



Student referencing guide

This guide outlines the University of the Highlands and Islands (UHI) Academic Standards and Quality Regulations approved referencing standard for SCQF Level 7 and above

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1. Introduction

What referencing is, when it is required and how this guide can help

Why do I need this referencing guide?

When producing a piece of written work you need to acknowledge the words and ideas of others that you use. This is done by **citing** and **referencing** them.

- **Citing** normally refers to a method of indicating in the body of your text that the ideas or viewpoints you are writing about, or the images you are reproducing were originally put forward, or created, by someone else. This could be when you quote, paraphrase, summarise, reproduce an image or chart, and so on.
- **Referencing** is the method of producing a list of all the sources that have been cited in the piece of work.

There are several referencing styles in existence; for UHI undergraduate and taught post-graduate students the approved format used is the **standard Harvard style**. This is a simple system of author-date referencing which is widely used internationally and conforms to the British Standards Institution's BS 5605 for referencing. There are two elements in the UHI Harvard reference style:

- **In-text citations** in the main body of your writing
- A separate **list of references** at the end of your work

Some UHI modules have dispensation from the faculty Dean to use a different referencing style, reflecting standard practices in their subject discipline (e.g. history). It is **your responsibility** to check with your module leaders whether any of your modules have received dispensation for use of a system other than the UHI standard Harvard style.

This guide will help you to understand why, when and how to use the UHI standard Harvard style.

Why must I 'cite' and 'reference'?

You must cite and reference all images, tables, illustrations and graphs taken from printed or internet sources, as well as blogs, emails, wikis, conversations, TV and radio broadcasts, and all statements, opinions, conclusions, etc. taken from another writer's work, whether the work is directly quoted, paraphrased or summarised. Citing and referencing is necessary because:

- The ideas and words you are using are not yours, but the intellectual property of someone else, and you must acknowledge this.
- Failure to acknowledge someone else's intellectual property in your work is regarded as plagiarism, which is penalised by tutors, markers and examiners.

- It shows the academic backing for your arguments, with evidence of the breadth and depth of your reading.
- It enables the reader to identify and trace the sources you have used for your ideas.
- Exposing the ideas of others in your field to critical examination is an integral part of the academic method. Citing and referencing provides the necessary structure for this process. Becoming adept at this is an important part of your academic training.

When do I need to cite and reference?

- When **quoting** directly from someone else's work (using an author's exact words within quotation marks)
- When **summarising** a piece of writing (briefly stating an author's overall argument or viewpoint in your own words)
- When **paraphrasing** an author's thoughts or views (putting them into your own words)
- When using **images** or **data** produced by another

These instances refer to the work of others, whether published or unpublished. They include the written word, spoken word, visual sources, works of art, graphs and charts, music, maps and diagrams.

Examples of published works include:

Books, journals, magazines, newspapers, websites, blogs, TV and radio broadcasts, DVDs, videos and films.

Examples of unpublished works include:

E-mails, conversations, interviews conducted by you.

Remember, it is not enough to put your source in the list of references alone. When you use ideas or viewpoints from other authors in your assignment, you must also have citations at the relevant points.

Does everything have to be cited and referenced?

There are a number of instances where no citations or references are required:

- Well-established facts or common knowledge e.g. World War II began in 1939
- Old established nursery rhymes, sayings and proverbs
- Your own thoughts and ideas

It is important to note that this can be a grey area so **if in doubt, cite**.

How to use this guide

The purpose of this guide is to help you become a confident and independent writer and researcher. It consists of three parts:

Sections 2-4 will help you understand the principles involved, what citations look like, where you find the necessary information to create citations and references, and how they link to each other.

Sections 5-9 Laid out, these sections show in table format how to cite and reference common text, online, audio and visual sources, giving easy to follow examples of each type. Once you understand the principles involved, this section is also a useful quick reference on how different sources should be referenced – the order of information, punctuation, etc.

Sections 10- 11 include answers to frequently asked questions and suggest further reading.

A balance has been struck between listing every possible type of source and keeping the guidelines concise and reader friendly. Therefore, on rare occasions you may need to cite and reference an unusual type of source that is not included in this guide. Do not panic if you cannot find precise guidelines in such a case, but consider these tips:

- **Similar resources are often referenced in a similar way** so even if the resource type that you want to reference is not included in this guide, you can often work out how to reference it by looking at the guidance for similar resources. For example, you reference a recording of a play accessed electronically by combining elements of referencing the performance of a play and referencing a film accessed electronically.
- **Follow the ARC of successful citing and referencing**

Be ACCURATE about where each source comes from, including page numbers if you quote or paraphrase, or if you summarise information on a specific page of a source. Check that other readers will be able to locate exactly the idea, image, or numerical data you have borrowed.

Be RIGOROUS in checking that only each and every source you have cited is included in the list of references, and that the two elements are connected because they start with the same author and date.

Be CONSISTENT is the golden rule! Make sure you have followed the same procedure throughout your academic paper.



Turn to section 2 for:
Harvard in a nutshell

Turn to section 3 for:
Information on creating citations

Turn to section 4 for:
Information on creating a list of references

Turn to sections 5-9 for:
**Tables listing how to cite and reference common text, online,
audio and visual sources**

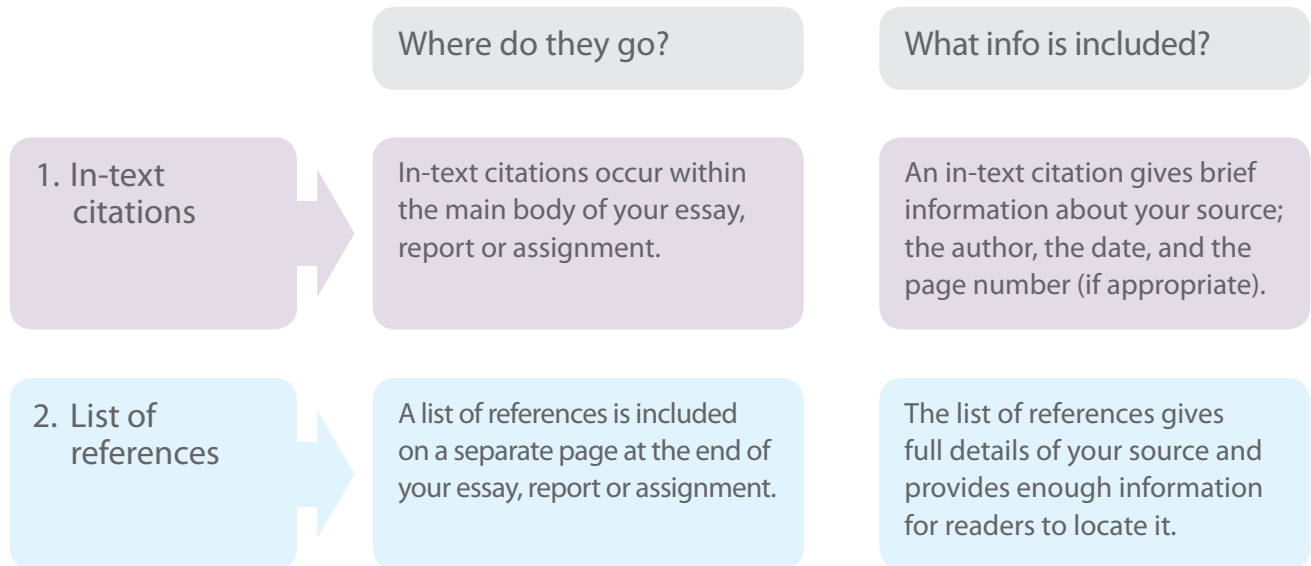
Turn to sections 10-11 for:
Frequently asked questions and further reading

2. Harvard in a nutshell

A brief explanation of the two elements of the Harvard referencing system

When producing a piece of written work you need to acknowledge the words and ideas of others that you use, by citing and referencing them. There are several referencing systems in existence; for UHI undergraduate and taught postgraduate students the approved format used is the **standard Harvard system**.

There are two elements to the Harvard referencing system:



The beauty of the Harvard system is that the short in-text citations prevent your work from becoming cluttered with lots of information in brackets or footnotes about the sources you have used. This information is put in your list of references at the end of your work. The list of references contains full details of all the resources cited in your work.

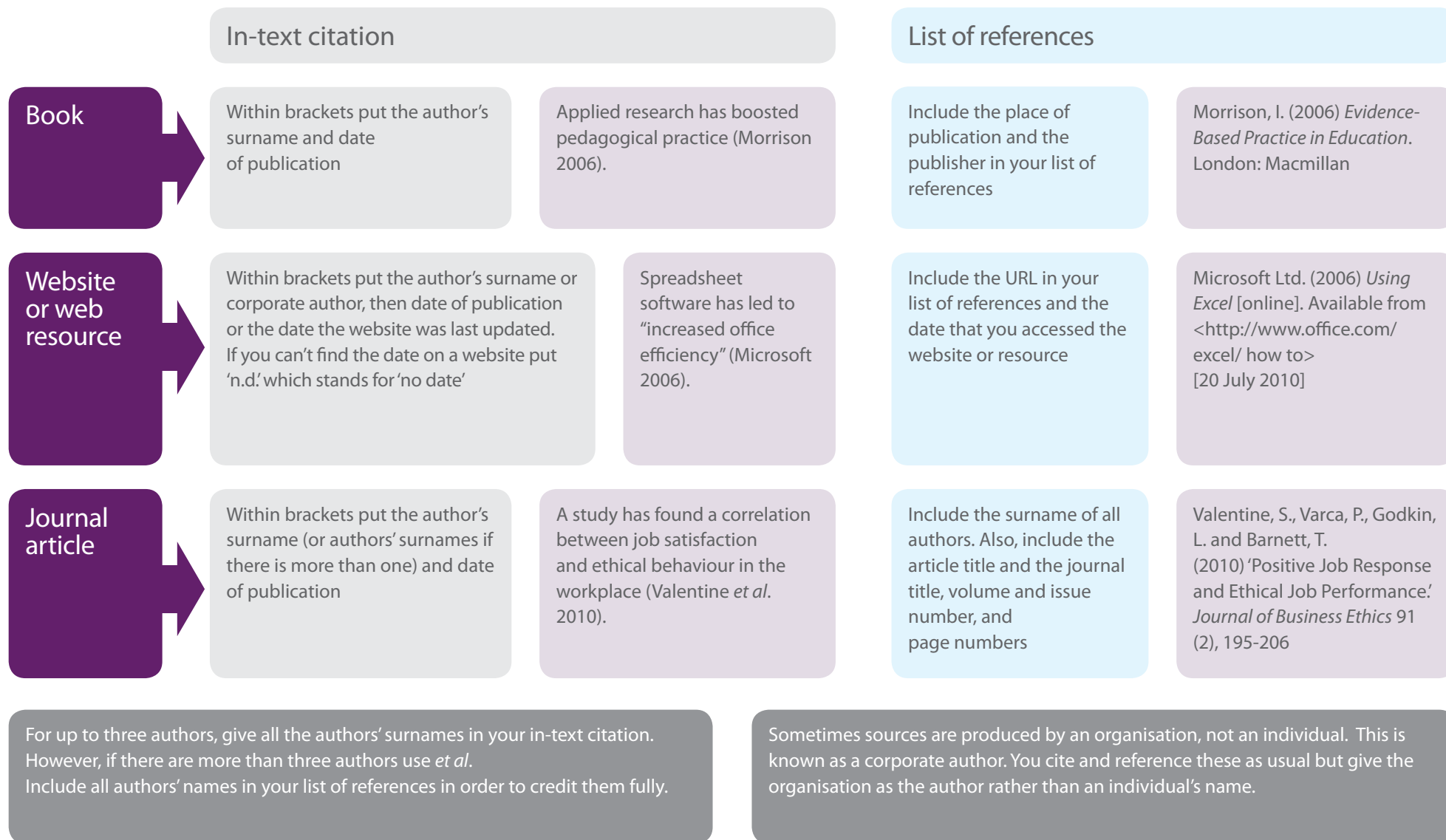
Note: A source should only appear once in the list of references even if there are many in-text citations for that source in your paper.



The diagram below shows the link between in-text citations and the list of references. Each citation is linked to an item in the list of references by starting with the same author (or corporate author) and date. The information contained in a reference depends on the type of resource (e.g. book, journal, website etc.). References are listed alphabetically by the surname of the author.



Here are examples of how to cite and refer to the three most commonly used resource types:



Turn to section 3 for:
Information on creating citations

Turn to section 4 for:
Information on creating a list of references

Turn to sections 5-9 for:
Tables listing how to cite and reference common text, online,
audio and visual sources

Turn to sections 10-11 for:
Frequently asked questions and further reading

3. In-text citations

How to refer to the sources you have used within the body of your work

Principles and definitions

In-text citations are one of the two essential elements of the Harvard referencing system, the list of references being the other element.

Citing refers to indicating in the body of your text that the ideas or viewpoints you are writing about, or the images you are reproducing were originally put forward, or created, by someone else. This could be when you quote, paraphrase, summarise, reproduce an image or chart, and so on.

Quote: To use an author's exact words (in quotation marks).

Paraphrase: To put an author's thoughts or views into your own words.

Summarise: To briefly state an author's overall argument or viewpoint in your own words.

An in-text citation gives the reader brief information about your source: the author, the date, and the page number if you quote, paraphrase, or summarise information on a specific page. You give full details of your source in your list of references including place of publication and publisher.

Sometimes sources are produced by an organisation, not an individual. This is known as a corporate author. You cite and reference these as usual but give the organisation as the author rather than an individual's name.

How do I create in-text citations?

1. Give the author's surname, or the corporate author, organisation, artist, or editor if there is no author (e.g. Smith).
2. Give the year the source was produced (e.g. 2006).
3. Give the page numbers if you QUOTE, PARAPHRASE or SUMMARISE words or ideas on a specific page of the source. However, if you are summarising what an author has argued in an entire book or article, you do not need to give page numbers.

Examples

Quoting directly:

Aitken argues that land fill sites are "not cost efficient" (2006: 48).

Paraphrasing:

Aitken argues that land fill sites are expensive and inefficient (2006: 48).

Summarising an entire book or article:

A recent study reveals new information about child poverty in Scotland (Weir 2007).

Summarising a point made on two consecutive pages of a book or article:

The book provides examples of how the eating habits of parents directly influence children (Taylor 2006: 19-20).

An example of in-text citations

Summarising

Here an author is **summarised**; the writer has summed up a general argument made throughout the source, so only the author's name and date of the publication appear. Note that the full stop goes *after* the in-text citation in brackets.

Summarising a website

Here a **website** is summarised so the company that created the website is cited as the corporate author along with the date the website was created or last updated.

Mary, Queen of Scots, returned to Scotland in 1561, and abdicated in 1567. Discuss the reasons for the political turbulence of this period.

There are various reasons for the political turbulence in Scotland during this period (Smith 2006). Morrison suggests that the emergence of new religion and Knox were major factors (1997: 57). It is true, while Mary recognised the new church, she did not allow its full establishment, and she herself continued to celebrate Mass, to the horror of John Knox and others (Marie Stewart Society 1998). However, the reasons are more complex and "immersed in subterfuge" (Longley 2007: 48) than this.

Mary had tried hard to make friends with the English queen, Elizabeth I, and sided with the moderate nobles in Scotland. When an attempt to form an alliance with Spain through marriage failed, she married her second cousin Henry, Lord Darnley in 1565, at Holyrood Palace shown in figure 1:



Figure 1: Holyrood Palace (Major 1974: 78)

Direct quotation

Here the exact words of an author are used so they appear in quotation marks (""). The citation includes the author's name, the date of the publication and the number of the page from where the quote is taken.

Paraphrasing

Here an author is **paraphrased**; the writer has re-phrased a specific idea that can be found on a particular page in the source, so the page number is given as well as the author's name and date of publication. Note the colon before the page number (:).

Using an image from a printed source

The image is labelled as a figure. As the image is from a printed source, the author and date of that printed source is given along with the page number where the image can be found.

Turn to section 4 for:

Information on creating a list of references

Turn to sections 5-9 for:

Tables listing how to cite and reference common text, online, audio and visual sources

Turn to sections 10-11 for:

Frequently asked questions and further reading

4. The list of references

The conventions for compiling and presenting the list of references

What information to include in your list of references

Your list of references should contain all of the sources that you have cited in your work and should appear on a separate page at the end of your essay or assignment. The list of references is organised alphabetically according to the surname of the author or corporate author.

In your list of references, sources are referenced differently depending on their type, so there is a different format for books, journal articles, online journal articles, websites, etc. The Harvard system used at UHI gives precise guidelines on:

- **what information** you include for each resource
- **the order** in which the information is to be presented
- **the format** in which this information is to be presented

Details for formatting references for lots of different types of source can be found in sections 5-9 of this guide but the three main types of resource that you will use are given below.



Books

For **books**, in your reference you need to include:

- Surname and initial of author or editor
- Year that the book was published
- Title
- Edition number (if applicable)
- Place of publication
- Publisher

Author surname and initial appears first, then the year of publication in brackets followed by the title in italics. The place of publication is listed in a new sentence followed by a colon and then the publisher. If there is more than one place of publication, only give the first as listed in the book.

Author, A. (year of publication) *Book Title*
Nth edition. Place of publication: Publisher

Ball, M. (1997) *Consulting with Parents: Guidance for Good Practices* 2nd edition.
London: National Early Years Network

Book with an editor

David, T. (ed.) (1993) *Educating our Youngest Children: European Perspectives*. London: Paul Chapman Publishing

Websites

For **websites** or **web-based resources**, in your reference you need to include:

- Surname and initial of the author or the name of the company that produced the website or resource (the 'corporate author')
- Year the source was published / last updated
- Title of site or resource
- URL
- Date that you accessed the site/resource

If you cannot find the date on a website, for the purpose of accuracy it is best to write 'n.d', which means 'no date'. If the website has both a copyright and a 'last updated' date, then give the 'last updated' date in your citation and reference.

Author surname and initial appears first, then the year of publication in brackets followed by the title of the website/resource in italics. Then write 'online' in square brackets. In a new sentence write 'Available from' and paste in the URL (web address) of the site starting and ending with chevrons (<>). Finally, in square brackets write the date of access.

Author, A. (year of publication/update)
Website or Resource Title [online]. Available from <URL> [Date Month Year]

Holland, M. (1996) *Harvard system* [online]. Available from <<http://www.bournemouth.ac.uk/servicesdepts/lis/LIS-pub/harvardsyst.html>> [16 December 2009]

Journal articles

For **journal articles**, in your reference you need to include:

- Surname and initial of author(s)
- Year the journal was published
- Title of article
- Title of journal
- Journal volume and issue number
- Page numbers

Author surname and initial appears first. Where the article has more than one author, put the names in the order they appear in the journal. Then put the year of publication in brackets followed by the title of the article in single quotation marks. In a new

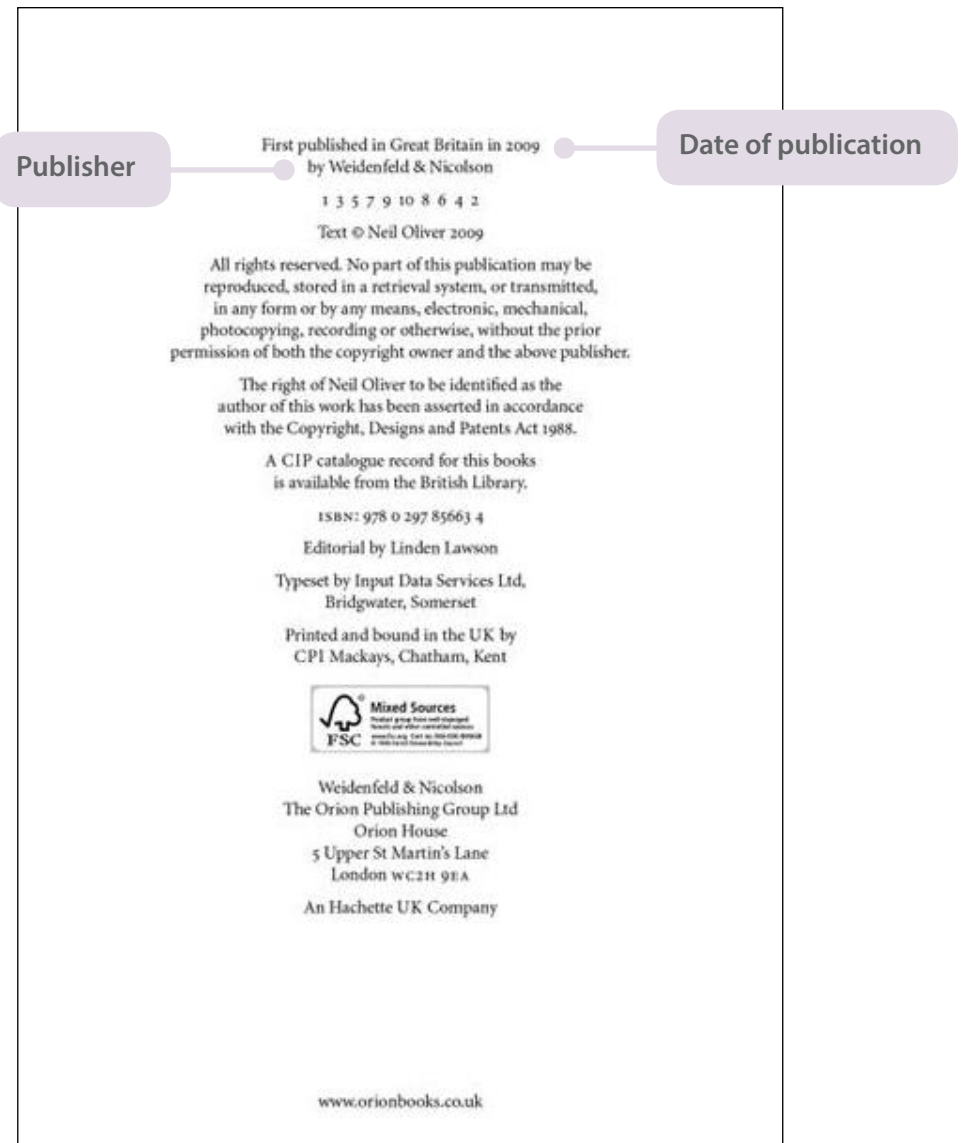
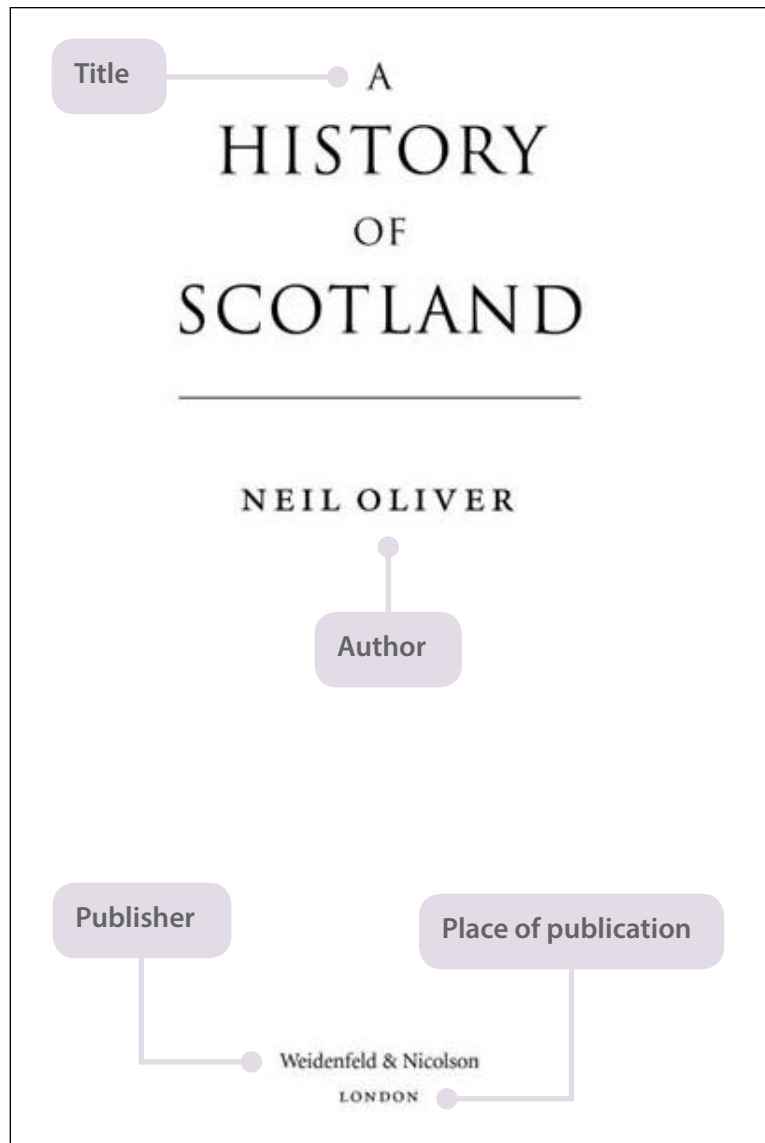
sentence put: the journal title in italics, the journal volume number then the journal issue number in brackets if there is one followed by a comma. Finally put the pages where the article can be found separated by a hyphen.

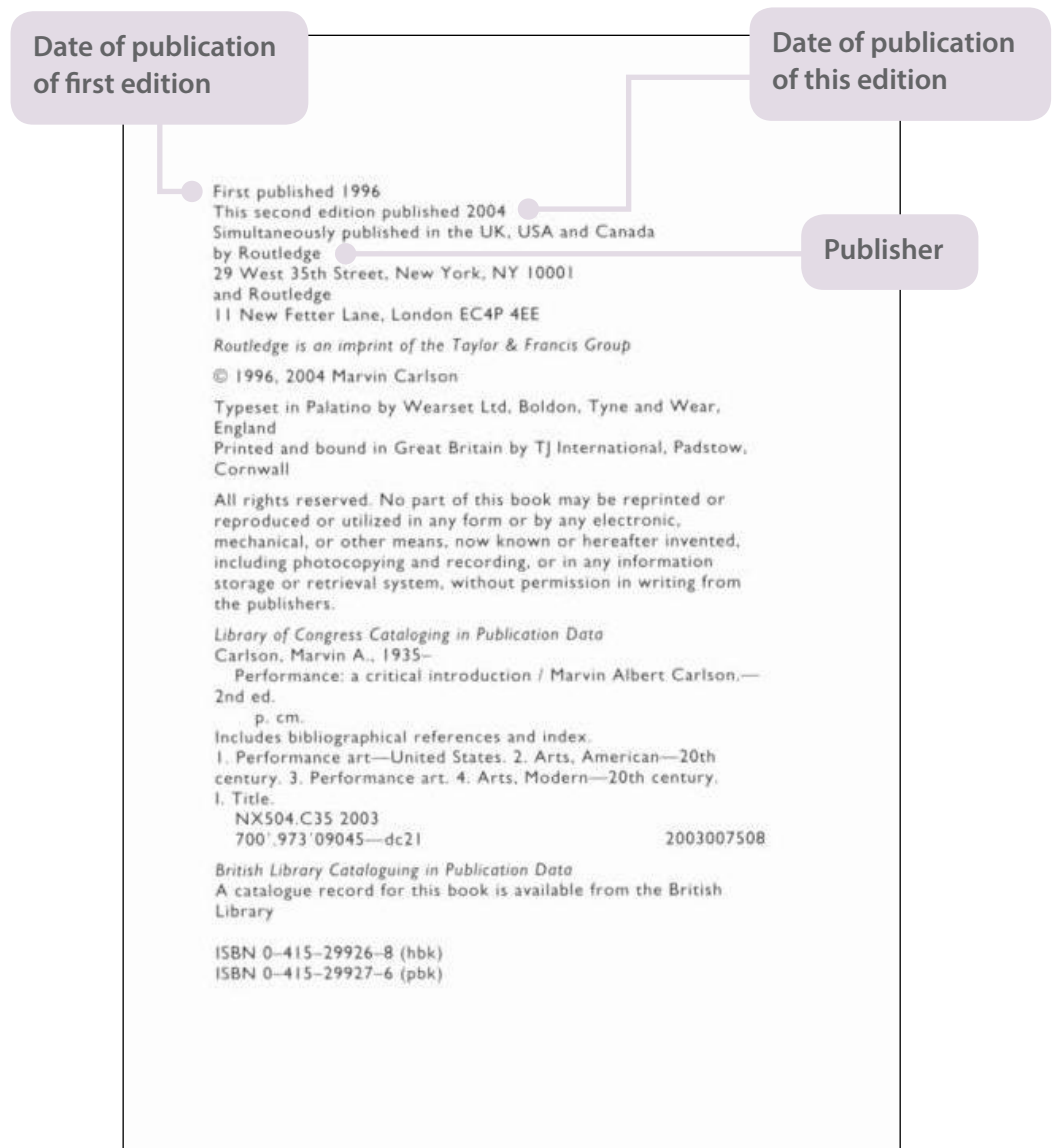
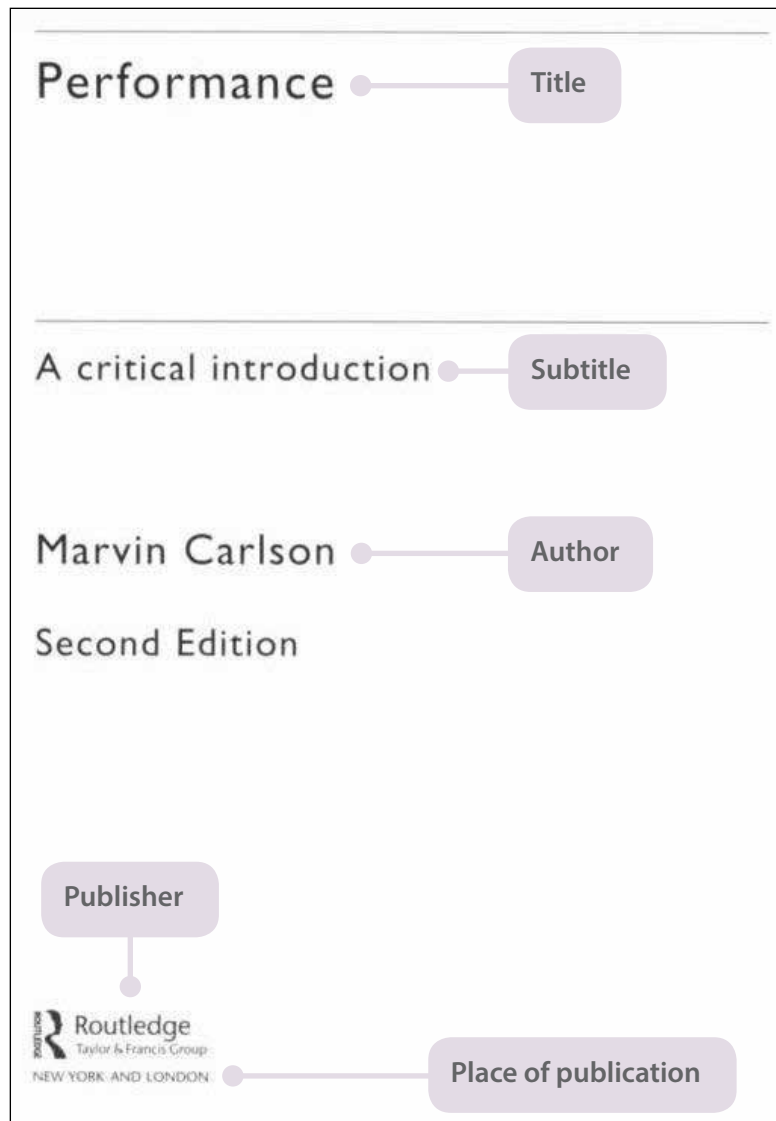
Author, A. (year of publication) 'Article Title'.
Journal Title volume number (issue number),
page number-page number

Potter, F., Pavliotis, M., Kiran, D., Qureshi, H. A., and Ball, R. (2005) 'White noise and particle behaviour'. *Journal of Mathematics and Physics* 2(1), 67-81

Where to find publication details

With text resources, you'll usually find the details that you need to include in your citation or reference on the first few pages:





As well as making sure that each entry in your list of references is correct, also make sure that:

- every line after the first is indented (shifted to the right away from the margin) so that author stands out
- there is a line of space between each entry
- there is no full stop at the end of each entry

The example list of references below gives an illustration of how to set things out correctly.

A book

Give the author's surname and initials, then the year of publication in brackets followed by the title in *italics* then a full stop. Give the place of publication, a colon(:) and then the publisher.

List the authors in alphabetical order of surname

Indent any text after the first line

List of references

Abrahams, B. (2000) *The City and the Citizens*. Edinburgh: Edinburgh University Press

Carr, S. (1955) *The Cityscape*. Glasgow: Collins

Centre for Academic Writing (2005) *The List of References Illustrated* [online]. Available from <<http://www.home.ched.coventry.ac.uk/caw/harvard/index.htm>> [20 July 2005]

Padda, J. (2003) 'Creative Writing in Edinburgh' *Journal of Writing Studies* 3 (2), 44-59

Smith, A. (2006) 'Academic Writing Today' *Journal of Scholarly Writing* [online] 2 (1), 89-93. Available from <<http://writing.com/academic/scholarship-journal.htm>> [25 May 2006]

Smith, J. (2002) *Education and online learning: Teaching in the Internet age*. London: Online Learning Press

---. (2005a) *Psychological aspects of learning*. London: Learning Press

---. (2005b) *Teaching and Teaching Styles*. Oxford: Oxford Publishing

If you list different sources by the same author then put them in chronological order with the oldest first. Use ---. instead of repeating the author's name. If you list different sources by the same author which are produced in the same year, label the first source a, the second b, etc. in chronological order with the oldest first.

A visual source

Reference as you would a written source. For instance, if you reproduce a photograph from a book, give a complete reference for that book.

A web page

Give the name of the organisation that produced the web page as author. Give the year the web page was created or updated in brackets if this is provided. If not, you can write 'n.d.' in brackets for 'no date'. Give the web page title in *italics*, write 'online' in square brackets followed by a full stop. Then write 'Available from' and the full web address starting with '<' and ending with '>'. Finally give the date you accessed the web page in square brackets.

A print journal article

Give the author's surname and initials followed by the year in which the journal was produced in brackets. Put the article title in single quotation marks followed by a full stop. Give the journal title in *italics* then the volume number, then the issue number in brackets if there is one followed by a comma. Lastly give the first and last page numbers of the article separated by a hyphen (-).

A journal article accessed online

Give a journal article entry as normal but add 'online' in square brackets after the journal title. After your page numbers add a full stop, write 'Available from' and give the full web address starting with '<' and ending with '>'. Finally give the date you accessed the article in square brackets.

Turn to sections 5-9 for:

Tables listing how to cite and reference common text, online, audio and visual sources

Turn to sections 10-11 for:

Frequently asked questions and further reading

5. Text sources

How to cite and reference text sources including electronic sources such as websites, blogs and e-books

Commonly used text sources

Source type	How to cite	Example	How to reference	Example
A whole book	Within brackets give the author's surname and the year of publication. Add page numbers after a colon if necessary. You need to include page numbers if you are quoting directly, paraphrasing or talking about a particular page or pages.	Applied research has boosted pedagogical practice (Morrison 2006). Applied research has "vastly improved teaching and learning practice" (Morrison 2006: 27).	Give the author's surname and initials then the year in brackets, then the title in italics followed by a full stop. Finally, give the place of publication followed by a colon then the publisher.	Morrison, I. (2006) <i>Evidence-Based Practice in Education</i>. London: Macmillan Ball, M. (1997) <i>Consulting with Parents: Guidance for Good Practices</i> 2nd edition. London: National Early Years Network
A chapter or essay by a particular author in an edited collection	Sometimes you need to reference only one chapter or section from a book that contains many chapters or essays written by different authors. Within brackets give the surname of the author of the chapter or essay you want to cite (not the editor of the book) and then the publication date of the collection. Add page numbers after a colon if necessary.	The population of the sparrow began to decline in the late 1960s (Aggarwal 2005: 56).	Give the surname and initials of the author of the chapter, then the year the book was published in brackets. Put the title of the chapter within single quotation marks followed by a full stop. Write 'In' and give the title of the book in italics followed by a full stop. Write 'ed. by' and give the surname and initials of the editor. Give the place of publication followed by a colon then the publisher. Finally put the page numbers of the chapter or essay after a comma.	Aggarwal, B. (2005) 'The declining British bird population'. In <i>A guide to contemporary ornithology</i>. ed. by Adams, G. London: Palgrave, 66-99

Source type	How to cite	Example	How to reference	Example
A book with multiple authors	Within brackets give the authors' surnames and the year of publication. Add page numbers after a colon if necessary. For up to three authors, give all the authors' surnames in your in-text citation. However, if there are more than three authors use <i>et al.</i>	Cox, Patel, and Pavliotis (2004) discuss Britain's future adoption of the euro. Fletcher <i>et al.</i> (2006: 88) suggest that in this century global climate change has caused billions of dollars' worth of damage.	List authors in the order they are given in the source. For each author put the surname first followed by the initials. Put a comma between each author. Put the date of publication in brackets then give the title in italics followed by a full stop. Finally, give the place of publication followed by a colon then the publisher. When you are giving in-text citations you can use <i>et al.</i> for more than three authors, but in the list of references you should give all the authors in order to credit them fully.	Fletcher, J., Mitchell, G., Wilding, S. and Franklin, P. (2006) <i>The Impact of Global Climate Change</i>. Oxford: Oxford University Press
<i>Et al.</i> is short for "et alii" meaning 'and others' in Latin and like all foreign phrases, should be put in italics. There is a full stop after <i>al.</i> because it is an abbreviation (a shortened form of the original word). Remember that although only one surname is given, you are referring to multiple authors, so the next verb in your sentence must agree in the plural rather than the singular (e.g. "Fletcher <i>et al.</i> argue..." rather than "Fletcher <i>et al.</i> argues...").				
A book produced by an organisation (a corporate author)	Within brackets give the corporate author's name and the year of publication. Add page numbers after a colon if necessary. Sometimes sources are produced by an organisation, not an individual. This is known as a corporate author. You cite and reference these as usual but give the organisation as the author rather than an individual's name.	The benefits of many forms of complementary medicine have not been proven under scientific conditions. (British Medical Association 1980).	Give the name of the organisation then the year of publication in brackets followed by the title in italics and then a full stop. Finally, give the place of publication followed by a colon then the publisher.	British Medical Association, Board of Science and Education (1980) <i>Alternative medicine reviewed</i>. London: Harwood Academic

Source type	How to cite	Example	How to reference	Example
An e-book accessed online (e.g. My iLibrary, DawsonEra, etc.)	Within brackets give the author's surname and the year of publication. Add page numbers after a colon if necessary.	The hippocampus plays an important role in the creation of memory and also in spatial awareness (Innes 2005:78).	Give the surname and initials of the author then the year in brackets and the title in italics. Write 'online' in square brackets followed by a full stop, then give the edition number if appropriate followed by a full stop. Give the place of publication followed by a colon then the publisher followed by a full stop. Write 'Available from' and give the full web site address starting with < and ending with > then the date you accessed the book in square brackets.	Innes, V. (2005) <i>An introduction to human anatomy</i> [online] 4th edn. London: Adam Arnold. Available from <http://anatomy/introduction/human/htm> [27 March 2006]
An e-book downloaded to an e-reader (e.g. Kindle, Sony, etc.)	Within brackets give the surname of the author of the book and the year of E-publication. This would be found by going to the copyright statement from the table of contents.	The character of the lone female detective is developed along the same lines (Mina 2013: Chapter 6). Note – As e-book readers often do not have page numbers, use chapter numbers to identify locations within the book.	Give the author's surname and initials then the year in brackets and the title of the book in italics, followed by 'e-book' in square brackets and a full stop. Add the place of publication and publisher, separated by a colon. If you need to indicate part of a book (e.g. a chapter within an edited book), follow the same process for printed books, but add in 'e-book' in square brackets as in the example. If there are no page numbers, use chapter numbers to indicate the part of the book you are referencing.	Mina, D. (2013) <i>Red Road</i> [e-book]. London: Orion Aggarwal, B. (2005) 'The declining British bird population'. In <i>A guide to contemporary ornithology</i> [e-book]. ed. by Adams, G. London: Palgrave, Chapter 5 You should be able to locate publication information for e-books by going to the copyright statement from the table of contents.
A newspaper article	Within brackets give the author's surname and the year of publication. Add page numbers after a colon if necessary.	A recent press article seems to further shore up the perception that biology has changed its status of being the 'unloved' science (Rankin 2002: 4-5).	Give the author's surname and initials and the date in brackets, then put the title of the article within single quotation marks followed by a full stop. Give the title of the newspaper in italics, then the exact date of publication, a comma and finally the page numbers.	Rankin, E. (2002) 'Biology is Britain's best discipline'. <i>The Independent</i> 20 July 2009, 4-5

Source type	How to cite	Example	How to reference	Example
A printed journal article	Within brackets give the authors' surnames and the year of publication. Add page numbers after a colon if necessary.	A recent study has found a positive correlation between job satisfaction and ethical behaviour in the workplace (Valentine <i>et al.</i> 2010).	Give the authors' surnames and initials then the year in brackets then put the title of the article within single quotation marks followed by a full stop. Give the title of the journal in italics then the volume number then the issue number in brackets if there is one, followed by a comma. Finally, give all the page numbers of the article. When you are giving in-text citations you can use <i>et al.</i> for more than three authors, but in the list of references you should give all the authors in order to credit them fully.	Valentine, S., Varca, P., Godkin, L. and Barnett, T. (2010) 'Positive Job Response and Ethical Job Performance'. <i>Journal of Business Ethics</i> 91 (2), 195-206 Articles in magazines that have issue numbers may be referenced in the exact same way as journal articles.
A journal article accessed electronically	Within brackets give the author's surname and the year of publication. Add page numbers after a colon if necessary. If you have accessed a journal article online you can normally cite and reference in the same way as a print journal, particularly if you are using a PDF version you have downloaded. If the journal is only available online or as part of an electronic database then add the URL and date of access to enable your reader to locate this source online.	Research has revealed that medical professionals can be the main cause of disease transfer within hospitals (Dhillon 2004: 66).	Give the author's surname and initials then the year in brackets. Put the title of the article within single quotation marks followed by a full stop. Give the title of the journal in italics then write 'online' in square brackets. Give the volume number, then the issue number in brackets if there is one followed by a comma. Then give all the page numbers of the article followed by a full stop. Write 'Available from', and give the full web site address starting with < and ending with >. Finally, give the date of access in square brackets.	Dhillon, B. (2004) 'Should Doctors Wear Ties?'. <i>Medical Monthly</i> [online] 3 (1), 55-88. Available from <http://hospitals/infections/latest-advice/htm> [20 April 2006] Articles in magazines accessed online may be referenced in the exact same way as online journal articles.

Source type	How to cite	Example	How to reference	Example
A report	Within brackets give the author's surname (or corporate author or committee name if no individual author is named) and the year of publication. Add page numbers after a colon if necessary.	The number of patients requiring medication for type 2 diabetes continues to rise year on year (Department of Health Committee of Dietetics 2006: 105). Protection against TB for small children is now widely available and information on the subject for parents has been made easy to access by the authorities concerned (Health Scotland 2005).	Give the author's surname and initials or the corporate author then the year in brackets. Write the title of the report in italics, then a full stop. Finally, give the place of publication followed by a colon then the publisher. If accessed online then write 'online' in square brackets and add a full stop. Then write 'Available from' and give the full web address starting with < and ending with >, then give the date of access in square brackets.	Department of Health Committee of Dietetics (2006) <i>A report on dietary health no. 41</i>. London: Stationery Office Health Scotland (2005) <i>BCG and your baby: protecting babies against TB</i> [online]. Edinburgh: Health Scotland. Available from <http://www.healthscotland.com/documents/320.aspx> [19 August 2008]
A website or web resource	Within brackets give the author or corporate author and the year of publication. Do not give the full web address (called the URL) in your in-text citation because this goes in the list of references. If you cannot find the date on a website, for the purpose of accuracy it is best to write 'n.d.', which means no date. If the website has both a copyright and a 'last updated' date, the give the 'last updated' date in your citation and reference.	Spreadsheet software has led to "increased office efficiency" (Microsoft 2006). Students are gaining increasingly high grades (National Student Forum n.d.).	Give the author's surname and initials or the name of the organisation that produced the web site as a corporate author. Give the year it was created or last updated in brackets. Give the title in italics (you may need to make up an appropriate title), then write 'online' in square brackets. Write 'Available from', and give the full web site address starting with < and ending with >. Finally, give the date of access in square brackets.	Microsoft Ltd. (2006) <i>Using Excel</i> [online]. Available from <http://www.office.com/excel/howto> [20 July 2010] National Student Forum (n.d.) <i>Degree Attainment</i> [online]. Available from <http://www.nsf.ac.uk/news/archive> [12 February 2011]

Less common text sources

Source type	How to cite	Example	How to reference	Example
A personal communication such as an email or letter	Within brackets give the author's surname and the year the communication was written. <i>In your citation you only need to use the author's surname but in your writing you should give their full name.</i>	In a personal communication, Andrew Stapleton explained that he is "completely against" recent moves to close the local accident and emergency unit (Stapleton 2006).	Give the surname and initials of the author of the communication then the date in brackets. Give the title in italics (you can use the subject header of the email or make up an appropriate title) then write the type of communication in square brackets. State who the communication was addressed to, then give the exact date it was sent in square brackets.	Stapleton, A. (2006) <i>Local development planning</i> [letter] to Patterson, P. H. [30 May 2006] Macrae, E. (2007) <i>How to Harvard</i> [email] to Murray, J. [20 October 2007]
An online discussion forum or mailing list (JISCMAIL or Listserv)	Within brackets give the surname of the author of the email and the date it was written.	As nurses in Warwickshire are all too aware, lack of funding for this type of treatment is a continuing problem (Lango 2004).	Give the author's surname and initials then the year of the email in brackets. Put the subject of the email within single quotation marks followed by a full stop. Give the exact date of the email and then the title of the email discussion list in italics. Write 'online' in square brackets followed by a full stop. Write 'Available from' and give the full web address of the email discussion list starting with < and ending with > then give the date the email was sent in square brackets.	Lango, J. (2004) 'Neuro-rehab in Warwickshire'. (30 May 2004) <i>Psychiatric Nursing</i> [online]. Available from < http://www.jiscmail.ac.uk/psychology/training/neurorehabilitation/Warwickshire > [30 May 2005]

Source type	How to cite	Example	How to reference	Example
A blog post	Within brackets give the surname of the author of the blog post and the year it was written.	A recent hot topic in medical ethics is whether or not the results of all drug trials should be made public so that patients can make informed choices (Goldacre 2013)	Give the author's surname and initials then the year in brackets and the title of the blog post in italics (most blog writers give each of their blog posts a title). Give the exact date the blog post was written in brackets then 'online' in square brackets followed by a full stop. Write 'Available from' and give the URL of the blog entry (not the home page of the blog) starting with < and ending with >. Finally, give the date you accessed the blog in square brackets.	Goldacre, B. (2013) <i>Head-to-Head with PhRMA on transparency in the BMJ</i> (12 July 2013) [online]. Available from < http://www.badscience.net/2013/07/head-to-head-with-phrma-on-transparency-in-the-bmj/ > [14 August 2013]
A Twitter post (tweet)	Within brackets give the surname of the author of the tweet and the year it was written.	Barack Obama used social media to rally the electorate (Obama 2013)	Give the author's surname and initials then their Twitter username in brackets then the year of the tweet in brackets. Then put the full tweet in italics. Give the exact date the tweet was written in brackets then write 'online' in square brackets followed by a full stop. Write 'Available from' and give the URL of the tweet starting with < and ending with >. Finally, give the date you accessed the tweet in square brackets.	Obama, B. (@BarackObama) (2009) Finished meeting on the Hill. 4 hours before the big vote, reps are fired up and ready to go. Add your voice: http://bit.ly/3AEkDz (7 November 2009) [online]. Available from < http://twitter.com/BarackObama/status/5512328451 > [12 August 2013] To find the URL for the individual tweet you are citing, click on the time/date stamp or the 'Details' link beneath the tweet in the feed, and this will take you to the unique web page for that tweet.

Source type	How to cite	Example	How to reference	Example
A play (text)	Within brackets give the surname of the playwright and the year of publication of the text you are using. Add page numbers after a colon if necessary.	Frank, the world weary professor, begins to doubt that Rita should change her fresh and lively approach to literature: "I don't know that I want to teach you. ...What you already have is valuable." (Russell 2000: 71).	Give the surname and initials of the playwright, then the year the play was published in brackets. Put the title of the play in italics then write 'Play' in square brackets followed by a full stop. Finally give the place of publication followed by a colon then the publisher.	Russell, W. (2000) <i>Educating Rita</i> [play]. London: Faber and Faber
A poem in a collection or anthology by the same author	Most poems are published as part of larger works; collections of poems by the same author, or anthologies of poems by different authors. Within brackets give the author's surname and the year of publication of the collection. Add page numbers after a colon if necessary.	In the poem <i>Digging</i> , Seamus Heaney compares the act of writing with that of digging (Heaney 1966).	Give the surname and initials of the poet, then the year the collection was published in brackets. Put the title of the poem in single quotation marks followed by a full stop. Write 'In' and give the title of the collection in italics followed by a full stop. Give the place of publication followed by a colon then the publisher. Finally give the page numbers after a comma.	Heaney, S. (1966). 'Digging'. In <i>Death of a Naturalist</i> . London: Faber and Faber, 42-43
A poem in a collection or anthology by a number of different authors	Within brackets give the surname of the poet. Give the year of the book in which it is published and the page number. You might mention other info in the text if you felt it would assist (e.g. verse, line, year the poem was written).	In <i>The Good Morrow</i>, John Donne compares finding love to the transition between childhood and adulthood (Donne, 2006: 5). Many longer poems, particularly older poems, have verse and line numbers. You can include these in addition to page numbers to help the reader locate your quote. As the narrator states in <i>The Testament of Cresseid</i>, "Throwout the glas hir bemis brast sa fair." (Henryson 1981: 67. v. 3, l. 15).	Give the surname and initials of the poet, then the year the collection was published in brackets. Put the title of the poem in single quotation marks followed by a full stop. Write 'In' and give the title of the collection in italics followed by a full stop. Write 'ed. by' and give the surname and initials of the editor. Give the place of publication followed by a colon then the publisher. Finally give the page numbers after a comma.	Donne, J. (2006) 'The Good Morrow'. In <i>Metaphysical Poetry</i> ed. by Burrow, C. Oxford: Penguin, 5-6 Henryson, R. (1981) 'The Testament of Cresseid'. In <i>The Poems of Robert Henryson</i>. ed. by Fox, D. Oxford: Oxford University Press, 67-81

Source type	How to cite	Example	How to reference	Example
The Bible	Within brackets give the title of the book in place of the author, then give the chapter number. Add a colon, then give the verse number.	David was “a mighty warrior” (2 Kings 10: 3).	Give the name of the editor then the year in brackets. Give the title of the Bible in italics followed by a full stop then the edition number if appropriate. Finally, give the place of publication followed by a colon then the publisher.	Edwards, T. (ed.)(1960) <i>The Holy Bible</i> . 7th edn. London: Macmillan
A UK Government Bill	Within brackets write ‘HC Bill’ or ‘HL Bill’ to identify a House of Commons or House of Lords bill. The give the parliamentary year in brackets followed by the bill number- if House of Commons, the bill number is in square brackets, if House of Lords, then no brackets. You then follow it with a short citation of name of house, year of publication and page number after a colon. All within brackets. A Bill is a piece of legislation making its way through Parliament, not yet with the status of ‘law’. As it will change a lot during the process, it is given a new number each time it passes through. It is important that you identify which the version to which you are referring by including all the details above.	It was revealed today in the House of Commons (HC Bill (2000-1) [30]) that vehicle tax is likely to be revised (House of Commons 2001: 56).	Give the name of the House as author then the date in brackets. Then write ‘Great Britain Parliament’ followed by a full stop. Give the complete title of the Bill in italics followed by a full stop. Give the place of publication followed by a colon then the publisher. Finally, within brackets give the Bill details and number if appropriate.	House of Commons (2005) Great Britain Parliament. <i>Children (leaving care): A Bill to make provision about children and young persons who are being, or have been looked after by a local authority; to replace section 24 of the Children Act 1989; and for connected purposes</i> . London: Stationery Office (Bill: Great Britain Parliament. House of Commons, 124)

Source type	How to cite	Example	How to reference	Example
A Scottish Parliament Bill	In the case of a Scottish Parliament Bill, follow the same procedure as for the UK parliaments, substituting 'SP' for HC or HL.	Those campaigning for healthier diet for Scottish schoolchildren will have been encouraged by the emphasis on the responsibilities of local authorities in the provision of school meals (SP Bill (2005-6) [68]).(Scottish Parliament 2006:42).	Write 'Scottish Parliament' and the date. Give the complete title of the Bill in italics followed by a full stop. Give the place of publication followed by a colon then the publisher. Finally, within brackets give the Bill details and number if appropriate.	Scottish Parliament (2006) <i>Schools (Health Promotion and Nutrition) (Scotland) Bill</i> . Edinburgh: Scottish Parliamentary Corporate Body (SP Bill 68)
Hansard official report of a Parliamentary debate	Within brackets write 'HC Deb.' or 'HL Deb.' and in new brackets give the Parliamentary Session, then outside these brackets give the volume number, add a comma, then write 'col.' for the column number, and state the column number. Give an in-text citation within brackets with 'HC' for House of Commons or 'HL' for House of Lords then the date and page number if appropriate.	Patten hounded the Prime Minister (HC Deb. (2000-1) 203, col. 346) over international debt (HC 2001: 42).	Write 'Hansard' then the date in brackets. Give the complete title of the debate in italics followed by a full stop. Give the Parliamentary Session in brackets, then the volume number, a comma, then write 'col.' and give the column number.	Hansard (2001) <i>House of Commons Debate</i> . (2000-1) 203, col. 346
A House of Commons/ Lords Report	Give the name of the House as the author then the year of publication in brackets. Add page numbers after a colon if necessary.	Evidence given to the Select Committee on Science and technology showed that little peer-reviewed research exists to support the claims (House of Lords 2005).	Give the name of the House as the author then the date in brackets. Then write 'Great Britain Parliament' and give details of the committee if appropriate followed by a full stop. Give the title of the report in italics and the report number followed by a full stop. Give the place of publication followed by a colon then the publisher. Finally, within brackets give the paper details, the number, and the Parliamentary Session if appropriate.	House of Lords (2005) Great Britain Parliament Select Committee on Science and Technology. <i>Complementary and alternative medicine 6th report of the Select Committee on Science and Technology</i> HL10773. London: Stationery Office. (HL paper; 123; Session 2004-5)

Source type	How to cite	Example	How to reference	Example
An Act of Parliament	Within brackets write 'Act of Parliament' and the date. Add page numbers after a colon if necessary.	The National Health Service and Community Care Act 1990 (Act of Parliament 1990: 42) gave specific responsibility to the Health Secretary in this matter.	Write 'Act of Parliament' then the date in brackets. For the UK Parliament, then write 'Great Britain Parliament' followed by a full stop. Give the complete title of the Act in italics with the date followed by a full stop. Give the chapter number. Finally, give the place of publication followed by a colon then the publisher.	Act of Parliament (1990) Great Britain Parliament. <i>National Health Service and Community Care Act 1990</i> . Chapter 19. London: HMSO
Scottish Parliament Act	Within brackets write 'Scottish Parliament Act' and the date. Add page numbers after a colon if necessary.	Prior to the introduction of the Building (Scotland) Act 2003, local authorities had no powers to inspect or regulate these elements of construction (Scottish Parliament Act 2007).	Write 'Scottish Parliament' then the date in brackets. Give the complete title of the Act in italics with the date followed by a full stop. Finally, give the place of publication followed by a colon then the publisher.	Scottish Parliament (2007) <i>Crofting Reform etc. Act 2007</i> . Edinburgh: The Stationery Office
A Government Green or White Paper	Within brackets write 'Green Paper' or 'White Paper' and the date. Add page numbers after a colon if necessary.	Throughout the 1990s, the government struggled to halt the relentless increase in heart disease, stroke and cancers. Various initiatives were introduced such as <i>Our Healthier Nation: A Contract for Health</i> (Green Paper 1998).	Write 'Green Paper' or 'White Paper' then the date in brackets. Then write 'Great Britain.' and give the Government Department if relevant followed by a full stop. Give the complete title of the paper in italics followed by a full stop. Give the place of publication followed by a colon then the publisher. Finally, within brackets give the paper number.	Green Paper (1998) Great Britain Department of Health. <i>Our Healthier Nation: A Contract for Health</i> . London: Stationery Office (Cm 3854)
An official report of a Parliamentary debate in a Standing Committee	Within brackets write 'Standing Committee' and the date. Add page numbers after a colon if necessary.	<i>The Securities Bill Debate</i> in question took place over 2004 and 2005 (Standing Committee 2004).	Write 'Standing Committee' then the date in brackets. Give the complete title of the debate in italics followed by a full stop. Give the Parliamentary Session in brackets, then give the volume number, a comma, then write 'col.' and give the column number.	Standing Committee (2004) <i>Securities Bill Debate</i> . (2004-5) 10, col. 71

Source type	How to cite	Example	How to reference	Example
A conference paper within conference proceedings	Within brackets give the author of the paper you want to cite, and the date of the published proceedings . Add page numbers after a colon if necessary.	The internet presents a particular challenge in this respect (Macdonald 1990:42).	Give the author's surname and initials then the year in brackets. Put the title of the paper within single quotation marks followed by a full stop. Write 'In' then give the surname and initials of the editor of the conference proceedings followed by 'ed.' in brackets. Give the title of the conference proceedings in italics followed by a comma, then give the title of the conference within single quotation marks followed by a full stop. Write 'Held' and then give the full date of the conference then write 'at' and give the place. Give the place of publication followed by a colon then the publisher. Finally put a comma then all the page numbers of the paper.	Macdonald, A. (1990) 'Child development and the internet'. In Turner, P. (ed.) <i>Proceedings of the Highland Conference on Local Childcare Provision</i> , 'Child development: Preparing for the future'. Held March 7-9 1990 at Perth College. Stirling: Golden Lion Publishing, 8-20
Conference proceedings	Within brackets give the editor of the proceedings then the date of the publication. Do this if you are referring to the proceedings of the whole conference, as opposed to a paper given at the event.	This phenomenon was widely examined at a recent conference (Tokay (ed.) 2004).	Give the editor's surname and initials, write 'ed.' in brackets then give the year in brackets Put the title of the conference proceedings in italics followed by a full stop then the title of the conference within single quotation marks followed by a full stop. Write 'Held' then give the conference date then write 'at' and give the conference location followed by a full stop. Finally, give the place of publication followed by a colon then the publisher.	Tokay, D. (ed.) (2004) <i>Translation as a metaphor in academic writing</i> . 'Conference on International Writing Centres'. Held June 15-17 2005 at Ankara. UniversityIstanbul: Sabanci University Press

Source type	How to cite	Example	How to reference	Example
Unpublished works, including leaflets, dissertations and theses	Within brackets give the author's surname and the year of production. Add page numbers after a colon if necessary.	A recent study of the processes involved showed fairly convincingly that literacy is a prime factor in any learning function (Murray 2007: 35-36).	Give the author's surname and initials then the year in brackets. Give the title in italics followed by a full stop. Write 'Unpublished leaflet/thesis/article' in square brackets as appropriate then add a comma and give the name of the producer (which could be an organisation in the case of a leaflet or booklet, or a University in the case of a dissertation). If you accessed it electronically write 'online' in square brackets after the title. Then after the name of the producer write 'Available from' and give the full web address starting with < and ending with > and then the date of access in square brackets.	Murray, J. (2007) <i>Learning through literacy</i> . [Unpublished leaflet], Inverness City Council Gifford, A.G. (2008) <i>Humanitarian Directed Violence in Afghanistan: Neutrality and Humanitarian Space</i> . [Unpublished MPhil dissertation] [online], University of Edinburgh. Available from < http://edinburgh.ac.uk/104690 > [12 August 2010]
An encyclopaedia entry	Often large encyclopaedias employ different authors to write each entry. Within brackets give the author's surname and the year of publication. Add the page numbers of the entry after a colon.	Dairy farming fell into a steep decline in the last few years of the twentieth century (Pavliotis 2000: 22).	Give the author's surname and initials then the year in brackets and put the title of the entry within single quotation marks followed by a full stop. Write 'In' and then the title of the encyclopaedia in italics followed by a full stop. Then give the edition number and volume number followed by a full stop. Give the place of publication followed by a colon then the publisher. Finally, add the page numbers of the entry after a comma.	Pavliotis, G. (2000) 'Dairy farming'. In <i>The New Encyclopaedia Britannica</i> . 3rd edn. vol. 20. London: Woodfords, 20-24

Source type	How to cite	Example	How to reference	Example
A dictionary	Within brackets give the surname of the editor(s) or the corporate author then the year of publication. Add page numbers after a colon if necessary.	It is interesting to note, however, that an additional definition of 'to dabble' is "to take part in an activity in a shallow or superficial way" (Oxford Dictionaries 2008: 460).	Give the surname and initials of the editor(s) or corporate author followed by the date in brackets. Give the title of the dictionary in italics followed by a full stop then the edition and volume number where applicable. Finally, give the place of publication followed by a colon then the publisher.	Downes, J. and Goodman, E. (eds.) (1998) <i>The Dictionary of Financial Terms</i> . 5th edn. New York: Barrons Oxford Dictionaries (2008) <i>The Oxford English Dictionary</i> 2nd edn. vol. 3. Oxford: Clarendon
A UK patent	Within brackets give the originator's name (this could be a person or company) followed by the year of the patent.	This innovative design first appeared at the beginning of the twenty-first century, when a patent was lodged by the company who developed it (Walk-On Inc. 2000).	Give the originator (company or designer) followed by a full stop. Give the year in brackets then the title of publication in italics followed by a full stop, then give the series designation.	Walk-on Inc. (2000) <i>Non-slip stiletto heel</i> . BG 3356754
An international patent	Within brackets give the originator's name (this could be a person or company) followed by the year of the patent.	This innovative design first appeared at the beginning of the twenty-first century, when a patent was lodged by the company who developed it (Borg Warner Inc. 2005).	If the patent does not originate in the UK follow the same format as above, but indicate the origin after the title by writing 'European Patent' or other information as appropriate, then give the series designation.	Borg Warner Inc. (2005) <i>Control devices for clutches and / or gear actuators of an automated gearbox or an automatic transmission</i> . European Patent EP 1519081–2005-03-30
A standard	Within brackets give 'British Standards Institution' as the corporate author, followed by the date. Add page numbers after a colon if necessary.	Various frameworks have been developed in recent years, guides to which can be found in ISO 8005, <i>Quality assurance: frameworks for success</i> (British Standards Institution 2004).	Write 'British Standards Institution' as the corporate author then give the date in brackets. Give the title in italics followed by a full stop. Write 'BS' then give the full standard number and date. Finally, give the place of publication followed by a colon then the publisher.	British Standards Institution (2004) <i>Quality assurance: frameworks for success</i> . BS EN ISO 8005: 2004. London: British Standards Institution

Source type	How to cite	Example	How to reference	Example
A technical paper	Within brackets give the author's surname and the year of publication. Add page numbers after a colon if necessary.	As the industry has got to grips with the problem we see various papers appearing recognising both sides of the question. A recent example of this outlined the pros and cons of airbag installation (Society of Automotive Engineers 2004).	Give the name of the author or corporate author then the date in brackets. Put the title of the paper within single quotation marks followed by a full stop. Write 'Paper no.' and give the full paper number followed by a full stop. Give the conference title, a comma, then the dates of the conference followed by a comma then the location followed by a full stop. Give the surname and initials of the conference organiser then the organising body.	Society of Automotive Engineers (2004) 'Airbag benefits, airbag costs'. Paper no. 2004-01-0840. SAE 2004 World Congress Exhibition, 3 August – 3 November 2004, Detroit. Smithson, J. S. Penn. Society of Automotive Engineers
A CD-ROM	Give the name of the corporate author, followed by the year the CD-ROM was issued.	A particularly useful CD was developed to cover this topic and covered other teaching and learning topics of current interest (Forum for Universities in Scotland 2000).	Give the name of the corporate author, the year in brackets then the title in italics followed by a full stop. Write 'CD-ROM' in square brackets, then give the place of publication, a colon, then the publisher, and finally, give the date of access in square brackets.	Forum for Universities in Scotland (2000) <i>Teaching and learning</i> . [CD-ROM] Edinburgh: Higher Education Scotland [3 October 2004]
A music score	Within brackets give the surname of the composer and year of publication.	Nyman's use of counterpoint is most evident in his film score work (Nyman 2003).	Give the surname and initials of the composer then the year in brackets followed by the complete title in italics then a full stop. Write 'ed. by' or 'arranged by' and give the surname and initials of the editor or arranger if appropriate. Finally, give the place of publication followed by a colon then the publisher.	Nyman, M. (2003). <i>Pieces from The Piano</i> . UK: Music Sales Ltd Keith, F. (2002) <i>Symphony no. 3, A minor, op. 42</i> . ed. by Weir, A. Stirling: Stirling University Press

6. Visual sources

How to cite and reference visual sources such as images, photograph, films and television programmes



How do I cite and reference images?

WARNING!

There is usually a copyright issue when you wish to reproduce an image from either a printed or an internet source. Typically, information on the image itself or in the introductory material tells you if you are permitted to reproduce images and gives you guidelines on how to give appropriate credit to the person who created the image. Often reproduction for use in academic assignments which are not formally published is acceptable. Follow the guidelines given in your source. If in doubt, ask your module tutor.



There are three stages to citing and referencing images

1. When citing an image you must Label, Name, Cite, Explain:
 - **Label** – Label the image as a figure.
 - **Name** – Give the figure a title.
 - **Cite** – Follow the title with an in-text citation which lets the reader know where you found the image (author or corporate author and date of the source in brackets and page number if the image is from a printed source).
 - **Explain** – In your own writing, explain who the artist/creator of the image is, because the in-text citation only tells readers the source where you found the image which may be written by someone else.
2. **Referencing an image is easy.** Reference the source of the image the same way you would reference any source of that type. For example, if you found an image in a book or on a website then add the book or website to your list of references as you would any other book or website.
3. Finally, include a **List of Figures** in your contents page to tell the reader the title of your figures and on which page of your work they appear.

Examples: An image from a printed source

Citation

Castle Moil shown in figure i below, is at the heart of the legend of the MacKinnon clan. The legend states that the 4th chief of the MacKinnons, along with his Norwegian princess wife, levied tolls on any ships passing between Skye and the mainland. This legend has not been verified but the castle's connection with Norway is strongly suggested in its alternative names of Kyleakin and Dunakin which can be traced etymologically to Norway's King Haakon IV.



Figure i. Castle Moil (Anderson 2005: 24).

Street art in Baltimore, particularly *Tree of Life* (1986) by Marshall Hadley shown in figure iii, reflects the city's aspiration to be a connected and self-supporting community.



Figure iii: *Tree of Life* (Pargetter 2006: 22)

List of references

Anderson, A. (2005) *Castles of Scotland*.
Lerwick: Viking Press

Pargetter, D. (2006) *Street Art*. Baltimore:
Free Press

Note that, although your reference and citation always refers to the year of publication of the **source** of any image, within your writing, the title of a work of art should be accompanied by the **original year of production** of the image or art figure, as in the two previous examples.

Example: An image from an online source

All students require strong writing skills, as the diagram created by Martha Simmons shows in Figure ii:



Figure ii. Writing skills diagram (Writing Centre 2006).

Simmons' figure indicates why students must work on enhancing their written communication skills. The figure outlines seven important reasons why academic writing matters, and suggests how students might approach their own acquisition of better writing skills.

List of references

Writing Centre (2006) *Writing Skills* [online].
Available from <www.writingcentre.org/skills> [4 December 2009]

Example: List of figures

List of Figures

Figure i. Castle Moil	2
Figure ii. Writing skills diagram	6
Figure iii. <i>Tree of Life</i>	10

How to cite and reference other visual sources

Remember that with visual sources your reader may need to know the material type, so indicate whether the source is a painting, photograph, sculpture, drawing, etching, lithograph, linocut, ceramic, woodcut, glass, etc.

Source type	How to cite	Example	How to reference	Example
A work of art, photograph, illustration or item in an exhibition or exhibition stand	Within brackets give the creator or artist's surname then the date of the exhibition.	Allen's inspiration from nature can be seen in her early ceramics such as <i>Apples and Pears</i> (Allen 2000). Nearly 50% of local authorities in Scotland have firm shared services relationships in place (Anton 2007).	Give the surname and initials of the artist or producer of the artwork or exhibition item, then the year of the exhibition in brackets. Put the title in italics then give the art or exhibit type in square brackets followed by a full stop. Then give the name of the exhibition or event in single quotation marks followed by a full stop. Add the place of the exhibition, a colon, and then the name of the gallery, museum or exhibiting institution. Finally add the exhibition dates after a comma.	Allen, P. (2000) <i>Apples and Pears</i> [ceramic]. 'Nature' exhibition. Edinburgh: Scottish Gallery of Modern Art, 02 February-16 April 2000 Anton, H. (2007) <i>The Public Sector Framework</i> [booklet]. 'Learning in Local Government' conference. Glasgow: University of Glasgow, 12-13 August 2007 Centre for Academic Writing (2003) <i>The Harvard Referencing System</i> [poster display and projected web site]. 'Learning and Teaching Environments' conference. London: Olympia, 12 January 2003

Source type	How to cite	Example	How to reference	Example
An image or art figure in an exhibition catalogue	Within brackets give the surname of the artist that produced the image or art figure then the year of the exhibition. Add page numbers after a colon if necessary. Within your writing, the title of the work of art should be accompanied by the original year of production of the image or art figure.	Barney's appreciation of Celtic myth is evident in the second part of his <i>Cremaster Cycle</i> (1999) particularly in his use of the trope of the ram (Barney 2002: 32).	Give the surname and initials of the artist and the date of the exhibition in brackets, then the title of the exhibition in italics. Then write 'exhibition catalogue' in square brackets followed by a full stop. Give the exhibition location, a colon, then the gallery or exhibiting institution.	Barney, M. (2002) <i>The Cremaster Cycle</i> [exhibition catalogue]. New York: Museum of Modern Art
A DVD, video, or film	Within brackets give the surname of the director or producer as the author and the date of release.	The recent adaptation of <i>The Merchant of Venice</i> is a radical interpretation (Radford 2004). The device of the unreliable narrator is combined with reverse chronology to great effect in the film <i>Memento</i> (Nolan 2000).	Give the surname and initials of the director, the date of release in brackets, then the title of the DVD or film in italics. Give the format in square brackets followed by a full stop. Then give the place of release followed by a colon (if there are many places just give the first) then the production company.	Radford, F. (2004) <i>William Shakespeare's The Merchant of Venice</i> . [DVD] UK: Shylock Trading Nolan, C. (2000) <i>Memento</i> [DVD]. USA: Newmarket Films
DVD, video or film accessed electronically	Within brackets give the surname of the director or producer as the author, then the date of release.	Dance is an effective form of therapy (Newton 2006).	Give the surname and initials of the director or producer then the year of release in brackets. Give the title of the DVD or video in italics then write 'online DVD' or 'online video' in square brackets followed by a full stop. Then write 'Available from' and give the full web address starting with < and ending with > then give the date of access in square brackets.	Newton, H. (2006) <i>Dance Extravaganzas</i> [online DVD]. Available from < http://movement_dance.international.imaginary.com > [23 July 2006]

Source type	How to cite	Example	How to reference	Example
A TV programme or recording from TV	Within brackets give the TV production company name as corporate author and the year of broadcast.	Farmers are required to diversify in order to survive (ITV 2005).	Give the corporate author and the date in brackets then the title of the programme in italics. Then give the exact date and time of broadcast in square brackets.	ITV (2005) <i>Pedigree Cattle</i> [27 March 2005: 20:00]
A play or opera (performance)	Within brackets give the surname of the director of the play or opera followed by the date of the performance.	When the fairies first entered the stage in the second act, the stage lighting was so distracting that the dramatic impact was almost entirely lost (Love, 1999).	Give the name of the director followed by 'dir.' in brackets then the year of the performance. Put title of the play or opera in italics then wrote 'by' followed by the name of the playwright/composer. Finally put the location of the performance and the date seen in square brackets.	Love, R. (dir.)(1999) <i>Calypso</i> by Finegan, R. [Citizens' Theatre, Glasgow, 2 August 1999] Nunn, T. (dir.) (1986) <i>As You Like It</i> by Shakespeare, W. [National Theatre, 20 June 1986]

Source type	How to cite	Example	How to reference	Example
A map	Within brackets give the name of the surname of the cartographer, compiler, editor, copier, or engraver then the year of publication.	Many cycle maps have been issued to encourage use of the paths in North East Scotland. A particularly good one shows the Moray cycle paths (Wilson 2005).	Give the surname and initials of the cartographer, compiler, editor, copier, or engraver then the year in brackets followed by the title in italics and a full stop. Give the scale of the map (where available) then a full stop. Finally, give the place of publication followed by a colon then the publisher.	Wilson, J. (2005) <i>Moray Cycle Paths</i> . 1:40000. Elgin: Mearns Guides
An Ordnance Survey map	Within brackets give 'Ordnance Survey' as author followed by year of publication.	There are several footpaths around the Loch Lomond area which allow public access to pine forests (Ordnance Survey 2007).	Write 'Ordnance Survey' then the year in brackets followed by the title in italics and a full stop. Give the sheet number then a full stop. Give the scale of the map then a comma, then the series.	Ordnance Survey (2007) <i>Loch Lomond and Inverary</i> . Sheet 56. 1:500000, Landranger Map Active Series

Unusual visual sources

Be prepared to use your own judgment when referencing unusual visual sources not listed above. Refer to the **ARC of Successful Referencing** outlined in the introduction to this guide. Make sure you also give the material type in square brackets, and if appropriate the place and date of publication or exhibition and the publisher. Be consistent throughout your paper.

Saunders, O. F. (1990) *Pop art and society's discontents* [sculpture in ice] 'Winter Art' exhibition. London: Somerset House, 12-15 December 2010



7. Numerical data

How to cite and reference numerical data including charts and tables

There are two ways that you could use numerical data in your work; by presenting the data as part of the text, or presenting it visually, such as in a graph or table.

Using data as part of your text

Citation

Every time you borrow a date, statistic or other numerical data from a source, give an in-text citation in the same way that you would if you were using words or ideas from any source.

Example

The number of heart attacks has risen dramatically in recent years and there has been an increase of 10% since 1992 (Department of Health 2005: 65).

List of references

Reference sources of numerical data in the same way that you reference sources of text. So if you find the data in a book then include the book in your list of references as normal, if you find the data on a website then reference the website.

Example

Department of Health (2005) *Data on Cardio-vascular Diseases in the UK*, London: Department of Health.

Presenting data visually

Citation

If you present numerical data visually, label it as a **figure or table** and include a list of figures or tables in your contents page. Give the figure a title and an in-text citation with the author or corporate author and date of the source in brackets. If the figure is from a paginated you must give the page number in your in-text citation.

Tracking has shown the materials to be widely appreciated, as shown by the data in figure iv:



Figure iv. Usage data for the WAC web site (WAC 2006: 28)

List of references

Reference sources of numerical data in the same way that you reference sources of text. So if you find the data in a book then include the book in your list of references as normal, if you find the data on a website then reference the website.

Data from a book

WAC (2006) *Impact assessment of WAC website*. London: Green Press Ltd.

Data from a website

WAC (2006) *Impact assessment of WAC website* [online]. Available from <<http://www.wac.co.uk/impact.html>> [16 Dec 2009]

8. Audio sources

How to cite and reference audio sources such as podcasts, radio programmes and interviews

Follow the same practice as when you cite printed text sources by giving the author or corporate author and the date. With audio sources your reader may need to know the format, so, where you can, indicate whether the source is a CD, DVD, VHS video, 35mm film, audio-cassette, etc.

How do I cite lectures?

In your own writing, indicate that you are referring to a lecture. Write an in-text citation as normal giving the surname of the lecturer as the author and the year the lecture was delivered in brackets.

In your list of references, give the lecturer's name and date of the lecture. Give the lecture a title (create your own by using the name of the topic covered), then write 'lecture delivered for' followed by the name of the module, and the date and location of the lecture.

WARNING!

It is not regarded as good practice to reference a lecture you have attended. The general advice is **not to** do this, and the guidance in this section is purely to explain how to do it, not to sanction doing so. If you want to reference a lecture, check first with your module tutor.

Citation

According to a lecture delivered as part of the mechanical engineering module 163ENG, engineering has changed fundamentally since 1945 (McMaster 2006).

Reference

McMaster, R. (2006) *Engineering since 1945*.
Lecture delivered for Mechanical Engineering module 163ENG on 3 May 2006 at Lews Castle College UHI



How to cite and reference other audio sources

Source type	How to cite	Example	How to reference	Example
A radio broadcast	Within brackets give the production company as corporate author and the year of broadcast.	Political life has changed since the election of New Labour (Radio 4 2005).	Give the corporate author and the date in brackets. Give the title in italics followed by a full stop. Finally, give the date of broadcast, a colon, and then the time of the broadcast. If you access a radio broadcast online using a 'listen again' facility or by downloading as a podcast, reference the broadcast in the normal way but then add the URL to enable your reader locate this source online, then the date you accessed the resource.	Radio 4 (2005) <i>The big debate</i>. 3 April 2005: 20:00 Radio 4 (2005) <i>The big debate</i>. 3 April 2005: 20:00. Available from <www.bbc.co.uk/radio4/20575.htm> [18 June 2010]
A podcast Use this for podcasts released on the internet only. If you access a radio broadcast online using a 'listen again' facility or by downloading it as a podcast, reference it as a radio broadcast using the instructions above	Within brackets give the author or production company as corporate author and the year of release.	The term 'gross-out comedy' to describe the recent spate of films starring up and coming male actors was coined on the internet. (Aukerman 2011).	Give the author or production company as corporate author then the year of release in brackets. Give the title of the podcast in italics then write 'podcast' in square brackets followed by a full stop. Give the episode number followed by the episode title in single quotation marks if applicable followed by a full stop. Then write 'Available from' and give the full web address starting with < and finishing with > then the date of access in square brackets.	Aukerman, S. (2011) <i>Comedy Bang Bang</i> [podcast]. Episode 18 'Comedy is Honey'. Available from < http://www.earwolf.com/show/comedy-bang-bang-podcast/> [23 June 2011]

Source type	How to cite	Example	How to reference	Example
A CD or sound recording	Within brackets give the surname and initials of the artist or speaker then the year.	A recent recording provides evidence of the variety of bovine communication (Strange 2005).	Give the surname and initials of the artist or speaker then the year in brackets followed by the title in italics then a full stop. Write the material type in square brackets then the place of publication, a colon, and the publisher.	Strange, L. (2005) <i>Understanding Friesian cows</i> [CD]. London: Jones
An interview you have conducted	In your own writing, indicate that you are citing a face-to-face interview you have conducted or a conversation by introducing the full name of the person you have interviewed. In your in-text citation give the surname of the interviewee and the date in brackets. If your assignment must be anonymous you can call yourself 'the author'. Note that you must use quotation marks to indicate the exact words spoken by the interviewee. If you paraphrase the comment you do not need quotation marks, but you must give an in-text citation.	In a personal interview conducted by Sarah Murphy, Angus Rae, Manager of the Loch House, stated that he was "shocked and surprised by the committee's decision" (Rae 2006). In a personal interview conducted by the author, Angus Rae, Manager of the Loch House stated that he was not pleased by the committee's unexpected decision (Rae 2006).	Give the surname and initials of the interviewee then the date in brackets. Give the title of the interview or conversation in italics (you may have to make one up). Write 'interview by' and either the name of the interviewer or write 'the author' in square brackets if your paper must be anonymous. Finally give the location of the interview, add a comma then give the exact date that the interview or conversation took place.	Rae, A. (2006) <i>Manager of Loch House</i> [interview by S. Murphy] Fort William, 6 June 2006

Source type	How to cite	Example	How to reference	Example
An interview in an edited book or collection	In your own writing, indicate that you are citing an interview someone else has conducted, and give the full name of the interviewee so that it is clear whose words you are citing. In your in-text citation give the surname of the interviewee and the date in brackets.	In an interview conducted by Andrew Scott, David Miles discussed the influence of American Bluegrass on Scottish folk music of the 1950s and '60s. (Miles 2006).	Give the name of the interviewee then the date of the interview in brackets. Give the title of the interview in single quotation marks (you may need to make up an appropriate title), then write 'interview by' and the name of the interviewer in square brackets. Then write 'In' and give a full reference as normal for this source in which the interview has been published.	Miles, D. (2006) ' <i>Transatlantic politics and music</i> ' [interview by Scott, A.]. In McKay, R. (2006) <i>Music and politics: Interviews with local people</i> . London: Politics Press



9. Secondary sources

How to cite and reference sources that you find quoted in other sources

In this context, a secondary source is one which you find cited in another source. For example, an author citing the words or ideas of another author.

Secondary sources may be considered 'second-hand' sources. If you are reading a source in which another source is cited, first **try to find the original**. Check in the footnotes, bibliography, or list of references in the source to find information about the original. If you cannot find the original in your college library, check the library catalogue, and speak to library staff about borrowing a copy from another library.

WARNING!

Do not rely on using a secondary source if you can help it because this can suggest that you do not have the research skills to locate the original source. It is possible that the source you are interested in has been misquoted or misunderstood by the writer you are reading, so you should read the original to prevent repeating any errors.

Option 1: If you can obtain the original source, read it and cite and reference the original as normal.

Citation

Concern about climate change is becoming a "force for good" in international politics (Patel 2004: 88).

Reference

Patel, P. (2004) *Climate Change and Political Ideologies*. Glasgow: Scholar Press

Option 2: If you cannot find the original source, cite it as a secondary source.

For citations, within brackets give:

- The surname of the author of the original work (which you have not read)
- The date of the original source (which you have not read)
- Write 'cited in' and give the surname of the author of the secondary source and the date
- Add a colon, then give the page number of the secondary source to help readers locate the passage

In your list of references give full publication details of the original source as normal ending with a full stop. Then write 'Cited in' and give full publication details of the secondary source. Finally, add a comma then the page number of the secondary source.

Citation

Concern about climate change is becoming a "force for good" in international politics (Patel 2004 cited in Brown 2005: 6).

Reference

Patel, P. (2004) *Climate Change and Political Ideologies*. Glasgow: Scholar Press. Cited in Brown, D. (2005) *The Great Climate Change Debate*. London: Historic Press, 6

**Turn to sections 10-11 for:
Frequently asked questions and further reading**

10. Frequently asked questions

What should I do if I can't find the date on a web site?

For the purposes of accuracy, if you can't find the date it is best to, write 'n.d.' which means 'no date'.

Students are gaining increasingly high grades (National Student Forum n.d.).

How should I cite an author's name?

You have two options, and you should vary your practice throughout your academic paper.

Option 1: If you mention the author's name in your own writing just give the date (and page number if you quote, paraphrase, or summarise specific information) in your in-text citation.

MacDonald (2007: 66) maintains that in recent years Inverness has become Britain's fastest growing city.

Option 2: If you do not mention the author's name in your writing give the author's surname and date (and the page number if you quote, paraphrase, or summarise specific information) in your in-text citation.

Wavelets are an effective means of disease detection (Qureshi 2006: 95).

Where in the sentence should I put in-text citations?

You can either place in-text citations near the start of your sentences, or near the end. Be aware that writers in different disciplines follow different practices in this regard. Writers in the sciences often put in-text citations near the start, whereas writers in the arts tend to put in-text citations near the end of sentences. Talk to your module tutor about the conventions in your own discipline.

Can I cite lots of sources in the same sentence?

Readers need to know exactly who made each point you have borrowed as you advance your own argument, so only cite more than one source in the same sentence if they make similar points or use similar methods or evidence.

Shaw (2001: 15) argues that therapists are losing their skills. Similarly, Higgins (2004: 72) maintains that there has been a "decrease in skills development".

If you cannot avoid citing more than one source because various authors all argue the same point, put the sources in alphabetical order by surname of author and separate each one with a comma.

Health informatics will radically change the nature of the National Health Service by the year 2010 (Brown 2002: 3, Lee 2006: 44, and Padda 2005: 14).

How do I cite a single source with multiple authors using *et al.*?

For up to three authors, give all the authors' surnames in your in-text citation.

Cox, Patel, and Pavliotis (2004) discuss Britain's future adoption of the euro.

However, if there are more than three authors use *et al.* which is short for '*et alii*' meaning 'and others' in Latin. Like all foreign phrases, you should put *et al.* in italics. Note that there is a full stop after *al.* because it is an abbreviation (a shortened form of the original word). Remember that although only one surname is given, you are referring to multiple authors, so the next verb in your sentence must agree in the plural rather than the singular.

Fletcher *et al.* (2006: 88) suggest that in this century global climate change has caused billions of dollars worth of damage.

How should I reference a book written in a foreign language?

Reference it as any other book by giving the author, date and then title in italics in the original language. Then give the English translation of the title in square brackets and add the publication place and publisher as normal.

Camus, A. (1942) *Le Mythe de Sisyphe* [*The Myth of Sisyphus*]. Paris: Gallimard

Does the full stop go before or after in-text citations?

Even when quoting, do not use a full stop until AFTER your in-text citation in brackets because the in-text citation is part of your sentence.

Bevan posits that vitamin E has "life-changing" effects (2006: 8).

When should I use italics?

Put the title of a print publication in italics (do not use bold or underline). The titles of all the main documents must be italicised, such as title of books, titles of journals, titles of websites etc. so that readers can see at a glance which sources you have cited.

Dickens wrote many novels, but *Hard Times* (1854) is the most interesting from a philosophical perspective.

Put all foreign words in italics, including *et al.* Do not use italics for the title of journal articles or book chapters. Instead use single quotation marks. The title of any sub-document or sub-section of a main document, such as the article or chapter that sits within a publication must sit within single quotation marks.

Peterson's recent article on oncology entitled 'Meningioma Detection' makes a real contribution to cancer research (2006: 21-9).

Do not use italics when quoting. Instead, use double quotation marks.

Although there are many approaches to disaster planning the Smartson model ensures both "effectiveness and efficiency" (Smartson 2004: 65).

When should I include page numbers?

Give a page number in your in-text citation when you **QUOTE** or **PARAPHRASE** a source because this enables readers to locate the exact passage you have cited for their own use, or to check that you have quoted or re-phrased the source accurately. Also give page numbers when you **SUMMARISE** a point that appears on a specific page or pages of a source.

Crude oil price rises have been “alarming” (Brown 2006: 5).

When should I leave out page numbers?

If you are summarising what an author has argued in an **entire book or article**, you do not need to give page numbers.

Fielding has undertaken new research into alternative therapies (Fielding 2006).

What is the difference between the list of references and a bibliography?

A list of references gives full information for sources you have cited. A bibliography is a list of all the sources you have read. Bibliographies are **not** normally used in the UHI Harvard reference style, but your module tutor **may** ask you to include one.

What should I do if I list more than one source by the same author?

If you list different sources by the same author then put them in chronological order with the oldest first. Use ---. instead of repeating the author's name.

If you list different sources by the same author which are produced **in the same year**, label the first source a, the second b, etc. in chronological order with the oldest first.

List of References

Smith, J. (2002) *Education and online learning: Teaching in the Internet age*. London: Online Learning Press

---. (2005a) *Psychological aspects of learning*. London: Learning Press

---. (2005b) *Teaching and Teaching Styles*, Oxford: Oxbridge Press

How do I find the date in a book?

The three places to look for information are:

1. The front cover
2. The title page
3. The reverse of the title page

The date used is the **edition** date, not the date of reprints. However, if the book has been **revised** or it is the **2nd** or **3rd** edition etc. you must record that as the content and page numbers may be different from the original. See next for detailed guidelines.

How should I reference a first, second, etc. or revised edition?

Give the author's surname and initials, the date of the edition you are using in brackets, then the title in italics. Then write '2nd edn.' or '3rd edn.' as appropriate followed by a full stop, then the place of publication followed by a colon then the publisher.

Dudley, P.R. (2001) *Wavelets in computing: an efficient means of conducting research*. 2nd edn. Oxford: Oxford University Press

How do I find the place of publication in a book?

You can find the place of publication either on the title page of a book or the reverse of the title page. If more than one city is given, reference only the first city. Note that the PLACE comes before the PUBLISHER in your reference, just as PL comes before PU in the alphabet.

Where should I put an editor or editors?

If there is only one editor, give the editor's name instead of the author and write 'ed.' in brackets. If there are two or more editors then give their surnames in the order they are given in the source and write 'eds.' in brackets. Then give the date in brackets and the title in italics followed by a full stop. Finally, give the place of publication followed by a colon then the publisher.

Edwards, J. P. (ed.) (2006) *Translation theory since 1945*. Oxford: Oxford University Press

Smith, J., Jones, P. and Habib, M. (eds.) (1999) *Collected Essays in the History of Science*. New York: Salinger Press

What do I do if I have both an editor and an author?

If a source has both an author and an editor (which is more rare), give the author's surname and initials as usual and the date in brackets, then write 'ed. by' and give the editor's surname and initials, followed by the title in italics then a full stop. Finally, give the place of publication followed by a colon then the publisher.

Archer, A. (2005) ed. by Bukhari, P. A. *Temperature analysis in children*. Oxford: Oxford University Press

Where should I put a translator?

If there is also an author, the surname and initials of the translator go after the title preceded by "trans. by".

Bharvagva, S. A. (2006) *The art of translation and the translation of art*. trans. by Burrows, M. K. Cambridge: Cambridge University Press

If the author is also the translator, enter the author as normal and then give their name as translator after the title.

Colorado, J. A. (2006) *Economic theory in the Mexican context: recent developments on the ground*. trans. by Colorado, J. A. Oxford: Oxford University Press

What should I do if I cannot find the author of a source?

If the source is anonymous you can write 'Anon' instead of the author.

At the turn of the twentieth century, research in biology was influenced by scientific positivism (Anon. 1900)

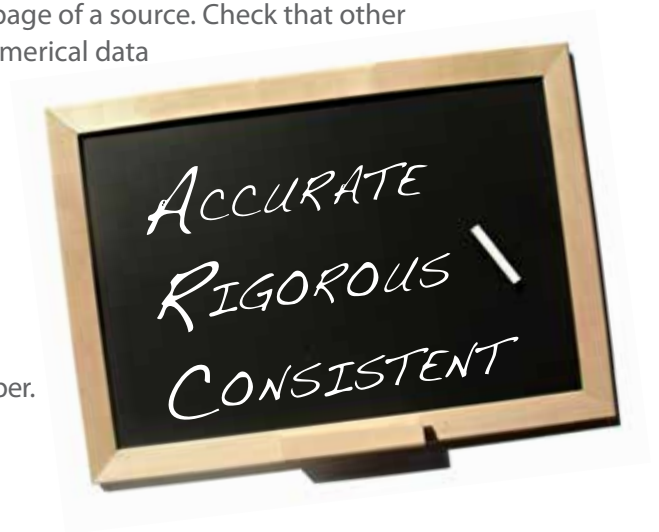
Anon. (1900) *Analytical research in biology*. London: Calterdon Press

Remember: Follow the ARC of successful citing and referencing:

Be **ACCURATE** about where each source comes from, including page numbers if you quote or paraphrase, or if you summarise information on a specific page of a source. Check that other readers will be able to locate exactly the idea, image, or numerical data you have borrowed.

Be **RIGOROUS** in checking that every source you have cited is included in the list of references, and that the two elements are connected because they start with the same author and date.

Be **CONSISTENT** is the golden rule! Make sure you have followed the same procedure throughout your academic paper.



11. Further reading

It is important to note that the interpretation of the Harvard style outlined in this UHI Referencing Guide remains the definitive text for the University of the Highlands and Islands. The following texts, whilst not carrying the same authority for University of the Highlands and Islands students and staff, contain a lot of useful guidance to the Harvard style and offer further examples of sources not covered in this guide.

As they may also cover other referencing styles, it is vital that you check you are following the Harvard style when using any guidance they may offer.

Neville, Colin (2010) *The Complete Guide to Referencing and Avoiding Plagiarism*. 2nd edition. Maidenhead: Open University Press

This is a really useful guide to the subject with good, clear examples of Harvard style (amongst others) for a large number of different, often obscure, sources. It also discusses the ethos behind using these systems and highlights the positive side to citation and referencing.

Pears, Richard and Shields, Graham (2013) *Cite Them Right: The Essential Referencing Guide*. 9th edition. London: Palgrave Macmillan.

An easy to use guide with clear examples, highlighted in boxes for ease of use, and a relatively simple approach.

BS 5605:1990 (1999). *Citing and Referencing Published Material*. London: British Standard Institution.

The standard does not go into a great deal of detail, but rather provides an overview of some of the styles commonly in use in the UK, including Harvard style. University of the Highlands and Islands staff and students can access the British Standards online via the Library E-Resources [here](#).



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