Harvard (Author-Date) Referencing

**University of Hull standard style**

If you Google 'Harvard Referencing' you will find that every university has its own guide and that they all differ slightly in terms of punctuation, formatting and the order of information. 'Harvard Referencing' refers to any referencing style that uses the **author name** and **year of publication** within the text to indicate that information or ideas have been sourced from elsewhere. For this reason, it is sometimes referred to as 'Author Date' referencing.

This guide gives University of Hull students definitive examples of how to reference different materials using Harvard referencing for all their submitted work.

This is the standardised referencing system to be used by all departments, faculties and schools at the University of Hull who ask their students to use the Harvard referencing system. Use these guidelines when referencing manually. We do, however, recommend that all students learn how to use bibliographic software (EndNote or Refworks) over the course of their studies to make their referencing more efficient. Relevant styles are available on the Skills Team pages of the Library website.

Web: [www.hull.ac.uk/skills](http://www.hull.ac.uk/skills)
Email: [skills@hull.ac.uk](mailto:skills@hull.ac.uk)
Photograph ................................................................................................................... 24
Book illustration, figure or table ................................................................................... 25
Cartoon ......................................................................................................................... 25
Painting, drawing or poster ........................................................................................... 25
Sculpture or installation ............................................................................................... 25
Printed map .................................................................................................................... 26
Online map .................................................................................................................... 26
Audiovisual sources ......................................................................................................... 27
DVD/Video/Blu-ray ........................................................................................................... 27
Broadcasts and streaming (TV, Radio, Netflix, BoB etc) .................................................. 28
Film (cinema release, TV or BoB) .................................................................................. 29
Podcasts .......................................................................................................................... 29
YouTube video ............................................................................................................... 30
PowerPoint (or other) presentation ................................................................................. 30
Video games ................................................................................................................... 30
Music ................................................................................................................................ 31
Individual score .............................................................................................................. 31
Scores part of collected works or anthologies ............................................................... 31
Classical music recording ............................................................................................... 31
Other recorded music ...................................................................................................... 32
Lyrics or libretto .............................................................................................................. 33
Liner notes/album cover notes etc ................................................................................ 33
Live performances ........................................................................................................... 33
Concert ........................................................................................................................... 33
Dance ............................................................................................................................... 33
Play .................................................................................................................................. 34
Speech ............................................................................................................................. 34
Personal communications etc ........................................................................................ 34
Email ............................................................................................................................... 34
Interview or conversation (including telephone or Skype) ............................................ 34
Letter ............................................................................................................................... 35
Lecture notes ................................................................................................................... 35
Anything else ................................................................................................................... 35
Anything not mentioned already ................................................................................... 35
What is Referencing?

Referencing is acknowledging the sources of information (originated by another person) that you have used to help you write your essay, report or other piece of work.

In your work, you should use the existing knowledge of others to back up and provide evidence for your arguments. This makes your arguments stronger and gives them true academic value. The sources of information you use may include books, journal articles, newspapers, government publications, organisational reports, websites, videos, computer programs and so on.

When must you use a reference in your work?

You MUST use a reference whenever you:

- Quote directly from a source.
- Paraphrase (put into your own words) someone else’s ideas. This is often a better alternative to using a direct quotation.
- Use statistics or other pieces of specific information which are drawn from a source you have read, viewed or heard.
- Use photographs, diagrams, illustrations or charts that you have not designed and created yourself.

Avoiding plagiarism

If you do not use a reference in the circumstances above or follow the conventions of referencing your work you run the risk of committing the serious academic offence of plagiarism. Plagiarism is taking the work of others and passing it off as your own work (even unintentionally). This may ultimately result in failure or expulsion from the University. Don't panic though, it is easy to avoid if you follow some basic rules.

How do you reference?

You reference using a referencing system. This is a set of guidelines to show you what information is needed in a reference and how you should format it, both within your text and in your reference list at the end of the document. Your department has decided to use a Harvard referencing system and you should follow the guidelines in this document when you are referencing your assessed university work.

Golden rules

Whichever referencing system you use, there are some general golden rules which should be followed:

- Be consistent – use only the guidelines provided and stick to them for all your work.
- Follow the detail in your guidelines absolutely; for example, for punctuation, capitals and italics. If you do this inconsistently, you may lose marks. Referencing is all about attention to detail.
- If the source of information you are referencing does not fit any of the examples in the guidelines, include enough information for your reader to find and check that source, in a format as near to the appropriate example as possible.
THE GUIDELINES

Citing references within your text

When using a Harvard referencing style, the in-text citations need to indicate who was the author or producer of the work you are citing and what year it was published or created. If you have provided a direct quotation, you will also need to include the page number. There are various rules to follow and these are explained in the sections below.

Author name(s) included in text

When an author name is included within your text the name is followed by date of publication in brackets:

Robinson (2001) suggests that Western culture has an obsession with academic achievement and fails to recognise the worth of creative ability.

When two co-authors are mentioned within the text, separate them with the word 'and' rather than using an ampersand (&):

Alley and Neeley (2005) suggest that...

When authors of different works are both referred to in a sentence, cite them separately:

Martin (2005) and Rothfuss (2011) both infer that...

Author name(s) not in text

When the author name is not included in the text their surname and date of publication are added in brackets at the end of the appropriate sentence, separated by a comma. Make sure the citation is placed before the full stop:

All slides should use a full sentence to make an assertion in their title and give the evidence to back up that assertion in the main body of the slide. Where possible this evidence should be visual (Alley & Neeley, 2005).

Note: Co-author names in this case are separated with an ampersand (&) unlike when the authors are referred to within the text.

For more than one authors' work referred to within a sentence, list citations in chronological order, separated by semicolons:

(Smith, 2005; Rothfuss, 2013).

Corporate authors

Where no specific author is given, use the name of the organisation or company. If the organisation is known by abbreviations always give the name in full the first time their work is cited:

The Nursing and Midwifery Council (NMC) have published guidance on professional conduct for nursing and midwifery students (NMC, 2011).
Multiple authors
For two authors, please see the Author name(s) included in text and Author name(s) not in text sections above as the rules are slightly different in each instance.

For more than two authors, in text citations only show the first author followed by et al. (which stands for 'and others' in Latin). This does not need to be italicised.

Brown et al. (2011) indicate that...

This has been confirmed by many different researchers (Brown et al., 2011; Green, 2012; White et al., 2012).

No date available
Where no date is known, use the abbreviation n.d.:

The amount of Brazilian Atlantic forest remaining is decreasing every year (SOS Mata Atlântica, n.d.).

Direct quotations
For direct quotations, include the page number(s) after the date, following a colon. The abbreviation p or pg is not required:

According to Duarte (2010:53), "Incorporating story into presentations has an exponential effect on outcomes".

Page numbers are not required when quoting from webpages.
If you have accessed an electronic book with no obvious page numbers (such as earlier Kindle books), location data can be given instead:

Stevensen (2011:loc 211) states that "a story is the best way to help employees 'grasp' an abstract concept".

Citing different works by the same author
For more than one citation by the same author on the same information with different dates, list all the dates after the name separated by commas:


Note that you only use semicolons between lists of different authors.

For more than one citation by the same author in the same year put a, b, c etc after the date:

(Martin, 2011a)....(Martin, 2011b).

Note, in the reference list, works by the same author, published in the same year, should be in alphabetical order by title. It is this position in the reference list rather than the position in the document that determines which letter a citation is given. It is therefore possible that you could cite (Martin, 2011b) before (Martin, 2011a) in the document itself.
Unknown authors

Where the author name is not known (for instance for some reference books) and a corporate author is not clear, use the title of the work (or web page) as your citation (if this is long you can use a shortened form):

(Gourmet coffee boom, 2013).

Do not use the abbreviation Anon.

Citing from web pages

As long as the web page is reputable, it is perfectly acceptable to use them in academic work. Never just give the URL as your in-text citation. Always follow the standard Harvard citation style of (Author, Year).

- Authors are often companies and organisations: (NHS, 2004).
- If no author or organisation is clear, give the web page title: (Gourmet coffee boom, 2013).
- Dates are often found in the copyright information at the bottom of the web page.
- If a date range is given, use the latest date.
- If no date is given, use n.d.

Religious texts

Include the name of the religious text, Book. Sura or Chapter:Verse e.g.

"I can do all things through Christ who strengthens me" (The Bible, Philippians. 4:13).

"And shake toward you the trunk of the palm tree; it will drop upon you ripe, fresh dates" (The Qur'an, Miriam. 19:25).

For other religious texts, adapt to whatever is the conventional numbering system.

Plays and long poems

Plays and poems need more specific citations:

Play

When quoting directly from plays, you should give a concise reference number indicating Act, Scene and line number. For Shakespeare plays, give the play title rather than the author in the citation:

"One that loved not wisely but too well" (Othello, 3.2. 390).

If the play is not divided in such a way, just give page numbers as normal.

Long poems

When quoting from poems, give the line number(s) after the quotation, separate consecutive lines with a virgule (/):

"According to Ode to a Nightingale, “tender is the night, / And haply the Queen–Moon is on her throne, / Cluster’d around by all her starry Fays” (35–37).
Secondary References

Sometimes you want to reference something that has been quoted, reproduced or cited in a source you have read (a secondary reference). Here are a few simple rules when dealing with them:

- If at all possible, find the original source and use that instead.
- Never pretend you have read the original source.
- Only include the book/article you have read in the reference list.
- Always make it clear in your in text citation that it is a secondary reference. Here are some examples:

  Harrison (2008) cited in Peters (2010) implied that...

  Rebecca Bishop, a native American public relations officer (quoted in Sorensen, 2012) believes that...

  In a letter to his brother, Rembrandt admitted his reluctance to accept money (Rembrandt, 1880 in Stone, 1995).

  Figure 4: Aerial shot of the scene (Patel, 2003 in Justin, 2009).

For the above examples, the entries in the reference list would be for Peters, Sorensen, Stone and Justin (NOT Harrison, Bishop, Rembrandt or Patel).

When to include page numbers

Always use page numbers within your reference when you are quoting directly from your source:

   According to Ryan (2004:267) music is the art that "touches, in one form or another, the widest segment of the world's population".

If there is a quite a gap between giving the reference and the quote, you can put the page number by itself in brackets directly after the quotation:

   Work by Oliver (2011) found that mechanisms for assuring their development varied from non-existent through vague statements of “opportunities provided” (page 12) to a few well documented quality review processes.

Sometimes, especially when using books as sources, it can be helpful to give a page number even when you have paraphrased the text. This is not essential, but it is a courtesy to the reader to help them find the part of the book that you are referring to more easily.

   According to Gottshcall (2012:111) conspiracy theories are the result of a dark human need to make up stories where they do not exist.
Reference list templates and examples

The reference list appears at the end of your document and is a full list of the works you have referred to within your written text. It should be in **alphabetical order by surname** (or citation entry if some names were not known). References should be typed using single line spacing with a clear space between each reference. Indentation in not necessary.

Some departments may ask for a full bibliography, which would also include any works that you have consulted in the process of writing the piece but have not referred to directly. However this is not usually the case so please check with them if you are unsure. Sometimes you can just add an "Additional material consulted" section after your reference list to avoid confusion.

You will find below information about how to reference nearly all possible types of material. If there is anything missing, please contact us on Skills@hull.ac.uk and we will advise you personally and then add the information to this page.

**Books (print and electronic)**

**Book with single author**

Include the following information:

Surname, Initials. (Year) *Title of book in sentence case*¹ and *italics: subtitle if present*. City published: Publisher.


**Book with multiple authors**

Give the following information:

Surnames and initials of all authors (Year) *Title of book in sentence case: subtitle if present*. City published: Publisher.

For two authors use an ampersand (&) between them:


For more than two authors, list all the names, separated by commas with an ampersand (&) before the last (do not use et al in reference lists):


¹ Sentence case means you only capitalise the first word and any proper nouns.
Not the first edition

Put the edition number after the book title (after a comma). Use the full word 'edition' not an abbreviation (to distinguish it from the abbreviation for editor):

Author(s) (Year) Title of book in sentence case: subtitle if present, N° edition. City published: Publisher.


An edited book

As for an authored book with the addition of (ed) or (eds) after editor name(s) i.e.

Editor (ed) (Year) Title of book in sentence case: subtitle if present. City published: Publisher.


A chapter in an edited book

You need to give the title of the chapter and the title of the book. The title of the book, not the chapter needs to be in italics. If the chapter date is different to the book publication date (e.g. for collected articles) put the book date after (ed), before the book title.

Author(s) (Year) Title of chapter. In Editor(s) (ed(s)) Title of book. City published: Publisher, page range of chapter.


An electronic book (eBook)

There is no need to give information about which provider you accessed the eBook through. It is sufficient to indicate that it is an eBook that you have read by putting [eBook] in square brackets after the book title or edition information. If no place of publication information is available, don’t worry, just put the publisher. URLs are not required as these are usually session specific and would not link the reader to the eBook:

Author(s) (Year) Title of book [eBook]. City published (if available): Publisher.


An eReader book (Kindle, Kobo, Nook etc.)

As with other eBooks, it is sufficient to make it clear which version of the book you have read. This information is placed after the book title or edition information. You should include download dates if possible (versions are updated and this should be reflected). Download dates are usually the same as your purchase dates and can be found by looking
back at your order history online. If you no longer have access to this information, don't worry, just give what information you have. City or publisher information is often unavailable and can be omitted if this is the case (although can often be found at the end of your eReader book).

**Author(s) (Year) Title of book, eReader version. City published: Publisher.[Downloaded date].**


**Reminder:** When quoting directly from eReader books where no page number information is present, location information can be used for in–text citations instead: (Stevensen, 2011:loc 211).

**Translated books**

You should include details for the translator and an indication of the original language. If the original was a historically significant book, include the date of the original as well as the translation (the original date would then be the one in your in–text citation).

**Author(s) (Year) Title of book. Translated from (language) by (name of translator, date if needed). City published: Publisher.**


**Audio books (CDs and downloads)**

**Audio books on CD:**

**Author(s) (Year) Title of book [Audio CD]. Version (abridged or unabridged). City published: Publisher.**


**Audio books via download:**

**Author(s) (Year) Title of book [Audio download]. Version (abridged or unabridged). Publisher. [Downloaded date].**


**Note:** When quoting directly from audio books, you will need to give a time stamp rather than page number in your in-text citation: (Tracy, 2012:27 min).
Articles (journal, newspaper and magazine)

Journal articles (print or online)
Print journals and online versions of printed journals should be referenced in the same way. There is no need to state that a journal was accessed online or through which database (unless it is an online-only journal in which case see below). Include the following information:

Author(s) (Year) Title of article in sentence case. \textit{Journal title in italics}, Issue information, page range.


Journal article (online only)
Give the following information, note that page numbers are not often used:

Author(s) (Year) Title of article. \textit{Journal title in italics}, Issue information. Available online: URL for the article [Accessed date].


Newspaper article (print or archived online)
As with journals, it is not necessary to give the online information if you are referring to a printed article, or one that only came out in print originally:

Author if known or newspaper title if not (Year) Title of the article or column heading. \textit{Title of the newspaper}, Day and Month, Page number.


---

\(^2\) Sentence case means you only capitalise the first word and any proper nouns.

\(^3\) Issue information is usually volume and issue but can sometimes be volume only or include supplement information. Occasionally it is a season (Spring, Summer etc), month or date (do not repeat the year if this is the case).
Newspaper article (online only or internet edition)

Internet editions of newspaper articles are often slightly different to the printed articles (information may be added or excluded). It is therefore important to make it clear that you have accessed the article online:

Author if known or newspaper title if not (Year) Title of the article. *Title of the newspaper*, Day and Month [Online]. Available at: URL [Accessed date].


Magazine/comic article

These are similar to printed newspaper or journal articles:

Author if known or magazine/comic title if not (Year) Title of the article or comic strip. *Title of the Magazine/Comic*, Issue or date, page number if relevant.

Magazines:


Comics:


Official Governmental and NGO documents

Act of Parliament

The way we reference Acts changed in 1963. Before that, the year of reign of the monarch (regnal year) needs to be included:

Prior to 1963

*Name of Act* (short title with key words capitalised) (Year) Regnal year, Chapter Number. City published: Publisher.


Since 1963

*Name of Act* (short title with key words capitalised) (Year) Chapter Number. City published: Publisher.


If you cannot see publishing information, it is acceptable to include a URL and access date instead:

If you wish to refer to a particular section (known as a schedule) or paragraph (these are numbered), you can add that extra information to your in–text citation:

(Criminal Justice Act, 2003:s35(122))

Statutory Instrument

The title of Statutory Instruments includes a date which is why this looks a little different to other references:

Title with key words capitalised (including bracketed information if present) (SI Year and Number). City published: Publisher.


Note The in–text citation for Statutory Instruments is the short title including year, maintaining italics. (The Criminal Justice Order, 2003)

Law reports/cases

Legal citation takes a particular format, not part of the Harvard system:

Names of the parties involved (these could be letters if anonymised). Year of reporting – in square brackets or round brackets Volume number Abbreviation of the law report series, First page of reference.

Callery v Gray (No 2) [2001] 4 All ER, 1.


In the example above All ER = All England Law Reports, FCR = Family Court Reports and U.S. = United States Reports

Note In–text citations just use the names and date i.e. (Callery v Gray, 2001).

Command papers (including White Papers and Green Papers)

You need to include the official number of the paper (usually found at the bottom left of the front cover):

Authorship (Year) Title of document (Official number). City published: Publisher. Available online: URL [Accessed date].

4 Square brackets are used when the date is the primary method for finding the case (in the examples above there are more than one volume 4 and 2 in those report series). Round brackets are used when the date is not necessary to find the case (there is only one volume 347 in the United States Reports).


British and International Standards

You need to include the identifying letters and numbers, they come before the title:


Patent

If the patent is available online, show where and when you accessed it:


European Union documentation

Include the following information:

Name of institution – common abbreviations acceptable (Year) Title of document (Official number). City published: Publisher (often the institution in full).


United Nations documents and publications

The United Nations produce both internal documents and external publications. These include resolutions, statements, reports etc. Titles could be long, sometimes (as for statements) the actual document does not say what they are about in their title but the initial link to them does. It is hard to produce a template that covers them all, but use the basic one below as guidance, adapting it as needed for the document in question.

Links to online versions may not be needed – check with your supervisor/lecturer.


**Other NGO documents**

There are so many different non-governmental organisations that a fixed template is difficult to create. Adapt the one below as necessary, trying to keep the styling consistent:

Name of organisation – common abbreviations acceptable (Year) Title of document (Full date of document, Official number if given). City or country published: Publisher. Available online: URL [Accessed date].


**Health documents**

Note that common abbreviations for health organisations such as NHS or NMC should only be used as corporate author names if they have been written in full within the text of the document and the abbreviation given. For example, Nursing and Midwifery Council (NMC, 2015) or (Nursing and Midwifery Council [NMC], 2015). Generally, if you are only referring to an organisation once, use the full title in your in-text citation and your reference list; if you are repeating it, use the abbreviation after the first occurrence and in your reference list (though write in full if giving as a publisher).
The NHS is a very large organisation, so if you are referring to a document produced by a smaller part of it, use that as the author instead (for example ‘NHS Blood and Transplant’ or “Humber NHS Foundation Trust’).

**Codes of practice**

Most codes of practice are available online and you will give a URL. If you do happen to access a paper copy, then give the publisher information.

Name of institution - common abbreviations acceptable (Year) **Title of code.** Available online: URL [Accessed date].

OR

Name of institution - common abbreviations acceptable (Year) **Title of code.** City published: Publisher.


**Policy documents**

Most policy documents are available online and you will give a URL. If you do happen to access a paper copy, then give the publisher information.

Name of institution – common abbreviations acceptable (Year) **Title of policy document.** Available online: URL [Accessed date].

OR

Name of institution – common abbreviations acceptable (Year) **Title of policy document.** City published: Publisher.


**Guidelines**

Most guidelines are available online and you will give a URL. If you do happen to access a paper copy, then give the publisher information.

Name of institution – common abbreviations acceptable (Year) **Title of document** (Official number if present). Available online: URL [Accessed date].

OR

Name of institution – common abbreviations acceptable (Year) **Title of document** (Official number if present). City published: Publisher.


**Reports**

Reports are often written by named individuals, in which case you give the author just like you would with a book or journal article. If no named author is available, use the institutional name as for other documents above. If you have publisher information as well as a URL then give both.

*Authorship (Year) Title of report (Official number if available). City published: Publisher. Available online: URL [Accessed date].*


**Other official health documents**

There are several other types of official publication from the NHS and associated bodies. Just follow the basic guidelines below:

*Authorship (Year) Title of document (Official number if present) [Type of document if not standard]. City published: Publisher (if given). Available online: URL [Accessed date].*


Other documents

Conference paper/proceedings
Conference papers are the individual papers presented at a conference, symposium or seminar. Conference proceedings are the collected papers of the whole conference, published together. Individual conference papers may be unpublished in which case omit the publishing information.

Conference paper:
Author(s) (Year) Title of paper in sentence case. Title of conference: subtitle if present, Location and date of conference. City published: Publisher, page range.


Conference proceedings:
Author/Editor (Year) Title of proceedings. Title of conference: subtitle if present, Location and date of conference. City published: Publisher.


Company/organisational report
Note that the publisher is often the same as the organisation:

Printed report
Author/Organisation (Year) Full title of report. City published: Publisher.


Online report
Author/Organisation (Year) Full title of report. City published: Publisher (if available). Available online: URL [Accessed date].


Government/NGO Reports
These are slightly different – see section above.

Dissertation or thesis
Give the following information (‘Available online’ is optional).


**Religious text**

When referencing texts such as the bible, Qur’an or Torah, include the following information:

*Title of the version you have used* (Year) Translated by name of translator (if given). City published: Publisher.


**PDF documents**

PDF documents are nearly always accessed online, and so you can point readers to the URL along with other information. If the URL is unavailable (for instance if you have been emailed it) or if you have no publisher information, just give as much information as you have or can find.

Author(s) (Year) *Title of document.* City published: Publisher. Available online: URL [Accessed date].


**Informal document (leaflet, in-house publication)**

For leaflets, handouts, flyers etc just provide what information you can:

Author/organisation (Year) *Title of document.* Other useful details.


**Archive material**

Archive material is often unique: books could be annotated etc which means that the collection that they came from is equally as important as the document details.

Author/organisation (Year). *Title of document,* Edition and publisher information if relevant [Medium]. Whatever collection details are available (i.e. name of collection, reference numbers, location, name of library/archive).
Working papers

Working papers may also be known as briefing papers, discussion papers or research papers. They are created to generate discussion within a particular community (research area, business area etc). They are often the pre-publication versions of papers that are waiting to be accepted in journals but some are written purely for circulation as they are. Note that they are not peer-reviewed.

Some working papers do not give a lot of information – just give as much as you can following this basic format.

Author (Year) Title of the working paper (Series title and number if there is one). Place of publication: publisher (if given). Available online: URL [Accessed date].


Online sources (see also Audiovisual etc below)

Webpage

First, please note that a website URL is NEVER a suitable reference on its own. Sometimes the author (even an organisation) is not clear. If that is the case, use the webpage title (and a short form of this as your in-text citation). Dates can often be found in copyright information at the bottom of the page. If a range is given, use the later year. Use n.d. if no date available at all.

Author(s) (Year) Title of web page in sentence case. Available online: URL [Accessed date].

Individual Author(s)


---

Sentences case means you only capitalise the first word and any proper nouns.
Company author

No author or company name

Blog post
Blogs are often unsubstantiated opinions and should be used with caution as academic references. However, some reputable, published authors have their own blogs which can provide useful, up to date comments and insights. Include the following information:

Author (Year) Title of blog post. *Title of website.* Day and month of post. Available online: URL [Accessed date].


**Note** – Some bloggers give permalinks to individual posts and these should be used for URLs if possible.
Forum entry

Quite often you are referring to an answer rather than a question in a forum, however, it is the question that you reference in this case. Always check the expertise of the answerer and use with caution and criticality. Author names are usually aliases, type them as they appear.

Author (Date) Title of post (often a question). *Title of Forum*. Day and Month of post. Available online: URL [Accessed date].


YouTube video

When referencing a YouTube video, it is the name of the person who posted the video, not who made it that you reference (these can be the same or different). Use the URL that you get when you click the 'Share' link as it is shorter than the one in the URL box:

Name of person posting video (Year uploaded) Title of video, Series title if relevant [Video]. Available online: URL [Accessed Date].


Social media

For other social media, adapt whichever of the following is most appropriate.

Facebook

If your reader needs to register (and be accepted) to see the entries you are referring to, and you are not quoting them in full within your text, it is wise to include a copy of the actual text as an appendix to your work.

Author (Year) Title of Page (could just be author's timeline) [Facebook]. Day and month posted. Available online: URL [Accessed date].


Twitter

Author (Year) Full text of tweet (as written) [Twitter]. Day and month posted. Available online: URL [Accessed date].

Mailing list

If your reader needs to subscribe to see the entries you are referring to, and you are not quoting them in full within your text, it is wise to include a copy of the actual text as an appendix to your work. In this case, add 'see appendix n' after your in-text citation.

Author (Year) Subject line. *Title of mailing list*. Day and Month of message. Available online: URL [Accessed date].


Images, artwork and maps

Photograph

You should reference every photograph you use unless you took it yourself. Give the following information:

Online photographs

Photographer (Surname, Initials if available, username if not) (Year) *Title of photograph (or description if none available)* [Photograph]. Available online: URL [Accessed date].


Prints, slides or negatives (in known collections)

Photographer (Year) *Title of photograph in italics* [Photograph]. Whatever collection details are available (i.e. name of collection, reference numbers, location, name of library/archive).


Prints, slides or negatives (not in collections)

Photographer (Year) *Title of photograph (or description if none available)* [Photograph]. Place of publication: publisher (if available).

Book illustration, figure or table
If the illustration/figure/table is created by the author (basically not attributed to anyone else) then just cite the book as normal, giving the appropriate page number. If the image is attributed to someone else, the in-text citation would include both the person responsible for the image and the author(s) of the book:

Michel Eienne Turgot and Louis Bretez’s *Plan de Paris* (in Tufte, 1990:36) is a classic example of ...

The reference list entry would then just be for the book itself:


Cartoon
Give as much as the following information as you can find (online information optional):
Artist (Year) Title of cartoon [Cartoon]. *Title of publication*, Day and Month. Available online: URL [Accessed date].


Painting, drawing or poster
Give as much of the following information as you can find. If available online, add Available online: URL [Accessed date]:
Artist (Year) Title of work [Medium]. Institution/collection, City (or Location, Exhibition, dates of exhibition).


Sculpture or installation
Include as much of the following information as you can find:
Artist (Year) Title of the work (exclude year if present) [Medium]. Name of collection/exhibition information or Location (include date seen for temporary installations).


Printed map

**Ordnance Survey map**

Ordnance Survey (Year) *Title of map*, Edition if not first. Map/sheet number, Scale. Map series if appropriate. Place of publication: Publisher.


**Other map**

Map producer (Year) *Title of map*, Edition if not first. Map/sheet number, Scale. Place of publication: Publisher.


**Atlas**

Reference as a standard book, giving scales if relevant. For a specific page, include the page number at the end of the in–text citation only.


Online map

**Digimap (viewed, annotated or printed)**

Digimap does have a citation generator, but this provides a citation that is not consistent with the rest of our scheme so we do not recommend you use it (although it can sometimes be useful to confirm information).

Digimaps are generated by you, so you will have to give a description of the map that makes it clear what it is showing as its title. Other information can be found by clicking on Map Information on the left of your screen or for some services, clicking the Sheet Information button (i) and then clicking on the map. The publisher is usually the copyright holder (check the bottom of the map). The citation year should be from the map date, if no map date is available, use the copyright date.

Map publisher (Year) *Title/description of map*. Scale. Source (Map Product). Created online: http://edina.ac.uk/digimap [Created on date].


**Map created using GIS software**

When you create a map that you include in your assignment, you only need to reference the data source and the tool you used (it is your own work after all). Caption your figure with 'Created with (Software), data from (Producer, Year)'. In your reference list, give as much as
the following information as is relevant (you can find a lot of the information when you view your basket):

Producer (Version Year) [data format] Scale, Tile(s). Product name, version: date. Available online: http://edina.ac.uk/digimap [Downloaded date].


Google maps/Bing maps
URLs can be found for specific map views by clicking the Share button in each case. In Bing maps the URL is shown, in Google maps you will need to right-click on the Google Maps link (if you have searched, the link may be your search term) and choose to copy the link address.

Map provider (Copyright date) Description of map, View information. Available online: URL [Accessed 21/8/2018].


Audiovisual sources

DVD/Video/Blu-ray
Many referencing systems suggest that you need to include a place of distribution. However, this is rarely available on DVDs etc so we suggest you just put the distributor/studio which can usually be found on the reverse. If a place is available, include it before a colon as with publisher information.

Film
Title in italics (Year of release) Directed by Director name [Medium]. Studio/Distributer.


TV programme
Title (Year of distribution). Directed by Director name. Written by Writer name (if known) [Medium]. Distributer.

Episode of a TV programme
Episode title (Year of distribution) Programme title, series and episode numbers. Directed by Director name. Written by Writer name (if known) [Medium]. Place of distribution: Distributer.


Extra commentaries
If extra commentaries by directors/producers/actors etc are given on a DVD/Blu-ray you would reference using the person's name rather than the title:
Commentator (Year) Director's (or other) commentary. Title of Film. Version if needed. Directed by Director name [Medium]. Studio/Distributer.


Broadcasts and streaming (TV, Radio, Netflix, BoB etc)
Dates given in brackets should be the original broadcast year (the copyright year given at the end of the programme). You may be able to find this and information such as writers etc on something like IMDb if you do not have the credits recorded. The broadcast date is the broadcast that you actually watched (except for online subscription-only programmes, in which case it is the release date).

TV programme
Title (Year of first broadcast). Directed by Director name (if known). Written by Writer name (if known) [TV Programme]. TV channel (or service if online only), broadcast day and month, time.


If you are quoting a specific person on the programme, you can include their name first and cite them directly in the text instead of the programme name i.e. (Salmond, 2014):


Episode of a TV programme
Episode title (Year of first broadcast) Programme title, series and episode numbers. Directed by Director name. Written by Writer name (if known) [TV programme]. TV channel (or service if online only). Broadcast day and month, time.

The Empty Chair (2014) The Honourable Woman, season 1, episode 1. Directed by Hugo Blick. Written by Hugo Blick [TV programme]. BBC TWO. 3 July, 21:00.

Programmes/episodes watched via Box of Broadcasts
Please DO NOT cite these using the information given in the How to cite this tab underneath the broadcast window. Instead, just add the URL and access information as with other online resources:


**Radio programme**
This is the same as for TV programmes but use [Radio Programme] instead:


If you are quoting a specific person on the programme, you can include their name first and cite them directly in the text instead of the programme name i.e. (Rafferty, 2014):


**Film (cinema release, TV or BoB)**

Film, cinema release or TV
*Title in italics* (Year of release) Directed by Director name [Film]. Place of distribution (if known): Studio/Distributor.


Film, seen on Box of Broadcasts
Please DO NOT cite these using the information given in the How to cite this tab underneath the broadcast window. Instead, just add the URL and access information as with other online resources. If distributor information is cut off the end by the TV channel, try looking on IMDb (Company Credits link):

*Title in italics* (Year of release) Directed by Director name [Film]. Place of distribution (if known): Studio/Distributor. Available online: http://bobnational.net/record/234816 [Accessed date].


**Podcasts**

If the author or presenter of the podcast is not known, use the organisation or website name instead. Sometimes you need to work out the year as it may give the last updated information as '4 years ago' or something similar.

Author/Presenter (Year last updated) Title of podcast. *Name of Web page* [Podcast]. Day and month of post if shown. Available online: URL [Accessed date].


YouTube video
When referencing a YouTube video, it is the name of the person who posted the video, not who made it that you reference (these can be the same or different). Use the URL that you get when you click the 'Share' link as it is shorter than the one in the URL box:

Name of person posting video (Year uploaded) Title of video, Series title if relevant [Video]. Available online: URL [ Accessed Date].


PowerPoint (or other) presentation
Most presentations you will reference will be accessed online, so reference as follows:

Author(s) (Year uploaded). Title of presentation [Presentation]. Available online: URL [ Accessed date].


If you accessed the presentations via other means, omit the 'Available online' information.

Video games
If accessed online, include the URL – otherwise just give publisher information.

Author/Creator (Year). Title [Video game]. Publisher (if there is one): Place of publication. URL and access date if appropriate.

Music
Year should be the copyright year on the score itself, not the date the composition was written. If no year is given on scanned online scores (for instance on IMSLP), use (n.d). If no date is given on modern works, use the uploaded or last updated date. Editor or arranger information is not always relevant.

Individual score
Print
Composer (Year of publication) Title of score including work number if known [Musical score]. Editor or arranger information. City published: Publisher.


Online
Composer (Year) Title of score including work number if known [Musical score]. Editor or arranger information. City published: Publisher (if given). Available online: URL [Accessed date].


Scores part of collected works or anthologies
Score in collected works
Composer (Year of publication) Title of score, Title of collection [Musical score]. City published: Publisher. Available online: URL [Accessed date] (if relevant).


Score in anthology
Composer (Year of publication) Title of score. In Editor name (ed) Title of anthology [Musical score]. City published: Publisher. Available online: URL [Accessed date] (if relevant).


Classical music recording
CD, audio cassette or vinyl
If dates are not available on older vinyl recordings, use (n.d.)
Composer (Year of release) *Title of work*. Title of Album if different to work. Performer/orchestra conducted by Conductor name (if relevant) [Medium]. City of distribution: (if known) Distributor/Label.


**Streamed or downloaded**

It is necessary to give specific information about where you streamed music from if it is ONLY available through that method. Otherwise, just give as much of the above information as your streaming service gives or you can find elsewhere (the same recording may be available on Amazon for instance). Downloaded music should always give a URL.


**Other recorded music**

Single artists have names that are reversed (Surname, Initials). Band names are unchanged. Single artists with non-standard names (Lady Gaga, Jessie J, P Diddy etc) should be treated as band names:

**Album**

Artist (Year) *Title of album* [Media]. (Version if needed.) Label.


Iron Maiden (1998) *Powerslave* [Audio CD]. Enhanced, original recording remastered. EMI.

**Album track**

Artist (Year) *Title of track*. *Title of album* [Media]. (Version if needed.) Label.


**Streamed or downloaded**

It is necessary to give specific information about where you streamed music from if it is ONLY available through that method. Otherwise, just give as much of the above information as your streaming service gives or you can find elsewhere (the same recording may be available on Amazon for instance). Downloaded music should always give a URL.


Lyrics or libretto

Lyrics
Songwriter(s) (Year) Title of Song [Lyrics]. Place of distribution: Distribution company or label or Available online: URL [Accessed date].


Libretto
These are usually published separately so have publisher details:

Author name(s) (Year) Title of publication [Libretto]. Edition or version if necessary. City of publication: Publisher.


Liner notes/album cover notes etc
Liner notes are text found on the covers or inner sleeves of vinyl albums or on the little booklets that come inside CDs etc. These can be physical or electronic (for instance if you download an album). Sometimes they do not have individual titles, in which case just leave this out.

Author (Year) Title of notes [Liner notes]. In Title of recording [Media]. Label.

The Damned (1977) Thanks to no-one [Liner notes]. In Damned Damned Damned [Audio CD]. Stiff Records.


Live performances

Concert
Composer (Year of performance) Title. Name of orchestra/musician. Conducted by Conductor (if relevant). Place of performance, Date of performance.


Dance
Composer or choreographer (Year of performance) Title. Dance company. Location, Date seen.

Play
In contrast to other live performances, the title of the play is given first, not the playwright.
Title by Author (Year of performance) Directed by Director (or Theatre Company). Location, Date seen.

That's All You Need to Know by Idle Motion (2014) Hull Truck Theatre, 19 September 2014.

Speech
Speeches often have their transcripts published online or are available on YouTube, in which case you can also give the appropriate URL. Omit this if you do not have it.
Speaker (Year) Title of speech [Speech or Speech Transcript]. Date of speech, Location of speech (if not given in title). Available online: URL [Accessed date].


Personal communications etc

Email
For emails from distribution lists, see electronic resources. Be careful about including personal email addresses and respect confidentiality. It is usually to keep copies and include them in appendices.
Sender Name (Year) Message subject line [Email]. Message sent to Recipient’s name (email address if appropriate). Date and time sent.


Interview or conversation (including telephone or Skype)
Recorded interviews/conversations (including focus groups)
Name of person spoken to (Year) Description of communication [Conversation type]. Date and time of conversation/interview. Place if relevant.


For focus groups, you will probably use aliases:

Some supervisors will like you to provide a transcript as an appendix and cite the appendix and line number in your in-text citations – check with them individually.

**Non-recorded interviews or conversations**
Check with your tutor/supervisor to see if these are usable (they are not considered recoverable data and some academics will not accept them as evidence within your written work). If they are acceptable, give the same information as for recorded interviews/conversations. i.e.


**Letter**
Use a description of the letter's contents if it has no obvious title:

Author (Year) *Title/description of letter* [Letter]. Personal communication, Date on letter.


**Lecture notes**
Always check with your tutor that they accept lecture notes or other course material in a reference list (many do not). It is always better to read the original sources of the material if available and reference these. Otherwise reference as follows:

Lecturer (Year) Title of lecture, *Module title and code* [Lecture]. Institution, unpublished.


See PowerPoint (or other) presentation above if you have access to the actual presentation used rather than relying on your own lecture notes (but still check that it is acceptable to reference this).

**Anything else**

**Anything not mentioned already**
If you need to reference anything that is not already included in this guide then follow the basic template below.

Author/Creator (Year) *Title or description* [Medium if not obvious]. Anything that identifies it specifically. Any other information about where or when you saw it or that can help someone else find it.