Birmingham City University

Harvard Referencing

Concise guide for screen readers

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# **Introduction**

There is a guide which provides a concise definition of the different forms of reference used in the BCU Harvard Referencing standard. For most cases it only provides a single example of each form of reference.

The full guide is available as a pdf from <https://www.bcu.ac.uk/library/services-and-support/referencing> which contains additional information, including advice on citing and style guidelines.

Both the concise guide and the full guide use a visual format to define the different form of reference with a consistent use of colours. This version of the concise guide for screen readers uses text to convey this information. For each form of reference, there is a statement of how many elements are required. A separate paragraph for each element then details the requirements.

This guide differs from the concise guide in that it does not include examples of how to reference visual sources whilst giving textual advice about the elements to include for each reference. As a result the guide has expanded considerably.

This is the first edition of this guide to be produced. Library & Learning Resources would like to thank Kristina Williams for her help in producing this and for her inspiration to have such a document which can be used by the entire University student community.

Please send any feedback you have using the online form <http://libanswers.bcu.ac.uk/form.php?queue_id=0>. This can then be used to improve the document for future generations of students.

# **Referencing Printed Sources**

## 2.1 **A printed book**

There are six possible elements. One of these is the edition statement which is not required if the book is in its first edition.

Enter the author’s surname followed by a comma space initials full stop. The first letter of surnames is in capitals. For two authors include a space after the initials and full stop and then enter the word and followed by a space and the second author’s surname comma space initials and full stop. For three or more authors, add a comma after the initials and full stop of the first author, enter the author’s surname, comma space initials full stop and repeat for all the authors except the last. For the last author, enter the word and followed by a space and then the last author’s surname comma space initials and full stop. Make sure there is a full stop before the next element which is the date.

Space open round bracket enter year in numbers close round bracket space.

For the title, add the book title in italics with capitals for the main words in the title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon in a book title but not the remainder. Do not capitalize the second word of a hyphenated word. Full stop at the end of the title.

Add a space and then enter the edition number in numbers with the ordinal in superscript space, add a space and then enter the letters edn for the edition statement and then a full stop immediately after the n. Don’t include first editions.

Then enter the place of publication colon space. For larger, well-known places, the place name alone may be given. For smaller places, a qualifier should be added such as the county, department, state, province, country to the place name. It is sensible to include a qualifier to distinguish locations. In all these cases add a comma after the place of publication and add a space and then the qualifier and then the colon space. For American publications use a two letter abbreviation for the state in capitals followed by the colon and add a space.

Finally enter the publisher full stop.

Indent lines after the first line so that the author stands out on the page.

**Example:**

Cox, S. A. (2014) *Managing Information in Organizations: A practical guide to implementing an information management strategy*. 2nd edn. Basingstoke: Palgrave MacMillan.

## **2.2 An edited book**

There are six possible elements. One of these elements is the edition statement which is not required if the book is in its first edition.

As with a book which has an author, enter the editor’s surname followed by a comma space initials full stop. The first letter of surnames is in capitals. Enter a further comma and the letters ed and full stop. For two editors include a space after the first editor’s initials and full stop and then enter the word and followed by a space and the second author’s surname comma space initials and full stop. Then enter a further comma and the letters eds and full stop. For three or more editors, add a comma after the initials and full stop of the first editor, enter the editor’s surname, comma space initials full stop and repeat for all the editors except the last. For the last editor, enter the word and followed by a space and then the last editor’s surname comma space initials and full stop. Then enter a further comma and the letters eds and full stop. Make sure there is a full stop before the next element which is the date.

Space open round bracket enter year in numbers close round bracket space.

For the title, add the book title in italics with capitals for the main words in the title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon in a book title but not the remainder. Do not capitalize the second word of a hyphenated word. Full stop at the end of the title.

Add a space and then enter the edition number in numbers with the ordinal in superscript space, add a space and then enter the letters edn for the edition statement and then a full stop immediately after the n. Don’t include first editions.

Then add a space and enter the place of publication colon space. Capitalize the main words in the place. For larger, well-known places, the place name alone may be given. For smaller places, a qualifier should be added such as the county, department, state, province, country to the place name. It is sensible to include a qualifier to distinguish locations. In all these cases add a comma after the place of publication and add a space and then the qualifier and then the colon space. For American publications use a two letter abbreviation for the state in capitals followed by the colon and add a space.

Then enter the publisher’s name full stop. Capitalize the main words in the publisher’s name.

Indent lines after the first line so that the author stands out on the page.

**Example:**

Clapson, M. and Larkham, P. J., eds. (2013) *The Blitz and Its Legacy: Wartime destruction to post-war reconstruction*. Farnham: Ashgate**.**

## 2.3 A chapter in an edited book

There are nine elements required.

Enter the author’s surname comma space initials full stop comma, add a comma and repeat for all of the authors of the chapter. The first letter of all surnames is in capitals. Make sure there is a full stop before the next element which is an open bracket.

Space open round bracket enter year in numbers close round bracket space.

Capitalize the first word of the book chapter, then enter the title of the chapter itself with a full stop at the end of the chapter title.

Add a space then enter the word capital I In colon.

Add a space and then enter the initials of the editor first full stop space surname comma. Repeat if more than one editor. After the comma add a space and enter the letters ed full stop or eds full stop depending on whether there is more than one editor of the whole book.

Then add a space and enter the book title in italics. As with referencing a book, capitalize the main words in the title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon in a book title but not the remainder. Do not capitalize the second word of a hyphenated word. Full stop at the end of the title.

Then add a space and enter the place of publication colon space. Capitalize the main words in the place. For larger, well-known places, the place name alone may be given. For smaller places, a qualifier should be added such as the county, department, state, province, country to the place name. It is sensible to include a qualifier to distinguish locations. In all these cases add a comma after the place of publication and add a space and then the qualifier and then the colon space. For American publications use a two letter abbreviation for the state in capitals followed by the colon and add a space.

Then enter the publisher’s name full stop. Capitalize the main words in the publisher’s name.

Finally add a space after the comma and enter the letters pp in lower case and a full stop. Add a space and then the starting page of the article dash last page of the article full stop with no spaces between.

Indent lines after the first line so that the author stands out on the page.

**Example:**

Jeffrey, C. (2017) Wayfinding perspectives: static and digital wayfinding systems – can a wayfinding symbiosis be achieved? In: A. Black, P. Luna, O. Lund and S. Walker, eds. *Information Design: Research and practice*. London: Routledge, pp. 509-526.

## 2.4 A play or poem

When referencing plays or poetry follow the same advice as for a book. There are five elements required.

Enter the playwright’s or poet’s surname followed by a comma space initials full stop. The first letter of surnames is in capitals.

Space open round bracket enter year in numbers close round bracket space.

For the title, add the play or poetry title in italics with capitals for the main words in the title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon in a book title but not the remainder. Do not capitalize the second word of a hyphenated word. Full stop at the end of the title.

Then add a space and enter the place of publication colon space. Capitalize the main words in the place. For larger, well-known places, the place name alone may be given. For smaller places, a qualifier should be added such as the county, department, state, province, country to the place name. It is sensible to include a qualifier to distinguish locations. In all these cases add a comma after the place of publication and add a space and then the qualifier and then the colon space. For American publications use a two letter abbreviation for the state in capitals followed by the colon and add a space.

Finally enter the publisher’s name full stop. Capitalize the main words in the publisher’s name.

Indent lines after the first line so that the playwright or poet stands out on the page.

**Example:**

**Miller, A. (1968)** The Crucible: A play in four acts. **Harmondsworth: Penguin.**

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

Enter the playwright’s or poet’s surname followed by a comma space initials full stop. The first letter of surnames is in capitals.

Space open round bracket enter year in numbers close round bracket space. The use of the year of publication in Harvard leads to anachronisms as in the example and is one of the reasons for the use of referencing styles more suitable for the humanities.

For the title, add the play or poetry title in italics with capitals for the main words in the title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon in a book title but not the remainder. Do not capitalize the second word of a hyphenated word. Full stop at the end of the title.

Add a space and then enter the words edited capital e space by and then the name of the editor in the format first name space surname full stop capitalizing the first letters of both. For two editors include a space after the first editor and then enter the word and plus a space and then enter the name of the second editor in the same format. For three or more editors, add a comma after the surname of the first editor, enter a comma enter the name of the second editor in the same format and repeat for all the editors except the last. For the last editor, enter the word and followed by a space and then the last editor’s name in the same format of first name space surname full stop capitalizing the first letters of all and finishing with a full stop.

Then add a space and enter the place of publication colon space. Capitalize the main words in the place. For larger, well-known places, the place name alone may be given. For smaller places, a qualifier should be added such as the county, department, state, province, country to the place name. It is sensible to include a qualifier to distinguish locations. In all these cases add a comma after the place of publication and add a space and then the qualifier and then the colon space. For American publications use a two letter abbreviation for the state in capitals followed by the colon and add a space.

Then enter the publisher’s name full stop. Capitalize the main words in the publisher’s name.

Indent lines after the first line so that the playwright or poet stands out on the page.

**Example:**

**Shakespeare, W. (1995)** Twelfth Night or What You Will. **Edited by Roger Warren and Stanley Wells. New edn. Oxford: Clarendon Press.**

## 2.5 A religious text

When you are quoting from a sacred text, you need to specify the specific translation or version of the text that you are using for your citation. There are five possible elements with an optional element.

Enter the title of the text in italics, capitalizing the main words. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon but not the remainder. Do not capitalize the second word of a hyphenated word.

Space open round bracket enter year in numbers close round bracket space.

If required and if given on the title page add a space and then enter the words edited capital e space by and then the name of the editor in the format first name space surname full stop capitalizing the first letters of both. For two editors include a space after the first editor and then enter the word and plus a space and then enter the name of the second editor in the same format. For three or more editors, add a comma after the surname of the first editor, enter a comma enter the name of the second editor in the same format and repeat for all the editors except the last. For the last editor, enter the word and followed by a space and then the last editor’s name in the same format of first name space surname full stop capitalizing the first letters of all and finishing with a full stop. This is the optional element.

Then add a space and enter the place of publication colon space. Capitalize the main words in the place. For larger, well-known places, the place name alone may be given. For smaller places, a qualifier should be added such as the county, department, state, province, country to the place name. It is sensible to include a qualifier to distinguish locations. In all these cases add a comma after the place of publication and add a space and then the qualifier and then the colon space. For American publications use a two letter abbreviation for the state in capitals followed by the colon and add a space.

Finally, enter the publisher’s name full stop. Capitalize the main words in the publisher’s name.

Indent lines after the first line so that the title stands out on the page.

**Example:**

***The Holy Bible, Containing the Old and New Testaments with the Apocryphal/Deutero-canonical Books: New revised standard version* (1989) Oxford: Oxford University Press.**

## 2.6 A journal article

There are six elements required.

Enter the author’s surname followed by a comma space initials full stop. The first letter of surnames is in capitals. For two authors include a space after the initials and full stop and then enter the word and followed by a space and the second author’s surname comma space initials and full stop. For three or more authors, add a comma after the initials and full stop of the first author, enter the author’s surname, comma space initials full stop and repeat for all the authors except the last. For the last author, enter the word and followed by a space and then the last author’s surname comma space initials and full stop. Make sure there is a full stop before the open bracket. If there are more than 10 authors, list the first 10 authors and then enter et space al full stop after the tenth.

Space open round bracket enter year in numbers close round bracket space.

Capitalize the first word of the title, then enter the article title itself with a full stop at the end.

Then add a space and enter the journal title in italics and a comma. Capitalize the main words in the journal title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words.

Then add a space and enter the volume number open bracket issue number close bracket comma with no spaces.

Add a space after the comma then enter pp in lower case and a full stop. Add a space and then the starting page of the article dash last page of the article full stop with no spaces between. Use this format for all journal articles even though you will have downloaded these from an online source.

Indent lines after the first line so that the author stands out on the page.

**Example:**

**Yardley, E., Wilson, D., Kemp, D. and Brookes, M. (2015) Narrative beyond prison gates: contradiction, complexity and reconciliation. *International Journal of Offender Therapy and Comparative Criminology*, 59(2), pp. 159-179.**

## 2.7 A magazine article

There are six elements required. Use the same format as for a journal article except that you may not find a volume number and the issue numbers may relate to a weekly, monthly or seasonal issue.

Enter the author’s surname comma space initials full stop comma then repeat for all of the authors of the article. The first letter of all surnames is in capitals. Make sure there is a full stop before the open bracket. There are usually just one or two authors for a magazine article.

Space open round bracket enter year in numbers close round bracket space.

Capitalize the first word of the title, then enter the article title itself with a full stop at the end.

Then enter the magazine title in italics and add a comma. Capitalize the main words in the magazine title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words.

Then add a space and enter the volume number open bracket issue number close bracket comma. No spaces. If there is no volume and issue details, add a space and enter the month comma or the day space month comma.

Add a space after the comma then p in lower case and a full stop. Add a space and then the page of the magazine article. If the article is over two or more pages, enter pp in lower case full stop space first page of the article dash last page of the article full stop with no spaces between.

Indent lines after the first line so that the author stands out on the page.

**Example:**

Archer, C. (2008) Turning forgery into freedom. *Print Week*, 8 May, pp. 24-25.

## 2.8 A newspaper article

There are six elements required. Use the same format as for a journal article except that you need to include the day and month to identify the article

Enter the author’s surname comma space initials full stop comma then repeat for all of the authors of the article. The first letter of all surnames is in capitals. Make sure there is a full stop before the open bracket. There is usually just the one author for a newspaper article.

Space open round bracket enter year in numbers close round bracket space.

Capitalize the first word of the title, then enter the article title itself with a full stop at the end.

Then add a space and enter the newspaper title in italics and a comma. Capitalize the main words in the newspaper title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Where the page numbers of a section or supplement are the same as the main body of the newspaper, include the section or supplement of the newspaper as a sub-title as in the example.

Then add a space and enter the day space month comma.

Add a space after the comma then p in lower case and a full stop. Add a space and then the page of the newspaper article. If the article is over two or more pages, enter pp in lower case full stop space first page of the article dash last page of the article full stop with no spaces between.

Indent lines after the first line so that the author stands out on the page.

**Example:**

**Dingle, C. (2008) Sin isn’t interesting. I prefer flowers.** The Guardian**: *Film & Music*, 29 August, p. 15.**

## 2.9 A conference proceedings

There are seven elements required.

Follow the edited book example by entering the editor’s surname followed by a comma space initials full stop. The first letter of surnames is in capitals. Enter a further comma and the letters ed and full stop. For two editors include a space after the first editor’s initials and full stop and then enter the word and followed by a space and the second author’s surname comma space initials and full stop. Then enter a further comma and the letters eds and full stop. For three or more editors, add a comma after the initials and full stop of the first editor, enter the editor’s surname, comma space initials full stop and repeat for all the editors except the last. For the last editor, enter the word and followed by a space and then the last editor’s surname comma space initials and full stop. Then enter a further comma and the letters eds and full stop. Make sure there is a full stop before the next element which is the date.

Space open round bracket enter year in numbers close round bracket space.

For the title, add the conference title in italics with capitals for the main words in the title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon in a book title but not the remainder. Do not capitalize the second word of a hyphenated word. Full stop at the end of the title.

Then add a space and enter the location of the conference comma. Add country details if any ambiguity comma.

Then add a space and enter the conference dates in the format day dash day space month space year full stop.

Then add a space and enter the place of publication colon space. Capitalize the main words in the place. For larger, well-known places, the place name alone may be given. For smaller places, a qualifier should be added such as the county, department, state, province, country to the place name. It is sensible to include a qualifier to distinguish locations. In all these cases add a comma after the place of publication and add a space and then the qualifier and then the colon space. For American publications use a two letter abbreviation for the state in capitals followed by the colon and add a space.

Then enter the publisher’s name full stop. Capitalize the main words in the publisher’s name.

Indent lines after the first line so that the author stands out on the page.

**Example:**

**Jankovic, L., ed. (2016)** Zero Carbon Buildings Today and in the Future - Proceedings of the 2nd International Conference**. Birmingham, UK, 8-9 September 2016. Birmingham: Birmingham City University.**

## 2.10 A conference paper

**There are nine elements required.**

Enter the author’s surname followed by a comma space initials full stop. The first letter of surnames is in capitals. For two authors include a space after the initials and full stop and then enter the word and followed by a space and the second author’s surname comma space initials and full stop. For three or more authors, add a comma after the initials and full stop of the first author, enter the author’s surname, comma space initials full stop and repeat for all the authors except the last. For the last author, enter the word and followed by a space and then the last author’s surname comma space initials and full stop. Make sure there is a full stop before the open bracket. If there are more than 10 authors, list the first 10 authors and then enter et space al full stop after the tenth.

Space open round bracket enter year in numbers close round bracket space.

Capitalize the first word of the title, then enter the title of the paper itself with a full stop at the end.

Add a space then enter the word In capital I colon space and enter the conference title in italics and a full stop. Capitalize the main words in the conference title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words.

Then add a space and enter the location of the conference comma. Add country details if any ambiguity comma.

Then add a space and enter the conference dates in the format day dash day space month space year full stop.

Then add a space and enter the place of publication colon space.

Then enter the publisher’s name comma.

Add a space after the comma then enter pp in lower case and a full stop. Add a space and then the starting page of the conference paper dash last page of the conference paper full stop with no spaces between. Use this format for all conference papers even though you will have downloaded these from an online source.

Indent lines after the first line so that the author stands out on the page.

**Example:**

Bull, P., Austin, R., Popov, E., Sharma, M. and Watson, R. (2016) Flow-based security for IoT devices using an SDN gateway. In: *Proceedings of the 4th IEEE International Conference on Future Internet of Things and Cloud (FiCloud)*. Vienna, Austria, 22-24 August 2016. Piscataway, NJ: IEEE, pp. 157-163**.**

## 2.11 A printed report

Reference these in exactly the same way as a book. There are six elements required.

Enter the author’s surname followed by a comma space initials full stop. The first letter of surnames is in capitals. For two authors include a space after the initials and full stop and then enter the word and followed by a space and the second author’s surname comma space initials and full stop. For three or more authors, add a comma after the initials and full stop of the first author, enter the author’s surname, comma space initials full stop and repeat for all the authors except the last. For the last author, enter the word and followed by a space and then the last author’s surname comma space initials and full stop. Make sure there is a full stop before the next element which is the date.

Space open round bracket enter year in numbers close round bracket space.

For the title, add the book title in italics with capitals for the main words in the title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon in a book title but not the remainder. Do not capitalize the second word of a hyphenated word. Full stop at the end of the title.

Add a space and then enter the edition number in numbers with the ordinal in superscript space, add a space and then enter the letters edn for the edition statement and then a full stop immediately after the n. Don’t include first editions.

Then add a space and enter the place of publication colon space. Capitalize the main words in the place. For larger, well-known places, the place name alone may be given. For smaller places, a qualifier should be added such as the county, department, state, province, country to the place name. It is sensible to include a qualifier to distinguish locations. In all these cases add a comma after the place of publication and add a space and then the qualifier and then the colon space. For American publications use a two letter abbreviation for the state in capitals followed by the colon and add a space.

Finally, enter the publisher’s name, usually the organization for which the report was published, full stop. Capitalize the main words in the publisher’s name.

Indent lines after the first line so that the author stands out on the page.

**Example:**

Harvey, S., McMahon, L. and Liddell, A. (2007) *Windmill 2007: The future of health care reforms in England*. London: The King's Fund**.**

## 2.12 A technical report

There are seven elements required. Reference these in exactly the same way as a book except include the details of the reference number as the last element for ease of future identification.

Enter the author’s surname followed by a comma space initials full stop. The first letter of surnames is in capitals. For two authors include a space after the initials and full stop and then enter the word and followed by a space and the second author’s surname comma space initials and full stop. For three or more authors, add a comma after the initials and full stop of the first author, enter the author’s surname, comma space initials full stop and repeat for all the authors except the last. For the last author, enter the word and followed by a space and then the last author’s surname comma space initials and full stop. Make sure there is a full stop before the next element which is the date. If there are more than 10 authors, list the first 10 authors and then enter et space al full stop after the tenth.

Space open round bracket enter year in numbers close round bracket space.

For the title, add the book title in italics with capitals for the main words in the title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon in a book title but not the remainder. Do not capitalize the second word of a hyphenated word. Full stop at the end of the title.

Add a space and then enter the edition number in numbers with the ordinal in superscript space, add a space and then enter the letters edn for the edition statement and then a full stop immediately after the n. Don’t include first editions.

Then add a space and enter the place of publication colon space. Capitalize the main words in the place. For larger, well-known places, the place name alone may be given. For smaller places, a qualifier should be added such as the county, department, state, province, country to the place name. It is sensible to include a qualifier to distinguish locations. In all these cases add a comma after the place of publication and add a space and then the qualifier and then the colon space. For American publications use a two letter abbreviation for the state in capitals followed by the colon and add a space.

Then enter the publisher’s name usually the organization for which the report was published and add a space. Capitalize the main words in the publisher’s name.

Then open round brackets enter the reference number that the report is usually known by close round brackets full stop.

Indent lines after the first line so that the author stands out on the page.

**Example:**

Berry, C. and McCarthy, S. (2011) *Guide to Sustainable Procurement in Construction.* London: CIRIA (CIRIA C695).

## 2.13 A dictionary or encyclopaedia

Where there is or are named editor or editors and you feel it appropriate to quote from a specialist dictionary then there are six elements required.

Enter the editor’s surname followed by a comma space initials full stop. The first letter of surnames is in capitals. Enter a further comma and the letters ed and full stop. For two editors include a space after the first editor’s initials and full stop and then enter the word and followed by a space and the second author’s surname comma space initials and full stop. Then enter a further comma and the letters eds and full stop. For three or more editors, add a comma after the initials and full stop of the first editor, enter the editor’s surname, comma space initials full stop and repeat for all the editors except the last. For the last editor, enter the word and followed by a space and then the last editor’s surname comma space initials and full stop. Then enter a further comma and the letters eds and full stop. Make sure there is a full stop before the next element which is the date.

Space open round bracket enter year in numbers close round bracket space.

For the title, add the book title in italics with capitals for the main words in the title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon in a book title but not the remainder. Do not capitalize the second word of a hyphenated word. Full stop at the end of the title and add a space.

Add a space and then enter the edition number in numbers with the ordinal in superscript space, add a space and then enter the letters edn for the edition statement and then a full stop immediately after the n. Don’t include first editions.

Then add a space and enter the place of publication colon space. Capitalize the main words in the place. For larger, well-known places, the place name alone may be given. For smaller places, a qualifier should be added such as the county, department, state, province, country to the place name. It is sensible to include a qualifier to distinguish locations. In all these cases add a comma after the place of publication and add a space and then the qualifier and then the colon space. For American publications use a two letter abbreviation for the state in capitals followed by the colon and add a space.

Then enter the publisher’s name full stop. Capitalize the main words in the publisher’s name.

Indent lines after the first line so that the author stands out on the page.

**Example:**

**Kennedy, M., ed. (1980)** The Concise Oxford Dictionary of Music**. 3rd edn. London: Oxford University Press.**

**An article in an edited dictionary or encyclopaedia**

Articles in larger dictionaries which are edited or in dictionaries which are multi-volume should be treated like chapters in edited books and include the volume number and the chapter title. There are ten possible elements with one optional element.

Enter the author’s surname followed by a comma space initials full stop. The first letter of surnames is in capitals. For two authors include a space after the initials and full stop and then enter the word and followed by a space and the second author’s surname comma space initials and full stop. For three or more authors, add a comma after the initials and full stop of the first author, enter the author’s surname, comma space initials full stop and repeat for all the authors except the last. For the last author, enter the word and followed by a space and then the last author’s surname comma space initials and full stop. Make sure there is a full stop before the next element which is the date.

Space open round bracket enter year in numbers close round bracket space.

Capitalize the first word of the entry title, then add the title of the entry itself with a full stop at the end.

Add a space then enter the word capital I In colon.

Add a space and then enter the initials of the editor first full stop space surname comma. Repeat if more than one editor. After the comma add a space and enter the letters ed full stop or eds full stop depending on whether there is more than one editor of the whole book.

Then add a space and enter the title of the dictionary or encyclopaedia in italics. As with referencing a book, capitalize the main words in the title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon in a book title but not the remainder. Do not capitalize the second word of a hyphenated word. Full stop at the end of the title.

If the dictionary or encyclopaedia is in an edition which is not the first, add a space and then enter the edition number in numbers with the ordinal in superscript space, enter the letters edn for the edition statement and then a full stop immediately after the n. Don’t include first editions. This is the optional element.

Then add a space and enter the place of publication colon space. Capitalize the main words in the place. For larger, well-known places, the place name alone may be given. For smaller places, a qualifier should be added such as the county, department, state, province, country to the place name. It is sensible to include a qualifier to distinguish locations. In all these cases add a comma after the place of publication and add a space and then the qualifier and then the colon space. For American publications use a two letter abbreviation for the state in capitals followed by the colon and add a space.

Then enter the publisher’s name comma. Capitalize the main words in the publisher’s name.

Then add a space and enter the volume number by entering the letters vol with a capital V full stop space number of the volume comma.

Finally add a space after the comma and enter the letters pp in lower case and a full stop. Add a space and then the starting page of the article dash last page of the article full stop with no spaces between.

Indent lines after the first line so that the author stands out on the page.

**Example:**

Anderson, N. and Thompson, S. (2001) Duplessis. In: S. Sadie, ed. *The New Grove Dictionary of Music and Musicians.* 2nd edn. London: Macmillan, Vol. 7, pp. 721-722.

## 2.14 A dissertation or thesis

Dissertations and theses are treated in a similar way to printed books but instead of giving information about the publisher you need to give the name of the institution where the dissertation was undertaken and the type of degree for which it was written. There are five elements required.

Enter the author’s surname followed by a comma space initials full stop. The first letter of the surname is in capitals.

Space open round bracket enter year in numbers close round bracket space.

For the title, add the thesis title in italics with capitals for the main words in the title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon in a thesis title but not the remainder. Do not capitalize the second word of a hyphenated word. Full stop at the end of the title.

Add a space and then enter the level of the qualification in the format capital M full stop capital S lower case c full stop space thesis capital T full stop or capital P lower case h full stop capital D full stop space thesis capital T full stop.

Add a space and then enter the name of the awarding institution full stop capitalizing the main words of the institution.

Indent lines after the first line so that the author stands out on the page.

**Example:**

**Abdelhalim, K. M. (2002) *An Alternative Approach for Housing the Urban Poor in Egypt: Prospects and constraints*. Ph.D. Thesis. University of Central England in Birmingham.**

## ****2.15 A directory****

Increasingly, directories listing people or organizations are now online either freely available or available only to subscribers. However, you may have access to current listings or historical listings to which you need to refer. Use the editor or the organization involved in compiling the directory and use six elements:

Enter the editor’s surname followed by a comma space initials full stop. The first letter of surnames is in capitals. Enter a further comma and the letters ed and full stop. For two editors include a space after the first editor’s initials and full stop and then enter the word and followed by a space and the second author’s surname comma space initials and full stop. Then enter a further comma and the letters eds and full stop. For three or more editors, add a comma after the initials and full stop of the first editor, enter the editor’s surname, comma space initials full stop and repeat for all the editors except the last. For the last editor, enter the word and followed by a space and then the last editor’s surname comma space initials and full stop. Then enter a further comma and the letters eds and full stop. Make sure there is a full stop before the next element which is the date.

Space open round bracket enter year in numbers close round bracket space.

For the title, add the book title in italics with capitals for the main words in the title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon in a book title but not the remainder. Do not capitalize the second word of a hyphenated word. Full stop at the end of the title and add a space.

Add a space and then enter the edition number in numbers with the ordinal in superscript space, add a space and then enter the letters edn for the edition statement and then a full stop immediately after the n. Don’t include first editions.

Then add a space and enter the place of publication colon space. Capitalize the main words in the place. For larger, well-known places, the place name alone may be given. For smaller places, a qualifier should be added such as the county, department, state, province, country to the place name. It is sensible to include a qualifier to distinguish locations. In all these cases add a comma after the place of publication and add a space and then the qualifier and then the colon space. For American publications use a two letter abbreviation for the state in capitals followed by the colon and add a space.

Then enter the publisher’s name full stop. Capitalize the main words in the publisher’s name.

Indent lines after the first line so that the author stands out on the page.

**Example:**

Trott, L., ed. (2019) *Actors and Performers Yearbook: Essential contacts for stage, screen and radio*. 15th edn. London: Methuen Drama.

# Referencing Electronic Sources

## 3.1 An electronic book

The increasing availability of e-books in identical form to print makes the distinction between print and electronic versions unnecessary. If the online source includes all the elements seen in print versions, reference it as a book. If, however, you need to make a distinction because you are referencing an e-book which is only available online, then there are nine possible elements. One of these elements is the edition statement which is not required if the book is in its first edition.

Enter the author’s surname followed by a comma space initials full stop. The first letter of surnames is in capitals. For two authors include a space after the initials and full stop and then enter the word and followed by a space and the second author’s surname comma space initials and full stop. For three or more authors, add a comma after the initials and full stop of the first author, enter the author’s surname, comma space initials full stop and repeat for all the authors except the last. For the last author, enter the word and followed by a space and then the last author’s surname comma space initials and full stop. Make sure there is a full stop before the next element which is the date.

Space open round bracket enter year in numbers close round bracket space.

For the title, add the book title in italics with capitals for the main words in the title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon in a book title but not the remainder. Do not capitalize the second word of a hyphenated word. Full stop at the end of the title.

After the full stop add a space open square bracket enter the word e hyphen book close bracket space.

Add a space and then enter the edition number in numbers with the ordinal in superscript space, add a space and then enter the letters edn for the edition statement and then a full stop immediately after the n. Don’t include first editions.

Then enter the place of publication colon space. For larger, well-known places, the place name alone may be given. For smaller places, a qualifier should be added such as the county, department, state, province, country to the place name. It is sensible to include a qualifier to distinguish locations. In all these cases add a comma after the place of publication and add a space and then the qualifier and then the colon space. For American publications use a two letter abbreviation for the state in capitals followed by the colon and add a space.

Then enter the publisher full stop.

Add a space and enter capital A Available space through colon space url space.

Open a square bracket and enter the word capital A Accessed and then the date you accessed the site close square bracket full stop. The date is in the format DD space month space four digits for the year.

Indent lines after the first line so that the author stands out on the page.

**Example:**

**Calver, B., Kemp, D., Ryder, M and supported by Birmingham City University School of Media (2017) *Everybody In: A journalist’s guide to inclusive reporting for journalism students*. [e-book] s.l.: Leanpub. Available through:** <http://leanpub.com/everybodyinbook> **[Accessed 22 August 2018].**

For electronic books that you have downloaded to an electronic book reader, follow the same advice as for an electronic book but remove the available at and accessed date information. There are seven possible elements. One of these elements is the edition statement which is not required if the book is in its first edition.

Enter the author’s surname followed by a comma space initials full stop. The first letter of surnames is in capitals. For two authors include a space after the initials and full stop and then enter the word and followed by a space and the second author’s surname comma space initials and full stop. For three or more authors, add a comma after the initials and full stop of the first author, enter the author’s surname, comma space initials full stop and repeat for all the authors except the last. For the last author, enter the word and followed by a space and then the last author’s surname comma space initials and full stop. Make sure there is a full stop before the next element which is the date.

Space open round bracket enter year in numbers close round bracket space.

For the title, add the book title in italics with capitals for the main words in the title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon in a book title but not the remainder. Do not capitalize the second word of a hyphenated word. Full stop at the end of the title.

After the full stop add a space open square bracket enter the name of the e-reader capitalize first letter space enter the word edition all lower case close square bracket space.

Add a space and then enter the edition number in numbers with the ordinal in superscript space, add a space and then enter the letters edn for the edition statement and then a full stop immediately after the n. Don’t include first editions.

Then enter the place of publication colon space. For larger, well-known places, the place name alone may be given. For smaller places, a qualifier should be added such as the county, department, state, province, country to the place name. It is sensible to include a qualifier to distinguish locations. In all these cases add a comma after the place of publication and add a space and then the qualifier and then the colon space. For American publications use a two letter abbreviation for the state in capitals followed by the colon and add a space.

Finally, enter the publisher full stop.

**Example:**

**Freire, P. (2018) *Pedagogy of the Oppressed*. [Kindle edition] 50th anniversary edition. Translated by Myra Bergman Ramos. With an introduction by Donald Macedo and an afterword by Ira Shor. London: Bloomsbury.**

## 3.2 An online journal article

**An article with a DOI link**

For online-only journal articles, include the Digital Object Identifier abbreviated to capital D capital O capital I, if supplied. This is a unique, permanent code which enables you to obtain an article. There is no need to include the accessed date if you use the capital D capital O capital I as this is the permanent identifier for the source. There are six elements required.

Enter the author’s surname followed by a comma space initials full stop. The first letter of surnames is in capitals. For two authors include a space after the initials and full stop and then enter the word and followed by a space and the second author’s surname comma space initials and full stop. For three or more authors, add a comma after the initials and full stop of the first author, enter the author’s surname, comma space initials full stop and repeat for all the authors except the last. For the last author, enter the word and followed by a space and then the last author’s surname comma space initials and full stop. Make sure there is a full stop before the open bracket. If there are more than 10 authors, list the first 10 authors and then enter et space al full stop after the tenth.

Space open round bracket enter year in numbers close round bracket space.

Capitalize the first word of the title, and then enter the article title itself with a full stop at the end.

Then add a space and enter the journal title in italics and add a comma. Capitalize the main words in the journal title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words.

After the comma add a space then enter the volume number open bracket issue number close bracket full stop. No spaces.

Add a space then enter capital A Available space at colon space enter the digital object identifier then finish with a full stop. You should make sure that the url starts with the letters in lower case http colon forward slash forward slash dx dot doi dot org forward slash in front of the code to make the link work.

Indent lines after the first line so that the author stands out on the page.

**Example:**

**Hussein, M., Egan, H. and Mantzios, M. (2017) Mindful construal diaries: a less anxious, more mindful, and more self-compassionate method of eating. *SAGE Open*, 7(2). Available at:** <http://dx.doi.org/10.1177/2158244017704685>**.**

**An article without a DOI link**

Some peer-reviewed academic journals, newsletters and magazines are only available as online journals and have no print equivalents. The online versions usually show you how to cite the articles. The articles vary in the issue numbers that they have – some have issue numbers, some only have article numbers. For articles without a DOI, there are six elements required.

Enter the author’s surname followed by a comma space initials full stop. The first letter of surnames is in capitals. For two authors include a space after the initials and full stop and then enter the word and followed by a space and the second author’s surname comma space initials and full stop. For three or more authors, add a comma after the initials and full stop of the first author, enter the author’s surname, comma space initials full stop and repeat for all the authors except the last. For the last author, enter the word and followed by a space and then the last author’s surname comma space initials and full stop. Make sure there is a full stop before the open bracket. If there are more than 10 authors, list the first 10 authors and then enter et space al full stop after the tenth.

Space open round bracket enter year in numbers close round bracket space.

Capitalize the first word of the title, and then enter the article title itself with a full stop at the end.

Then add a space and enter the journal title in italics and add a comma. Capitalize the main words in the journal title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words.

Add a space then add the volume number open bracket issue number close bracket full stop. No spaces.

Add a space then enter capital A Available space at colon space enter url space. Use the words available through when an article is not directly available from the given URL.

Open a square bracket and enter the word capital A Accessed and then the date you accessed the site close square bracket full stop. The date is in the format DD space month space four digits for the year.

Indent lines after the first line so that the author stands out on the page.

**Example:**

**Alexander, D. (2019) Join the car crash set: jewellery, violence, ethics. *Journal of Jewellery Research*, 02. Available at:** <http://www.journalofjewelleryresearch.org/download/dauvit-alexander/> **[Accessed 21 August 2019].**

**A review in the Cochrane Database of Systematic Reviews**

Use this format for systematic reviews published in the Cochrane Database of Systematic Reviews giving the capital I issue space number after the journal title in italics and the comma.

**Example:**

Wright, N., Akhtar, A., Tosh, G. E. and Clifton, A. V. (2016) HIV prevention advice for people with serious mental illness*. Cochrane Database of Systematic Reviews*, Issue 9. Available at: <http://dx.doi.org/10.1002/14651858.CD009639.pub3>.

**A pre-published article**

You may have access to a document, usually an article that is published online before it is published in an issue of a journal, for which you may not be able to provide the full bibliographic details. In your reference list use the capital D capital O capital I and include the words in press. There are six elements required.

Enter the author’s surname followed by a comma space initials full stop. The first letter of surnames is in capitals. For two authors include a space after the initials and full stop and then enter the word and followed by a space and the second author’s surname comma space initials and full stop. For three or more authors, add a comma after the initials and full stop of the first author, enter the author’s surname, comma space initials full stop and repeat for all the authors except the last. For the last author, enter the word and followed by a space and then the last author’s surname comma space initials and full stop. Make sure there is a full stop before the open bracket. If there are more than 10 authors, list the first 10 authors and then enter et space al full stop after the tenth.

Space open round bracket enter year in numbers close round bracket space.

Capitalize the first word of the title, and then enter the article title itself with a full stop at the end.

Then add a space and enter the journal title in italics and add a comma. Capitalize the main words in the journal title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words.

Then add a space and enter in lower case the word in then space then the word press full stop.

Add a space then enter capital A Available space at colon space enter the digital object identifier then finish with a full stop. You should make sure that the url starts with the letters in lower case http colon forward slash forward slash dx dot doi dot org forward slash in front of the code to make the link work.

Indent lines after the first line so that the author stands out on the page.

**Example:**

**Cidik, M. S. and Boyd, D. (2019) “Shared sense of purposefulness”: a new concept to understand the practice of coordinating design in construction. *Construction Management and Economics*, in press. Available at:** <http://dx.doi.org/10.1080/01446193.2019.1593471>**.**

## 3.3 A report

**An electronic report (in pdf format)**

There are eight possible elements with two optional elements.

Enter the author’s surname followed by a comma space initials full stop. The first letter of surnames is in capitals. For two authors include a space after the initials and full stop and then enter the word and followed by a space and the second author’s surname comma space initials and full stop. For three or more authors, add a comma after the initials and full stop of the first author, enter the author’s surname, comma space initials full stop and repeat for all the authors except the last. For the last author, enter the word and followed by a space and then the last author’s surname comma space initials and full stop. If the author is an organization enter its name with no need for a full stop.

Space open round bracket enter year in numbers close round bracket space.

For the title, add the report title in italics with capitals for the main words in the title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon in a report title but not the remainder. Do not capitalize the second word of a hyphenated word. Full stop at the end of the title.

Then add a space open a square bracket enter the letters in lower case pdf close square bracket space.

Then add a space and enter the place of publication colon space. Capitalize the main words in the place. For larger, well-known places, the place name alone may be given. For smaller places, a qualifier should be added such as the county, department, state, province, country to the place name. It is sensible to include a qualifier to distinguish locations. In all these cases add a comma after the place of publication and add a space and then the qualifier and then the colon space. For American publications use a two letter abbreviation for the state in capitals followed by the colon and add a space.

Then enter the publisher’s name, usually the organization for which the report was published, full stop. Capitalize the main words in the publisher’s name. These are the two optional elements.

Add a space and enter capital A Available at colon space url space.

Open a square bracket and enter the word capital A Accessed and then the date you accessed the site close square bracket full stop. The date is in the format DD space month space four digits for the year.

Indent lines after the first line so that the author stands out on the page.

**Example:**

**Bank of England (2019) *Inflation Report, August 2019*. [pdf] London: Bank of England. Available at:** <https://www.bankofengland.co.uk/inflation-report/2019/august-2019> **[Accessed 22 August 2019].**

**An electronic report (in pdf format) as part of a series**

Use exactly the same format but **add the series number after the publisher. Don’t add a full stop after the publisher just add a space and then open round bracket enter the reference number of the document close round bracket and add a full stop.**

Then add a space and enter capital A Available at colon space url space.

Open a square bracket and enter the word capital A Accessed and then the date you accessed the site close square bracket full stop. The date is in the format DD space month space four digits for the year.

Indent lines after the first line so that the author stands out on the page.

**Example:**

**Ministry of Defence (2015) *Defence Engagement*. [pdf] Swindon: Development, Concept and Doctrine Centre (Joint Doctrine Note 1/15). Available at:** <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/570579/20160104-Defence_engagement_jdn_1_15.pdf> **[Accessed 21 November 2017].**

**An online market research report**

Where reports are accessed through a password-protected site and they are not available in pdf, there are five elements required.

Enter the market research publisher’s name with no need for a full stop.

Space open round bracket enter year in numbers close round bracket space.

Title in italics with capitals for the main words in the title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon in the title but not the remainder. Do not capitalize the second word of a hyphenated word. Full stop at the end of the title.

Add a space and enter capital A Available space enter the word through colon space enter url space.

Open a square bracket and enter the word capital A Accessed and then the date you accessed the site close square bracket full stop. The date is in the format DD space month space four digits for the year.

Indent lines after the first line so that the author stands out on the page.

**Example:**

Mintel (2019) *Social and Media Networks - UK, May 2019*. Available through: <https://academic.mintel.com/display/919588/> [Accessed 19 August 2019].

If a report is available in a pdf format, use the same elements as for an electronic report in pdf but use the phrase available through rather than available at. There are eight possible elements but two of these may not be available:

Enter the market research publisher’s name with no need for a full stop.

Space open round bracket enter year in numbers close round bracket space.

For the title, add the report title in italics with capitals for the main words in the title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon in a report title but not the remainder. Do not capitalize the second word of a hyphenated word. Full stop at the end of the title.

Then add a space open a square bracket enter the letters in lower case pdf close square bracket space.

If there is a place of publication and publisher given in the report, then add a space and enter the place of publication colon space publisher full stop space.

Enter capital A Available then enter the word through in lower case, add colon space enter url space.

Open a square bracket and enter the word capital A Accessed and then the date you accessed the site close square bracket full stop. The date is in the format DD space month space four digits for the year.

Indent lines after the first line so that the author stands out on the page.

**Example:**

MarketLine (2018) *Construction Materials in the United Kingdom, June 2018*. [pdf] London: MarketLine. Available through: <http://advantage.marketline.com> [Accessed 15 August 2018]

**A p**ublication available from a website (not a pdf)

Sometimes publications are only available on a website but they are not in pdf format. These should be referenced like a website. There are five elements required.

Enter the author’s surname followed by a comma space initials full stop. The first letter of surnames is in capitals. For two authors include a space after the initials and full stop and then enter the word and followed by a space and the second author’s surname comma space initials and full stop. For three or more authors, add a comma after the initials and full stop of the first author, enter the author’s surname, comma space initials full stop and repeat for all the authors except the last. For the last author, enter the word and followed by a space and then the last author’s surname comma space initials and full stop. Make sure there is a full stop before the next element which is the date. If there are more than 10 authors, list the first 10 authors and then enter et space al full stop after the tenth.

Space open round bracket enter year in numbers close round bracket space.

Title in italics with capitals for the main words in the title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon in the title but not the remainder. Do not capitalize the second word of a hyphenated word. Full stop at the end of the title.

Add a space and enter capital A Available space at colon space enter url space.

Open a square bracket and enter the word capital A Accessed and then the date you accessed the site close square bracket full stop. The date is in the format DD space month space four digits for the year.

Indent lines after the first line so that the author stands out on the page.

**Example:**

**O'Reilly, T. (2005) *What is Web 2.0? Design patterns and business models for the next generation of software.* Available at:** <http://oreilly.com/web2/archive/what-is-web-20.html> **[Accessed 28 July 2016].**

**NICE Guidelines**

Some publications form part of a series of technical reports which are available online. The NICE Clinical Guidelines fall into this category. In this case add the reference number in brackets but not italics after the title. There are six elements required.

Enter National Institute for Health and Care Excellence, with capitals for the main words, space open brackets and enter the word NICE in capitals close round brackets space.

Space open round bracket enter year in numbers close round bracket space.

Title in italics with capitals for the main words in the title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon in the title but not the remainder. Do not capitalize the second word of a hyphenated word.

Then add a space and open round brackets enter the reference number that the report is usually known by close round brackets full stop. Do not italicize the information in brackets. In this case capital N capital I capital C capital E space enter the word Clinical capital C space enter the word Guidelines capital G space and then enter the number of the guideline.

Then add a space and enter capital A Available space at colon space enter url space.

Open a square bracket and enter the word capital A Accessed and then the date you accessed the site close square bracket full stop. The date is in the format DD space month space four digits for the year.

Indent lines after the first line so that the author stands out on the page.

**Example:**

**National Institute for Health and Care Excellence (2018) *Post-traumatic Stress Disorder* (NICE Guideline 116). Available at:** <https://www.nice.org.uk/guidance/ng116> **[Accessed 16 August 2019].**

## 3.4 A conference proceedings available online

There are nine elements required.

Follow the edited book example by entering the editor’s surname followed by a comma space initials full stop. The first letter of surnames is in capitals. Enter a further comma and the letters ed and full stop. For two editors include a space after the first editor’s initials and full stop and then enter the word and followed by a space and the second author’s surname comma space initials and full stop. Then enter a further comma and the letters eds and full stop. For three or more editors, add a comma after the initials and full stop of the first editor, enter the editor’s surname, comma space initials full stop and repeat for all the editors except the last. For the last editor, enter the word and followed by a space and then the last editor’s surname comma space initials and full stop. Then enter a further comma and the letters eds and full stop. Make sure there is a full stop before the next element which is the date.

Space open round bracket enter year in numbers close round bracket space.

For the title, add the conference title in italics with capitals for the main words in the title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon in a book title but not the remainder. Do not capitalize the second word of a hyphenated word. Full stop at the end of the title.

Then add a space and enter the location of the conference comma. Add country details if any ambiguity comma.

Then add a space and enter the conference dates in the format day dash day space month space year full stop.

Then add a space and enter the place of publication colon space. Capitalize the main words in the place. For larger, well-known places, the place name alone may be given. For smaller places, a qualifier should be added such as the county, department, state, province, country to the place name. It is sensible to include a qualifier to distinguish locations. In all these cases add a comma after the place of publication and add a space and then the qualifier and then the colon space. For American publications use a two letter abbreviation for the state in capitals followed by the colon and add a space.

Then enter the publisher’s name full stop. Capitalize the main words in the publisher’s name.

Add a space and enter capital A Available space enter the word through colon space enter url space.

Open a square bracket and enter the word capital A Accessed and then the date you accessed the site close square bracket full stop. The date is in the format DD space month space four digits for the year.

Indent lines after the first line so that the author stands out on the page.

**Example:**

Boultwood, A. and Hindle, S., eds. (2018) *Culture, Costume and Dress: Proceedings of the 1st international conference*. Birmingham City University, 10-12 May 2017. Birmingham: Gold Word Publishing. Available at: <http://www.open-access.bcu.ac.uk/5701/1/Costume%20Conference%20Proceedings.pdf> [Accessed date 15 August 2018].

## 3.5 A paper in a conference proceedings available online

Use the same format as for a conference paper but also add the URL at which the article is available and the date you accessed the article. There are ten possible elements with the option to include the place of publication and publisher details if these are in the source.

Enter the author’s surname followed by a comma space initials full stop. The first letter of surnames is in capitals. For two authors include a space after the initials and full stop and then enter the word and followed by a space and the second author’s surname comma space initials and full stop. For three or more authors, add a comma after the initials and full stop of the first author, enter the author’s surname, comma space initials full stop and repeat for all the authors except the last. For the last author, enter the word and followed by a space and then the last author’s surname comma space initials and full stop. Make sure there is a full stop before the open bracket. If there are more than 10 authors, list the first 10 authors and then enter et space al full stop after the tenth.

Space open round bracket enter year in numbers close round bracket space.

Capitalize the first word of the title, and then enter the title of the paper itself with a full stop at the end.

Add a space then enter the word In capital I colon space and enter the conference title in italics and a full stop. Capitalize the main words in the conference title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words.

Then add a space and enter the location of the conference comma. Add country details if any ambiguity comma.

Then add a space and enter the conference dates in the format day dash day space month space year full stop.

Then add a space and enter the place of publication colon space. Capitalize the main words in the place. For larger, well-known places, the place name alone may be given. For smaller places, a qualifier should be added such as the county, department, state, province, country to the place name. It is sensible to include a qualifier to distinguish locations. In all these cases add a comma after the place of publication and add a space and then the qualifier and then the colon space. For American publications use a two letter abbreviation for the state in capitals followed by the colon and add a space.

Then enter the publisher’s name, usually the organization for which the conference proceedings was published, full stop. Capitalize the main words in the publisher’s name. These are the two optional elements.

Then add a space and enter capital A Available space at colon space enter url space.

Open a square bracket and enter the word capital A Accessed and then the date you accessed the site close square bracket full stop. The date is in the format DD space month space four digits for the year.

Indent lines after the first line so that the author stands out on the page.

**Example:**

Javidroozi, V., Shah, H. and Feldman, G. (2019) Smart city development: a business process-centric conceptualisation. In: *Proceedings of the 8th International Conference on Operations Research and Enterprise Systems (ICORES). Volume 1*. Prague, 19-21 February 2019, pp. 346-353. Available at: <https://www.scitepress.org/PublicationsDetail.aspx?ID=GNGWILplhEg%3d&t=1> [Accessed 16 August 2019].

## 3.6 An online newspaper article

For newspaper articles found in online newspapers, the required elements for a reference are similar to the print version but include the date accessed and the URL. There are seven elements required.

Enter the author’s surname comma space initials full stop comma then repeat for all of the authors of the article. The first letter of all surnames is in capitals. Make sure there is a full stop before the open bracket. There is usually just the one author for a newspaper article.

Space open round bracket enter year in numbers close round bracket space.

Add a space and then capitalize the first word of the title, then enter the article title itself with a full stop at the end.

Then add a space and enter the newspaper title in italics and a comma. Capitalize the main words in the newspaper title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Where the page numbers of a section or supplement are the same as the main body of the newspaper include the section or supplement of the newspaper as a sub-title.

Then add a space and enter the day space month full stop.

Add a space then enter capital A Available space at colon space enter url space. Use the words available through when an article is not directly available from the given URL.

Open a square bracket and enter the word capital A Accessed and then the date you accessed the site close square bracket full stop. The date is in the format DD space month space four digits for the year.

Indent lines after the first line so that the author stands out on the page.

**Example:**

**Andrews, K. (2018) A national Windrush Day? Theresa May has some nerve. *The Guardian*, 18 June. Available at:** <https://www.theguardian.com/commentisfree/2018/jun/18/national-windrush-day-theresa-may-generation> **[Accessed 21 August 2018].**

## 3.7 A website

There are five elements required.

Enter the organization name or the name of the website. Capitalize the main words in the organization name. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words.

Space open round bracket enter year in numbers close round bracket space.

Title in italics with capitals for the main words in the title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon in the title but not the remainder. Do not capitalize the second word of a hyphenated word. Full stop at the end of the title.

Add a space and enter capital A Available space at colon space url space.

Open a square bracket and enter the word capital A Accessed, add a space and then enter the date you accessed the site close square bracket full stop. The date is in the format DD space month space four digits for the year.

Indent lines after the first line so that the author stands out on the page.

**Example:**

Conflict Memory Displacement (2016) *Conflict Memory Displacement: Responding to the refugee crisis in the UK and Italy*. Available at: <http://conflictmemorydisplacement.com/> [Accessed 28 July 2016].

## 3.8 A social media entry

As social media sites often require registration and acceptance by other members use the main website name as in the examples below. You may wish to include any discussion you are referring to in an appendix to your work so that it can be viewed. There are seven elements required.

Enter the author’s surname comma space initials full stop.

Space open round bracket enter year in numbers close round bracket space.

Then add a space and enter the title of the entry. Capitalize the first word of the title, and then enter the message title itself with a full stop at the end.

Then add a space and enter the name of the social networking website in italics and add a comma. Capitalize the first letter.

Add a space then enter day space month full stop.

Add a space then enter capital A Available space at colon space enter URL space. Use the words available through when an article is not directly available from the given URL

Open a square bracket and enter the word capital A Accessed and then the date you accessed the site close square bracket full stop. The date is in the format DD space month space four digits for the year.

**Example:**

**Goldberg, M. (2018) Researchers find pathogens in hospital ice machines. *LinkedIn*, 7 February. Available at:** <https://www.linkedin.com/pulse/researchers-find-pathogens-hospital-ice-machines-martin-goldberg?trk=portfolio_article-card_title> **[Accessed 8 August 2019].**

## 3.9 A blog

As blogs contain the opinions of their author, they may not provide the objective reasoned discussion you are looking for to support your argument. Use them in conjunction with other academic sources. Many postings are created by authors who give aliases or just their first names. There are eight elements required.

Enter the author’s surname comma space initials full stop.

Space open round bracket enter year in numbers close round bracket space.

Then add a space and enter the title of the blog entry. Capitalize the first word of the title with a full stop at the end.

Then add a space and enter the name of the blog in italics and add a full stop. Capitalize the main words in the blog. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words

Add a space and then open square bracket enter the word blog in lower case close square bracket.

Then add a space and enter day space month full stop.

Add a space then enter capital A Available space at colon space enter URL space.

Open a square bracket and enter the word capital A Accessed and then the date you accessed the site close square bracket full stop. The date is in the format DD space month space four digits for the year.

**Example:**

**Yorke, J. (2015) The Meriam Ibrahim case: a general overview. *Human Rights Blog*. [blog] 19 June. Available at:** <http://jonyorkehumanrights.blogspot.co.uk/2015/06/islam-and-death-penalty.html> **[Accessed 31 July 2015].**

For comments in blogs there are eight elements required.

Enter the author’s surname comma space initials full stop.

Space open round bracket enter year in numbers close round bracket space.

Then add a space and enter the title of the blog entry. Capitalize the first word of the title with a colon at the end of the title. Add a space and then enter the word comment in lower case full stop.

Then add a space and enter the name of the blog in italics and add a full stop. Capitalize the main words in the blog. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words.

Add a space and then open square bracket enter the word blog in lower case close square bracket.

Then add a space and enter day space month full stop.

Add a space then enter capital A Available space at colon space enter URL space.

Open a square bracket and enter the word capital A Accessed and then the date you accessed the site close square bracket full stop. The date is in the format DD space month space four digits for the year.

**Example:**

**Allen, J. (2015) What is this political space we call ‘immigration’?: comment. *openDemocracyUK.* [blog] 23 March. Available at:** <https://www.opendemocracy.net/ourkingdom/steve-garner/what-is-this-political-space-we-call-%27immigration%27> **[Accessed 28 July 2016].**

## 3.10 An email discussion list correspondence

For mail correspondence that is in the public domain by appearing in discussion groups, electronic conferences, presentation sharing sites or bulletin boards, there are seven elements required.

Enter the author’s surname comma space initials full stop.

Space open round bracket enter year in numbers close round bracket space.

Then add a space and enter the message title. Capitalize the first word of the title, and then enter the message title itself with a full stop at the end.

Then add a space and enter the discussion list title in italics and add a comma. Capitalize the main words in the discussion list title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words.

Add a space then enter day space month full stop.

Add a space then enter capital A Available space through colon space enter URL space.

Open a square bracket and enter the word capital A Accessed and then the date you accessed the site close square bracket full stop. The date is in the format DD space month space four digits for the year.

Indent lines after the first line so that the author stands out on the page.

**Example:**

**Harris, C. (2012) Are journal rankings damaging logistics as an academic discipline?** LOGISTICS RESEARCH NETWORK JISCMail List**, 18 October. Available through:** [https://www.jiscmail.ac.uk/cgi-bin/webadmin?A2=ind1210&L=logistics-research-network&F=&S=&P=71](https://www.jiscmail.ac.uk/cgi-bin/webadmin?A2=ind1210&L=logistics-research-network&F=&S=&P=71%20) **[Accessed 26 August 2015].**

## 3.11 A dictionary or encyclopaedia available online

If a dictionary or encyclopaedia is available online, either use the names of the editor or editors or, if there is no named editorship, use the name of the work as the institutional author. There are eight possible elements. One of these elements is the edition statement which is not required if the book is in its first edition.

Enter the editor’s surname followed by a comma space initials full stop. The first letter of surnames is in capitals. Enter a further comma and the letters ed and full stop. For two editors include a space after the first editor’s initials and full stop and then enter the word and followed by a space and the second author’s surname comma space initials and full stop. Then enter a further comma and the letters eds and full stop. For three or more editors, add a comma after the initials and full stop of the first editor, enter the editor’s surname, comma space initials full stop and repeat for all the editors except the last. For the last editor, enter the word and followed by a space and then the last editor’s surname comma space initials and full stop. Then enter a further comma and the letters eds and full stop. Make sure there is a full stop before the next element which is the date.

Space open round bracket enter year in numbers close round bracket space.

For the title, add the book title in italics with capitals for the main words in the title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon in a book title but not the remainder. Do not capitalize the second word of a hyphenated word. Full stop at the end of the title and add a space.

Add a space and then enter the edition number in numbers with the ordinal in superscript space, add a space and then enter the letters edn for the edition statement and then a full stop immediately after the n. Don’t include first editions.

Then add a space and enter the place of publication colon space. Capitalize the main words in the place. For larger, well-known places, the place name alone may be given. For smaller places, a qualifier should be added such as the county, department, state, province, country to the place name. It is sensible to include a qualifier to distinguish locations. In all these cases add a comma after the place of publication and add a space and then the qualifier and then the colon space. For American publications use a two letter abbreviation for the state in capitals followed by the colon and add a space.

Then enter the publisher’s name full stop. Capitalize the main words in the publisher’s name.

Enter capital A Available then enter the word at or through in lower case, add colon space enter URL space. Use the word at if the content is directly at that URL or through if the URL is the portal to the content.

Open a square bracket and enter the word capital A Accessed space and then the date you accessed the site close square bracket full stop. The date is in the format DD space month space four digits for the year.

Indent lines after the first line so that the author stands out on the page.

**Examples:**

**Encyclopaedia Britannica (2014) *Encyclopaedia Britannica Online*. London: Encyclopaedia Britannica. Available through:** <http://www.britannica.com/> **[Accessed 17 October 2014].**

**Soegard, M and Dam, R. F., eds. (2013) *Encyclopedia of Human-Computer Interaction*. 2nd edn. Aarhus, Denmark: Interaction Design Foundation. Available at:** <https://www.interaction-design.org/books/hci.html> **[Accessed 31 July 2015].**

**A dictionary or encyclopaedia entry available online**

References to Wikipedia articles and other similar user-edited sites continue to appear in academic journal articles. There are five elements required.

Enter the name of the online encyclopedia with first letters of the name in capitals.

Space open round bracket enter year in numbers close round bracket space.

Enter the title of the entry in italics with capitals for the main words in the title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon in the title but not the remainder. Do not capitalize the second word of a hyphenated word. Full stop at the end of the title.

Add a space and enter capital A Available space at colon space enter url space.

Open a square bracket and enter the word capital A Accessed space and then the date you accessed the site close square bracket full stop. The date is in the format DD space month space four digits for the year.

Indent lines after the first line so that the author stands out on the page.

**Example:**

Wikipedia (2015) *Local Interconnect Network*. Available at: <https://en.wikipedia.org/wiki/Code_talker> [Accessed 31 July 2015].

For entries in dictionaries or encyclopaedias which are available online, follow the above format but after the publisher’s name add a full stop.

Add a space and then enter capital A Available then enter the word at in lower case, add colon space enter URL space.

Open a square bracket and enter the word capital A Accessed space and then the date you accessed the site close square bracket full stop. The date is in the format DD space month space four digits for the year.

**Example:**

Hook, K. (2013) Affective computing. In: M. Soegard and R. F. Dam, eds. *Encyclopedia of Human-Computer Interaction*. 2nd edn. Aarhus, Denmark: Interaction Design Foundation. Available at: <https://www.interaction-design.org/literature/book/the-encyclopedia-of-human-computer-interaction-2nd-ed/affective-computing> [Accessed 29 June 2016].

## 3.12 A dissertation or thesis available online

There are seven elements required.

Enter the author’s surname followed by a comma space initials full stop. The first letter of the surname is in capitals. Make sure there is a full stop before the next element which is the date and add a full stop.

Space open round bracket enter year in numbers close round bracket space.

For the title, add the thesis title in italics with capitals for the main words in the title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon in a thesis title but not the remainder. Do not capitalize the second word of a hyphenated word. Full stop at the end of the title.

Add a space and then enter the level of the qualification in the format capital M full stop capital S lower case c full stop space thesis capital T full stop or capital P lower case h full stop capital D full stop space thesis capital T full stop.

Add a space and then enter the name of the awarding institution full stop capitalizing the main words of the institution.

Add a space and enter capital A Available then enter the word at or through in lower case, add colon space enter URL space. Use the word at if the content is directly at that URL or through if the URL is the portal to the content.

Open a square bracket and enter the word capital A Accessed space and then the date you accessed the site close square bracket full stop. The date is in the format DD space month space four digits for the year.

Indent lines after the first line so that the author stands out on the page.

**Example:**

**Zhao, T. (2018) *Contemporary Fashion Illustration in China and Its Application in the Chinese Fashion Market with Special Reference to Chinese Elements*. Ph.D. Thesis. Birmingham City University. Available at:** <http://www.open-access.bcu.ac.uk/7279/> **[Accessed 8 August 2019].**

## 3.13 A press release

When referencing press releases there are seven elements required.

Enter the organization name with first letters of the organization in capitals. Add further organizations if it is a joint press release by adding a comma after the first organization’s name, adding a space the word and space second organization name.

Space open round bracket enter year in numbers close round bracket space.

Enter the title of the press release in italics with capitals for the main words in the title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon in the title but not the remainder. Do not capitalize the second word of a hyphenated word. Full stop at the end of the title.

Add a space and then open square bracket and enter the words press space release in lower case close square bracket.

Add a space and then enter the day and month in the format day space month full stop capitalizing the first letter of the month. Add a space.

Enter capital A Available space at colon space url space.

Open a square bracket and enter the word capital A Accessed space and then the date you accessed the site close square bracket full stop. The date is in the format DD space month space four digits for the year.

Indent lines after the first line so that the author stands out on the page.

**Example:**

**Birmingham City University (2015) *Who Needs Gold and Silver When You've Got… Human Hair?* [press release] 26 June. Available at:** <http://www.bcu.ac.uk/news-events/news/who-needs-gold-and-silver-when-youve-got-human-hair> **[Accessed 31 July 2015].**

## 3.14 A speech transcript

When referencing speeches there are seven elements required.

Enter the speaker’s name in the format surname comma space initials full stop. The first letter of the surname is in capitals.

Space open round bracket enter year in numbers close round bracket space.

Enter the title of the speech in italics with capitals for the main words in the title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon in the title but not the remainder. Do not capitalize the second word of a hyphenated word. Comma at the end of the title.

Add a space and then enter the location of the speech capitalizing the first word of the location and add a comma.

Add a space and then enter the day and month in the format day space month full stop capitalizing the first letter of the month.

Add a space and enter capital A Available space at colon space url space.

Open a square bracket and enter the word capital A Accessed space and then the date you accessed the site close square bracket full stop. The date is in the format DD space month space four digits for the year.

Indent lines after the first line so that the name of the speaker stands out on the page.

**Example:**

**Cameron, D. (2015) *PM on Plans for a Seven-day NHS*, London, 18 May. Available at:** <https://www.gov.uk/government/speeches/pm-on-plans-for-a-seven-day-nhs> **[Accessed 31 July 2015].**

# Referencing Audio Visual and Multimedia Sources

**Audio**

## 4.1 A podcast

There are six elements required.

Enter the creator’s surname comma space initials full stop or the organization name.

Space open round bracket enter year in numbers close round bracket space.

Then enter the title of the podcast in italics and add a full stop. Capitalize the main words in the podcast. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words.

Add a space and then open square bracket enter the word podcast in lower case close square bracket.

Add a space then enter capital A Available space at colon space enter URL space.

Open a square bracket and enter the word capital A Accessed and then the date you accessed the site close square bracket full stop. The date is in the format DD space month space four digits for the year.

Indent lines after the first line so that the name of the creator stands out on the page.

**Example:**

Coley, S. (2017) *Dark Coffee; Radio Documentary*. [podcast] Available at: [https://www.mixcloud.com/bcu/dark-coffee-radio-documentary/](https://www.mixcloud.com/bcu/dark-coffee-radio-documentary/%20) [Accessed 15 August 2017].

## 4.2 A sound recording

References to sound recordings should appear in a separate discography at the end of your work. Sound recordings are not written/printed material and therefore should not be included in your reference list. There are seven possible elements with one optional element:

Enter the name of the composer or originator of the item recorded on the sound recording in the format surname comma space initial full stop.

Add a space open round bracket enter year of the release in numbers close round bracket space. The year is the year of release not the year composed or year of the recording.

Then enter the title of the recording in italics and add a full stop. Capitalize the main words in the recording. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words.

Add a space and enter the full names of the principal performers in the format first name last name add a space open round bracket enter the name of the instrument in lower case close round bracket comma. Enter the name of the orchestra comma space name of conductor in format first name last name open round bracket enter the word conductor in lower case close round bracket full stop. You may not have all of this information. Just supply the information from the source material. Refer to the referencing pages for further examples.

Add a space and open square bracket and enter the format details in lower case close square bracket. Use capitals for CD and DVD as they are abbreviations.

Add a space and enter the word Recorded with a capital R space at colon and then add a space and enter the venue of the performance comma date of performance in format month space year full stop. This is an optional element as this information is not always supplied or appropriate.

Add a space and open round bracket enter catalogue number of the sound recording close round bracket full stop.

Indent lines after the first line so that the name of the composer stands out on the page.

**Examples:**

Antheil, G*.* (2001) *Ballet Mécanique*. Philadelphia Virtuosi Chamber Orchestra, Daniel Spalding (conductor). [CD] (Naxos 8559060).

Saint-Saëns, C. (2006) *Violin Concerto No.3, etc*. Jean-Jacques Kantorow (violin), Heini Kärkkäinen (piano), Tapiola Sinfonietta, Kees Bakels (conductor). [CD] Recorded at: Tapiola Concert Hall, Finland, September 2004. (BIS-CD-1470).

## 4.3 A music download

iTunes is not a database. It is a shop with an associated piece of software that allows you to manage what you have bought in the shop. In the same way that you would not include HMV when referring to a CD you bought there, you do not need to mention iTunes as such. You would use the normal discography details which iTunes provides: right click on the track and select "Get info". However, iTunes does not give you the catalogue numbers, so you may need to do more research on the recording company's website. This applies to any recording where you do not physically have the CD just the mp3/aac (or other format) sound file. There are nine elements required.

Enter the name of the composer or original artist of the item recorded on the download in the format surname comma space initial full stop.

Add a space open round bracket enter year of the release in numbers close round bracket space. The year is the year of release not the year composed, year recorded or year downloaded.

Then enter a single speech mark, capitalize the first word and enter the title of the track downloaded followed by a single speech mark and a full stop.

Enter the name of the orchestra comma space name of conductor in format first name last name open round bracket enter the word conductor in lower case close round bracket full stop.

Add a space then enter the word in with a capital I colon. Then add a space and enter the title of the album the track was downloaded from in italics. Capitalize the main words in the original album title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Add a full stop.

Add a space and then open square bracket and enter the words in lower case electronic space download close square bracket.

Add a space and then enter the name of the distribution company full stop.

Add a space then enter capital A Available space through colon space enter URL space.

Open a square bracket and enter the word capital A Accessed and then the date you accessed the site close square bracket full stop. The date is in the format DD space month space four digits for the year.

Indent lines after the first line so that the name of the artist stands out on the page.

**Example:**

Victoria, T. L. de (1996) ‘Lauda sion salvatorem’. Westminster Cathedral Choir, James O’Donnell (conductor). In: *Victoria: Missa dum complerentur*. [electronic download] Hyperion Records. Available through: <http://www.hyperion-records.co.uk/dw.asp?dc=W6875_66886&vw=dc> [Accessed 28 July 2016].

## 4.4 An audio streamed musical piece

Spotify doubles as a shop and a database in that, unlike iTunes, you can listen to complete tracks without buying them. If you have only accessed the track through live streaming, then the format will be identical again to that of a music download but with an indicator of which service you streamed it from and a different type of material indicator at the end. If you can access it via a website, give a URL and use the words Available at but Spotify has its own interface software so there are nine elements required.

Enter the name of the composer or original artist of the item recorded on the streamed audio piece in the format surname comma space initial full stop.

Add a space open round bracket enter year of the release in numbers close round bracket space. The year is the year of release not the year composed, year recorded or year downloaded.

Then enter a single speech mark, capitalize the first word and enter the title of the track downloaded followed by a single speech mark and a full stop.

Add a space and then enter the name of the orchestra comma space name of conductor in format first name last name open round bracket enter the word conductor in lower case close round bracket full stop.

Add a space then enter the word in with a capital I colon. Then add a space and enter the title of the album the track was streamed from in italics. Capitalize the main words in the original album title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Add a full stop.

Add a space and then open square bracket and enter the words in lower case audio space stream close square bracket.

Add a space and then enter the name of the distribution company full stop.

Add a space then enter capital A Available space through colon space enter URL space.

Open a square bracket and enter the word capital A Accessed and then the date you accessed the site close square bracket full stop. The date is in the format DD space month space four digits for the year.

Indent lines after the first line so that the name of the artist stands out on the page.

**Example:**

Victoria, T. L. de (1996) ‘Lauda sion salvatorem’. Westminster Cathedral Choir, Stephen Cleobury (conductor). In: *Allegri: Miserere*. [audio stream] Decca Eclipse. Available through: <https://www.spotify.com/uk/> [Accessed 17 July 2013].

## 4.5 A CD/DVD note

There are seven elements required.

Enter the name of the author of the CD or DVD note in the format surname comma space initial full stop. If the author of a note is not identified it is likely to be a more generic note and so less useful. In those cases, you would use the title of the CD/DVD note in place of the author’s name.

Space open round bracket enter year in numbers close round bracket space.

Then enter the title of the CD/DVD note and add a full stop. Capitalize the first word of the title.

Add a space then enter the word in with a capital I colon. Then add a space and enter the title of the original recording in italics. Capitalize the main words in the original CD/DVD. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words.

Add a space and enter the name of the distribution company of the CD or DVD capitalizing the first words full stop.

Add a space and then open square bracket and enter the format space note square bracket.

Add a space and open round bracket enter catalogue number of the sound recording close round bracket full stop.

Indent lines after the first line so that the name of the author stands out on the page.

**Example:**

Berio, L. (1998) The Sequenzas. In: *Berio* *Sequenzas*. Ensemble Intercontemporain. [CD note] (Deutsche Grammophon 457038-2).

## 4.6 A radio programme

For radio programmes, there are eight elements required.

Start with the title of the radio programme in italics. Capitalize the main words in the programme title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words

Then add a space open square bracket enter the words radio space programme in lower case close square bracket.

Add a space then enter the words capital P presented space by in lower case then the name of the presenter full stop. This element acknowledges the production of the programme. Produced by or Directed by with capital P or D may be more appropriate depending on the programme.

Add a space and then enter the name of the production company inspired to produce the programme and add a comma.

Then add a space and enter the country of production and add a comma and a space.

Then add the time of transmission in the format number colon number, add a comma and then enter the day of transmission in the format day space month day year and add a comma.

Then add a space and enter the radio station on which the programme was broadcast and add a comma.

Then add a space and add the duration of the programme in the format number space enter the word mins full stop.

**Example:**

*The Secret Catacombs of Paris* [radio programme] Presented by Jonathan Glancy. BBC, UK, 12:30, 24 June 2012, BBC Radio 4, 28 mins.

**An episode of a radio series**

For an episode of a series broadcast on the radio there are nine elements required.

Start by entering a single speech mark, capitalize the first word of the episode, and then enter the episode title itself followed by a single speech mark and a comma.

Add a space and enter the title of the programme series in italics. Capitalize the main words in the title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words

Then add a space open square bracket enter the words radio space programme in lower case close square bracket.

Add a space then enter the words capital P presented space by in lower case then the name of the presenter full stop. This element acknowledges the production of the programme. Produced by or Directed by with capital P or D may be more appropriate depending on the programme.

Add a space and then enter the name of the production company inspired to produce the episode and add a comma.

Then add a space and enter the country of production and add a comma and a space.

Then add the time of transmission in the format number colon number, add a comma and then enter the day of transmission in the format day space month space year and add a comma.

Then add a space and enter the radio station on which the programme was broadcast and add a comma.

Then add a space and add the duration of the programme in the format number space enter the word mins full stop.

**Example:**

‘Aspirations of seven-year-olds, pay scales, opera divas: what do seven-year-olds want to be when they grow up?’, *Woman’s Hour* [radio programme] Produced by Ruth Watts. BBC, UK, 10.00, 26 September 2012, BBC Radio 4, 58 mins.

**A radio programme available online**

Follow the same guidance as for a radio programme and include the availability information and date accessed. There are ten elements required.

Start with the title of the radio programme in italics. Capitalize the main words in the programme title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words

Then add a space open square bracket enter the words radio space programme in lower case close square bracket.

Add a space then enter the words capital P presented space by in lower case then the name of the presenter full stop. This element acknowledges the production of the programme. Produced by or Directed by with capital P or D may be more appropriate depending on the programme.

Add a space and then enter the name of the production company inspired to produce the programme and add a comma.

Then add a space and enter the country of production and add a comma and a space.

Then add the time of transmission in the format number colon number, add a comma and then enter the day of transmission in the format day space month day year and add a comma.

Then add a space and enter the radio station on which the programme was broadcast and add a comma.

Then add a space and add the duration of the programme in the format number space enter the word mins full stop.

Then add a space and enter capital A Available space at colon space enter URL space.

Open a square bracket and enter the word capital A Accessed and then the date you accessed the site close square bracket full stop. The date is in the format DD space month space four digits for the year.

**Example:**

*The Secret Catacombs of Paris* [radio programme] Presented by Jonathan Glancy. BBC, UK, 12:30, 24 June 2012, BBC Radio 4, 28 mins. Available at: <http://www.bbc.co.uk/programmes/b01b9h73> [Accessed 31 July 2015].

**Performance**

## 4.7 A live music performance

You are more likely to need to refer to reviews of performances in magazines or newspapers rather than to concerts that you actually attended. There are five elements required.

Enter the name of the artist in the format surname comma space initial full stop.

Space open round bracket enter year in numbers close round bracket space. The year is the date of the performance.

Add a space and enter the concert title in italics. Capitalize the main words. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words.

Enter the place of the performance in the format venue comma space location comma.

Enter the date of the performance in the format day space month full stop.

**Example:**

**O'Connor, S. (1992) *Bob Dylan 30th Anniversary Concert*. Madison Square Garden, New York, 16 October.**

## 4.8 A live performance (non-musical)

For non-musical performances, the name of the play is always in italics. Include details of the director and the venue and date that you saw the production. There are six elements required.

Start with the title of the performance in italics using capitals for the main words in the title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon in a title but not the remainder. Do not capitalize the second word of a hyphenated word.

Then add a space and enter the word by in lower case space the name of the playwright in the format first name space last name with capitals for the first letters of each.

Space open round bracket enter year in numbers close round bracket space.

Enter the words directed capital D space by space the director’s name in the format first name space last name full stop with capitals for the first letters of each.

Then add a space and enter the details of the location of the performance in the format venue comma space place name comma. Capitalize the main words in the venue and location.

Then add a space and enter the dates of the performance in the format day space month space dash space day space month full stop.

Indent lines after the first line if applicable so that the title of the performance stands out on the page.

**Example:**

*Whipping it Up* by Steve Thompson (2006) Directed by Terry Johnson. Bush Theatre, London, 18 November – 16 December.

**A programme note (non-musical)**

You may be looking to cite the words written in a theatre programme by the director or someone else involved in the production. It may also be helpful to advise your reader where you have viewed the programme. This may be because it a performance you attended, because the programme is held in an archive or special collection or because it is available online. There are ten elements required.

Enter the author of the programme note in the format surname comma space initial full stop with capital letter for the surname.

Space open round bracket enter year in numbers close round bracket space.

Capitalize the first word of the title and then enter the title of the note full stop.

Add a space and then enter with the title of the performance in italics using capitals for the main words in the title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon in a title but not the remainder. Do not capitalize the second word of a hyphenated word.

Then add a space and enter the word by space the name of the playwright in the format first name space last name with capitals for the first letters of each.

Space open square bracket enter the words theatre space programme all in lower case close square bracket.

Add a space and then enter the words directed capital D space by space the director’s name in the format first name space last name full stop with capitals for the first letters of each.

Then add a space and enter the details of the location of the performance in the format venue comma space place name comma. Capitalize the main words in the venue and location.

Then add a space and enter the dates of the performance in the format day space month space dash space day space month comma.

Then add a space and enter the page number of the programme note in the format p dot space number full stop.

Indent lines after the first line if applicable so that the author of the note stands out on the page.

**Example:**

**Hall, P. (2008) From the artistic director. *Love's Labour’s Lost* by William Shakespeare [theatre programme] Directed by Peter Hall. Rose Theatre, Kingston upon Thames, 30 October – 15 November, p. 2.**

## 4.9 to 4.17 Visual sources

This section on visual sources that includes sections 4.9 to 4.17 in the concise guide has been left blank. Please let Library & Learning Resources know by completing the online form, details of which are on p.3, whether there is demand for a text-based version of the guidance in this section.

**Moving image**

## 4.18 A film

Films, videos and broadcasts are the co-operative product of teams of people. No author or creator is therefore included in the reference. In the text of your work films are always in italics. For a documentary or extra feature from a DVD of a feature film, follow examples from the online web pages. In your references, you may decide to include films as a separate list. Please be guided by your Assessment Brief. There are seven elements required.

Start with the title of the film in italics. Capitalize the main words in the film title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words

Then add a space open square bracket enter the words feature space film in lower case close square bracket.

Add a space then enter the words capital D directed by then the name of the film director full stop.

Add a space and then enter the name of the production company which was inspired to produce the film, There may be more than one. Separate them by a space and a forward slash and a space. Add a comma.

Then enter the country of production and add a comma and a space. Enter the abbreviations USA and UK in capitals for the United States of America and the United Kingdom respectively.

Then add the year of release and a full stop.

Then add a space and add the duration of the film.

**Example:**

Bram Stoker's Dracula **[feature film] Directed by Francis Ford Coppola. Columbia Tristar / American Zoetrope / Osiris, USA, 1992. 120 mins.**

## 4.19 A television programme

For television programmes, there are eight elements required.

Start with the title of the television programme in italics. Capitalize the main words in the programme title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words

Then add a space open square bracket enter the words television space programme in lower case close square bracket.

Add a space then enter the words capital P presented space by in lower case then the name of the presenter full stop. This element acknowledges the production of the programme. Produced by or Directed by with capital P or D may be more appropriate depending on the programme. Do not include if the information is not provided.

Add a space and then enter the name of the production company inspired to produce the programme and add a comma.

Then add a space and enter the country of production and add a comma and a space.

Then add the time of transmission in the format number colon number, add a comma and then enter the day of transmission in the format day space month day year and add a comma.

Then add a space and enter the television station on which the programme was broadcast and add a comma.

Then add a space and add the duration of the programme in the format number space enter the word mins full stop.

**Example:**

Exposure: The other side of Jimmy Savile [television programme] ITV, UK, 23:10, 3 October 2012, ITV, 60 mins.

**An episode of a television series**

For an episode of a television programme there are nine elements required.

Start by entering a single speech mark, capitalize the first word of the episode title, and then enter the episode title itself followed by a single speech mark and a comma.

Add a space and enter the title of the programme series in italics. Capitalize the main words in the title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words

Then add a space open square bracket enter the words television space programme in lower case close square bracket.

Add a space then enter the words capital P produced space by in lower case then the name of the producer full stop. This element acknowledges the production of the programme. Presented by or Directed by with capital P or D may be more appropriate depending on the programme.

Add a space and then enter the name of the production company inspired to produce the episode and add a comma.

Then add a space and enter the country of production and add a comma and a space.

Then add the time of transmission in the format number colon number, add a comma and then enter the day of transmission in the format day space month space year and add a comma.

Then add a space and enter the television station on which the programme was broadcast and add a comma.

Then add a space and add the duration of the programme in the format number space enter the word mins full stop.

**Example:**

**'Midwife in the making', *The Midwives* [television programme] Produced and directed by Kate Walker. BBC, UK, 21:00, 23 September 2012, BBC 2, 60 mins.**

**A television programme available online**

Follow the same guidance as for a television programme and include the availability information and date accessed. There are ten elements required.

Start with the title of the television programme in italics. Capitalize the main words in the programme title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words

Then add a space open square bracket enter the words television space programme in lower case close square bracket.

Add a space then enter the words capital P produced space by in lower case then the name of the producer full stop. This element acknowledges the production of the programme. Presented by or Directed by with capital P or D may be more appropriate depending on the programme.

Add a space and then enter the name of the production company inspired to produce the programme and add a comma.

Then add a space and enter the country of production and add a comma and a space.

Then add the time of transmission in the format number colon number, add a comma and then enter the day of transmission in the format day space month day year and add a comma.

Then add a space and enter the television station on which the programme was broadcast and add a comma.

Then add a space and add the duration of the programme in the format number space enter the word mins full stop.

Then add a space and enter capital A Available space at colon space enter URL space.

Open a square bracket and enter the word capital A Accessed and then the date you accessed the site close square bracket full stop. The date is in the format DD space month space four digits for the year.

**Example:**

Cathy Come Home **[television programme] Directed by Ken Loach. BBC, UK, 26 November 2006, BBC4, 80 mins. Available at:** [http://diglib4.uce.ac.uk/webgate/dlib/templates/interface/uceel/ShowDirectURL.asp?item\_id=68869&rep\_enter=WMV&appl=D](http://diglib4.uce.ac.uk/webgate/dlib/templates/interface/uceel/ShowDirectURL.asp?item_id=68869&rep_type=WMV&appl=D) **[Accessed 7 June 2013].**

**An extract of a television programme available online**

Follow the same guidance as for a television programme and include the availability information and date accessed as well as the extract title. There are eleven elements required.

Start by entering a single speech mark, capitalize the first word of the extract title, and then enter the extract title itself followed by a single speech mark and a comma.

Then add the title of the television programme in italics. Capitalize the main words in the programme title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words

Then add a space open square bracket enter the words television space programme space extract in lower case close square bracket.

Add a space then enter the words capital P produced space by in lower case then the name of the producer full stop. This element acknowledges the production of the programme. Presented by or Directed by with capital P or D may be more appropriate depending on the programme.

Add a space and then enter the name of the production company who was inspired to produce the programme and add a comma.

Then add a space and enter the country of production and add a comma and a space.

Then add the time of transmission in the format number colon number, add a comma and then enter the day of transmission in the format day space month day year and add a comma.

Then add a space and enter the television station on which the programme was broadcast and add a comma.

Then add a space and add the duration of the programme in the format number space enter the word mins full stop.

Then add a space and enter capital A Available space at colon space enter URL space.

Open a square bracket and enter the word capital A Accessed and then the date you accessed the site close square bracket full stop. The date is in the format DD space month space four digits for the year.

**Example:**

'Birmingham students recreate WW1 trenches in paper', BBC Midlands Today [television programme extract] BBC, UK, 17 February 2014, BBC1, 2 mins 3 secs. Available at: <http://www.bbc.co.uk/news/uk-england-birmingham-26228052> [Accessed 31 July 2015].

## 4.20 A vodcast

There are six elements required.

Enter the creator’s surname comma space initials full stop or the organization name.

Space open round bracket enter year in numbers close round bracket space.

Then enter the title of the vodcast in italics and add a full stop. Capitalize the main words in the vodcast. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words.

Add a space and then open square bracket enter the word vodcast in lower case close square bracket.

Add a space then enter capital A Available space at colon space enter URL space.

Open a square bracket and enter the word capital A Accessed and then the date you accessed the site close square bracket full stop. The date is in the format DD space month space four digits for the year.

Indent lines after the first line so that the name of the creator stands out on the page.

**Example:**

Pierce, K. (2018) *Security Council Media Stakeout (5 April 2018) on the Letter Dated 13 March 2018 on the Attack in Salisbury on 4 March 2018*. [vodcast] Available at: <http://webtv.un.org/meetings-events/security-council/europe/watch/karen-pierce-uk-on-the-letter-dated-13-march-2018-on-the-attack-in-salisbury-on-4-march-2018-security-council-media-stakeout-5-april-2018/5764650838001/?term>= [Accessed 8 August 2019].

## 4.21 An educational video

There are six elements required.

Enter the creator’s surname comma space initials full stop or the organization name.

Space open round bracket enter year in numbers close round bracket space.

Then enter the title of the video in italics and add a full stop. Capitalize the main words in the video. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words.

Add a space and then open square bracket enter the word video in lower case close square bracket.

Add a space then enter capital A Available space through colon space enter URL space.

Open a square bracket and enter the word capital A Accessed and then the date you accessed the site close square bracket full stop. The date is in the format DD space month space four digits for the year.

Indent lines after the first line so that the name of the creator stands out on the page.

**Example:**

Bates’ Visual Guide to Physical Examination (2015) *Low Back Pain (OSCE9)*. [video] Available through: <http://www.batesvisualguide.com> [Accessed 3 August 2017].

## 4.22 A streamed video (e.g. YouTube)

Assuming that the material you have found has academic credibility, you need to find the name of the contributor or the name of the person/organization posting the video and the year the video was posted. There are seven possible elements with one optional element:

Enter the creator’s surname comma space initials full stop. The first letter of all surnames is in capitals. For two creators include a space after the initials and full stop and then enter the word and followed by a space and the second author’s surname comma space initials and full stop. For three or more creators, add a comma after the initials and full stop of the first creator, enter the second creator’s surname, comma space initials full stop and repeat for all the creators except the last. For the last creator, enter the word and followed by a space and then the last creator’s surname comma space initials and full stop. Make sure there is a full stop before the open bracket. If the creator is an organization simply type in the organization name.

Space open round bracket enter year in numbers close round bracket space.

Then enter the title of the video in italics and add a full stop. Capitalize the main words in the video. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words.

Add a space and then open square bracket enter the word video in lower case close square bracket.

If the video is a recording of a talk, then add a space and enter details of the conference, meeting or location where the talk was given if this information is supplied. This element is optional as it will not apply in all cases. Refer to the example.

Add a space then enter capital A Available space at colon space enter URL space.

Open a square bracket and enter the word capital A Accessed and then the date you accessed the site close square bracket full stop. The date is in the format DD space month space four digits for the year.

**Example:**

Webber, N. and Vaughan, S. (2015) *Archivist vs. Game Designers?* [video] Research Libraries UK Discovering Collections Discovering Communities Conference. The Lowry, Salford Quays, 12-14 October 2015. Available at: <https://www.youtube.com/watch?v=HJOPFuz7-L8> [Accessed 31 May 2016].

## 4.23 A video game

There are seven elements required.

Enter the name of the organization that created the game.

Space open round bracket enter year in numbers close round bracket space.

Then enter the title of the game in italics and add a full stop. Capitalize the main words in the game. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words.

Add a space and then open square bracket enter the word game comma space and then enter the platform for which the game was created close square bracket. Check the example to see how this works.

Add a space then enter the name of the publisher with the first letter in capitals and add a comma.

Add the country of publication with the first letter of the country in capitals. Enter the abbreviations USA and UK in capitals for the United States of America and the United Kingdom respectively.

Add a space, open a round bracket and enter the product code of the video game close bracket full stop.

**Example:**

Ubisoft (2010) *Assassin's Creed: Brotherhood*.[game, Xbox 360] Ubisoft, Canada (EAN 300034430).

## ****4.24 A computer software program****

There are seven elements required. For desktop versions of software the seven elements are:

Enter the creator of the software, usually an organization name.

Space open round bracket enter year in numbers close round bracket space.

For the title of the software or program, add the title in italics with capitals for the main words. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon in the title but not the remainder. Do not capitalize the second word of a hyphenated word.

For the version statement add a space and then open round bracket enter the version number close round bracket full stop.

Add a space open square bracket enter the word computer space software in lower case close square bracket.

Then add a space and enter the place of publication colon space. Capitalize the main words in the place. For larger, well-known places, the place name alone may be given. For smaller places, a qualifier should be added such as the county, department, state, province, country to the place name. It is sensible to include a qualifier to distinguish locations. In all these cases add a comma after the place of publication and add a space and then the qualifier and then the colon space. For American publications use a two letter abbreviation for the state in capitals followed by the colon and add a space.

Finally, enter the distributor’s name full stop. Capitalize the main words in the distributor’s name.

Indent lines after the first line so that the author stands out on the page.

**Example:**

Dassault Systèmes (2012) *Abaqus* (6.12-1). [computer software] Providence, RI: Dassault Systèmes.

If the software is available online, then seven elements are still required. Just add the following two elements after the square bracket of computer software:

Add a space and then enter capital A Available space at or capital A Available through in lower case, add colon space enter url space. Use the word at if the content is directly at that URL or through if the URL is the portal to the content.

Open a square bracket and enter the word capital A Accessed add a space and then enter the date you accessed the site close square bracket full stop. The date is in the format DD space month space four digits for the year.

**Example:**

Dassault Systèmes (2017) *Abaqus Unified FEA* (2017). [computer software] Available through: <https://www.3ds.com/products-services/simulia/products/abaqus/latest-release/> [Accessed 26 January 2018].

## 4.25 A mobile app

There are seven elements required.

Enter the creator of the app, usually an organization name.

Space open round bracket enter year in numbers close round bracket space.

For the title of the app, add the title in italics with capitals for the main words. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon in the title but not the remainder. Do not capitalize the second word of a hyphenated word.

For the version statement add a space and then open round bracket enter the version number close round bracket full stop.

Add a space open square bracket enter the word app comma space and then the operating system in lower case close square bracket.

Add a space and then enter capital A Available then enter the word at or through in lower case, add colon space enter URL space. Use the word at if the content is directly at that URL or through if the URL is the portal to the content.

Open a square bracket and enter the word capital A Accessed space and then the date you accessed the site close square bracket full stop. The date is in the format DD space month space four digits for the year.

Indent lines after the first line so that the app creator stands out on the page.

**Example:**

King.com (2018) *Candy Crush Jelly Saga* (1.58.9). [app, Apple iOS] Available at: <https://itunes.apple.com/app/candy-crush-jelly-saga/id1047246341?mt=8> [Accessed 26 January 2018].

# Referencing Music

## 5.1 A printed musical score

A score should give not only the composer but also the editor, where appropriate. More modern compositions often do not have editors as the composer liaises directly with the publisher. There are six elements required.

Enter the name of the composer or originator of the item in the format surname comma space initial full stop.

Add a space open round bracket enter year in numbers close round bracket space. The year is the date of publication of the score.

Enter the title of the score in italics and add a full stop. Capitalize the main words. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words.

Enter the words edited capital E space by and then add a space and then the full name of the editor in the format first name surname and add a full stop.

Then add a space and enter the place of publication colon space. Capitalize the main words in the place. For larger, well-known places, the place name alone may be given. For smaller places, a qualifier should be added such as the county, department, state, province, country to the place name. It is sensible to include a qualifier to distinguish locations. In all these cases add a comma after the place of publication and add a space and then the qualifier and then the colon space. For American publications use a two letter abbreviation for the state in capitals followed by the colon and add a space.

Finally enter the publisher’s name full stop. Capitalize the main words in the publisher’s name.

Indent lines after the first line so that the author stands out on the page.

**Example:**

Brahms, J. (1963) *Concerto No. 1 for Piano and Orchestra in D Minor, Op. 15*. Edited by Paul Badura-Skoda. London: Eulenburg.

## 5.2 A facsimile of published music

For facsimiles of music, you will need to provide the date of the facsimile edition as well as the date of the original. There are eight elements required.

Enter the name of the composer or originator of the original item in the format surname comma space initial full stop.

Space open round bracket enter year in numbers close round bracket space. The year is the date of the original creation.

Enter the title of the published music in italics and add a full stop. Capitalize the main words. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words.

Add a space and then enter the words facsimile capital F space edition.

Add a space and then enter the year of the facsimile edition in the format open round bracket year in numbers close round bracket full stop.

Enter the words edited capital E space by and then add a space and then the full name of the editor in the format first name surname and add a full stop.

Then add a space and enter the place of publication colon space. Capitalize the main words in the place. For larger, well-known places, the place name alone may be given. For smaller places, a qualifier should be added such as the county, department, state, province, country to the place name. It is sensible to include a qualifier to distinguish locations. In all these cases add a comma after the place of publication and add a space and then the qualifier and then the colon space. For American publications use a two letter abbreviation for the state in capitals followed by the colon and add a space.

Finally enter the publisher’s name full stop. Capitalize the main words in the publisher’s name.

Indent lines after the first line so that the author stands out on the page.

**Example:**

**Geminiani, F. (1751)** The Art of Playing on the Violin**. Facsimile edition (1952). Edited by David D. Boyden. Oxford: Oxford University Press.**

## 5.3 An online score

Referencing an online score is the same as for a printed score but also include the URL and the accessed date so that there are eight elements required.

Enter the name of the composer or originator of the item in the format surname comma space initial full stop.

Space open round bracket enter year in numbers close round bracket space. The year is the date of publication of the score.

Enter the title of the score in italics and add a full stop. Capitalize the main words. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words.

Enter the words edited capital E space by and then add a space and then the full name of the editor in the format first name surname and add a full stop.

Then enter the place of publication colon space. For larger, well-known places, the place name alone may be given. For smaller places, a qualifier should be added such as the county, department, state, province, country to the place name. It is sensible to include a qualifier to distinguish locations. In all these cases add a comma after the place of publication and add a space and then the qualifier and then the colon space. For American publications use a two letter abbreviation for the state in capitals followed by the colon and add a space.

Enter the publisher full stop.

Add a space then enter capital A Available space at colon space enter URL space.

Open a square bracket and enter the word capital A Accessed and then the date you accessed the site close square bracket full stop. The date is in the format DD space month space four digits for the year.

Indent lines after the first line so that the author stands out on the page.

**Example:**

Bach, J. S. (1874) *Violin Concerto in E Major, BWV 1042.* Edited by Wilhelm Rust. Leipzig: Breitkopf & Härtel. Available at: <http://conquest.imslp.info/files/imglnks/usimg/c/c1/IMSLP02299-Bach_-_BGA_-_BWV_1042.pdf> [Accessed 6 August 2014].

## 5.4 A sound recording

References to sound recordings should appear in a separate discography at the end of your work. Sound recordings are not written/printed material and therefore should not be included in your reference list. There are seven possible elements with one optional element:

Enter the name of the composer or originator of the item recorded on the sound recording in the format surname comma space initial full stop.

Add a space open round bracket enter year of the release in numbers close round bracket space. The year is the year of release not the year composed or year of the recording.

Then enter the title of the recording in italics and add a full stop. Capitalize the main words in the recording. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words.

Add a space and enter the full names of the principal performers in the format first name last name add a space open round bracket enter the name of the instrument in lower case close round bracket comma. Enter the name of the orchestra comma space name of conductor in format first name last name open round bracket enter the word conductor in lower case close round bracket full stop. You may not have all of this information. Just supply the information from the source material. Refer to the referencing pages for further examples.

Add a space and open square bracket and enter the format details in lower case close square bracket. Use capitals for CD and DVD as they are abbreviations.

Add a space and enter the word Recorded with a capital R space at colon and then add a space and enter the venue of the performance comma date of performance in format month space year full stop. This is an optional element as this information is not always supplied or appropriate.

Add a space and open round bracket enter catalogue number of the sound recording close round bracket full stop.

**Examples:**

Antheil, G*.* (2001) *Ballet Mécanique*. Philadelphia Virtuosi Chamber Orchestra, Daniel Spalding (conductor). [CD] (Naxos 8559060).

Saint-Saëns, C. (2006) *Violin Concerto No.3, etc*. Jean-Jacques Kantorow (violin), Heini Kärkkäinen (piano), Tapiola Sinfonietta, Kees Bakels (conductor). [CD] Recorded at: Tapiola Concert Hall, Finland, September 2004. (BIS-CD-1470).

## 5.5 A live music performance

You are more likely to need to refer to reviews of performances in magazines or newspapers rather than to concerts that you actually attended. There are five elements required.

Enter the name of the artist in the format surname comma space initial full stop.

Space open round bracket enter year in numbers close round bracket space. The year is the date of the performance.

Add a space and enter the concert title in italics. Capitalize the main words. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words.

Enter the place of the performance in the format venue comma space location comma.

Enter the date of the performance in the format day space month full stop.

**Example:**

**O'Connor, S. (1992) *Bob Dylan 30th Anniversary Concert*. Madison Square Garden, New York, 16 October.**

**A programme note**

These are often written by academics who should be identified in the programme. There are five elements required.

Enter the name of the author of the programme note in the format surname comma space initial full stop. If the author of a note is not identified it is likely to be a more generic note and so less useful. In those cases, you would use the title in place of the author’s name.

Space open round bracket enter year in numbers close round bracket space.

Then enter the title of the programme note in italics and add a full stop. Capitalize the main words in the note. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words.

Add a space and then open square bracket and enter the words programme space note in lower case close square bracket.

Add a space and enter the venue of the performance comma, space date of performance in format day space month full stop. Programme notes tend not to have any publication information.

**Example:**

Lewis, A. (2006) *Penmon Point*. [programme note] Soundings Festival, Reid Concert Hall, Edinburgh, 3 February.

## 5.6 A music download

iTunes is not a database. It is a shop with an associated piece of software that allows you to manage what you have bought in the shop. In the same way that you would not include HMV when referring to a CD you bought there, you do not need to mention iTunes as such. You would use the normal discography details which iTunes provides: right click on the track and select "Get info". However, iTunes does not give you the catalogue numbers, so you may need to do more research on the recording company's website. This applies to any recording where you do not physically have the CD just the mp3/aac (or other format) sound file. There are nine elements required.

Enter the name of the composer or original artist of the item recorded on the download in the format surname comma space initial full stop.

Add a space open round bracket enter year of the release in numbers close round bracket space. The year is the year of release not the year composed, year recorded or year downloaded.

Then enter a single speech mark, capitalize the first word and enter the title of the track downloaded followed by a single speech mark and a full stop.

Enter the name of the orchestra comma space name of conductor in format first name last name open round bracket enter the word conductor in lower case close round bracket full stop.

Add a space then enter the word in with a capital I colon. Then add a space and enter the title of the album the track was downloaded from in italics. Capitalize the main words in the original album title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Add a full stop.

Add a space and then open square bracket and enter the words in lower case electronic space download close square bracket.

Add a space and then enter the name of the distribution company full stop.

Add a space then enter capital A Available space through colon space enter URL space.

Open a square bracket and enter the word capital A Accessed and then the date you accessed the site close square bracket full stop. The date is in the format DD space month space four digits for the year.

Indent lines after the first line so that the author stands out on the page.

**Example:**

Victoria, T. L. de (1996) ‘Lauda sion salvatorem’. Westminster Cathedral Choir, James O’Donnell (conductor). In: *Victoria: Missa dum complerentur*. [electronic download] Hyperion Records. Available through: <http://www.hyperion-records.co.uk/dw.asp?dc=W6875_66886&vw=dc> [Accessed 28 July 2016].

## 5.7 An audio streamed musical piece

Spotify doubles as a shop and a database in that, unlike iTunes, you can listen to complete tracks without buying them. If you have only accessed the track through live streaming, then the format will be identical again to that of a music download but with an indicator of which service you streamed it from and a different type of material indicator at the end. If you can access it via a website, give a URL and use the words Available at but Spotify has its own interface software so there are nine elements required.

Enter the name of the composer or original artist of the item recorded on the streamed audio piece in the format surname comma space initial full stop.

Add a space open round bracket enter year of the release in numbers close round bracket space. The year is the year of release not the year composed, year recorded or year downloaded.

Then enter a single speech mark, capitalize the first word and enter the title of the track downloaded followed by a single speech mark and a full stop.

Add a space and then enter the name of the orchestra comma space name of conductor in format first name last name open round bracket enter the word conductor in lower case close round bracket full stop.

Add a space then enter the word in with a capital I colon. Then add a space and enter the title of the album the track was streamed from in italics. Capitalize the main words in the original album title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Add a full stop.

Add a space and then open square bracket and enter the words in lower case audio space stream close square bracket.

Add a space and then enter the name of the distribution company full stop.

Add a space then enter capital A Available space through colon space enter URL space.

Open a square bracket and enter the word capital A Accessed and then the date you accessed the site close square bracket full stop. The date is in the format DD space month space four digits for the year.

Indent lines after the first line so that the author stands out on the page.

**Example:**

Victoria, T. L. de (1996) ‘Lauda sion salvatorem’. Westminster Cathedral Choir, Stephen Cleobury (conductor). In: *Allegri: Miserere*. [audio stream] Decca Eclipse. Available through: <https://www.spotify.com/uk/> [Accessed 17 July 2013].

## 5.8 A CD/DVD note

There are seven elements required.

Enter the name of the author of the CD or DVD note in the format surname comma space initial full stop. If the author of a note is not identified it is likely to be a more generic note and so less useful. In those cases, you would use the title of the CD/DVD note in place of the author’s name.

Space open round bracket enter year in numbers close round bracket space.

Then enter the title of the CD/DVD note and add a full stop. Capitalize the first word of the title.

Add a space then enter the word in with a capital I colon. Then add a space and enter the title of the original recording in italics. Capitalize the main words in the original CD/DVD. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words.

Add a space and enter the name of the distribution company of the CD or DVD capitalizing the first words full stop.

Add a space and then open square bracket and enter the format space note square bracket.

Add a space and open round bracket enter catalogue number of the sound recording close round bracket full stop.

Indent lines after the first line so that the name of the author stands out on the page.

**Example:**

Berio, L. (1998) The Sequenzas. In: *Berio* *Sequenzas*. Ensemble Intercontemporain. [CD note] (Deutsche Grammophon 457038-2).

# Referencing Other Sources

**Hansard**

Note: All Hansard references, apart from written questions and answers, conform to the UK Government’s Factsheet G17 (<http://www.parliament.uk/documents/commons-information-office/g17.pdf>). Hansard references should appear in your in-text citations by entering the word Hansard in italics followed by a comma and then the following details depending on the type of Hansard entry you are citing. Only written questions and answers will appear in your reference list.

## 6.1 A Hansard entry

So for a Hansard entry there are four elements required in your in-text citation.

Capital H capital C space Deb with a capital D or capital H capital L space Deb depending on whether you are citing a House of Commons or House of Lords debate.

Space day space month space year.

Space vol space volume number of the Hansard.

Space c column number no spaces or cc starting column number dash finishing column number.

**Example:**

HC Deb 24 May 2005 vol 434 c661

HL Deb 3 February 1977 vol 389 cc973-974

## 6.2 A Hansard written statement

For a Hansard written statement there are four elements required in your in-text citation.

Capital H capital C space Deb with a capital D or capital H capital L space Deb depending on whether you are citing a House of Commons or House of Lords written statement.

Space day space month space year

Space vol space volume number of the Hansard

Space c column number no spaces or cc starting column number dash finishing column number. Enter capital W capital S immediately after the last number to identify your source as the written statement.

**Example:**

HC Deb 17 December 1996 vol 596 cc18-19WS

## 6.3 A Hansard written question or answer

Since 12 September 2014 written questions and answers have been published online so the Hansard column reference is no longer used. You must cite the HC or HL number. There are eight elements required.

Enter the name of the MP who asked the question or supplied the answer in the format surname comma space initials full stop.

Space open round bracket enter year in numbers close round bracket space.

Then enter the title of the question as shown in the Hansard entry. Capitalize the first word. Full stop at the end of the title.

Add a space and enter UK space capital P parliament colon space enter capital W written space question or capital W written space answer all in italics comma.

Add the date of the question in the format day space month comma.

Add the HC or HL number in the format capital H capital C space enter question number full stop.

Add a space and enter capital A Available then enter the word at in lower case, add colon space enter URL space.

Open a square bracket and enter the word capital A Accessed and then the date you accessed the site close square bracket full stop. The date is in the format DD space month space four digits for the year.

Indent lines after the first line so that the author stands out on the page.

**Example:**

Mulholland, G. (2016) Radicalism. *UK Parliament: Written question*, 20 June, HC 41047. Available at: <http://www.parliament.uk/business/publications/written-questions-answers-statements/written-question/Commons/2016-06-20/41047/> [Accessed 18 July 2016].

Bradley, K. (2016) Radicalism. *UK Parliament: Written answer*, 28 June, HC 41047. Available at: <http://www.parliament.uk/business/publications/written-questions-answers-statements/written-question/Commons/2016-06-20/41047/> [Accessed 18 July 2016].

## 6.4 A Hansard entry from Westminster Hall

For a Hansard entry from Westminster Hall, there are four elements required in your in-text citation.

Capital H capital C space Deb with a capital D or capital H capital L space Deb depending on whether you are citing a House of Commons or House of Lords entry.

Space day space month space year

Space vol space volume number of the Hansard

Space c column number no spaces or cc starting column number dash finishing column number. Enter capital W capital H immediately after the last number to identify your source as the Westminster Hall entry.

**Example:**

HC Deb 12 July 2017 vol 627 c159WH

## 6.5 A Hansard Public Bill Committee entry

There are three elements required.

Enter the name of the bill space capital D Deb.

Add a space and then enter the day space month space year.

Add a space and then enter the letter c in lower case and then enter the column number or cc enter column numbers.

**Example:**

Digital Economy Bill Deb 28 November 2016 cc1268-1368

In the abbreviated format, include the letters PBC in capitals space Deb with a capital D.

Add a space and then open a round bracket and enter the word Bill capital B space and then the bill number close round bracket.

Add a space and then enter the day space month space year.

Add a space and then enter the letter c in lower case and then enter the column number or cc enter column numbers.

**Example:**

PBC Deb (Bill 87) 28 November 2016 cc1268-1368

The Bill number may be omitted if the context is obvious.

## 6.6 A Hansard Standing Committee entry

Standing Committee entries exist up to 2006. There are three elements required in your in-text citation.

First enter the capital letters SC space Deb with a capital D space open bracket enter capital A close bracket.

Add a space and then enter the day space month space year.

Add a space and then enter the letter c in lower case and then enter the column number or cc enter column numbers.

**Example:**

SC Deb (A) 13 June 1996 c301

**Referencing Other Legal and Governmental Sources**

## 6.7 A recent a**ct of UK Parliament**

You may have viewed the full-text of an act of the UK Parliament through a subscription site such as Lexis or WestLaw, or directly through the UK Government's legislation website. However, you should cite the act as if you have used the printed source. There are four elements required.

Add a space and enter the title of the act in italics with capitals for all the main words followed by a comma. Make sure the year is also included in italics in the title.

Enter the letter c in lower case full stop space and then the number of the chapter. The chapter number is on the title page of the act itself. Full stop after the number.

Add a space and then enter the place of publication colon. This will be London.

Then add a space and enter the publisher full stop. The publisher is likely to be capital H capital M capital S capital O or The Stationery Office.

**Example:**

*Care Act 2014*, c. 23. London: The Stationery Office.

## 6.8 An a**ct of UK Parliament before 1963**

For acts published before 1963, you also need to include the regal year and the parliamentary session. There are four elements required.

Enter the title of the act in italics with capitals for all the main words. Make sure the year is also included in italics in the title.

Open round bracket, enter the numbers of the regal year space abbreviated monarch name full stop space number of parliamentary session comma space letter c in lower case full stop space and then the number of the chapter. The chapter number is on the title page of the act itself. Close round bracket after the chapter number full stop.

Add a space and then enter the place of publication colon. This will be London.

Then add a space and then enter the publisher full stop. The publisher is likely to be HMSO or The Stationery Office.

For earlier acts, cite the source of where you have viewed the act as in the example.

**Examples:**

*Road Transport Lighting Act 1957* (5&6 Eliz. 2, c. 51). London: HMSO.

*Act of Supremacy 1534 (26 Hen. 8, c. 1).* In: *The Statutes of the Realm* (1817) London: George Eyre and Andrew Strahan, Vol. 3, p. 508.

## 6.9 A S**tatutory Instrument**

There are four elements required.

Enter the title of the Statutory Instrument in italics with capitals for all the main words followed by a comma. Make sure the year is also included in italics in the title.

Enter the letters SI in capitals followed by a space and the year forward slash number of the SI full stop. This information is at the top of the SI.

Then add a space and enter the place of publication colon. This will be London.

Then add a space and enter the publisher full stop. The publisher is likely to be HMSO or The Stationery Office.

**Example:**

*The NHS Bodies and Local Authorities (Partnership Arrangements, Care Trusts, Public Health and Local Healthwatch) Regulations 2012*, SI 2012/3094. London: The Stationery Office.

## 6.10 A legal case in England and Wales since 2001 with a neutral citation

The advice when citing Legal and High Court cases conforms to the OSCOLA standard (<http://www.law.ox.ac.uk/published/OSCOLA_4th_edn.pdf>) which is used by all students in the School of Law.

Where judgments have been reported, give the neutral citation followed by a citation of the most authoritative report, separated by a comma. Since 2001, neutral citations have been used by the House of Lords, Privy Council and the Supreme Court which are independent of any law report. There are eight elements required.

First enter the case name in italics. Capitalize the main words in the case name. Conjunctions, articles, the v and prepositions do not need to be in capitals as they are not main words.

Add a space and then open a square bracket and enter the year of the judgment close square bracket.

Add a space and enter the abbreviated court name in capitals. This will either be capital U capital K capital S capital C for the Supreme Court, capital U capital K capital H capital L for House of Lords decisions or capital U capital K capital P capital C for Privy Council decisions. See the examples.

Add a space and enter the judgment number followed by a comma.

Add a space and then open square brackets or round brackets and enter the year close square brackets or round brackets. Square brackets are used where the volume number is the same as the year. Round brackets are used where the volume number of the source is different to the year of the judgement.

Add a space and enter the volume number if this is applicable.

Enter the abbreviation of the Law Report. The abbreviations used are standard legal abbreviations for sources. You can find these using the Cardiff Index to Legal Abbreviations at <http://www.legalabbrevs.cardiff.ac.uk/>

Add a space and enter the starting page of the judgment.

**Example:**

*Montgomery v Lanarkshire Health Board* [2015] UKSC 11, [2015] 2 WLR 768

This practice was extended to all divisions of the High Court in 2002 where the division abbreviation is either capital C lower case h for Chancery capital Q capital B for Queen’s Bench the letters Fam for Family the letters Admin for Administration the letters Comm for Commercial and so on for all 12 divisions. The first letter of the division is capitalized. There are nine elements required.

First enter the case name in italics. Capitalize the main words in the case name. Conjunctions, articles, the v and prepositions do not need to be in capitals as they are not main words.

Add a space and then open a square bracket and enter the year of the judgment close square bracket.

Add a space and enter the abbreviated court name in capitals. This will be capital E capital H capital W capital C for the High Court.

Add a space and enter the judgment number.

Add a space and then open a round bracket and enter the division abbreviation close round bracket followed by a comma. Check the example.

Add a space and then open square brackets or round brackets and enter the year close square brackets or round brackets. Square brackets are used where the volume number is the same as the year. Round brackets are used where the volume number of the source is different to the year of the judgement.

Add a space and enter the volume number if this is applicable.

Enter the abbreviation of the Law Report. The abbreviations used are standard legal abbreviations for sources. You can find these using the Cardiff Index to Legal Abbreviations at <http://www.legalabbrevs.cardiff.ac.uk/>

Add a space and enter the starting page of the judgment.

**Example:**

*Houshian v General Medical Council* [2012] EWHC 3458 (QB), [2012] All ER (D) 53 (Dec).

It was also extended to the two divisions of the Court of Appeal in 2002 where the letters Civ stand for Civil and the letters Crim stand for Criminal. For Court of Appeal judgments there are nine elements required.

First enter the case name in italics. Capitalize the main words in the case name. Conjunctions, articles, the v and prepositions do not need to be in capitals as they are not main words.

Add a space and then open a square bracket and enter the year of the judgment close square bracket.

Add a space and enter the abbreviated court name in capitals. This will be capital E capital W capital C capital A for the Court of Appeal.

Add a space and then enter the letters Civ in lower case with a capital C or the letters Crim in lower case with a capital C.

Add a space and enter the judgment number followed by a comma.

Add a space and then open square brackets or round brackets and enter the year close square brackets or round brackets. Square brackets are used where the volume number is the same as the year. Round brackets are used where the volume number of the source is different to the year of the judgement.

Add a space and enter the volume number if this is applicable.

Enter the abbreviation of the Law Report. The abbreviations used are standard legal abbreviations for sources. You can find these using the Cardiff Index to Legal Abbreviations at <http://www.legalabbrevs.cardiff.ac.uk/>.

Add a space and enter the starting page of the judgment.

**Example:**

*Halsey v Milton Keynes General NHS Trust* [2004] EWCA Civ 576, [2004] 1 WLR 3002

## 6.11 A legal case in England and Wales before 2001

In England and Wales the Law Reports series published by the Incorporated Council of Law Reporting should be regarded as the most authoritative reports. Different series of the Law Reports cover judgments of the House of Lords/Supreme Court and Privy Council (Appeal Cases), the Chancery Division, the Family Division, the Queen’s Bench Division and so on. These law reports are always cited with square brackets because the volume number and year are always the same. For cases before 2001, if a judgment was not reported in the Law Reports, cite the Weekly Law Reports or the All England Law Reports. Only if a judgment was not reported in one of these general series should you refer to specialist sources such as Housing Law Reports, Construction Law Journal or Butterworths Medico-Legal Reports. The dates for these specialist series are cited in round brackets because the volume number is different to the year.

For cases heard before 2001, there are five elements required.

First enter the case name in italics. Capitalize the main words in the case name. Conjunctions, articles, the v and prepositions do not need to be in capitals as they are not main words.

Add a space and then open a square bracket or round bracket enter the year of the judgment close square bracket or round bracket.

Add a space and enter the volume number if this is applicable.

Add a space and then enter the abbreviation of the Law Report. The abbreviations used are standard legal abbreviations for sources. You can find these using the Cardiff Index to Legal Abbreviations at <http://www.legalabbrevs.cardiff.ac.uk/>

Add a space and enter the starting page of the judgment.

**Example:**

*Bolitho (Deceased) v City and Hackney Health Authority* [1998] AC 232

## 6.12 A House of Commons or House of Lords paper

These papers are produced by a Select Committee or for a Government department. They are published online but academic practice is to cite the publications as if they are in a printed form. There are six elements required.

Enter the name of the Government Department for which the report was commissioned, the name of the Select Committee, the name of the Royal Commission or the surname of the Chairman of the inquiry as the corporate author. If you enter the author’s surname followed by a comma space initials full stop make sure the first letter of the surname is in capitals and that there is a full stop before the next element which is the date.

Space open round bracket enter year in numbers close round bracket space.

For the title, add the title of the paper in italics with capitals for the main words in the title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon in a book title but not the remainder. Do not capitalize the second word of a hyphenated word. Full stop at the end of the title.

Add a space and then enter the place of publication London colon space.

Then enter the publisher, usually capital H capital M capital S capital O or The Stationery Office and add a space.

Then open round brackets enter the letters capital H capital C or capital H capital L in capitals space then the official number of the paper space the parliamentary session in which the paper was published close round brackets full stop.

Indent lines after the first line so that the author stands out on the page.

**Example:**

Chilcot, J. (2016) *Report of the Iraq Inquiry. Executive Summary*. London: The Stationery Office (HC 264 2016-17)**.**

**Written or oral evidence**

Written and oral evidence is given to Select Committees which you may wish to cite but is not always published with the report. There are seven elements required.

Enter the author’s surname followed by a comma space initials full stop or the organization’s name giving the evidence without a full stop at the end.

Space open round bracket enter year in numbers close round bracket space.

Enter the words written space evidence with a capital W. Add a space and then open round bracket enter the reference number if supplied close round bracket full stop.

Add a space then enter the word In capital I colon space and then enter the Select Committee details, capitalizing all the main words and add a full stop. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words.

Then add a space and enter the title of the report in italics, capitalizing all the main words and add a full stop.

Then add a space and enter capital A Available space at colon space enter url space.

Open a square bracket and enter the word capital A Accessed and then the date you accessed the site close square bracket full stop. The date is in the format DD space month space four digits for the year.

Indent lines after the first line so that the author stands out on the page.

**Example:**

**Birmingham City University (2018) Written evidence (RES0059). In: House of Commons Science and Technology Select Committee, *Research Integrity. Responses from Universities on the Concordat*. Available at:** <https://www.parliament.uk/documents/commons-committees/science-technology/Correspondence/Research-Integrity-letters.pdf> **(Accessed 20 August 2018).**

## 6.13 A UK Government Command Paper

These Command papers are produced by a Select Committee or for a Government department. They are published online but academic practice is to cite the publications as if they are in a printed form. There are six elements required.

Enter the name of the Government Department for which the report was commissioned, the name of the Select Committee, the name of the Royal Commission or the surname of the Chairman of the inquiry as the corporate author. If you enter the author’s surname followed by a comma space initials full stop make sure the first letter of the surname is in capitals and that there is a full stop before the next element which is the date.

Space open round bracket enter year in numbers close round bracket space.

For the title, add the title of the paper in italics with capitals for the main words in the title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon in a book title but not the remainder. Do not capitalize the second word of a hyphenated word. Full stop at the end of the title.

Add a space and then enter the place of publication London colon space.

Then enter the publisher, usually the letters HMSO in capital or The Stationery Office and add a space.

Then open round brackets enter the letters Cm or Cmnd both with a capital C, depending on what is written on your source space then the number of the Command paper close round brackets full stop.

Indent lines after the first line so that the author stands out on the page.

**Example:**

**Department for Culture, Media and Sport and Department for Business Innovation and Skills (2010)** Digital Britain: Final report. **London: The Stationery Office (Cm 7650).**

## 6.14 A UK Government departmental paper

There are five elements required.

Enter the name of the Government Department and add a space or enter the Chair of the paper in the format chair’s surname followed by a comma space initials full stop. The first letter of surnames is in capitals. Add a space.

Space open round bracket enter year in numbers close round bracket space.

Enter the paper title in italics with capitals for the main words in the title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon in a book title but not the remainder. Do not capitalize the second word of a hyphenated word. Full stop at the end of the title.

Add a space and then enter the place of publication, usually London colon space.

Then enter the publisher, usually the name of the Government department full stop. Capitalize the main words in the title.

Indent lines after the first line so that the author stands out on the page.

**Example:**

Communities and Local Government (2010) *Form and Function: A comparative evaluation of the effectiveness of unitary authorities and two-tier structures – literature review*. London: Communities and Local Government.

## 6.15 Legislation in the Official Journal (OJ) of the European Union

Secondary legislation consists of regulations, directives, decisions, recommendations and opinions. The full reference will be to the authoritative text in the Official Journal (abbreviated to OJ) of the European Union where the secondary legislation was first published, together with the title, date and page number. There are seven elements required.

Enter the name of the European Union body, usually either European Commission or Council of the European Union.

Space open round bracket enter year in numbers close round bracket space.

Capitalize the first word of the title, and then enter the title of the secondary legislation itself with a full stop at the end.

Then add a space and enter the letters OJ in italics and capitals with no space between and add a comma.

Then add the volume number of the legislation in the format capital L no space volume number comma.

Add a space and then enter the date of the publication in the format day space month comma.

Add a space after the comma then enter pp in lower case and a full stop. Add a space and then the starting page of the legislation dash last page of the legislation full stop with no spaces between.

Indent lines after the first line so that the author stands out on the page.

**Example:**

European Commission (2015) Regulation (EU) 2015/848 of the European Parliament and of the Council of 20 May 2015 on insolvency proceedings (Recast). *OJ*, L141, 5 June, pp. 19-72.

## 6.16 A European Union document not in the Official Journal

Reference European Union documents in exactly the same way as a technical report including the details of the reference number as the last element for ease of future identification. There are eight possible elements. The two optional elements are the available at url and accessed date as these may not always be required.

Enter the name of the European Union body.

Space open round bracket enter year in numbers close round bracket space.

For the title, add the document title in italics with capitals for the main words in the title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon in the title but not the remainder. Do not capitalize the second word of a hyphenated word. Full stop at the end of the title.

Add a space and then enter the place of publication, usually Brussels colon space. Capitalize the main words in the place.

Then enter the publisher, usually the Commission of the European Communities. Capitalize the main words in the publisher’s name.

Then open round brackets enter the reference number that the report is usually known by close round brackets full stop.

Add a space and enter capital A Available then enter the word at in lower case, add colon space enter URL space. This is an optional element.

Open a square bracket and enter the word capital A Accessed and then the date you accessed the site close square bracket full stop. The date is in the format DD space month space four digits for the year. This is also an optional element.

Indent lines after the first line so that the author stands out on the page.

**Example:**

**European Commission (2016) *Proposal for a Directive of the European Parliament and of the Council on Copyright in the Digital Single Market*. Brussels: European Commission (COM (2016) 593 Final).**

**Referencing Unpublished Sources**

## 6.17 An international treaty or convention

There are over 560 major multilateral treaties deposited with the Secretary-General of the United Nations. You are best advised to cite from the [UN Treaty](https://treaties.un.org/pages/ParticipationStatus.aspx?) pages using the following guidance which requires five elements.

Enter the title of the treaty or convention in italics with capitals for all the main words.

Space open round bracket enter year in numbers close round bracket space.

Enter the volume number and add a space.

Enter the letters in capitals UNTS and add a space.

Enter the page number of the United Nations Treaty Series on which the treaty starts.

**Example:**

*Convention on the Rights of the Child* (1989) 1577 UNTS 3

## 6.18 Notes of a lecture

As with other materials, it is likely that a lecture will have an author and title and a place where it was delivered. There will also be a year and date in which it was delivered. Additionally the lecture is likely to be part of a course or module. There are eight elements required.

Start by entering the name of the lecturer in the format surname comma space initial full stop. Capitalize the first letter of the surname and the initials.

Space open round bracket enter year in numbers close round bracket space.

Enter the title of the lecture, capitalizing the first letter of the first word of the title and add a full stop.

Add a space and then enter the module number and module name in italics with capitals for the main words and add a full stop. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon in the module name but not the remainder. Do not capitalize the second word of a hyphenated word.

Add a space and then enter the name of the Faculty or Department with capitals for the main words and add a comma.

Add a space and then enter the institution name and add a comma. Capitalize the main words of the institution.

Add a space and then enter the day and month of the lecture in the format day space month capitalizing the month.

Add a space and then open square brackets enter lecture space notes space taken space by space all in lower case enter the name of the note taker in the format first name space surname capitalizing the first letters of the name and then close the square bracket and add a full stop.

Indent lines after the first line so that the name of the lecturer stands out on the page.

**Example:**

Good, R. (2018) Visual communication of design ideas. *LAN6110 Designed Ecologies*. BA (Hons) Landscape Architecture, Birmingham City University, 10 December [lecture notes taken by Jessica Chandler].

## 6.19 Material in a virtual learning environment

There are seven elements required.

Start by entering the name of the lecturer in the format surname comma space initial full stop. Capitalize the first letter of the surname and the initials.

Space open round bracket enter year in numbers close round bracket space.

Add a space and then enter the module number and module name in italics with capitals for the main words and add a full stop. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon in the module name but not the remainder. Do not capitalize the second word of a hyphenated word.

Add a space and then enter the name of the Faculty or Department with capitals for the main words and add a comma.

Add a space and then enter the institution name and add a full stop. Capitalize the main words of the institution.

Add a space and then enter capital A Available space then enter the word through in lower case, add colon space enter url space.

Open a square bracket and enter the word capital A Accessed space and then enter the date you accessed the site close square bracket full stop. The date is in the format DD space month space four digits for the year.

Indent lines after the first line so that the name of the lecturer stands out on the page.

**Example:**

Jenkins, C. (2018) *NUR5070 Mental Health Nursing Practice 2*. Birmingham City University, Faculty of Health, Education and Life Sciences. Available through: <https://moodle.bcu.ac.uk/course/view.php?id=54132> [Accessed 7 August 2019].

**A lecture section on a virtual learning environment**

There are eight elements required.

Start by entering the name of the lecturer in the format surname comma space initial full stop. Capitalize the first letter of the surname and the initials.

Space open round bracket enter year in numbers close round bracket space.

Enter the title of the lecture, capitalizing the first letter of the first word of the title and add a full stop.

Add a space and then enter the module number and module name in italics with capitals for the main words and add a full stop. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon in the module name but not the remainder. Do not capitalize the second word of a hyphenated word.

Add a space and then enter the name of the Faculty or Department with capitals for the main words and add a comma.

Add a space and then enter the institution name and add a full stop. Capitalize the main words of the institution.

Add a space and then enter capital A Available space then enter the word through in lower case, add colon space enter url space.

Open a square bracket and enter the word capital A Accessed space and then the date you accessed the site close square bracket full stop. The date is in the format DD space month space four digits for the year.

Indent lines after the first line so that the name of the lecturer stands out on the page.

**Example:**

Vreugdenhil, C. (2018) The effect of memantine on cognitive function and neurodegeneration in dementia. *NUR5070 Mental Health Nursing Practice 2*. Birmingham City University, Faculty of Health, Education and Life Sciences. Available through: <https://moodle.bcu.ac.uk/course/view.php?id=54132> [Accessed 7 August 2019].

**Slides of a lecture on a virtual learning environment**

There are nine elements required.

Start by entering the name of the lecturer in the format surname comma space initial full stop. Capitalize the first letter of the surname and the initials.

Space open round bracket enter year in numbers close round bracket space.

Enter the title of the lecture, capitalizing the first letter of the first word of the title and add a full stop.

Add a space and then open square bracket enter powerpoint with both ps in capitals space presentation in lower case close square bracket.

Add a space and then enter the module number and module name in italics with capitals for the main words and add a full stop. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon in the module name but not the remainder. Do not capitalize the second word of a hyphenated word.

Add a space and then enter the name of the Faculty or Department with capitals for the main words and add a comma.

Add a space and then enter the institution name and add a full stop. Capitalize the main words of the institution.

Add a space and then enter capital A Available space then enter the word through in lower case, add colon space enter url space.

Open a square bracket and enter the word capital A Accessed space and then enter the date you accessed the site close square bracket full stop. The date is in the format DD space month space four digits for the year.

Indent lines after the first line so that the name of the lecturer stands out on the page.

**Example:**

Walsh, A. (2018) Depression & older people. [PowerPoint presentation] *NUR5070 Mental Health Nursing Practice 2*. Birmingham City University, Faculty of Health, Education and Life Sciences. Available through: <https://moodle.bcu.ac.uk/course/view.php?id=54132> [Accessed 7 August 2019].

**A forum posting or a discussion board**

There are nine elements required.

Start by entering the name of the author of the posting in the format surname comma space initial full stop. Capitalize the first letter of the surname and the initials.

Space open round bracket enter year in numbers close round bracket space.

Enter the title of the posting or discussion board item, capitalizing the first letter of the first word of the title and add a full stop.

Add a space and then enter the module number and module name in italics with capitals for the main words and add a full stop. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon in the module name but not the remainder. Do not capitalize the second word of a hyphenated word.

Add a space and then enter the name of the Faculty or Department with capitals for the main words and add a comma.

Add a space and then enter the institution name and add a comma. Capitalize the main words of the institution.

Add a space and then enter the day and month of the posting in the format day space month capitalizing the month.

Add a space and then enter capital A Available space then enter the word through in lower case, add colon space enter url space.

Open a square bracket and enter the word capital A Accessed space and then the date you accessed the site close square bracket full stop. The date is in the format dd space month space four digits for the year.

Indent lines after the first line so that the name of the lecturer stands out on the page.

**Example:**

Moseley, A. (2015) Obtaining absorption coefficients for modelling. *CEBE DMT Sound Forum: Acoustics, acoustic fundamentals, acoustic applications, acoustics and psychoacoustics, acoustic engineering*. Birmingham City University, Faculty of Computing, Engineering and the Built Environment, 6 November. Available through: <https://moodle.bcu.ac.uk/mod/forum/discuss.php?d=23468> [Accessed 7 August 2019].

## 6.20 A personal communication

You may wish to refer to the ideas of another with whom you have had verbal or written communication in whatever format. Make sure that the author is the surname of the person or the organization that is the source of the idea or information. You may need to obtain permission to include the reference in your work and you may wish to include any written communication as an Appendix.

There are six elements required.

Start by entering the name of the author of the communication in the format surname comma space initial full stop. Capitalize the first letter of the surname and the initials.

Space open round bracket enter year in numbers close round bracket space.

Enter the title or subject of the communication in italics with capitals for the main words and add a full stop. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon in the title but not the remainder. Do not capitalize the second word of a hyphenated word.

Add a space and then open a square bracket enter the format, for example the word email, in lower case close square bracket. This element is optional.

Add a space and then open a round bracket and enter the words personal capital p space communication close round bracket comma.

Add a space and then enter the day and month of the communication in the format day space month capitalizing the month. Close round brackets and add a full stop.

Indent lines after the first line so that the name of the author stands out on the page.

**Example:**

Rossetti, N. (2011) *Turboden Heat Recovery*. [email] (Personal communication, 19 April).

## 6.21 An internal report or presentation

You may wish to reference slides from a presentation that you attended or has been supplied to you where the presentation or report is not available online. An example is a presentation from the organisation where you were on placement. Please check first with the organisation that they give you permission to use the material in your work. There are six elements required.

Start by entering the name of the author of the report or presentation in the format surname comma space initial full stop. Capitalize the first letter of the surname and the initials.

Space open round bracket enter year in numbers close round bracket space.

Enter the title of the report or presentation in italics with capitals for the main words and add a full stop. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon in the title but not the remainder. Do not capitalize the second word of a hyphenated word.

Add a space and then open a square bracket enter the format, for example the word PowerPoint with the Ps in upper case close square bracket.

Add a space and then enter the words internal capital I space title of the organization and the word report or presentation and add a full stop.

Add a space and then enter the word unpublished capitalizing the first word.

Indent lines after the first line so that the name of the author stands out on the page.

**Example:**

Smith, I. and Emmerson, P. (2009) *Travel Plans: The potential is realised. Evidence from the Highways Agency’s ITB programme*. [PowerPoint slides] Internal TRICS presentation. Unpublished.

## 6.22 A forthcoming publication

**A forthcoming book**

If you have access to a forthcoming book, use the book format and add the words "in press". There are seven elements required.

Enter the author’s surname followed by a comma space initials full stop. The first letter of surnames is in capitals. For two authors include a space after the initials and full stop and then enter the word and followed by a space and the second author’s surname comma space initials and full stop. For three or more authors, add a comma after the initials and full stop of the first author, enter the author’s surname, comma space initials full stop and repeat for all the authors except the last. For the last author, enter the word and followed by a space and then the last author’s surname comma space initials and full stop. Make sure there is a full stop before the next element which is the date.

Space open round bracket enter year in numbers comma space enter the words in space press both in lower case close round bracket space.

For the title, add the book title in italics with capitals for the main words in the title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon in a book title but not the remainder. Do not capitalize the second word of a hyphenated word. Full stop at the end of the title.

Add a space and then enter the edition number in numbers with the ordinal in superscript space, add a space and then enter the letters edn for the edition statement and then a full stop immediately after the n. Don’t include first editions.

Then add a space and enter the place of publication colon space. Capitalize the main words in the place. For larger, well-known places, the place name alone may be given. For smaller places, a qualifier should be added such as the county, department, state, province, country to the place name. It is sensible to include a qualifier to distinguish locations. In all these cases add a comma after the place of publication and add a space and then the qualifier and then the colon space. For American publications use a two letter abbreviation for the state in capitals followed by the colon and add a space.

Finally, enter the publisher’s name full stop. Capitalize the main words in the publisher’s name.

Indent lines after the first line so that the author or authors stand out on the page.

**Example:**

**De Man, B., Stables, R. and Reiss, J. D. (2019, in press) *Intelligent Music Production*. London: Routledge.**

**A forthcoming book chapter**

**For forthcoming book chapters use the same approach of adding the words in press after the year in brackets to the edited book chapter format. There are ten possible elements with the last element, the page numbers, being optional as these may not be available.**

Enter the author’s surname comma space initials full stop comma, add a comma and repeat for all of the authors of the chapter. The first letter of all surnames is in capitals. Make sure there is a full stop before the next element.

Space open bracket year in numbers comma space enter the words in space press both in lower case close bracket space.

Capitalize the first word of the book chapter, and then enter the title of the chapter itself with a full stop at the end of the chapter title.

Add a space then enter the word In with a capital I colon.

Add a space and then enter the initials of the editor first full stop space surname comma. Repeat if more than one editor. After the comma add a space and enter the letters ed full stop or eds full stop depending on whether there is more than one editor of the whole book.

Then add a space and enter the book title in italics. As with referencing a book, capitalize the main words in the title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon in a book title but not the remainder. Do not capitalize the second word of a hyphenated word. Full stop at the end of the title. Include volume details in italics and capitals if the volume details form part of the title.

If the edition is second or higher then enter the edition number in numbers with the ordinal in superscript space, enter the letters edn for the edition statement and then a full stop immediately after the n. Don’t include first editions.

Then add a space and enter the place of publication colon space. Capitalize the main words in the place. For larger, well-known places, the place name alone may be given. For smaller places, a qualifier should be added such as the county, department, state, province, country to the place name. It is sensible to include a qualifier to distinguish locations. In all these cases add a comma after the place of publication and add a space and then the qualifier and then the colon space. For American publications use a two letter abbreviation for the state in capitals followed by the colon and add a space.

Then enter the publisher’s name comma. Capitalize the main words in the publisher’s name.

Finally if you have the information, add a space after the comma and enter the letters pp in lower case and a full stop. Add a space and then the starting page of the article dash last page of the article full stop with no spaces between. This is an optional element.

Indent lines after the first line so that the author stands out on the page.

**Example:**

Damsa, L. (2019, in press) Sustainability and the transformation of the socialist corporation into the private corporation: three lost decades?. In: B. Sjafjell and C. M. Bruner, eds. *Cambridge Handbook of Corporate Law, Corporate Governance and Sustainability*. Cambridge: Cambridge University Press.

**Referencing Other Sources**

## 6.23 A piece of archive material

**If you have used material from archives or special collections, there are eight elements required.**

**Enter the organization name that created the material followed by a space. If the archive material has an author, enter the author’s surname followed by a comma space initials full stop. The first letter of surnames is in capitals. Make sure there is a full stop and a space before the next element which is the date.**

Space open round bracket enter year in numbers close round bracket space. **Enter a range of years in the format year dash year no spaces if the material was created over a number of years.**

**Enter the title of the archive material in italics with capitals for the main words in the title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon in the title but not the remainder. Do not capitalize the second word of a hyphenated word. Add a full stop at the end of the title.**

**Add a space and then open square bracket enter the format detail – the word manuscript in the example – all in lower case close square bracket add a space.**

**Then enter the name of the collection which may be the same as the name of the archive with capitals for the main words and add a comma.**

**Add a space and enter the collection number within the archive. This usually contains forward slashes. Add a full stop.**

**Add a space and then enter the location of the archive colon space.**

**Finally add a space and enter the name of the archive followed by a full stop.**

**Indent lines after the first line so that the author stands out on the page.**

**Example:**

**Birmingham Municipal School of Art (1885-1888)** School of Art Management Sub-Committee Minutes, Vol. 1. **[manuscript] Birmingham City University Art and Design Archives, SA/AD/2/1. Birmingham: Birmingham City University Art and Design Archives.**

## 6.24 A pamphlet

A pamphlet is an unpublished item which nonetheless may contain relevant material which you would like to include in your work, especially if it is of a historical nature. Use the same format as a book but you may not have all the bibliographic details required for this format. Provide the location of the unpublished pamphlet and use seven elements.

Enter the author’s surname followed by a comma space initials full stop. The first letter of surnames is in capitals. For two authors include a space after the initials and full stop and then enter the word and followed by a space and the second author’s surname comma space initials and full stop. For three or more authors, add a comma after the initials and full stop of the first author, enter the author’s surname, comma space initials full stop and repeat for all the authors except the last. For the last author, enter the word and followed by a space and then the last author’s surname comma space initials and full stop. Make sure there is a full stop before the next element which is the date.

Space open round bracket enter year in numbers close round bracket space.

For the title, add the pamphlet title in italics with capitals for the main words in the title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon in the title but not the remainder. Do not capitalize the second word of a hyphenated word. Full stop at the end of the title.

Add a space and then enter the edition number in numbers with the ordinal in superscript space, add a space and then enter the letters edn for the edition statement and then a full stop immediately after the n. Don’t include first editions.

Then add a space and enter the place of publication colon space. Capitalize the main words in the place. For larger, well-known places, the place name alone may be given. For smaller places, a qualifier should be added such as the county, department, state, province, country to the place name. It is sensible to include a qualifier to distinguish locations. In all these cases add a comma after the place of publication and add a space and then the qualifier and then the colon space. For American publications use a two letter abbreviation for the state in capitals followed by the colon and add a space.

Enter the publisher’s name, usually the organization for which the report was published, full stop. Capitalize the main words in the publisher’s name.

Finally, enter the words unpublished capitalizing the first letter pamphlet and the location of the pamphlet ending with a full stop.

Indent lines after the first line so that the author stands out on the page.

**Example:**

Llwchwr Urban District Council (195?) *Official Guide to Lougher, Pontardulais, Gorseinon, Gowerton, Llangyfelach & District, Glamorganshire*. 3rd edn. Croydon: s.n. Unpublished pamphlet held at the Bodleian Library, University of Oxford, G.A. Glam. 8° 72 (v. ).

## 6.25 An interview

An interview will normally be with a named person on a particular date and conducted by a specific person but you will need to provide a title. It is useful to give the venue. In your reference list provide the following details for interviews you have conducted yourself. There are six possible elements required with one optional element.

Enter the surname of the interviewee comma space initial full stop.

Space open round bracket enter year in numbers close round bracket space.

Enter the title of the interview in italics full stop if one exists. This is an optional element. Capitalize the main words in the title.

Enter the words Interviewed capital I space by space the name of the interviewer in the format first name space last name.

Add a space and enter the word at in lower case space and then the location of the interview comma. Capitalize the main words in the location.

Add a space and then enter the day space month full stop of the interview.

Indent lines after the first line if applicable so that the interviewee stands out on the page.

**Example:**

Branson, R. (2014) Interviewed by John Doe at Birmingham City University, 4 July.

For interviews in printed sources, from broadcasts, or from sources that feature as part of additional material on DVD, use the format of the source following the advice in this document or on the web pages.

**A recorded interview available online**

You may need to quote interviews with people that appear on a video hosting site such as YouTube or Vimeo or are available on a web page. There are nine elements required.

Enter the surname of the interviewee comma space initial full stop.

Space open round bracket enter year in numbers close round bracket space.

Enter the title of the interview in italics full stop.

Add a space open square bracket enter format in lower case, usually video but could be podcast close square bracket.

Add a space and then enter the words Interviewed capital I space by space the name of the interviewer.

Add a space and then enter the word at in lower case space and then the location of the interview comma.

Add a space and then enter the day space month full stop of the interview.

Add a space and then enter capital A Available then enter the word at or through in lower case, add colon space enter URL space. Use the word at if the content is directly at that URL or through if the URL is the portal to the content.

Open a square bracket and enter the word capital A Accessed space and then the date you accessed the site close square bracket full stop. The date is in the format DD space month space four digits for the year.

Indent lines after the first line if applicable so that the interviewee stands out on the page.

**Example:**

Yuzna, B. (2015) *ScratchTVBCU Brian Yuzna Interview*. [video] Interviewed by Chrissy Hall at Birmingham City University, Birmingham, 4 November. Available at: <https://www.youtube.com/watch?v=yhUWxkGEdNg&list=PLpQuPYCyuS5pgNidr4yx-CZ2hY5i8PqDn&index=12> [Accessed 31 May 2016].

## 6.26 The national curriculum

**The current national curriculum**

To reference the current (2014) national curriculum in England in your work use the same format as when referencing an electronic report in pdf. There are six elements required.

Enter the organization name in the format department space for space education with a capital d and e.

Add a space then open round bracket enter the year in numbers in this case 2014 close round bracket space.

For the title, add the title in italics with capitals for the main words in the title. So enter the space national space curriculum space in space England with a capital n c and e. Add a colon space then enter the word framework capital f space document full stop.

Then add a space open a square bracket enter the letters in lower case pdf close square bracket space.

Enter capital A Available at colon space enter url space.

Open a square bracket and enter the word capital A Accessed space and then the date you accessed the site close square bracket full stop. The date is in the format DD space month space four digits for the year.

Indent lines after the first line so that the author stands out on the page.

For specific subjects use the same format but be aware that not all of these publications are available in pdf, for example, the statutory guidance for English is simply available on the web page.

**Example:**

**Department for Education (2014)** The National Curriculum in England: Framework document. **[pdf] Available at:** <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335116/Master_final_national_curriculum_220714.pdf> **[Accessed 31 July 2015].**

Department for Education (2014) *National Curriculum in England: English programmes of study. Statutory guidance*. Available at: <https://www.gov.uk/government/publications/national-curriculum-in-england-english-programmes-of-study/national-curriculum-in-england-english-programmes-of-study> [Accessed 31 July 2015].

**A former national curriculum**

To reference a former national curriculum use the same format as for a book omitting the edition statement. There are five elements required.

Enter the department name capitalizing the main words.

Space open round bracket enter year in numbers close round bracket space.

For the title, add the curriculum title in italics with capitals for the main words in the title. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon but not the remainder. Do not capitalize the second word of a hyphenated word. Full stop at the end of the title.

Then add a space and enter the place of publication colon space and add a space.

Finally enter the publisher and add a full stop.

Indent lines after the first line so that the department name stands out on the page.

**Example:**

**Department for Education and Employment (DfEE) (1999)** The National Curriculum for England: English key stages 1-4**. London: DfEE.**

If this is available online then use the electronic report in pdf format.

**Example:**

**Qualifications and Curriculum Authority (QCA) (2007) *English: Programme of study for Key Stage 4.* [pdf] Available at:** <http://webarchive.nationalarchives.gov.uk/20130401151655/http://media.education.gov.uk/assets/files/pdf/p/english%202007%20programme%20of%20study%20for%20key%20stage%204.pdf> **[Accessed 8 August 2014].**

## 6.27 A patent

There are five elements required.

Enter the name of the inventor in the format surname comma space initial full stop space. Capitalize the initials and the first letter of the surname.

Space open round bracket enter year in numbers the patent was granted close round bracket space.

Enter the title of the patent in italics capitalizing the main words. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Capitalize the first word after a colon but not the remainder. Do not capitalize the second word of a hyphenated word. Add a full stop at the end of the title.

Add a space and enter the patent country using the two letter abbreviation of the patent office in capitals add a space then enter the word patent capital p space then enter the number of the patent in the format two letter abbreviation in capitals then number then add a comma.

Enter the day space month of the date the patent was granted.

**Example:**

**Aftelak, A. J. (2001) *Frequency Tracking Loop and Method of Frequency Tracking*. UK Patent GB2347286, 18 April.**

## **6.28 A standard**

You will largely find standards through web-based subscription sites such as British Standards Online but academic practice is to cite the standards as if they are in a printed form. There are seven possible elements with one optional element. This is the edition statement which is not required if the standard is in its first edition.

Enter the organization’s name

Space open round bracket enter year in numbers close round bracket space.

Enter the reference number of the standard in italics colon space with capitals for the standard issuer as in the example.

Add a space and then enter the standard title in italics with capitals for the first letter of the first word of the title. Full stop at the end of the title.

Add a space and then, if the standard is in its second edition or higher enter the edition number in numbers with the ordinal in superscript space and then enter the letters edn for the edition statement and then a full stop immediately after the n. Don’t include first editions. This is the optional element.

Then add a space and enter the place of publication colon space. Capitalize the main words in the place. For larger, well-known places, the place name alone may be given. For smaller places, a qualifier should be added such as the county, department, state, province, country to the place name. It is sensible to include a qualifier to distinguish locations. In all these cases add a comma after the place of publication and add a space and then the qualifier and then the colon space. For American publications use a two letter abbreviation for the state in capitals followed by the colon and add a space.

Finally, enter the publisher’s name full stop. Capitalize the main words in the publisher’s name.

Indent lines after the first line so that the organization name stands out on the page.

**Example:**

**International Organization for Standardization (ISO) (2015) *ISO 9001: Quality management systems. Requirements*. 5th edn. Geneva: ISO.**

**A standard available online**

Some standards are freely available online. There are nine possible elements with one optional element. This is the edition statement which is not required if the book is in its first edition.

Enter the organization’s name

Space open round bracket enter year in numbers close round bracket space.

Enter the reference number of the standard in italics colon space with capitals for the standard issuer as in the example.

Add a space and then enter the standard title in italics with capitals for the first letter of the first word of the title. Full stop at the end of the title.

Add a space and then, if the standard is in its second edition or higher enter the edition number in numbers with the ordinal in superscript space and then enter the letters edn for the edition statement and then a full stop immediately after the n. Don’t include first editions. This is the optional element.

Then add a space and enter the place of publication colon space. Capitalize the main words in the place. For larger, well-known places, the place name alone may be given. For smaller places, a qualifier should be added such as the county, department, state, province, country to the place name. It is sensible to include a qualifier to distinguish locations. In all these cases add a comma after the place of publication and add a space and then the qualifier and then the colon space. For American publications use a two letter abbreviation for the state in capitals followed by the colon and add a space.

Then enter the publisher’s name full stop. Capitalize the main words in the publisher’s name.

Add a space and enter capital A Available at colon space enter url space.

Open a square bracket and enter the word capital A Accessed and then the date you accessed the site close square bracket full stop. The date is in the format DD space month space four digits for the year.

Indent lines after the first line so that the organization name stands out on the page.

**Example:**

**National Institute of Standards and Technology (NIST) (2015) *FIPS PUB 180-4: Secure hash standard (SHS)*. Gaithersburg, MD: National Institute of Standards and Technology. Available at:** [http://nvlpubs.nist.gov/nistpubs/FIPS/NIST.FIPS.180-4.pdf](http://nvlpubs.nist.gov/nistpubs/FIPS/NIST.FIPS.180-4.pdf%20) **[Accessed 28 July 2016].**