or any other arrangers, for example 'Scored by' or 'Arranged by' (note that the name is written surname last) followed by a full stop.
- 5 Place of publication followed by a colon:
- 6 Publisher followed by a full stop.



Examples:

Beethoven, L. (1813) *Symphony no. 7, A major, op. 92*. M. Unger ed. London: Eulenburg.

Lennon, J. and McCartney, P. (1965) *Yesterday*. Arranged by The Beatles. Nashville, USA: Sony/ATV Music.



Examples of citation in text:

Beethoven (1813) or [Beethoven, 1813]

Lennon and McCartney (1965) or [Lennon and McCartney, 1965]

Newspaper articles

Online newspaper articles

Include the following information in this order:

- 1 Author(s) or editor of the article where given
- 2 Year (in brackets)
- 3 Title of article followed by a full stop.
- 4 *Title of newspaper in italics*
- 5 The word 'Online' [in square brackets] and followed by a full stop.
- 6 Date (no year needed) followed by a comma then page numbers or online equivalent if given – followed by a full stop.
- 7 The words 'Available from' followed by a colon:
- 8 The website address <in angled brackets>
- 9 The word 'Accessed' and the date you viewed the web page [in square brackets] and followed by a full stop.



Example:

Dejevsky, M. [2019] Relax everyone, the intergenerational wars are over. *Independent*. [Online]. 20 June.
Available from: <<https://www.independent.co.uk/voices/millennial-gen-z-baby-boomers-ifs-living-standards-a8967606.html>> [Accessed 5 July 2019].



Example of citation in text:

Dejevsky (2019) or (Dejevsky, 2019)

Printed newspaper articles



Author(s) of the article where given

2

Year of publication (in brackets)

3

Title of the article followed by a full stop.

4

Title of the newspaper in italics and followed by a comma,

5

Date (no year needed) followed by a comma,

6

Page number(s) of article followed by a full stop.



Example:

Hawkes, N. (2008) Brittle bone drug can stop disease taking hold. *The Times*, 11 June, p.3.



Example of citation in text:

Hawkes (2008) or (Hawkes, 2008)

Where there is no author

For sources where the author is not identifiable start your reference with the article title, followed by the date in brackets, but omit the full stop after the title.



Example:

Governments failing to act on climate change (2010) *Observer*, 17 January, p.10.



Example of citation in text:

Governments failing to act on climate change (2010) or (Governments failing to act on climate change, 2010)

Patents

Include the following information in this order:

- 1 Originator followed by a full stop.
- 2 Year of publication (in brackets)
- 3 *Title of patent in italics and followed by a full stop.*
- 4 Series designation followed by a full stop.
- 5 If you found the patent online include 'Available from: <web address>'
- 6 [Accessed dd month year].



Example:

Chacham, C., Friedman, R. and Amir, U. [1991] *Light flasher apparatus*. US5252893A. Available from: <<https://patents.google.com/patent/US5252893A>> [Accessed 9 June 2019].



Example of citation in text:

Chacham et al [1991] or (Chacham et al, 1991)

Personal communications, letters, interviews, generative AI

You cannot include Personal communications in your Reference List/Bibliography because the information is not retrievable. Because generative AI tools like ChatGPT create different answers each time, when referencing it, treat it as a personal communication.

Personal communications means information obtained directly from another person. This could include: a discussion on a work placement; a course tutorial; a phone call; an email; a personal message sent via a social networking site. What these examples have in common is that they are not retrievable by another person.

Personal communications can be cited in your text (and can be included as appendices if relevant). Give the name and job-title or role of the communicator, and provide some information about the context (personal discussion, email, tutorial etc.) with as exact a date as possible.

Note

You should always ask permission before using information obtained via any type of personal interaction. If necessary you can anonymise the source.



Example of citation in text:

More and more buildings are now recycling energy according to R. Jann, Building Surveyor, John Moss & Co. (personal discussion on work placement, 22 March 2019).

Poetry

Follow the referencing style for the type of source you have used. These sources could include:

- 1 An item within an edited collection of poems (cite as a chapter in an edited book)
- 2 An anthology (book) of work by one poet (cite as a book)
- 3 A website

If you are citing a long poem, it might have line numbers or parts, use these as given on the source. Or if a direct quotation, include the page number if shown.



Example anthology by one poet:

Larkin, P. (1964) *The Whitsun weddings*. London: Faber



Example poem on a website:

Larkin, P. (1974) High windows. [Online]. Available from:
<<https://www.poetryfoundation.org/poems/48417/high-windows>> [Accessed 31 July 2018]



Example of citation in text:

Larkin (1964) or (Larkin, 1964)

Product, packaging or advertising material

Include the following:

- 1 Manufacturer
- 2 Year seen (in brackets)
- 3 *Product name in italics followed by a full stop.*
- 4 [Material type or medium] followed by a full stop.



Example Reference List - physical object:

Clipper (2020). *Seriously Velvety Instant Hot Chocolate* [Container].



Example of citation in text - physical object:

Clipper (2020) or (Clipper, 2020)

If online change the format as follows:

- 4 [Online image] or [Online photograph] followed by a full stop.
- 5 Availability information <web-address> and [Accessed dd month year] followed by a full stop.



Example Reference List - online image/object:

Clipper (2020) *Seriously Velvety Instant Hot Chocolate*. [Online image]. Available from:
<<https://www.clipper-teas.com/product/seriously-velvety-instant-hot-chocolate/>> [Accessed 11 May 2020].



Example of citation in text - online image/object:

Clipper, (2020) or (Clipper, 2020)

Reports

Reports in online databases

For report type information inside databases, give the website address of the database used, as well as the date you used it.

- 1 Author
- 2 Year of publication (in brackets)
- 3 *Title of report in italics and followed by a full stop.*
- 4 [Online] followed by a full stop.
- 5 Place of publication followed by a colon:
- 6 Publisher followed by a full stop.
- 7 Availability information <DOI or web address - if this is not a permanent link to the report, use a shortened version, as in the examples> and [if web address; Accessed dd month year] followed by a full stop.



Examples:

MarketLine (2020) *Tesco PLC*. [Online]. Available from: <<https://marketline.com/>> [Accessed 28th March 2020].

Mintel (2020) *Same Food, Less Plastic*. [Online]. Available from: <<https://www.mintel.com/>> [Accessed 28th March 2020].

Mergent (2020) *D&B Country Insight Report: Albania, December 2019*. [Online]. Available from: <<https://mergent.com/>> [Accessed 28th March 2020].



Examples of citation in text:

MarketLine (2020) or (MarketLine, 2020)

Mintel (2020) or (Intel, 2020)

Mergent (2020) or (Mergent, 2020)

Government, NGO and professional body reports

Many organisations produce reports, they might be Government departments (NHS, DEFRA etc.) or they might be NGOs (Oxfam, Red Cross, Save the Children etc.) or Professional bodies (RICS, RTPI, RCN etc.). Whichever, they all follow the basic outline above.



Examples:

RTPI (2019) *Local Authority direct delivery of housing: advice for planners on how to support local authority led housing delivery*. [Online]. London: RTPI. Available from <https://www.rtpi.org.uk/media/3559970/local_authority_housebuilding_practice_advice.pdf> [Accessed 13th January 2020].

Ofsted (2018) *Alwoodley Primary School*. [Online]. Manchester: Ofsted. Available from: <<https://reports.ofsted.gov.uk/provider/21/107912>> [Accessed 26 November 2018].



Examples of citation in text:

RTPI (2019) or [RTPI, 2019]

[Ofsted, 2019] or Ofsted (2019)

Other reports - financial reports

There are many different types of reports. Ensure you include the subtitle and series information. The correct content and order is the same as for books.



Examples:

ASOS (2019) *Annual Report 2018*. [Online]. London: ASOS plc. Available from: <<https://www.asosplc.com/investors/reports-and-presentations/2019>> [Accessed 5 July 2019].

FAME (2019) *Tesco PLC*. [Online]. Available from: <<https://fame4.bvdinfo.com/>> [Accessed 28th March 2020].

If you use a specific part of the Tesco report, e.g. Ratios:

FAME (2019) *Tesco PLC, Ratios*. [Online]. Available from: <<https://fame4.bvdinfo.com/>> [Accessed 28th March 2020].



Example of citation in text:

[FAME, 2019] or FAME (2019)

Sacred texts

If quoting from sacred texts such as the Bible, the Koran, the Talmud or the Upanishads, you do not need to give a page number, just the details of the verse or extract. Traditionally a colon is used between chapter and verse.

References to sacred texts are not usually included in your list of references or bibliography but if you do want to include them, cite and reference the edition of the text you have been using, following the rules for Books.



Examples of citation in the text:

Koran 24:35

Luke 4:4

Ruth 3:1-18

Sound recordings and digital audio

Sources might be from: Vinyl; CD; DVD; Video; Digital audio file.

For **recorded music** include the following information in this order:

- 1 Composer or songwriter if known – otherwise put the title or the performers first as appropriate
- 2 Year of production (in brackets) or (n.d.) if no date shown
- 3 *Title of the work or piece in italics followed by a comma,*
- 4 The performers followed by a full stop.
- 5 Publisher or recording company followed by a full stop.
- 6 Medium and then format separated by a colon: [in square brackets] and followed by a full stop.



Example:

Mozart, W.A. [n.d.] *Symphony no. 38 in D major*, Vienna Philharmonic. Polydor. [sound recording: CD].



Example of citation in text:

Mozart (n.d.) or (Mozart, n.d.)

Track on a CD or vinyl album

Include the following information in this order:

- 1 Artist
- 2 Year of release in brackets or (n.d. if not known)
- 3 Title of track followed by a comma,
- 4 *Title of album in italics followed by a full stop.*

5

Distributor followed by a full stop.

6

[Medium and format separated by a colon] and followed by a full stop.

**Example:**Mitchell, J. (1971) A case of you, *Blue*. Reprise. [sound recording: CD].**Example of citation in text:**

Mitchell (1971) or [Mitchell, 1971]

Podcasts

Include the following information in this order:

1

Surname/family name of podcaster/originator, initial/s. Or use name of organisation.

2

Year of broadcast (in round brackets)

3

Title of episode.

4

Title of podcast. In bold, underlined or italics – use only one format, be consistent throughout.

5

[Podcast] in square brackets and followed by a full stop.

6

The words 'Available from' followed by a colon:

7

The web address/url in <angled brackets>

8

The word 'Accessed' with the date you listened to the podcast in square brackets, followed by a full stop.

**Example:**

Notaro, T. (2021) Sarah Paulson. *Don't ask Tig*. [Podcast]. Available from:
 <<https://podcasts.apple.com/gb/podcast/sarah-paulson/id1523507379?i=1000506768153>> [Accessed 6 July 2023].

**Example of citation in text:**

(Notaro, 2021) or Notaro (2021)

Streaming services

Include the following information in this order:

- 1 Composer or songwriter if known otherwise put the title or the performers first as appropriate
- 2 Year of release (in brackets)
- 3 *Title of album in italics followed by a full stop.*
- 4 The words 'Available from' and the name of the streaming service
- 5 The word 'Accessed' and the date you streamed the album in square brackets and followed by a full stop.



Example:

The Beatles (1967) *Sgt. Pepper's lonely hearts club band*. Available from: Deezer [Accessed 15 February 2019].



Example of citation in text:

(The Beatles, 1967) or The Beatles (1967)

Speeches and spoken quotations

For these, you need to give a source for the information unless the quotation is so well known that it would qualify as 'common knowledge'. The format for citing and referencing is similar to that used for Secondary Referencing. A speech viewed on YouTube should be referenced using the online video format.

What to put in your text – your citation

In the text of your essay or assignment, cite both the speaker's/originator's name, the context and date of the speech or quotation, if known, and the source which you have used, using the words 'quoted in' or 'reported in'. You should also give the publication date for the source (or the abbreviation 'n.d.' if there is no date) and a page number if available.



Example of using a spoken quotation in text:

This respect for acts of self-sacrifice is shown by the endurance in literature and popular culture of heroic 'last words'. Take the passenger of the Titanic who declared "We've dressed up in our best and are prepared to go down like gentlemen" (Benjamin Guggenheim, 14th April 1912, reported in: Encyclopaedia Titanic, n.d.).

Standards and online standards

Standards

Includes: British Standards (BS), European Standards (EN) and International Organization for Standardization (ISO).

Include the following information in this order:

- 1 Author
- 2 Year of publication (in brackets)
- 3 *Standard number followed by the title of the standard in italics and followed by a full stop.*
- 4 Place of publication followed by a colon:
- 5 Publisher followed by a full stop.



Example:

British Standards Institution (2019) BS ISO 13746:2019 *Textile floor coverings. Guidelines for installation and use on stairs*. London: BSI.



Example of citation in text:

BSI (2019) or (BSI, 2019)

Online standards

NICE guidance (National Institute for Health and Care Excellence)

Include the following information in this order:

- 1 Author
- 2 Year of publication (in brackets)

3

Title of guideline in italics

4

[Guideline number NG ***] followed by a full stop.

5

Available from: <web address in angled brackets>

6

[Accessed dd month year] followed by a full stop.



Example:

NICE (2019) *Crohn's disease: management* [NG129]. Available from:
<<https://www.nice.org.uk/guidance/ng129>> [Accessed 11 July 2019].



Example of citation in text:

(NICE, 2019) or NICE (2019)

Theses and dissertations

Include the name of the awarding institution, for example, Leeds Beckett University. You only need to give the place of publication if it is not included in the name of the institution.

Include the following information in this order:

- 1 Author
- 2 Year of publication (in brackets)
- 3 *Title and subtitle (if any) in italics*
- 4 Type of thesis [in square brackets] and followed by a full stop.
- 5 Place of publication if required followed by a colon:
- 6 Awarding institution followed by a full stop.
- 7 Available from: <DOI> (No requirement to show date of access when DOI available)
- 8 Where no DOI, use web address: Available from:
- 9 <web address> and add
- 10 [Accessed dd month year] followed by a full stop



Example:

Corazzi, S. (2021) *The international, the global and the intercultural: an exploration of the graduate attribute of the 'global outlook' at One UK University* [Ph.D. Thesis]. Leeds Beckett University. Available from: <<https://doi.org/10.25448/lbu.20331633.v1>>.



Example of citation in text:

Corazzi (2021) or [Corazzi, 2021]

UK Government publications

Acts and statutes

1

Title of act in italics

2

Year

3

c. number (in brackets)

4

London: HMSO followed by a full stop.



Example:

Education Act 2011 (c.21) London: HMSO.



Example of citation in text:

Education Act 2011 or (Education Act, 2011)



Example of citation in text when referring to a specific section, subsection and paragraph:

Education Act 2011 4 (2) (c) or (Education Act 2011 4 (2) (c))

Parliamentary Bills

A Bill is a proposal for a new law, or a proposal to change an existing law, presented for debate before Parliament.



Example:

Agriculture Bill. [HL] Bill 292, 2017-19 London: TSO. Available from:
<<https://services.parliament.uk/Bills/2017-19/agriculture.html>> [Accessed 5 July 2019].

**Example:**

Example for citation in text:

Agriculture Bill (2017-19) or (Agriculture Bill, 2017-19)

Online Bills

If you used an online version of a Bill, make this clear and give the website address of the database used, as well as the date you used it. (See 'Acts and Statutes' above for example):

**Example:**

Welfare Reform. [Online]. HL Bill (2011-11) 154. Available from:

<<https://publications.parliament.uk/pa/cm201011/cmbills/154/11154.i-v.html>> [Accessed 12 July 2019].

**Example for citation in text:**

Welfare Reform HL Bill (2011-11) or (Welfare Reform, HL Bill 2011-11)

Statutory instruments (print or online)

Include the following information in this order:

1

Title in italics and followed by a full stop.

2

[Online]. (If using an online version)

3

Year of publication (in brackets)

4

The abbreviation 'SI' followed by the Statutory Instrument number and followed by a full stop.

5

Place of publication followed by a colon:

6

Publisher followed by a full stop.

7

Available from: <web address> (if using an online version)

8

[Accessed dd month year] followed by a full stop. (if using an online version)

**Example:**

The Crime and Courts Act 2013 (Commencement No. 18) Order 2018. [Online]. [2018] SI 2018/1423. London: HMSO. Available from: <<https://www.legislation.gov.uk/uksi/2018/1423/contents/made>> [Accessed 12 July 2019].

**Example for citation in text:**

The Crime and Courts Act 2013 [2018] or (The Crime and Courts Act 2013, 2018)

Official reports of Parliamentary debates (Hansard)

Include the following information in this order:

1

Abbreviation of the House of Commons/House of Lords 'HC' or 'HL' followed by 'Deb' in italics and followed by a full stop.

2

Date of Parliamentary session (in brackets)

3

Volume number followed by a comma,

4

The abbreviation 'col.'

5

Column number followed by a full stop.

6

Available from: <web address> (if using an online version)

7

[Accessed dd month year] followed by a full stop. (if using an online version)

**Example:**

HC Deb. [2019] 663, col. 477.

Parliamentary papers

Include the following information in this order:

1

Abbreviation of the House 'HC' or 'HL'

2

Paper number

3

Date of Parliamentary session (in brackets) followed by a full stop.

References to reports issued by Joint Committees of the House of Lords and the House of Commons should include both serial numbers followed by the Parliamentary session.



Examples:

HC 7 (1990-91).

HL 40, HC 15-viii (1981-82).

Command papers (print and online)

Include the following information in this order:

1

Title of the command paper in italics

2

(Command paper number*, year of publication) *Command papers have been in various series abbreviated to Cmnd, CP etc include as is written on the paper you are looking at.

3

Place of publication followed by a colon:

4

Publisher.

5

Available from: <web address> (if using an online version)

6

[Accessed dd month year] followed by a full stop. (if using an online version)



Example:

Health is everyone's business: proposals to reduce ill health related job loss (CP 134, 2019) London: HMSO

Briefing papers

Include the following information in this order:

1

Author

2

Year (in round brackets)

3

Title of Research briefing followed by a full stop.

4

Title of Briefing (House of Commons Library Briefing/House of Lords Library Briefing/POST Parliamentary Office of Science & Tech) in italics

5

The word 'Online' in [square brackets] followed by a comma,

6

Place of publication followed by a colon:

7

Publisher followed by a full stop.

8

The words 'Available from' followed by a colon:

9

The website in angled brackets <web address>

10

[Accessed dd month year] in square brackets followed by a full stop.



Example:

Long, R. (2020) School meals and nutritional standards (England). *House of Commons Library Briefing Paper No. 04195*. [Online], London: House of Commons Library. Available from:
<<https://commonslibrary.parliament.uk/research-briefings/sn04195/>> [Accessed 12 November 2020].

Unpublished documents

See also **Personal communications** or 'grey literature'

There are many different kinds of unpublished documents which may be public or private including in-house documentation (sometimes referred to as grey literature), legal documents (wills, sale of land info), minutes of meetings, historical documents, manuscripts, diaries etc. (sometimes these are documents you may consult in an archive).

Try to reference the document following one of the styles in this guide.

Additionally, to enable someone else to find it you should include details of the location where the document is held and may be consulted. When referring to a large number of unpublished sources, you may want to consider using running notes.

For more information please see: [BS 6371:1983 Recommendations for the citation of unpublished documents](#).



Example:

George Blake: witness statement, 1989-1990. [Typescript]. Papers of Michael Randle (b.1933). University of Bradford Special Collections. GB 532 CWL MR/4/14

Video games

Include the following information in this order:

- 1 Author/producing organisation/games company
- 2 Year of release in producing country (in brackets)
- 3 *Title in italics*
- 4 [Platform] followed by a full stop. If it's on more than one platform, use 'multi-platform' or similar
- 5 Place of production followed by a colon:
- 6 Producing organisation followed by a full stop.



Example:

CD Projekt Red (2015) *The Witcher 3: Wild Hunt* [multi-platform]. Warsaw: CD Projekt.



Example of citation in text:

(CD Projekt Red, 2015) or CD Projekt Red (2015)

Websites, wikis, social media and blogs

Websites

Finding information to write references for webpages may be difficult. If you are unable to find the information to write a reference (who wrote it, when, where and why) you may want to consider trying to find an alternate source. Because web information can change you need to include the date you accessed it, and if it is a key source to your research it is worth keeping a personal copy or screenshot to refer back.

In the Reference List, include the following information in this order:

- 1 Author or organisation responsible.
- 2 Year (in brackets)
- 3 *Title of the page in italics and followed by a full stop.*
- 4 [Online] followed by a full stop.
- 5 Place of publication (if you can find it) followed by a colon:
- 6 Publisher followed by a full stop.
- 7 Available from: <web address>
- 8 [Accessed dd month year]



Example:

Locality (2019) *Development that reflects community need in the absence of a local plan in Morpeth*.
[Online]. Available from: <https://neighbourhoodplanning.org/case_study/development-rejects-community-needs-absence-local-planmorpeth/> [Accessed 23 June 2019].



Example of citation in text:

Locality (2019) or (Locality, 2019)

Wikis

In the Reference List:

- 1 Name of the Wiki
- 2 Year the page was last updated (in brackets)
- 3 *Title of the entry or article in italics and the date and time of entry or update followed by a full stop.*
- 4 [Online] followed by a full stop.
- 5 Available from: <web address>
- 6 [Accessed dd month year].



Example:

Wikibooks (2017) *Introduction to Psychology/Abnormal Psychology (last updated 23rd September 2017 at 13:37)*. [Online]. Available from: <https://en.wikibooks.org/wiki/Introduction_to_Psychology/Abnormal_Psychology> [Accessed 7th October 2019].



Example of citation in text:

Wikibooks (2017) or (Wikibooks, 2017)

Social media (Facebook, Twitter, Instagram, internet forum)

You should only include public messages in your Reference List. Restricted tweets can be cited but as personal communication.

Include the following information:

- 1 Author of message or tweet (in the case of a tweet start the username with the @ symbol)
- 2 Year (in brackets)
- 3 *Text of tweet, or the first sentence of Facebook post/Instagram caption in italics followed by a comma,*
- 4 Date of post or tweet followed by a full stop
- 5 [Online] followed by a full stop.
- 6 Available from: <link to tweet or post>
- 7 [Accessed dd month year].

**Examples:**

@BBCBreakingNews (2019) *Alan Turing, World War Two codebreaker and mathematician, will be the face of new Bank of England £50 note*, 15 July. [Online]. Available from: <<https://twitter.com/BBCBreaking/status/1150710850497536000>> [Accessed 16 July 2019].

Burberry (2019) *The traditional utilitarian parka jacket is reimagined for #BurberryPreAW19*, 9 July. [Online]. Available from: <https://www.instagram.com/p/BzqTYJSADgw/?utm_source=ig_web_copy_link> [Accessed 14 July 2019].

**Examples of citation in text:**

@BBCBreakingNews (2019) or (@BBCBreakingNews, 2019)

Burberry (2019) or (Burberry, 2019)

Blogs

Include the following information:

1

Author of the blog

2

Year (in brackets)

3

Title of message or post

4

Title of blog or website in italics, followed by a comma and the date of entry, followed by a full stop.

5

[Online] followed by a full stop.

6

Available from: <web address of post>

7

[Accessed dd month year].

**Example:**

George, R. (2018) Rombalds stride 2018. *Rose Runs*, 5 February. [Online]. Available from: <<https://running.rosegeorge.com/rombald-stride-2018/>> [Accessed 16 July 2019].

**Example of citation in text:**

George, (2018) or (George, 2018)