



bucks
new university

Learning Development Unit

Guide to Harvard Referencing

Learning Development Unit
2012



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Introduction

Academic study at Buckinghamshire New University means you will **read widely** and use materials based on this reading as **evidence** to inform your assignments. Your tutors will need to know where you found the evidence you use and will expect you to **cite your sources** using the **Harvard Referencing System**.

There are several different versions of Harvard; this booklet shows you the system you are required to use at Buckinghamshire New University. The key value of referencing is to make it clear what you have read, but the expectation is that you can **use the system totally accurately**; this helps you develop an eye for detail which will be useful to you in a wide range of employment situations.

Referencing includes two main parts:

- a **citation** within the text of your assignment indicating the source of your information
- a **list of references** at the end of your assignment giving details needed to locate this information

This guide sets out to show you how to use Harvard Referencing accurately within your assignment (very briefly: who wrote the material you are citing and when: *author, date*) and how someone else could **locate** the same text that you read. (*the reference list giving publication details*).

Remember that citation means referring to someone's ideas or research: you must reference the source of these ideas even if you do not quote them word for word. In fact, summarising or paraphrasing is usually considered better than quoting, providing the source is accurately referenced.

A **reference list** should include all of the texts and sources that you have referred to in your assignment.

A **bibliography** is usually used just for texts you have read but not referred to. Check with your tutor whether they require you to include a bibliography as well as a reference list at the end of your assignment.

For more details on why referencing is so important, and how to use it well, read *The Little Guide to Referencing*, which is available from the Learning Development Unit.

For possible use of Microsoft referencing tools to help you achieve accurate presentation of references, see *Little Guide to Harvard with Word 2007*.

In text referencing

Harvard referencing is sometimes known as *parenthetical referencing* (because it involves using brackets, rather than foot notes) and *Author-Date* referencing, because the author's surname and the date on which the work being referenced was published are key elements of the system.

End of text references to the sources you have referred to in the text of an assignment will vary in format depending upon the type of publication they are. For example, printed books are referenced in a different way to websites, journal articles are referenced differently to magazine articles, etc. The rest of this document gives details on the precise end of text referencing requirements for a wide range of works and publication types.

In text references, however, almost always take the same form: *Author (Year)* or *(Author, Year)*. The form actually used will depend up on how the reference is being used in your assignment. Sometimes, it will seem natural to refer to an author by name in the course of a discussion of a particular idea (in which case the *Author (Year)* approach is used:

Smith (2010) highlights the importance of referencing in academic writing as a means of showing the evidence base for a argument...

At other times, rather than emphasising who is responsible for the idea or concept of fact you are referring to, you will wish simply to state the idea and then indicate its source, in which case the *(Author, Date)* approach is more suitable:

Making the evidence base for an argument in academic writing as explicit as possible is of particular importance (Smith, 2010)...

Direct quotations

The issue of whether to use direct quotations or paraphrasing in support of your academic writing is not uncontentious. Different disciplines and, in some cases, different literacies within disciplines, will have different conventions. Some will prefer you to paraphrase most of your sources and use quotations only sparingly, for example, where the expression of the original is so precise and perfect that it would be ridiculous to attempt to express it in other words. However, others will place particular value on the use of direct quotations and expect you to make substantial use of them in support of your arguments. If you are at all unsure of what is expected of you, you should check with your tutors on their requirements and expectations.

Direct quotations should always be identifiable as quotes and should include a page reference:



Jones highlights the importance of 'proper structuring' in academic writing (2009, p.44).

Effective structuring in academic writing is of 'particular importance' (Jones, 2009, p.44).

Short quotes should be placed in inverted commas ('quotation marks') and simply be included in the flow of a sentence (as shown in the examples above). Longer quotes of more than 30 words or three lines, however, should be indented and separated from the text of your assignment with extra paragraph breaks. Note that quotations of this kind should be single line spaced and should not be placed in inverted commas ('quotation marks'). It is usual to use a colon if it is necessary to link the quote to the preceding sentence.

For example,

Marx and Engels finish their manifesto with a stirring exhortation to the oppressed workers of the world:

Let the ruling classes tremble at a Communistic revolution. The proletarians have nothing to lose but their chains. They have a world to win. Working men of all countries, unite! (Marx and Engels, 1848, p.51)

Since the fall of the Soviet Union in 1991, however, it is clear that the Communist experiment has not served to bring about...

Citing multiple works simultaneously

Sometimes it is necessary to refer to two or more works at the same time in order to draw upon a wider body of support than a single reference might provide:

Atkins (2008) , Jones (2009) and Smith (2010) all highlight the importance of referencing and structure in academic writing.

A number of studies have concentrated on the role of referencing and structure in academic writing (Atkins, 2008; Jones, 2009; Smith, 2010).

Notice in the second example that the three references are presented in chronological order and separated by means of a semi-colon. If each of the sources to be referenced in this way is published in the same year, they should be listed alphabetically.

Need more advice on referencing?

Contact the Learning Development Unit for further support and advice:

ldu@bucks.ac.uk

End of text referencing

Every author and work that has been cited in the text of an assignment must be included in the end of text reference list.

The reference list is presented in alphabetical order. Typically, this is by surname of author or editor, but some types of publication are referenced differently. For example, films do not have 'authors' and are referenced by title, so the title is used when determining its place in the alphabetical list.

The end of text reference list should never be sub-divided into books, journals and so on, unless your tutor has explicitly asked you to do so

The conventions for constructing the end of text reference list may seem excessively detailed, but this is because its purpose is to enable your reader to locate exactly the same source material that you have referenced in your assignment.

In printed works, most of the information that is required for the reference list can usually be found on the title page (or reverse title page) of the document that you are citing. The following points should help you locate the correct information:

- Remember that a reprint is not a new edition. The date of publication is needed: the date of printing is not. If in doubt, the copyright sign © will often indicate the date of publication.
- The edition number is only mentioned if the work is other than the first edition.
- Where there is more than one place of publication listed, you should cite the one that is named first.
- Always cite the city, not the country or county, unless it is felt that the inclusion of the country or county is significant or useful. For example, it is widely known that London is in England, so it is necessary only to state 'London' as the place of publication. The same might not be said, however, for 'Novato, California', so in this case it would be sensible to include both 'Novato' and 'California'.

Fast is fine, but accuracy is everything.

Xenophon

Accuracy of statement is one of the first elements of truth; inaccuracy is near kin to falsehood.

Tryon Edwards



Works with multiple authors

A work with two authors or originators is referred to by both authors' surnames in the text of an assignment.

Works with more than two authors or originators are referred to in text by the first author's surname and '*et al.*' (a Latin abbreviation for 'and others'). Note that *et al.* is written in italics and followed by a full stop. The reference in the end of text reference list always includes all of the names of the authors or originators.

This system is used whatever the nature of the work being referenced, whether print-based or electronic.

In text

Strauss and Frost (2008) outline a range of e-marketing strategies...

Chaffey *et al.* (2002) have modified their original approach to using the internet to develop...

Reference list

Strauss, J. and Frost, R. (2008) *E-marketing*. Harlow: Pearson Education.

Chaffey, D., Mayer, R., Johnston, K. and Ellis-Chadwick, F. (2002) *Internet marketing: strategy, implementation and practice*. Harlow: Pearson Education.

Same author, same year

Where it is necessary to refer to works written by the same author in the same year, each work should be differentiated with a letter (a, b, c, etc.).

References in the end of text reference list should be listed with their titles in alphabetical order

In text

The final books in both the Famous Five (Blyton, 1963a) and Secret Seven series (Blyton, 1963b) share similar themes and provide insights into concerns....

Reference list

Blyton, E. (1963a) *Five are together again*. London: Hodder and Stoughton.

Blyton, E. (1963b) *Fun for the Secret Seven*. London: Hodder and Stoughton.

Even when laws are written down, they ought not always to remain unaltered

Aristotle

Secondary referencing

Secondary referencing, or citing an author you have read in another author's work, should be avoided if at all possible. It is always better to read the original and form your own opinion on what it says, rather than rely on another author's comments on it.

However, it is sometimes necessary to use a secondary reference because it is not possible to access the original. In such cases, there is a particular approach which should be used to indicate that the reference is to a work that you have 'read about', rather than read for yourself.

In text references include the author and year of the secondary reference 'cited in' the author, year and page number of the primary reference (i.e., the work that you have actually read). For instance, in the example below, Harris's comments on overseas students were cited on p.122 of Biggs (2003). It is important to include the page number as this would allow someone else to locate and view the cited comment in its context.

The precise form of secondary references in the end of text reference list will vary depending upon the nature of the sources cited, but notice in the examples below that:

- Complete reference information is given for both texts
- The two works are linked by 'Cited in'
- Only the title of the primary reference is given in italics

In text

Harris (1997, cited in Biggs, 2003, p.122) comments on the situation of overseas students in the UK, stating that they often...

Reference list

Harris, R. (1997) Overseas students in the United Kingdom university system. *Higher Education*. 29, pp.77-92. Cited in Biggs, J. (2003) *Teaching for quality learning at university*. 2nd ed. Maidenhead: Open University Press.

Sight before hearsay.

Danish proverb

Nothing is said which has not been said before.

Terence



Unknown publication details

If it is not possible to locate all of the information required to complete a reference, the following abbreviations may be used instead of the missing elements:

Author/corporate author unknown:	Anon
No date:	n.d.
Approximate date (L. <i>circa</i>)	c. Year
No place of publication (L. <i>sine loco</i>):	[s.l.]
No publisher (L. <i>sine nomine</i>)	[s.n.]
Not known:	[n.k.]

It should be noted, however, that it is unlikely that you will encounter many situations in which it will be necessary for you to use these abbreviations.

If the actual author of a printed or web-based source is missing or unidentifiable, then it is usually possible to identify a corporate author (i.e., the institution or organisation responsible for producing the work). In the event that neither an author nor a corporate author can be identified, then it may be appropriate to question whether or not the work has sufficient reliability and validity to be used as a reference at all.

Missing publication dates are most likely to be an issue when citing web-based sources. However, if a specific date on which a web page was created or last updated cannot be found, then often a year can be seen in the copyright statement (typically located at the bottom of the page). It may also be possible to determine the year of publication from the content. Again, consider carefully whether or not information from an undated and, therefore, potentially out-of-date source is really appropriate to your needs.

It is very rare to find a contemporary printed work that does not have a clearly identifiable publisher. Once a publisher has been identified, it should be possible to locate a place of publication via an internet search if it is really not possible to identify one from the work itself.

In text

Simply Travel (n.d.) identify five key inducements to potential customers...

An insight into the lives of the early settlers of the West, can be seen in Roosevelt (c.1887), in which they are described as...

Howes (1959) outlines a number of techniques for targeting coarse fish with artificial flies...

Reference list

Simply Travel (n.d.) *Adventure Holidays for the Over-50s* [online]. Available from: <http://www.simplytravel.com/adventure> [Accessed 25 September 2010].

Roosevelt, T. (c.1887) *Thomas Hart Benson*. Boston and New York: Houghton-Mifflin and Company.

Howes, W.J. (1959) *Fly-fishing for coarse fish*. [s.l.]: Herbert Jenkins.

Books

Books with authors

In text

Author (Year)
(Author, Year)

Cottrell (2003) suggests that...

A recent study (Beardwell and Claydon, 2007) indicates that...

Reference list

Author surname,
Initials. (Year) *Title:*
subtitle. Edition. Place
of publication:
Publisher.

Cottrell, S. (2003) *Skills for success: the personal development handbook*. London: Palgrave-Macmillan.

Beardwell, J. and Claydon, T. (2007) *Human resource management: a contemporary approach*. 5th ed. Harlow: Prentice Hall.

Books with editors

An edited book will often have a number of authors for different chapters. To refer to a specific author's ideas from one chapter, cite their name in the text, and not the editors.

In your reference list, indicate the chapter details and the details of the book in which the chapter was published, using 'In:' to link the chapter to the book. The year of publication is given only once.

To refer to the whole of an edited book and not one of its chapters, simply refer to it by its editor or editors.

In text

Author (Year)
(Author, Year)

Gerrish and McMahon (2006) draw attention to...

Gerrish and Lacey (2006) provide an overview of recent research in nursing...

Reference list

Chapter author surname,
Initials. (Year) Chapter
title: subtitle. In:
Book editor surname,
Initials. (ed.) *Book
title: subtitle*.
Edition. Place of
publication: Publisher.
Pages.

Gerrish, K. and McMahon, A. (2006) Research and development in nursing. In: Gerrish, K. and Lacey, A. (eds.) *The research process in nursing*. 5th ed. Oxford: Blackwell Publishing Ltd, pp.3-15.

Gerrish, K. and Lacey, A. (eds.) (2006) *The research process in nursing*. 5th ed. Oxford: Blackwell Publishing Ltd.



Electronic books

Increasingly, it is possible to access part or all of the text of some books online via Google Books and other online libraries.

End of text references to books accessed in this manner should include the same information as references to 'traditional' paper-based versions, but should also make clear that the book was accessed online and include the URL (web address) of the website hosting it and the date on which it was accessed.

Note that it is not necessary to include the full URL of the individual book. The address of the online library is usually sufficient.

In text

Author/editor (Year)
(Author/editor, Year)

Fielding (1995) suggests that...

Reference list

Author/editor,
Initials. (Year) *Title:*
subtitle [Medium]. Place
of publication:
Publisher. Available
from: URL. [Accessed
Date].

Fielding, N.G. (1995) *Community
policing* [online]. Oxford: Oxford
University Press. Available from:
<http://books.google.com>
[Accessed 5 August 2010].

We think we know what we are doing. We have always thought so. We never seem to acknowledge that we have been wrong in the past, and so might be wrong in the future. Instead, each generation writes off earlier errors as the result of bad thinking by less able minds - and then confidently embarks on fresh errors of its own

Michael Crichton

Journal articles

When making in text references to journal articles, the author or authors of the article are referred to, not the journal.

In the end of text reference, note that the journal name is italicised, not the title of the article. Note also that the volume of the journal in which the article appears is given in bold and the issue number is given in brackets.

In text

Author (Year)
(Author, Year)

Bigham (2008) concludes tentatively that children who....

Megens and Weerman (2010) investigate attitudes to challenging behaviour in ...

Reference list

Author surname, Initials. (Year) Title of article. *Title of journal*. **Volume** (Issue), pages.

Bigham, S. (2008) Comprehension of pretence in children with autism. *British Journal of Developmental Psychology*. **26** (2), pp.265-280.

Megens, K.C.I.M. and Weerman, F.M. (2010) Attitudes, delinquency and peers: the role of social norms in attitude-behaviour inconsistency. *European Journal of Criminology*. **7** (4), pp.299-316.

By academic freedom I understand the right to search for truth and to publish and teach what one holds to be true. This right implies also a duty: one must not conceal any part of what one has recognized to be true. It is evident that any restriction on academic freedom acts in such a way as to hamper the dissemination of knowledge among the people and thereby impedes national judgment and action.

Albert Einstein



Electronic journal articles

Reference to an electronic journal article from an online database or journal collection should indicate that it was accessed online, include the name of the database or collection and the date on which the article was accessed. Almost all of the articles available via the library's A to Z list of electronic journals will be hosted by online journal collections and should be referenced in this way.

In text

Author (Year)
(Author, Year)

Lugosi (2007) examines customer attitudes to...

Reference list

Author surname, Initials. (Year) Title of article. *Title of journal* [online]. **Volume** (Issue), pages. Available from: Journal collection [Accessed date].

Lugosi, P. (2007) Consumer participation in commercial hospitality. *International Journal of Culture, Tourism and Hospitality Research* [online]. 1 (3), pp.227-36. Available from: ABI/Inform Global [Accessed 16 August 2010].

Journal articles from the Web

Some journals are now published solely on the Internet rather than hosted by a journal collection. Reference to a web-based article of this kind should state that it was accessed online, include the full URL of the article and the date on which it was accessed. Page numbers should only be included if necessary (i.e., if articles are numbered as if belonging to a single issue).

In text

Author/editor (Year)
(Author/editor, Year)

Elkind *et al.* (1995) explore the ergonomics of computing

Reference list

Author surname, Initials. (Year) *Title of journal* [Medium]. **Volume** (Issue), pages (if appropriate). Available from: URL. [Accessed Date].

Elkind, E., Finley, M. and Narloch, R. (2008) Ergonomics for the placement of computers on a nursing unit. *Online Journal of Nursing Informatics* [online], **12** (3). Available from: http://ojni.org/12_3/elkind.htm [Accessed 20 August 2010].

Newspaper articles

References to articles in periodicals, such as newspaper and magazines, should use the author's surname in the same way as in references to books and journal articles. If no author is indicated, then the name of the periodical itself should be used instead.

Note that the name of the periodical is shown in italics in the reference list, not the title of the article.

In text

Author (Year)
(Author, Year)

or

Organisation (Year)
(Organisation, Year)

Treanor (2010) summarises recent research on share prices...

The Guardian (1999) traces Blair's ideology back to...

Reference list

Author surname, Initials. (Year) Title of article. *Title of periodical*. Date, page.

Periodical (Year) Title of article. *Title of periodical*. Date, page.

Treanor, J. (2010) Record fall in share trading likely to hit tax revenues. *Guardian*. 16 August, p.20.

Guardian (1999) Thatcher's legacy: she changed Britain and created Blair. *Guardian*. 3 May, p.32

A scrupulous writer, in every sentence that he writes, will ask himself at least four questions, thus:

1. What am I trying to say?
2. What words will express it?
3. What image or idiom will make it clearer?
4. Is this image fresh enough to have an effect?

George Orwell



Online newspaper articles

Increasingly, newspapers and other periodical publications are publishing articles in parallel: in both print and online versions. Always make it clear if it is the online version that has been accessed, as these are sometimes edited and updated after initial publication in a way that would be impossible for their print-based counterparts.

In text

Author (Year)
(Author, Year)

or

Periodical (Year)
(Periodical, Year)

Clarke (2010) draws attention to...

The Daily Mirror (2010) highlights the success of the NHS...

Reference list

Author surname, Initials. (Year) Title of article. *Title of periodical* [online]. Date. Available from: URL [Accessed Date].

Periodical (Year) Title of article. *Title of periodical* [online]. Date. Available from: URL [Accessed Date].

Clarke, J. (2010) Cigarette firms are 'using product placement on web'. *Independent* [online]. 26 August. Available from: <http://www.independent.co.uk/life-style/gadgets-and-tech/news/cigarette-firms-are-using-product-placement-on-web-2062196.html> [Accessed 29 August 2010].

Daily Mirror (2010) NHS helps more quit smoking. *Daily Mirror* [online]. 20 August. Available from: <http://www.mirror.co.uk/news/health-news/2010/08/20/nhs-helps-more-quit-115875-22500269/> [Accessed 5 September 2010].

I am unable to understand how a man of honour could take a newspaper in his hands without a shudder of disgust.

Charles Baudelaire

Conference papers

Conference papers are often published in a book form or as a special issue of a journal. They are referred to in text by the author or authors of the paper.

In the reference list, conference papers are treated in a manner similar to book chapters. Note that it is also necessary to include the place and date of the conference in the reference list (unless these already form part of the title of the conference proceedings).

As with books, the place of publication and publisher should also be included, provided they are available. Sometimes conference proceedings are assembled in a relatively informal manner rather than being published in the truest sense and may therefore lack this information.

In text

Author (Year)
(Author, Year)

Ohe and Ciani (2010) conclude that...

Reference list

Paper author surname, Initials. (Year) Title of paper. In: *Title of conference proceedings*. Place and date of conference. Place of publication: Publisher, pages.

Ohe, Y. and Ciani, A. (2010) The demand trend of Italian agritourism. In: *Proceedings of Sustainable Tourism IV*. New Forest, UK, 5-7 July 2010. Southampton: WIT Press, pp.437-448.

If it is necessary to refer to the conference proceedings as a whole, rather than to an individual paper, the work is referred to by its editor or editors or, if these are unavailable, the body or institution that organised the conference.

In text

Editor (Year)
(Editor, Year)

This issue was the subject of a recent conference (Brebbia and Pineda, 2010) in which...

Reference list

Editor surname, Initials. (ed.) (Year) *Title of conference proceedings*. Place and date of conference. Place of publication: Publisher.

Brebbia, C.A.. and Pineda, F.D. (eds.) (2010) *Proceedings of Sustainable Tourism IV*. New Forest, UK, 5-7 July 2010. Southampton: WIT Press.

Online conference papers

Some conference proceedings are published in parallel in both print and online versions, while some are only made available online. It is important to include the information that the version accessed was online, as these versions are subject to amendment and change in a way that printed versions are not. Page numbers should be included if it is relevant to do so.

As is usual with online resources, the reference in the end of text list should also include the URL and date on which the document was accessed.

In text

Author (Year)
(Author, Year)

Hornstein (2010) considers the usefulness of first person accounts by patients in...

The conference (Mental Health in Higher Education, 2010) highlighted current preoccupations in the field of...

Reference list

Paper author surname, Initials. (Year) Title of paper. In: *Title of conference proceedings* [online]. Place and date of conference, pages. Available from: URL [Accessed Date].

Hornstein, G. (2010) A psychologist's search for the meanings of madness. In: *Living and Learning, Learning and Teaching: mental health in higher education conference proceedings* [online]. Lancaster University, 30-31 March 2010. Available from: <http://www.mhhe.heacademy.ac.uk/silo/files/living-and-learning--gail-hornstein-keynote-talk.pdf> [Accessed 27 August 2010].

Mental Health in Higher Education (2010) *Living and Learning, Learning and Teaching: mental health in higher education conference proceedings* [online]. Lancaster University, 30-31 March 2010. Available from: <http://www.mhhe.heacademy.ac.uk/news-and-events/living-and-learning-proceedings/> [Accessed 27 August 2010].

I spent the morning revising a poem and removed a comma. In the afternoon, I put it back

Oscar Wilde

Theses & dissertations

As part of your research, you may find it useful to consult dissertations and theses written by other students, either at this university or others, even though they have not been published in the formal sense of the word.

In text

Author (Year)
(Author, Year)

Ma (2009) proposes an innovative approach to...

Reference list

Thesis author surname, Initials. (Year) *Title of thesis*. Level of thesis. Awarding institution.

Ma, L. (2009) *Design informatics for packaging*. Ph.D. Thesis. University of Leeds.

Universities may make certain dissertations available online, especially if they are felt to reflect well on the institution because they are particularly well researched and written. As with any online source, however, care should always be taken to establish the validity of a dissertation accessed in this way.

For example, is the piece hosted in a manner that makes it clear that the university considers the work of particular worth or at least that it demonstrates an appropriate level of scholarship? Or, is it hosted on a student's personal web space, in which case it may be dangerous to make such an assumption?

In text

Author (Year)
(Author, Year)

Rooks (2006) explores strategies for mitigating the detrimental effect of health scares....

Reference list

Thesis author surname, Initials. (Year) *Title of thesis* [online]. Level of thesis. Awarding institution. Available from: URL [Accessed Date].

Rooks, K. (2006) *An epidemic of epidemics: a case for public relations role in mitigating health scares* [online]. MA Thesis. Cardiff University. Available from: http://www.cardiff.ac.uk/jomec/resources/KyleRooks_MAIPR2005_2006.pdf [Accessed 1 September 2010].

If we knew what it was we were doing, it would not be called research, would it?
Albert Einstein

Governmental reports

Reports might be written by a variety of authors, from governmental bodies to market research companies to multinational businesses and corporations.

Generally, reports are referred to as if authored by the institution or organisation, rather than by an individual author or authors (even if they are readily identifiable). It is, however, customary to include the name of the chairperson of the authoring committee in brackets following the report title in the end of text reference list, provided that it is possible to identify them and their name does not already form part of the title of the report.

In text

Organisation (Year)
(Organisation, Year)

The current state of dental services in England was surveyed in a review conducted by Professor Jimmy Steele (National Health Service, 2009)...

The Black Report (Department of Social Services, 1980) signalled the end of hopes for the improvement in public health...

Reference list

Organisation (Year)
Title of report.
(Chairperson: Name of chairperson). Place of publication: Publisher.

National Health Service (2009) *NHS dental services in England: an independent review led by Professor Jimmy Steele.* London: Department of Health.

Department of Health and Social Services (1980) *Inequalities in health: report of a research working group.* (Chairperson: Sir Douglas Black). London: DHSS.

Online versions of reports and other governmental publications are often available on the relevant departmental website.

In text

Organisation (Year)
(Organisation, Year)

Plans for future investment in the patient care were outlined in the annual report (Department of Health, 2008). However, since,,

Reference list

Organisation (Year)
Title of report
[online]. (Chairperson: Name of chairperson). Place of publication: Publisher. Available from: URL [Accessed Date].

Department of Health (2008) *Departmental Report 2008* [online]. London: The Stationery Office. Available from: http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/AnnualReports/DH_084908 [Accessed 1 September 2010].

Market research reports

Although it is often necessary to pay to access market research reports, which are often produced by commercial research companies, it is possible to access a wide range of reports via services such as Mintel Oxygen (available via the Bucks library electronic catalogue).

Authorship of market research reports is typically ascribed to the company producing the report.

In text

Company (Year)
(Company, Year)

Mintel (2010) reveals that passengers are more likely to be happy with their experiences...

Reference list

Company (Year) *Title of report*. Place of publication: Publisher.

Mintel (2010) *Departure to arrival - the Air Experience - UK - August 2010*. London: Mintel.

Reference to market research reports in end of text reference lists should state clearly that the report was accessed online and include the URL and date on which it was accessed.

As reports of this kind are generally made available via database-driven websites, it is usually sufficient to give the URL of the home page of the hosting site .

In text

Company (Year)
(Company, Year)

37% of adults claim to have attended a music concert or festival in 2009-2010 (Mintel, 2010)...

Reference list

Company (Year) *Title of report* [online]. Place of publication: Publisher. Available from: URL [Accessed

Mintel (2010) *Music concerts and festivals - UK - August 2010* [online]. London: Mintel. Available from: <http://academic.mintel.com> [Accessed 2 September 2010]

There is nothing like looking, if you want to find something. You certainly usually find something, if you look, but it is not always quite the something you were after.

J.R.R. Tolkien

Websites

Note that the URL (or address) of a website is almost never used in the in text reference. The author of the page, or if this is not available, the name of the organisation responsible for the website, or the name of the website (the so-called 'corporate author') should be used instead.

It can be difficult to locate a suitable year of 'publication' for websites. Some include a 'page last updated' entry at the foot of the page, which will give a usable date. Sadly, however, most do not. Others may include a copyright statement, which should include a year and would suffice in the absence of any other information. If no date of any description is included, it may be possible to ascertain the year in which the site was created from its content. Otherwise, for 'live' organisations that are clearly active and functioning, it is probably safe to assume that the content on the site is being kept up to date and that it is safe to use the current year (unless it is evident that it is out of date). In the event that it is completely impossible to determine the date of the content, the abbreviation (n.d.) should be used

When citing websites, URLs should ideally only be allowed to break across lines after slashes (/) in order to minimise the potential for confusion for someone attempting to copy the address. In the case of database-driven websites, individual pages may have very long URLs. In such cases, it is acceptable to use the domain, or URL of the main page of the site rather than that of the individual page.

In text

Author/Editor (Year)
(Author/editor, Year)

Organisation (Year)
(Organisation, Year)

The potential economic benefits of obesity surgery are discussed by Triggles (2010)...

Further legal challenges may be expected in the light of recent allegations made by BP (BBC News, 2010) with regard to the role played by US-owned contractors...

StayPoland (n.d.) highlights a number of main tourist attractions in Poland...

Reference list

Author/editor Surname/
Organisation, Initials.
(Year) *Title* [online].
Publisher (if
available). Available
from: URL [Accessed
Date].

Triggles, N. (2010) *More obesity surgery 'could save millions of pounds'* [online]. BBC News. Available from: <http://www.bbc.co.uk/news/health-11201068> [Accessed 6 September 2010].

BBC News (2010) *BP spreads blame over oil spill* [online]. BBC News. Available from: <http://www.bbc.co.uk/news/world-us-canada-11225623> [Accessed 8 September 2010].

StayPoland (n.d.) *Top 10 Poland highlights* [online]. StayPoland. Available from: <http://www.staypoland.com/poland-attractions.htm> [Accessed 10 September 2010].

Blogs

Web logs, or 'blogs', are often used as vehicles for opinion and commentary and may be owned by individuals or organisations. As such, they may or may not provide suitably reliable and valid sources for use in academic work, depending on the particular requirements of a given assignment. Judgement should be exercised in selecting sources of this kind, as with other web-based resources.

Where possible, be sure to provide the permanent link to a blog posting rather than the URL of the home page, as only the most recent posts tend to be displayed on a blog's front page while older posts tend to be archived according to date and theme.

Note that bloggers (the authors of blogs) may operate under pseudonyms or aliases. Use whichever name they use to refer to themselves in the blog when attributing authorship to a blog posting.

In text

Author Surname (Year)
(Author, Year)

Initial customer reaction to Apple's new iPhone has been mixed, as ironically referred to by Fry (2010) ...

Reactions to press coverage of Jade Goody's terminal illness in the blogosphere ranged from the uneasy (Madmutt, 2009) to the...

Reference list

Author Surname, Initials. (Year) Title of blog posting. *Title of blog* [online]. Date of posting. Available from: URL [Accessed Date].

Fry, S. (2010) iPhone 4: a welcome and a warning. *The new adventures of Mr Stephen Fry* [online]. 9 August. Available from: <http://www.stephenfry.com/2010/08/09/think-pink/> [Accessed 8 September 2010].

Madmutt (2009) Media coverage of Jade Goody. *Madmutt's blog* [online]. 28 February. Available from: <http://www.madmutt.me.uk/blog/?p=11> [Accessed 8 September 2010].

I read blogs every day, for all sorts of reasons, but I turn to blogs especially when I want to hear alternative viewpoints — for example, information on a particular medical treatment from the viewpoint of patients receiving it, rather than doctors administering it; reports from the battlefield seen through the eyes of soldiers rather than politicians; thoughts on a particular technology from the standpoint of engineers rather than executives.

Jim Buckmaster

E-mails and texts

E-mails and text messages are not usually referenced according to Harvard guidelines. Instead, treat them as personal communications and follow the guidance on the Personal Communications page of the Miscellanea section (p.32).

Discussion lists and forums

References to messages and postings on e-mail lists or online discussion groups attribute authorship to the sender of the message. As with blog postings, the author should be referred to by whatever name or alias they use to refer to themselves.

For discussion groups, the URL of the main page of the group should be used when indicating availability, rather than that of the individual posting. For mailing lists, the shared e-mail of the list as a whole is used.

In text

Author Surname (Year)
(Author, Year)

alophysio (2010) contributes to the debate on the relative merits of chiropractic and physiotherapy

Some guidelines for the use of Facebook in academic contexts have been suggested by McNeill (2010), who draws attention to...

Reference list

Author Surname, Initials. (Year) Subject of posting/e-mail. *Name of group or list* [online]. Date. Available from: URL or list e-mail [Accessed Date].

alophysio (2010) Re. Chiro Vs Physio. *The Physio Forum* [online]. 27 August. Available from: <http://www.physiobob.com/forum> [Accessed 9 September 2010].

McNeill, A. (2010) Re Facebook use in learner support. *Learning Development in Higher Education Network* [online]. 17 June. Available from: ldhen@jiscmail.ac.uk [Accessed 9 September 2010].

The major advances in speed of communication and ability to interact took place more than a century ago. The shift from sailing ships to telegraph was far more radical than that from telephone to email

Noam Chomsky

Social networking sites

The increased take-up of social networking sites such as Facebook by businesses and other organisations may make it necessary to refer to such sources. As with any electronic source, however, particular care should be taken to ensure the reliability and validity of any information collected in this manner.

Authorship is attributed to the poster of the information to which reference is being made. If it is necessary to refer to a social network as a whole, rather than an individual posting, the name of the network itself is used. If no date is available, the abbreviation 'n.d.' (indicating 'no date') is used.

In text

Author Surname (Year)
(Author, Year)

Jones (2010) raises the issue of conceptual frameworks in nursing education in his recent posting on....

In the U.S., many police forces are looking to social networking sites as a means of communicating with their communities (Chicago Police Department, n.d.)

Reference list

Author Surname, Initials. (Year) Subject of posting. *Title of social network* [online]. Date of posting. Available from: URL [Accessed Date].

Jones, P. (2010) Is there a need for a universal conceptual framework in foundational nursing education?. *Nursing & Midwifery Council* [online]. 18 May. Available from: <http://www.facebook.com/nmcuk> [Accessed 8 September 2010].

Chicago Police Department (n.d.) *Chicago Police Department* [online]. Available from: <http://www.facebook.com/nmcuk#!/ChicagoPoliceDepartment> [Accessed 8 September 2010].

Social networking sites might tap into the basic brain systems for delivering pleasurable experience. However, these experiences are devoid of cohesive narrative and long-term significance. As a consequence, the mid-21st century mind might almost be infantilised, characterised by short attention spans, sensationalism, inability to empathise and a shaky sense of identity

Susan Greenfield

Twitter & tweets

If it is necessary to refer to twitter postings, or tweets, the necessarily brief nature of the medium allows for the entire text of the message to be included in the end of text reference list. Note that the time should be included along with the date of posting.

In text

Sender (Year)
(Sender, Year)

Richard Branson (richardbranson, 2010) has embraced many technologies, including Twitter, in order to communicate his particular brand of 'can do' entrepreneurship...

Reference list

Sender (Year) Text of tweet. *Twitter* [online]. Time of posting, Date of posting. Available from: URL of tweet. [Accessed Date].

richardbranson (2010) Education is a wonderful thing. You'll need a great work ethic & determination to make it - both in business & life. *Twitter* [online]. 3.00pm, 7 September. Available from: <http://twitter.com/richardbranson/status/23234782770> [Accessed 9 September 2010]

Online videos

Online videos such as YouTube clips should be attributed to the originator of the resource. This should be the individual or organisation who created and posted the video, as in the BucksVMC example, or, the original creator, as in the BBC example. In either case the date of posting should be included, along with the year if different to the year in which the resource was created.

In text

Originator (Year)
(Originator, Year)

BucksVMC (2010) provides some excellent advice for students about to being 3rd year projects....

One view on the origins of the modern Indian state is outlined in the BBC documentary, *The story of India* (BBC, 2007)...

Reference list

Originator (Year) *Title of video* [online]. Date of posting. Available from: URL or list e-mail [Accessed Date].

BucksVMC (2010) *Third years' good advice* [online]. 11 February. Available from: <http://www.youtube.com/watch?v=maxVgXcwXDM> [Accessed 9 September 2010].

BBC (2007) *The story of India* [online]. 1 October 2009. Available from: <http://www.youtube.com/watch?v=APn07PS-5qc> [Accessed 9 September 2010].

Podcasts

Podcasts (audio file downloads) are referred to by their originator and the year in which they were created. Where the file represents an episode in a series, both the series name and the title of the particular episode should be included.

In text

Originator (Year)
(Originator, Year)

The role of biomechanics in treating sports injuries was discussed in a recent BBC podcast (BBC Radio 4, 2010)...

Reference list

Originator. (Year)
Title of podcast
[online]. Date of posting. Available from: URL [Accessed Date].

BBC Radio 4 (2010) *Case Notes: Biomechanics* [online]. 7 September. Available from: <http://www.bbc.co.uk/podcasts/series/medmatters> [Accessed 8 September 2010].

Online images

Images are referred to by their originator (the artist or photographer) if known.

Care should be taken to give the true URL of online images (i.e., the URL of the web page on which they are displayed, rather than that of the search engine used to locate them, such as Google Images).

Images hosted by online image libraries or databases should include the main URL of the library or database, rather than that of the individual image.

In text

Originator (Year)
(Sender, Year)

Doisneau's images of Parisian street life have become synonymous with a certain view of 'French-ness', exemplified by his now famous image of a couple kissing near the Hotel de Ville (Doisneau, 1950).

Images of beach huts (Jackson, 2006) are increasingly being seen in the pages of aspirational magazines, as the British...

Reference list

Originator Surname, Initials (Year) *Title of image* [online]. Available from: URL [Accessed Date].

Doisneau, R. (1950) *Kiss by the Hotel de Ville* [online]. Available from: http://www.masters-of-photography.com/D/doisneau/doisneau_kiss_full.html [Accessed 9 September 2010].

Jackson, S. (2006) *Beach huts* [online]. Available from: <http://images.hlst.heacademy.ac.uk/main.htm> [Accessed 9 September 2010].

Computer programs & games

Computer programs and games are essentially literary works and are therefore referred to by author, or as is more often the case, by the company or organisation responsible for creating and publishing them.

References to the titles of computer programs in the text of an assignment should be made in italics.

In text

Author/Organisation
(Year)
(Author/Organisation,
Year)

Bioshock (2K Games, 2007) is exceptional among computer games in that it appears to have been based upon the principles of objectivist philosophy.

Readily available open source software such as *Audacity* (Audacity Team, 2010), has revolutionised home recording...

Reference list

Author Surname,
Initials./Organisation
(Year) *Title of program*
[computer program].
Place of distribution:
Distributor.

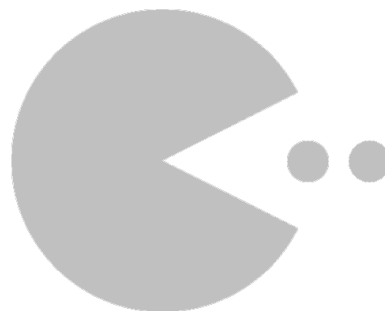
Author Surname,
Initials./Organisation
(Year) *Title of program*
[Computer program].
Available from: URL
[Accessed Date].

2K Games (2007) *Bioshock*
[computer program]. Novato,
California: 2K Games.

Audacity Team (2010) *Audacity*
v.1.3.12 [computer program].
Available from: [http://
audacity.sourceforge.net/](http://audacity.sourceforge.net/)
[Accessed 10 September 2010].

Computer games don't affect kids, I mean if Pac Man affected us as kids, we'd all be running around in darkened rooms, munching pills and listening to repetitive music.

Marcus Brigstock



Virtual learning environments (VLE)

Some academic disciplines have differing views on whether it is appropriate for students to reference unpublished course materials and documents of the kind that might be found in Blackboard or other Virtual Learning Environments (VLEs), such as PowerPoint slideshows and lecture notes.

As with paraphrasing or quoting sources to support your academic writing, different lecturers will have different attitudes to your use of unpublished materials of this kind. Some will actively discourage students from referring to VLE-based material, to the extent that you may lose marks in your assignments if you do so. Others will permit you to refer to material hosted within the VLE, provided it has also been published elsewhere. For example, you may refer to the PDF version of a published journal article or book chapter that has been uploaded to your VLE, but not a set of unpublished lecture notes.

If you are at all unsure, it is strongly recommended that you check with your lecturer on whether they feel it is appropriate for you to include VLE-based material as a source of support in your assignments.

If you do need to reference course materials and documents hosted in VLEs, such as Blackboard, you should include the name of the module from which the document has been taken and the main domain-level URL of the VLE (as opposed to the full URL of the individual resource). Where the document was prepared by the lecturer or other member of staff, their name should be included as the author.

VLE journal articles

In text

Author Surname (Year)
(Author Surname, Year)

Lee et al. (2006) identify a range of key needs of American golf players and explore the...

Reference list

Author Surname, Initials. (Year) Title of article. *Title of journal*. **Volume** (Issue), pages. *Name of module* [online]. Available from URL of VLE [Accessed Date].

Lee, C., McLean, D., Strigas, A. and Bodey, K. (2006) The identification of benefit needs of golf players in the US: Implications and strategy considerations for sport management professionals. *Sport Management International Journal*. **2** (1-2), pp.5-41. *SG405 Business Development in Golf Clubs* [online]. Available from: <http://blackboard.bucks.ac.uk> [Accessed 10 September 2010].

VLE electronic books

In text

Author Surname (Year)
(Author, Year)

Datagrams are finite-sized packets in which data is transmitted across the Internet (Harold, 2000)...

Reference list

Author Surname, Initials. (Year) *Title/subtitle*. Edition. Place of publication: Publisher. *Name of module* [online]. Available at URL of VLE [Accessed Date].

Harold, E.R. (2000) *Java network programming*. 2nd ed. Farnham: O'Reilly. *IN105H- Computer and Network Systems* [online]. Available from <http://blackboard.bucks.ac.uk> [Accessed 10 September 2010].

VLE lecture materials & handouts

In text

Author Surname (Year)
(Author, Year)

In Donachie's (2009) introduction to evidence-based writing, the importance of proper attention...

Reference list

Author Surname, Initials (Year) *Title of item. Name of module* [online]. Available from: URL of VLE [Accessed Date].

Donachie, J. (2009) Little guide to referencing. *Academic Study Skills* [online]. Available from: <http://blackboard.bucks.ac.uk> Accessed: 10 September 2010].

Video games teach children what computers are beginning to teach adults--that some forms of learning are fast-paced, immensely compelling, and rewarding.

The fact that they are enormously demanding of one's time and require new ways of thinking remains a small price to pay (and is perhaps even an advantage) to be vaulted into the future.

Not surprisingly, by comparison school strikes many young people as slow, boring, and frankly out of touch.

Seymour Papert

Films

Like television and radio programmes, films are referred by their title, which is given in italics in both in and end of text references.

The reference in the end of text reference list also includes the name of the director, acknowledging the creative input of this individual as one might the author of a book.

In text

Title of film (Year)
(*Title of film*, Year)

Gilliam's dark view of the bureaucratic and dysfunctional nature of society is exemplified in *Brazil* (1985), in which Sam ...

Reference list

Title of film. (Year)
Directed by Name of director. Running time.
Place of distribution:
Distribution company.

Brazil (1985) Directed by Terry Gilliam. 132 mins. Los Angeles: 20th Century Fox.

Audio recordings

When referring to audio recordings, it is important to be clear on what it is you are actually referring to. If you are referring to the recording as a performed piece, then the performer should be treated as the 'author'. If, however, you are referring to specific lyrics within a song, or to a particular passage in a musical composition, authorship will be attributed to the songwriter or composer (see the section on referencing song lyrics, below).

Audio CDs are referred to by the artist responsible for them, whether an individual or band. Where it is necessary to refer to the title of the CD in the text of an assignment, it should be included in italics.

Capitalisation in band names and album titles is sometimes used for artistic effect. As a result, capitalisation in both in text and end of text references should mirror the approach taken by the band and/or album in question.

It is important to specify the format or medium of the piece of music you are referring to (e.g., mp3, cassette, vinyl LP, CD, 8-track, etc.)

This information is included in square brackets, e.g., [mp3]. Note, too, that end of text references need to include the publisher, rather than the distributor or record label.

In text

Artist (Year)
(Artist, Year)

The Suburbs (Arcade Fire, 2010) has been described variously as 'relentlessly honest' and 'bitter and resentful'...

Reference list

Artist (Year) *Title of album* [CD]. Place of publication: Publisher.

Arcade Fire (2010) *The Suburbs* [CD]. London: Mercury.

Television programmes

Television programmes are referred to by their title and the year in which they were produced (often included at the very end of the credits, sometimes in Roman numerals). Note that in the in text reference, the programme title is given in italics.

The end of text reference in the reference list includes the channel on which the programme was transmitted and the date of transmission, including the year if this differs from the year in which the programme was produced.

In text

Title of programme
(Year)
(*Title of programme*,
Year)

The beginning of the final series of Big Brother (*Ultimate Big Brother*, 2010) revealed a great deal about the interplay between celebrity and reality TV...

The importance of photography to the Edwardian family is highlighted in *The Edwardian Family Album* (2007) in which...

Reference list

Title of programme
(Year) Channel. Date of transmission.

Ultimate Big Brother (2010)
Channel 4. August 24.

The Edwardian Family Album
(2007) BBC Four. 9 September 2010.

Radio programmes

Radio programmes are referred to in the same manner as television programmes.

In text

Title of programme
(Year)
(*Title of programme*,
Year)

Political blogger Guido Fawkes justified his coverage of William Hague's alleged involvement with a special advisor in *The Media Show* (2010) as being...

Reference list

Title of programme
(Year) Radio station.
Date of transmission.

The Media Show (2010) BBC
Radio 4. 8 September.

The photograph itself doesn't interest me. I want only to capture a minute part of reality.

Henri Cartier-Bresson

Live performance

Plays

Live performances of plays are referred to by title and the year in which the play was performed in the text of an assignment. The end of text reference list should also include the playwright, the director and the name and location of the theatre or venue and date on which the performance was seen.

In text

Title of play (Year)
(*Title of play*, Year)

Anthony Sher's performance in *Richard III* (1984) marked a dramatic move away from previous portrayals of the...

Reference list

Title of play by Playwright (Year)
Directed by Director.
[Theatre, location. Date seen].

Richard III by William Shakespeare (1984) Directed by Bill Alexander. [Royal Shakespeare Theatre, Stratford-upon-Avon. 14 June 1984].

Dance

Dance performances are referred to by choreographer.

In text

Choreographer Surname (Year)
(Choreographer Surname, Year)

Agon (Balanchine, 2008) provided a real platform for the physicality of the female lead in a thrilling *pas de deux* with...

Reference list

Choreographer Surname, Initials. (Year) *Title*. [Dance company. Theatre, location. Date seen].

Balanchine, G. (2008) *Essential Balanchine: Serenade, Agon, Symphony in C*. [New York City Ballet. London Coliseum, London. 12th March 2008]

Music

Live music performances are referred to by the performing artist.

In text

Artist (Year)
(Artist, Year)

Dylan's move into electric music caused controversy on his 1966 tour, leading to the famous 'Judas' incident before he played *Like a rolling stone* (1966) at...

Reference list

Artist (Year) *Title*. [Venue, Location. Date seen].

Bob Dylan (1966) *Like a rolling stone* [Free Trade Hall, Manchester. May 17, 1966].

Published plays

References to plays as texts, rather than live performances should be treated like references to books. Note that the year given in the end of text reference list refers to the year of publication of the particular edition of the play used. Classic plays often appear in edited versions, in which case the names of the editors should also be included.

Direct quotations from plays in the text of an assignment should include the act, scene and, where possible, the line numbers in which the quoted passage appears.

In text

Playwright Surname
(Year)
(Playwright Surname,
Year)

Playwright Surname, (Act
Number, Scene Number,
l.line number)

Whelan (1984) articulates the conflict between individualism and idealistic collectivism in his First World War play, *The Accrington Pals*.

Hamlet's soliloquy, 'To be, or not to be' (Shakespeare, Act III, Scene i, l.56) is a musing on the philosophy of suicide...

Reference list

Playwright Surname,
Initials (Year) *Title of play*. Editor. Place of publication: Publisher.

Whelan, P. (1984). *The Accrington Pals (Acting Edition)*. London: Samuel French.

Shakespeare, W. (2006) *Hamlet*. 3rd ed. Thompson, A. and Taylor, N. (eds.) London: Arden Shakespeare.

Song lyrics

When song lyrics are referred to, they are treated similarly to references to text in other printed materials, such as books. That is, the lyrics are referred by the songwriter or writers and the year of publication. The end of text reference list should also include relevant publication materials.

In text

Song writer Surname
(Year)
(Songwriter Surname,
Year)

Britney Spears' first hit single *...Baby, one more time* (Martin, 1999) makes reference to the role of the pager in adolescent relationships when...

Reference list

Songwriter Surname,
Initials (Year) *Title of song*. Place of publication: Publisher.

Martin, M. (1999) *...Baby, one more time*. Santa Monica, California: Universal Music Publishing Group.

Bills

Bills are proposals for legislation and are heard in the House of Commons and the House of Lords before being passed into law, at which point they become acts.

Titles of bills are not italicised. In the end of text reference list, the number of the bill is given in square brackets if the bill is from the House of Commons (HC) and without if it is from the House of Lords (HL).

In text

Title of Bill HC/HL Bill (Year)

The Health and Safety at Work (Offences Bill) HC Bill (2002-03) made proposals relating to...

According to provisions in the Harbours Bill HL Bill (2002-03),...

Reference list

Title of Act Year (c. Number). London: The Stationery Office

Health and Safety at Work (Offences Bill) HC Bill (2002-03) [38]

Harbours Bill HL Bill (2002-03) 24

Acts of Parliament (Statutes)

Acts of Parliament are referred to in text by the title of the act and the year in which it was passed. Both should be given in italics. The year is not placed in brackets as it is an integral part of the title. In the end of text reference list, the 'chapter number' (indicating the number of the act in the Parliamentary year) is included in brackets following the title.

All acts originating from the UK parliament are published in London by The Stationery Office.

Reference to specific portions of an act in the text of an assignment should include the relevant section, paragraph number and sub-section of the act. For example, section 3, paragraph 4, sub-section c would be written: s3(4)c.

In text

Title of Act Year

The legal definition of smoking as described in the *Health Act 2006* includes being in possession of a lit cigarette, whether the cigarette is actively being 'smoked' or not (s1(2)b).

Reference list

Title of Act Year (c. Number). London: The Stationery Office

Health Act 2006 (c.28) London: The Stationery Office.

Command papers

A command paper is a document issued by the British government and presented to Parliament. Command papers might include white papers, green papers and reports from Royal Commissions and other government bodies. The name stems from the presentation process: in the official language the documents are "presented to Parliament by command of Her Majesty".

All command papers are numbered and prefixed with an abbreviation of 'command'. This prefix is currently 'Cm', although it has changed over the years to allow for new sequences. References to older command papers should therefore use whichever form of prefix and number is used in that particular document.

Authorship of a command paper should be ascribed to the department or body that produced it. All command papers are published by The Stationery Office, London.

In text

Authoring body (Year)
(Authoring body, Year)

HM Treasury (2010) assesses the impact of the recession on the availability of finance for...

Reference list

Authoring body (Year)
Title of command paper
(Prefix Number). Place of publication:
Publisher.

HM Treasury (2010) *Financing a private sector recovery* (Cm 7923). London: The Stationery Office.

Command papers are often available online as well as in printed form. From May 2005 onwards, all Command Papers and House of Commons Papers, as well as key Departmental papers, have been made available for free on The Stationery Office's official documents website in PDF format: <http://www.official-documents.gov.uk/>

In text

Authoring body (Year)
(Authoring body, Year)

Recent governmental moves to 'democratise' the police service are discussed in a recent command paper (Home Office, 2010)...

Reference list

Authoring body (Year)
Title of command paper
(Prefix Number)
[online]. Available from: URL [Accessed Date].

Home Office (2010) *Policing in the 21st century: reconnecting police and the people* (Cm 7925) [online]. Available from: <http://www.official-documents.gov.uk/document/cm79/7925/7925.pdf> [Accessed 2 September 2010].

Statutory Instruments

Statutory instruments are a form of subordinate or delegated legislation made by a body acting under the authority of the primary legislative body (i.e., the Houses of Parliament).

Statutory instruments are referred to by their title, including the year (in italics) and followed by their year and number in brackets preceded by SI. The end of text reference list includes relevant publication details.

In text

Title of statutory instrument year (SI Year/Number)

The Aviation and Security Regulations 2010 (SI 2010/902) make minor amendments to the *Aviation Security Act 1982*...

Reference list

Title of statutory instrument Year (SI Year/Number). London: The Stationery Office.

Aviation and Security Regulations 2010 (SI 2010/902) London: The Stationery Office.

European Community publications

Documents from the European Community take a similar form to those from the UK government in that the institution responsible for the work is treated as the author. A great many publications will have been published by the Office for Official Publications of the European Communities in Luxembourg.

General EC reports

In text

Name of EC institution (Year)
European Commission.
(Name of EC institution, Year)

There have been a number of initiatives to counter discrimination and inequality in Europe (European Commission. Directorate for Employment, Social Affairs and Equal Opportunities, 2005), this study will focus on three in particular...

Reference list

Name of EC institution. (Year) *Title of work.*
Place of publication:
Publisher.

European Commission. Directorate for Employment, Social Affairs and Equal Opportunities (2005) *Equal success stories: development partnerships working against discrimination and equality in Europe.* Luxembourg: Office for Official Publications of the European Communities.

EC COM documents

COM documents are proposals for legislation being put forward. Typically, only the final version is published, although it is customary to indicate that the version being referred to is the final version.

In text

Title of document (Year)
(*Title of document*,
Year)

Following the banking crisis, there has been a move in the European Community to regulate aspects of investment banking activity (*Proposal for a regulation of the European Parliament and of the Council on Short Selling and aspects of Credit Default Swaps*, 2010). The proposal...

Reference list

Title of document. COM (Year) Serial No., final. Exact date if known. Place of publication: Publisher.

Proposal for a regulation of the European Parliament and of the Council on Short Selling and aspects of Credit Default Swaps. COM (2010) 482, final. 15 September 2010. Luxembourg: Office for Official Publications of the European Communities.

If one meets a powerful person--Adolf Hitler, Joe Stalin or Bill Gates--ask them five questions:

What power have you got?

Where did you get it from?

In whose interests do you exercise it?

To whom are you accountable?

And how can we get rid of you?

If you cannot get rid of the people who govern you, you do not live in a democratic system.

Tony Benn

European Community legislation

Legislation is published in the Official Journal of the European Union (OJ). The OJ has three parts: Legislation, Communications and Information and Supplement, which are abbreviated OJ L, OJ C and OJ S respectively.

Legislation will take the form of either a Directive, Decision or Regulation.

In text

(Official Journal reference)

Sexual equality has been a central preoccupation of the European Union since the early days of its existence (OJ L6, 10.1.79, p.24). This directive...

The European Council detailed a number of individuals and political groups against whom various restrictive measures were put in place (OJ L340, 23.12.2005, p.64-66).

The concept of the European Public Company (SE) (Societas Europaea) was enacted in law by the European Commission in 2001 (OJ L 294 , 10/11/2001 pp.1-21).

Reference list

Originating institution
Form of legislation
Institutional treaty
Unique Serial No. of
Date Remaining title
detail. (Official
Journal reference).

Council Directive 1978 /79/EEC of 19 December 1978 on the progressive implementation of the principle of equal treatment for men and women in matters of social security. (OJ L6, 10.1.79, p.24-25).

Council Decision 2005/930/EC of 21 December 2005 on implementing Article 2(3) of Regulation (EC) No. 2580/2001 on specific measures directed against certain persons and entities with a view to combating terrorism and repealing Decision 2005/848/EC. (OJ L340, 23.12.2005, p.64-66).

Council Regulation (EC) 2157/2001 of 8 October 2001 on the Statute for a European company (SE) (OJ L 294 , 10/11/2001 pp.1-21).

No man is an island entire of itself; every man is a piece of the continent, a part of the main; if a clod be washed away by the sea, Europe is the less, as well as if a promontory were, as well as any manner of thy friends or of thine own were; any man's death diminishes me, because I am involved in mankind.

And therefore never send to know for whom the bell tolls; it tolls for thee.

John Donne

Law reports

Law reports are published in series volumes, which are referred to by their abbreviated titles (some of which are listed below):

AC	Appeal Cases
All ER	All England Law Reports
Ch	Chancery Division
CMLR	Common Market Law Reports
Cr App R	Criminal Appeal Reports
Fam	Family Division
FLR	Family Law Reports
JP	Justice of the Peace Reports
QBD	Queen's Bench Division
WLR	Weekly Law Reports

Square brackets [...] in a legal reference indicate that the year is an essential part of the reference. That is, the report could not be located without this information. This might be because there is no volume number, or because the volume numbering sequence is restarted each year. Dates given in round brackets, however, are not integral to the reference. That is, the report can be located without the date detail because the volume numbering system is cumulative, rather than yearly.

Further information on referencing legal documents can be found here: <http://www.law.ox.ac.uk/publications/oscola.php>

In text

Plaintiff v Defendant
[Year]

Plaintiff v Defendant
(Year)

Osman v UK [1999] was also significant in defining judicial understanding of Article 2 of the Human Rights Act ...

R v Dudley and Stevens (1884) established important precedent relating to 'necessity' as a justification for murder...

Reference list

Plaintiff v. Defendant
[Year] Volume Number
Series Abbreviation Page
number on which report
starts.

Osman v UK [1999] 1 FLR 193

R v Dudley and Stevens (1884)
14 QBD 273

If the law supposes that,' said Mr. Bumble, squeezing his hat emphatically in both hands, "the law is a ass--a idiot. If that's the eye of the law, the law is a bachelor; and the worst I wish the law is, that his eye may be opened by experience--by experience.

Charles Dickens

Interviews

Sometimes, it is necessary to refer to an interview that you have conducted with an individual (because they are experts in their field, have experience or knowledge that is important to your work, etc.). It is not usually necessary to use Harvard referencing to refer to these interviews in the text of your work and nor is it necessary to include them in your list of references. It is, however, necessary to keep a record of the original interview and include a transcript, or extracts thereof, as an appendix at the end of your work.

If you have used interviews as a research tool and have anonymised your interviewees, you need only to refer to them in the way that you have decided best fits your needs: e.g., (Interviewee A), (Interviewee 1), etc.) Where appropriate, it is also useful to indicate the source of any direct quotations from such interviewees by referring the reader to the relevant appendix and page number: e.g., (Appendix A, p.44).

When referring to named individuals that you have interviewed, and assuming that you have their permission to include their names in your work, it is often best simply to identify them and refer the reader to the appendix in which you have included the transcript of your conversation: e.g.,

In a personal interview conducted on September 5, 2012, Madeleine Proust, vice-president of operations, stated that meeting customers' expectations was 'paramount' in order to maintain turnover (Appendix C, p.87).

Note that you need to have the expressed written permission of any interviewee before using anything they have said in your work, whether they are anonymous or not.

I don't mind doing interviews. I don't mind answering thoughtful questions. But I'm not thrilled about answering questions like, 'If you were being mugged, and you had a light sabre in one pocket and a whip in the other, which would you use?'

Harrison Ford



Personal communications

Personal communications are not referenced according to Harvard guidelines and need not be included in your reference list.

Personal communications might include letters, e-mails, text messages, faxes and memos. It may even be necessary to refer to a personal conversation.

As with interviews (see previous page), it is important to have the expressed written permission of any person before including the text or transcript of one of their personal communications in your work. You should also include a copy or the original communication or transcript thereof and include it as an appendix. Again, permission should be sought before naming any individual as the source of such a communication.

Personal communications should be referred to in the text of your work in a manner that identifies the originator of the communication (assuming they have not been anonymised), the type of communication and the exact date. It is also normal to include the originator's initials: e.g.,

In an e-mail dated 29 November, 2012, Z. Deschanel stated...

In a conversation on 4 July 2012, F. O'Reilly suggested...

More than kisses, letters
mingle souls

John Donne

You know these love letters
mix with whisky
Just don't light a match when
you kiss me

Jon Bon Jovi

ence
title
Buckinghamshire
London
line
source
Mintel
April
year
Newspaper
citation
Survey
cit
ex
mobile
else
Academic
journal
URL
initials
rec
refer
included
evidence
Wolverhampton
author
University
accurately
July
name
page
little