



Arden University Guide to Harvard Referencing

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Summary of changes: August 2024 revision

The Guide has been updated to improve accessibility by using plain English and clear headings. It includes new guidance on appendices and how to format documents. It now includes tips for punctuation and citing sources.

Some examples of sources have been replaced as web addresses have changed or the source is no longer available.

There are two changes to the guidance for Arden University Harvard Referencing style:

3.4.1 Presenting figures

Figure caption formatting has changed from a full stop (Figure 1.) to a colon (Figure 1:)

3.4.2 Modified figures

The method of citing adapted images/figures has changed from “amended from” to “modified from source:”

1. Introduction to Harvard referencing

This is a guide to Arden University's Harvard referencing system compiled by the Academic Skills Team.

Referencing is an important skill for all students and an essential part of all assessment types. You must acknowledge any source from which you directly quote, paraphrase, summarise or refer to in any way.

If you would like support with referencing please book an appointment with an [academic skills tutor](#).

1.1 What is Harvard referencing?

Harvard referencing has two main parts:

In-text citations: An indication of the source used in the main body of your work, whether quoted, summarised or paraphrased.

Reference list: A complete list, in alphabetical order, of all sources cited in your work, with full bibliographic information.

1.2 Who should use Harvard referencing?

Most students at Arden University use Arden University's Harvard referencing system. Correct use of the Harvard referencing system shows you have engaged with sources and can use them in an academic context.

Exceptions:

- Single honours students in the School of Psychology use **APA referencing**. Some Joint Honours students might also use APA. Please ask your module tutor.
- Students studying Law use **OSCOLA referencing**.

If you are uncertain which referencing system you should use, check with your module tutor.

1.3 Unfair practice: expectations and guidance

Taking ideas from other people without proper acknowledgement, allowing others to write work on your behalf and using artificial intelligence (AI) to complete your assignments, all constitute **unfair practice**.

Plagiarism

Plagiarism is when you **take ideas or words from another source** and present them in your own writing as if they are your original work. This includes presenting **your own earlier material** as new.

Essay mills (paid-for essays)

You **must not pay, ask or allow** another person or company to complete work for you. Any assignments suspected of not being your own work will be investigated for unfair practice.

Artificial Intelligence (e.g. ChatGPT)

Arden University advises that you do not use AI to write any part of your assignments. However, AI language models, such as ChatGPT, can be used as tools to help you develop your writing skills and create conceptual models and templates for your assignments. For example, ChatGPT can be used effectively to:

- develop research questions
- create outlines for assignments
- create examples/guidance for different writing styles
- identify relevant sources (you must confirm that a source is genuine by finding and using the original source)
- brainstorm ideas
- generate images

It is not advisable to use AI-generated information as a form of evidence in an assignment and it should not be used to replace your own critical analysis. You should carefully check any information derived from ChatGPT (or other AI software) using credible sources.

Note: You must acknowledge where you have used AI in your assignments. For guidance on how to cite and reference the use of AI, see **section 3.7**.

You will agree to the declaration below when you submit an assignment using Turnitin:

'I hereby declare that the attached assignment is my own work and that all sources of reference are acknowledged in full, including the use of generative artificial intelligence. I declare that all sources of reference are acknowledged in accordance with the relevant referencing system for my programme and that the work has not been submitted for any other course. I understand that my assignment will be screened by Arden University's plagiarism detection system, and if found guilty of any infringement, penalties will apply, in line with the institution's policy on academic integrity and misconduct'.

2. Harvard referencing: author-date citation

Harvard referencing has two parts: in-text citations and the reference list. **No bibliography** is required; only sources cited in the main body of the work should be included in the reference list.



Top tip! Harvard referencing is an **author-date system**. This means that for most sources the author's surname and publication year should be included in an in-text citation and all other details in a reference list entry. Exceptions are discussed in this section.

In this system, **all cited sources** are referred to in the main body of text by giving the **author's surname** and the **year of publication**. Each citation must have an **entry in the reference list** at the end of your work. References are listed in **alphabetical order** (A-Z) by author surname or the name of the organisation where no author is shown.

Below are examples of an in-text citation and a reference list entry for the same source (a printed book). Examples of reference list entries are included throughout this guide, but you should consult **section 5** for full guidance.

In-text citation	Referencing is an essential academic skill (Pears and Shields, 2019).
Reference list entry	Pears, R. and Shields, G., (2019). <i>Cite Them Right: The Essential Referencing Guide</i> . 11th edition. London: MacMillan.

In-text citations are required whenever you **refer to, summarise, paraphrase** or **quote from** a source. Where to place your citation, and how to properly format citations and quotations, is explained in later sections.



Look out for this symbol for formatting and punctuation tips!

2.1 Authors/originators

When citing an author, give the surname(s) of the author(s), editor(s) or organisation shown most prominently in the source as being responsible for the published content. The citation can be placed at the end of the sentence or included in the sentence, as shown in the two examples below.

Example citations:

- Physical wellbeing and academic performance are linked (Hughes, 2020).
- Hughes (2020) argues that physical wellbeing and academic performance are linked.

In the reference list:

Hughes, G., (2020). *Be Well, Learn Well: Improve Your Wellbeing and Academic Performance* [online]. London: Macmillan Education.

2.1.1 Multiple authors

If **two** people have co-authored a source, include **both authors' last names** in the in-text citation. If a source has more than two authors, state the first author's surname followed by 'et al.'

One author	Two authors	More than two authors
(Bowley, 2022)	(Bowley and Huang, 2022)	(Bowley <i>et al.</i> , 2022)

In the reference list:

Include the names of all authors in the reference list entry in the order presented in the source. For example:

Bowley, H., Huang, Y. and Blake, H., (2022). *Dungeons and Dragons* [online]. Birmingham: Bookish Publishing.

2.1.2 Single author with more than one publication from the same year

If citing more than one source published by the same author in the same year, distinguish them by adding letters after the year in the in-text citation, starting with 'a' and moving through the alphabet (e.g. a, b, c). The sources should then be placed in alphabetical order in your reference list.

In-text citation	Reference list
Fordham (2011a) argues that...	Fordham, C., (2011a). <i>The Ethics of Business</i> . London: Brightspark.
In another article, Fordham (2011b) also claims...	Fordham, C., (2011b). <i>Business Ethics</i> . London: Brightspark.

2.1.3 No identifiable author

If no author can be identified and there is no organisation for a source, use 'Anon.' (meaning 'anonymous').

Example citation:

- This argument has been criticised for use of straw man fallacy (Anon., 2022).

In the reference list:

- Anon., (2022). *Mysteriously Authored Text*. Leeds: Medal Books.

Please note: Do not use 'Anon.' for dictionaries and encyclopaedias that do not have named single authors. See **section 2.1.5** for guidance.

2.1.4 Organisational, news, government and websites with no identifiable author

When citing a webpage on an organisational, news or government website without an identifiable author, give the name of the organisation or government entity. Include the publication year, if available. If no publication date is provided, follow the guidance in **section 2.2.2**. Do not include the website's URL in the in-text citation.

Example citation:

- Across the globe, one in three women will experience violence (World Health Organization, 2022).

In the reference list:

- World Health Organization, (2022). *Violence against women* [online]. Geneva: World Health Organization. Available from: https://www.who.int/health-topics/violence-against-women#tab=tab_1 [Accessed 29 November 2022].

2.1.5 Reference books without an identifiable author

For reference books that are the co-operative work of many individuals and do not have a single main editor, such as dictionaries and encyclopaedias, provide the title of the publication in the citation. 'Anon' should not be used.

Example citation:

- The health belief model suggests that fixed intentions to exercise occur when people feel vulnerable to illness (Encyclopaedia of Sport and Exercise Psychology, 2020).

Please note: Encyclopaedias and dictionaries that do not contain articles with named authors should not be included in the reference list. Those that do contain articles with identifiable authors should have an entry following the format of a chapter/contribution in an edited collection. See **section 5.1.3** for guidance.

2.1.6 Scripture

If citing religious texts and scripture, such as the Bible or Qur'an, add an in-text citation that includes book, chapter and verse. For direct quotations, you can add the translation or edition. You do not need to include religious texts and scripture in the reference list.

Example citation:

- “He gives strength to the weary and increases the power of the weak” (Isiah 40:29, New International Version).

2.1.7 Legislation

When citing UK Acts of Parliament, you should only include the **short title** and the **date of the act**. There are no authors to cite.

Example citation:

- The Equality Act 2010 legislates that it is unlawful to discriminate against those with protected characteristics.

In the reference list:

- Equality Act 2010

For guidance on how to reference other types of UK legislation (e.g. bills, statutory instruments and EU legislation), see the [OSCOLA Referencing Guide](#).

Legislation should appear in a separate list after the main reference list. These guidelines apply for both in-print or online legislation.

2.1.8 Personal communication

You should only cite personal communications (e.g. letters, emails and text messages) **in the main body of your work**; personal communications are not available to others and so are not included in the reference list.

In-text citations should include the exact date the communication was sent and the sender’s initials, surname, occupation. When citing research data you have collected you should include copies or summaries of source data in the appendices. See **section 7** for guidance on appendices.

Example citation:

According to Professor L. Brockliss, Beatty's accounts of naval medicine led to significant advances (personal communication, 15 September 2008, see Appendix 1).

2.1.9 Lecture slides and lessons

Lecture slides and lessons are not published academic material. They are designed to introduce you to key topics and should be used as starting points for independent research. They are not considered source materials. **You should not use lecture slides and lessons as research materials or include them in the reference lists.**



Remember! Conducting research is an essential academic skill. Relying on lecture slides, lessons and handouts will not allow you to demonstrate that you have developed this skill. You will not score well without showing evidence of independent research.

2.2 Dates

Wherever possible, the year of publication must be included in all in-text citations and the reference list. However, there are some instances where the publication year is unknown or a different date needs to be provided.

2.2.1 Sources with an approximate date

If an exact publication year is unknown, an approximate date preceded by 'ca.' may be used; for example, (Swift, ca. 1750). 'ca.' is an abbreviation of 'circa', meaning 'approximately'.

2.2.2 Sources with no date

If it is not possible to give an approximate date, use 'N.D.' (meaning 'no date'). For webpages with no information about when the page was last updated (this is usually at the bottom) you can cite the year you accessed the page instead of 'N.D.' Be sure to check the credibility of any website you intend to use in your research.



ca. should always have a full stop after the 'a'
N.D. letters are capitalised and have full stops

2.2.3 Republished materials with no change to the content

Where a book, chapter or article has been republished as part of a different work, such as an anthology, and has not been changed, **cite the original year of publication**. For the reference list entry, follow the guidance on referencing a chapter in an edited collection (**section 5.1.4**). If the work has been altered/reworked from the original, the new publication year should be given.

For example:

- Horace Walpole (1765) claimed his novel drew on Shakespearean drama...

In the reference list:

- Walpole, H., (1765). Preface to *The Castle of Otranto*. In: Miles, R. and Clery, E., eds. (2000). *Gothic Documents: A Sourcebook, 1700-1820*. Manchester University Press, pp. 122-123.

Top tip! Where a publisher is a university, and the place or location is included in the university's name, do not include the place of publication in the reference list entry. In the example above, the publisher is Manchester University Press, so the place of publication is not required. See **section 5** for more information on referencing.

3. Citations

This section explains where to place a citation in a sentence depending on whether you are paraphrasing, summarising, synthesising or quoting from the material. Citations can be direct or indirect.



Top tip! Place a citation where you feel that it occurs most naturally in the sentence. Depending on your writing style, it might follow a phrase/idea or come at the end of a sentence. Never place a citation after the full stop at the end of a sentence.

3.1 Citing paraphrased or summarised content

Paraphrasing is integrating another person's ideas into your work by rewriting their words using your own phrasing and interpretation. A summary is a brief description of the main points of a source. In both cases, you must cite the original source.

Example 1: Direct citation (author surname included in the sentence)

Hughes (2020) compares studying to being an athlete, reminding readers that the brain burns one fifth of all calories per day.

In this example, only the date should be given in brackets, as the author's name forms part of the sentence.

Example 2: Indirect citation (author surname given in brackets)

As the brain burns one fifth of all calories in a day, studying is like being an athlete (Hughes, 2020).

In this example, both the author name and publication year are given in brackets, as they are not part of the main sentence.

3.2 Citing synthesised content or multiple authors

Synthesising is where multiple sources are combined to form new analyses, demonstrate agreement, discuss similarities and explore differences between multiple authors' perspectives. Synthesised content, therefore, often has multiple authors.

Example 1: Direct citation with multiple authors

While Boucher (2017) has argued that Lewis's portrayal of women in *The Monk* is largely sexist, Blake (2021) suggests that his representation is satirical in nature, designed to ridicule the construction of gender.

As in example 1 in section 3.1, here, the authors' names form part of the sentence, so only the year is given in brackets.

Example 2: Indirect citation with multiple authors

Although *The Monk* is largely considered the first example of horror (Brooks, 1973; Punter, 2001; Wright, 2021), it can also be regarded as a parody of the Gothic texts that precede it.

As multiple sources have reached the same conclusion, they are all included in one citation. The citations should be in chronological order from the earliest published source to the most recent.



For indirect citations, the author surname and publication year are separated by a comma. For multiple citations, a semicolon is used to introduce the next source. For example: (surname, YYYY; surname, YYYY).

Please note: Paraphrasing and synthesising are **essential academic skills** that demonstrate that you have understood the research you have reviewed. You should try to paraphrase as much as possible and to quote sparingly. Long quotations should be avoided.

3.3 Citing quotations

Direct quotations, which are word-for-word extracts from a source, must be cited clearly to show that they are not your own words. To cite a direct quotation, you should:

- **Place double quotation marks (“example”)** around the quotation to show where it begins and ends
- **Provide the page number or page range in the source** from which you copied the quotation in brackets, if possible

The format of your quotation will vary depending on how many words it contains, see sections 3.3.1 and 3.3.2 below.



Page numbers must be included in the citations for direct quotations when possible. Page numbers follow the publication year with a lower case ‘p’ and full stop. For example, (surname, publication year, p. 1). The abbreviation ‘pp.’ can be used to indicate that a quote spans two pages in the original source. For example, (surname, publication year, pp. 6-7).

3.3.1 Standard quotations

Standard quotations are quotations with 39 words or fewer. These quotations can be included in your own sentences in the body paragraphs.

Example 1: Direct citation with standard quotations

Leach (2015) claims that reality television and social media platforms, lacking in rigorous professional research, “may influence the behavior of some parents in ways that will be damaging to infants” (p. 88).

Example 2: Indirect citation with standard quotation

Reality television and social media platforms, lacking in rigorous professional research, “may influence the behavior of some parents in ways that will be damaging to infants” (Leach, 2015, p. 88).

Please note: Always use the same spelling as the original source in direct quotations, even if a different dialect of English is used or the original text contains a typo or error. For example, in the above direct quotation, the American spelling of, ‘behavior’ is maintained rather than amending the quotation to the British English spelling, ‘behaviour’.

3.3.2 Long quotations

Quotations of 40 words and over should be formatted as follows:

- Introduce the quotation with a **colon (:)**
- **Add a line space** before and after the quotation to separate it from the paragraph text
- Open and close the quotation with **double quotation marks (“quote”)**
- **Indent** the quotation from the left by 1 cm

Example 1: Direct citation of a longer quotation

Leach (2015, p. 88) argues that:

“since parenting impacts not only on children but also on parents’ own self-image and adult relationships, attempts to influence and change peoples’ parenting were often perceived – and sometimes resented – as attempts to change them”.

Parents can feel judged by attempts to offer advice on parenting.

In this example, the citation is at the beginning, introducing the longer quotation. This information can also be given at the end of the quotation, as shown in Example 2.

Example 2: Indirect citation of a longer quotation

Parents can feel judged by attempts to offer advice on parenting:

“since parenting impacts not only on children but also on parents’ own self-image and adult relationships, attempts to influence and change peoples’ parenting were often perceived – and sometimes resented – as attempts to change them” (Leach, 2015, p. 88).

Even when well-intentioned, or professional, efforts to guide parents on how to improve their relationships with their children can damage their self-image.

3.3.3 Editing quotations and using ellipses (...)

You might need to make minor changes to a direct quotation. Changes should never affect the meaning of the quoted text. These are the most common changes:

Omissions: Ellipses (...)

An ellipsis, which is a series of three dots, is used when omitting (excluding) part of a quotation. A longer direct quotation does not need to begin or end with ellipsis, as the reader can deduce that the quote has been excerpted.

Inserting your own words: Square brackets []

When inserting your own wording or different words into a quotation, the added text should be encased in square brackets. For example: [word].

Square brackets are often used to replace a pronoun (e.g. he or she) with the subject’s name to make the quoted text understandable out of context e.g. “[Anita] demonstrated this in her discussion with her peers...”

Use of italics in a quotation

Italics can be used to emphasise some words in a quotation. You must state that italics have been added in the bracketed citation that follows the quotation, shown below:

Example of all conventions

- Original quotation:

“Terror and horror are so far opposite, that the first expands the soul, and awakens the faculties to a high degree of life; the other contracts, freezes, and nearly annihilates them. I apprehend, that neither Shakespeare nor Milton by their fictions, nor Mr. Burke by his reasoning, anywhere looked to positive horror as a source of the sublime” (Radcliffe, 1826, p. 149).

- Edited quotation:

“Terror... first expands the soul, and awakens the faculties to a high degree of life; [horror] freezes, and *nearly annihilates them*. I apprehend, that neither Shakespeare nor Milton by their fictions, nor Mr. Burke by his reasoning, anywhere looked to positive horror as a source of the sublime” (Radcliffe, 1826, p. 149; italics added).

3.4 Citing figures (e.g. images, diagrams, tables, artworks and photography)

Figures, including images, diagrams and tables, should be cited by giving the surname of the author/creator and the publication year in an in-text citation. The full details of the original source (e.g. a book, journal article or an organisation’s website) should be included in the reference list.

3.4.1 Presenting figures

Figures should be presented in the main body of your work and numbered (e.g. Figure 1, Figure 2). You should provide a caption under the figure that briefly explains what the image shows. This should be followed by an in-text citation that includes the name of the author or organisation, the publication year and the page number, if applicable.

Example of an AI-generated image cited as a figure:



Figure 1: Image created with Midjourney, with the prompt: “portrait of a man with glasses, white beard and white hair, against a colourful, abstract background (Midjourney, 2024).

Example of a graph cited as a figure:

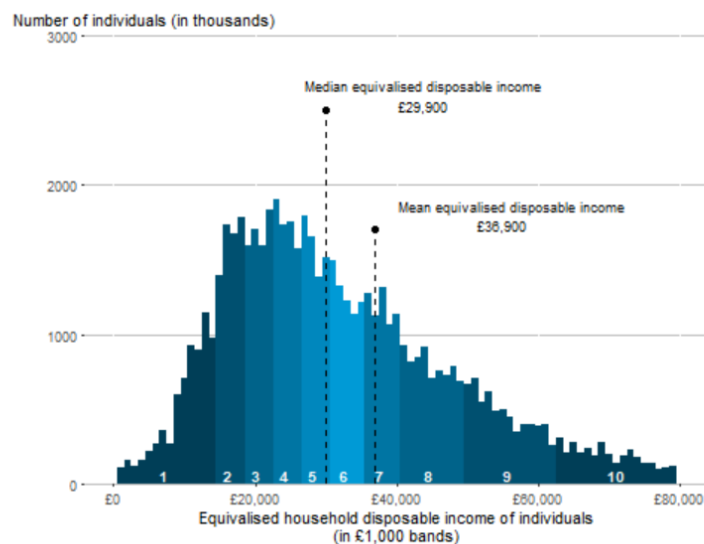


Figure 1: Distribution of UK household disposable income, financial year ending 2020 (ONS, 2021)

3.4.2 Modified figures

If you change a figure in any way, such as by adding an axis, data or an image, you must add the text ‘modified from source’ to the citation. For example: (Modified from source: ONS, 2021)

3.4.3 Figures from your personal collection

If you are citing figures you have created, such as a table of data you collected an infographic you designed or a mood board, follow the instructions in **section 3.4.1** but add the text '(personal collection)' to the end of the caption. For example:

Figure 2: Design of company logo (personal collection)

Note: Do not include original work of your own in the reference list if it has not been published. For further guidance on referencing figures, see **section 3.4.5**.

3.4.4 Main text figure citations

When referring to a figure in the main text, for example to analyse its content, you should cite the figure number. You can do so directly or indirectly, as shown below:

- **Directly:** As Figure 1 demonstrates, the median...
- **Indirectly:** The median... (Figure 1).

3.4.5 Figures in the reference list

You should provide a full reference list entry for the source of any figure cited in the text, except those taken from your personal collection. A reference list entry for the source of a figure should be formatted according to the type of source the figure was taken from, i.e. a book or a website.

3.5 Citing films, television and radio programmes and broadcasts

When quoting from or referring to a film, television or radio programme or broadcast, provide an in-text citation with the title and date of the programme, with the title in italics. When quoting directly from a printed script or transcript, include the page number or range in the citation.

Example citation:

- Tim Burton's latest Gothic-comic venture is a reimagining of the Addams Family characters, starring Jenna Ortega as the titular character in full Gothic regalia (*Wednesday*, 2022).

In the reference list:

- *Wednesday*, (2022). [series, Netflix]. Directed by Tim Burton. Los Gatos, CA: Netflix.

For guidance on how to reference sources according to their format, such as DVD, motion picture or streaming media, see **section 5.7.1**.

3.6 Secondary citations

You might want to refer to, or quote from, a source that is citing work originally presented elsewhere. When the original source cannot be located, you can cite the secondary source, though you must include **both authors and publication years** in the in-text citation.

Example 1: Citing a source used in another source

- To be successful, education must be participative and collaborative (Whear, 2014, cited by Stamper, 2016).
- As Whear (2014, cited by Stamper, 2016, p. 90) said, "education must be participative, collaborative and non-judgmental".

Please note: Only include the source you read in the reference list. In this example, only Stamper should have a full entry, as Whear was not the source that was used.

Example 2: Quotation within a quotation

You might need to quote from a source that is quoting from another source; you should still cite both authors and publication years, as in the example above. If the extract you wish to quote from includes a word or phrase in quotation marks, you need to apply **two sets of**

quotation marks for your own direct quotation. Use double quotation marks for the main quotation and single quotation marks for the quotation within it. For example:

“The contemporary equivalent of ‘love me, love my child’ is ‘criticise my child rearing, criticise me’” (Leach, 2015, p. 88).

3.7 Citing the use of Artificial Intelligence tools

When you submit your assessment on iLearn, you will see the following declaration:

‘I hereby declare that the attached assignment is my own work and that all sources of reference are acknowledged in full, including the use of generative artificial intelligence. I declare that all sources of reference are acknowledged in accordance with the relevant referencing system for my programme and that the work has not been submitted for any other course. I understand that my assignment will be screened by Arden University’s plagiarism detection system, and if found guilty of any infringement, penalties will apply, in line with the institution’s policy on academic integrity and misconduct’.

You must acknowledge **wherever** you have included content you have developed with the **assistance** of an AI tool. In the citation, you should include the originator (the AI tool), the date you used it and the input you entered (i.e. the command or prompt).

Note: Using AI to write an assignment is not permitted and is considered unfair practice (see **section 1.3**).

Direct citation example:

- When prompted with the question ‘Is the left brain right brain divide real or a metaphor?’ the OpenAI (2024) chatbot ChatGPT generated text that indicated that

Indirect citation example:

- An AI chatbot (OpenAI, 2024) responded to a prompt about ‘the three prominent themes in transformative leadership’ by explaining...

Please note: It is not advisable to use AI tools for research purposes. Generative AI tools, such as Chat GPT, are unable to cite their own sources accurately or reliably and have been found to create false sources and links. For this reason, you should check any sources generated by an AI tool by finding and reading the original material, if it exists. Be sure to evaluate the accuracy and reliability of these sources too. See Arden Library’s guidance on [the effective use of AI tools](#) for further information.

4. Pagination for citations

When quoting directly from a source that includes page numbers, such as a book, journal article or printed newspaper, the in-text citation should state the relevant page number or range. This should be given after the year within the bracketed citation; for example, (Leach, 2015, p. 88).

Please note: ‘p.’ is used for a single page, while ‘pp.’ is used for multiple pages; for example, (Leach, 2015, pp. 88-91).

4.1 eBooks without page numbers

Some eBooks do not have page numbers. When this is the case, refer to the chapter, section and paragraph number (if applicable) to identify the section of text.

Leatherbarrow and Fletcher (2018) state that “HRM as a concept was attractive to many organisations because of its unitary perspective” (Chapter 3, para. 2).

Please note: Page numbers are not required for webpages and online newspapers.

5. Reference list

You **must provide a list of full references for all sources cited in the main body of the text** at the end of your work. This should be titled '**Reference List**'. In exceptional cases, you might be asked to list sources not cited in the text but that made an important contribution to your work. These are usually listed under the heading 'Further Reading'. Your Programme Handbook will contain guidance on this.

All references are listed in **alphabetical order by author surname** in a single list. The only exception is legal sources, such as legislation and cases, which should appear in a separate list after the main reference list.

Reference list template example:

Author(s)/editor(s) surname, INITIAL(s)., (Year of publication). *Title of resource* [online].
Place of publication: Publisher. Available from: URL [Accessed date].

Reference list entry example:

Chartered Trading Standards Institute, (2016). *Regulatory consultancy services* [online].
London: Chartered Trading Standards Institute. Available from:
<http://www.tradingstandards.uk/advice/RegulatoryConsultancy.cfm> [Accessed 4 August 2016].

For place of publication, give the town or city. If more than one town/city is listed, give the first one or the location of the publisher's head office. If the town/city is not well known, you can add the county, region or state. Note that US states are denoted by a two-letter code – for example, Hillsdale, NJ.

For the publisher's name, include terms such as 'Publishers', 'Co', 'Ltd', 'Inc' 'Books' and 'Press'. Where a publisher is a university and the location is included in its name, do not include the place of publication.

Where the author is an organisation rather than an individual, give the organisation's name as the author in the entry. In the main text, you can abbreviate the names of organisations after first giving them in full – for example, Office for National Statistics (ONS, 2015), though your reference list entry should state the organisation's full name.

For websites, include the full URL or, if available, the DOI. Select the 'Text Only' option when copying and pasting the address into your Word document.

Each reference list entry should use the elements and punctuation shown in the below examples for the specific type of source you are referencing. When reference lists are handwritten, underlining is an acceptable alternative to italics.

When to use full stops in references



1. For the initials of author first and second names (e.g. 'Pears, R.')
2. For 'p.' or 'pp.' to denote a page number or range
3. To divide the elements of the reference where no other punctuation mark is used, including such as after the title of a book, chapter or article
4. At the end of a reference to show that it is complete

5.1 Books

For books with an approximate date, no known date or an anonymous author – whether online or in print – see the guidance in **sections 2.1 and 2.2**. For example, use 'Anon.' in place of author name and 'ca.' or 'N.D.' in place of publication year.

5.1.1 Online (eBooks)

Author(s) last name(s), INITIAL(s)., (Year of publication). *Title of Book* [online]. Edition (if not the first). Place of publication: Publisher.

Example:

Hughes, G., (2020). *Be Well, Learn Well: Improve Your Wellbeing and Academic Performance* [online]. London: Macmillan Education.

5.1.2 In print

When referencing a print copy of a book, there is no need to include the text '[online]' after the book's title. All other elements of the reference, including the formatting and punctuation, remain the same.

Example:

Pears, R. and Shields, G., (2019). *Cite Them Right: The Essential Referencing Guide*. 11th edition. London: MacMillan.

5.1.3 Edited books and contribution in edited book (an individual chapter)

Follow the below guidance when referencing an **edited book, an individual chapter** or contribution in an edited book, including **republished materials** that have not been altered from the original and **encyclopaedias or dictionaries with individual contributors**.

5.1.4 Edited book**Format :**

Editor(s) surname, INITIAL(s)., ed(s). (Year of publication). *Title of Book* [online] (if applicable). Edition (if applicable). Place of publication: Publisher.

Online example:

Hampton, A. J. and DeFalco, J. A., eds. (2022). *The Frontlines of Artificial Intelligence Ethics: Human-Centric Perspectives on Technology's Advance* [online]. New York: Routledge

In-print example:

Giddens, A. and Sutton, P.W., eds. (2022). *Sociology: Introductory Readings*. 4th edition. Cambridge: Polity Press.

5.1.5 Contribution in an edited book (an individual chapter)

You should include the **editor or editors' surname(s)**, the book title **and the page range of the chapter** denoted by 'pp.' The book title, but not the title of the chapter, is italicised.

Format:

Author(s) surname, INITIAL(s)., (Year of publication). Title of chapter. *In*: Editor(s) surname, Initial(s)., ed(s). (Year, if different to the publication year of the featured article/chapter/extract). *Title of Book* [online] (if applicable). Place of publication: Publisher, page range.

Online example:

Lennox, J., (2020). Deconstructing 'pretty'. *In*: Béres, L. and Fook, J., eds. *Learning Critical Reflection: Experiences of the Transformative Learning Process* [online]. Oxford: Routledge, pp. 102-105.

In-print example:

Walpole, H., (1765). Preface to *The Castle of Otranto*. *In*: Miles, R. and Clery, E., eds. (2000). *Gothic Documents: A Sourcebook, 1700-1820*. Manchester University Press, pp. 122-123.

In the above in-print example, the original publication year of the contribution differs from the publication year of the edited collection, so both are included in the reference.

5.1.6 Translated books

Where a book has been translated into English, the translator's name should be provided after the title and the original publication year given after the publisher name. If referencing an eBook, include the text '[online]' after the title.

Format:

Author(s) surname, INITIAL(s)., (Year of publication). *Title of Book* [online] (if applicable).

Translated by Full Name. Place of publication: Publisher (originally published in given year).

Example:

de Saint Exupery, A., (1995). *The Little Prince*. Translated by Alan Wakeman. London: Pavilion (originally published in 1943).

5.2 Articles

As with book entries, reference list entries for articles should begin with the author's surname and initial(s), followed by publication year. Include the URL and accessed date for online newspaper and magazine articles but not online journal articles. Capitalise every major word in the journal name, and for online articles, place the text '[online]' after the journal name.

5.2.1 Journal articles

Format:

Author(s) surname, INITIAL(s)., (Year of publication). Title of article. *Journal Name* [online] (if applicable), volume number (issue number), page range (if available).

Online example with a page range:

Boucher, A., (2017). *The Monk* and menopause: Gender, medicine, and the Gothic in the long nineteenth century. *Nineteenth-Century Gender Studies* [online], 13 (2), pp. 17-29.

Online example without a page range:

Some **online** journal articles have **article numbers** instead of page numbers they should be referenced using the following format.

Cosic, K., Kopilas, V. and Jovanovic, T., (2024). War, emotions, mental health, and artificial intelligence. *Frontiers in Psychology* [online], 15, article 1394045.

In-print example:

Neff, N., (2016). The belly of the beast: The uncanny shark. *Gothic Studies*, 18 (2), pp. 52-73.

When to use brackets (also called parentheses) in your references



1. Around the publication year.
2. Around a journal article's issue number.
3. **Square brackets** are used for the text '[online]' for online journal articles.

5.2.2 Newspapers and magazines

If an article does not have a named author use the title of the newspaper or magazine instead, whether online or in print. You should include the publication year and the date you accessed the source when referencing online newspaper and magazine articles.

Format:

Author(s) surname, INITIAL(s) (or Name of Newspaper/Magazine), (Year of publication). Title of article. *Name of Newspaper/Magazine* [online] (if applicable), Day Month Year. Available from: URL [Accessed date].

Online example:

Monbiot, G., (2016). The climate crisis is already here – but no one's telling us. *The Guardian* [online], 4 August 2016. Available from:

<https://www.theguardian.com/commentisfree/2016/aug/03/climate---crisis---media---relegates---greatest---challenge---hurtle---us---collapse---planet>

[Accessed 4 August 2016].

In-print example:

Aldrick, P., (2016). Rush to withdraw savings as negative interest rate looms. *The Times*, 4 August 2016, p. 2b

For printed newspapers, provide the page number(s) and the column number (a, b, c, etc.), as shown in the example above.

5.3 Reports and Standards

Format:

Author(s) surname, INITIAL(s)., (Year of publication). *Title of report* [online] (if applicable).

Place of publication: Publisher. Report number (if available).

Online example:

Osguthorpe, D., (2016). *Consumers, saving and investing – UK* [online]. London: Mintel Group.

In-print example:

Bortolotto, G. A., (2016). *Humpback whale feeding in Santa Catarina coastal waters*. London: BioMed Central. Report s41200.

5.3.1 Standards

Format:

Author(s) e.g. Organisation or surname, INITIAL(s)., (Year of publication). *Title of standard* [online] (if applicable). Place of publication: Publisher. Standard number.

Online Example:

British Standards Institution, (2018). *Risk management – Guidelines* [online]. London: British Standards Institution. BS ISO 31000:2018.

In-print example:

ASTM International, (2021). *Standard Practice for Data Characteristics of Personal Property Asset Record*. West Conshohocken, PA: ASTM International. ASTM E2604-21.

5.4 Conference papers

Format:

Contributing author(s) surname(s), INITIAL(s)., (Year of publication). Title of contribution [online] (if applicable). *In:* Surname(s), INITIAL(s) of editor(s) of proceedings (if applicable), ed(s). *Title of Conference*, date and location of conference. Place of publication: Publisher, page numbers (if available). Available from: URL [accessed date]

Online example:

Jupp, J. R. and Wilkinson S. J., (2015). BIM and the value dimension: A property perspective [online]. *In*: Wong, K. D., Fan, Q., Linstone, J. and Turoff, C., eds. *COBRA AUBEA 2015*, 8-10 July 2015 Sydney, Australia. Sydney: RICS. Available from: <http://www.rics.org/uk/knowledge/research/conference-papers/bim-and-the--value-dimension-/> [Accessed 6 August 2016].

In-print example:

King, L., (2007). Privileged will trusts. *In*: Bailey, C. and Chatfield, D., eds. *Wills, Estates and Variations*, 15 October 2007. Birmingham: Pro Conferences, pp. 2-6.

5.5 Dissertations/theses**Format:**

Author(s) surname(s), INITIAL(s)., (Year of publication). *Title of thesis* [online] (if applicable). Designation (and type). Name of academic institution. Available from: URL [Accessed date].

Online example:

Griffiths, E., (2021). *The lived experience of disabled students in law school: Present realities and possible futures* [online]. Thesis (PhD). Northumbria University. Available from: <https://nrl.northumbria.ac.uk/id/eprint/48811/> [Accessed 9 January 2023].

In-print example:

Steele, J., (2016). *Molecular recognition in plant immunity*. Thesis (PhD). University of East Anglia.

5.6 Webpages

If there is no named author then use the name of the organisation or website.

5.6.1 Organisations

Author(s)/editor(s) surname, INITIAL(s)., (Year of publication). *Title of webpage* [online]. Place of publication: Publisher. Available from: URL [Accessed date].

Example:

Chartered Trading Standards Institute, (2016). *Regulatory consultancy services* [online]. London: Chartered Trading Standards Institute. Available from: <http://www.tradingstandards.uk/advice/RegulatoryConsultancy.cfm> [Accessed 4 August 2016].

5.6.2 Blogs and social media

Social media entries might only be kept on servers for a brief time and may not be recoverable. You should keep a copy and consider including as an appendix.

Format:

Author(s) surname, INITIAL(s)., (Year of publication). Title of entry. *Title of website* [online], Day Month Year. Available from: URL [Accessed date].

Blog example:

Muldoon, E., (2022). 21 must-read children's books that feature characters with disabilities. *Simply Emma* [online], 11 December 2022. Available from: <https://www.simplyemma.co.uk/must-read-childrens-books-that-feature-characters-with-disabilities/> [Accessed 12 January 2023].

5.6.3 Images/photographs accessed online

Photographer/artist's surname, INITIAL., (Year of publication). *Title of image* [type of image]. Place of publication: Publisher of online image (if available). Available from: URL [Accessed date].

Example:

Orland, R., (2002). *Newcathedral.jpg* [photograph]. Coventry: Coventry. Available from: <http://www.historiccoventry.co.uk/cathedrals/newcathedral.jpg> [Accessed 7 August 2016].

Note: You do not need to include an image or figure you have created in your reference list unless it has been published, where you should use your name in the reference and complete the rest of the entry following the above format.

5.7 Moving images and sound, including film, TV and radio

When deciding which category a source belongs to, you should consider the medium it was originally created or intended for rather than the format in which you accessed it.

Where type is the same as format (e.g. a television or radio programme that was accessed in real time), only type should be given.

5.7.1 Film

Title, (Year) (for films, the preferred date is the year of release in the country of production.). [type, format]. Production credit (e.g. Director or Producer). Production place: Production company.

DVD example:

Romeo and Juliet, (1968). [film, DVD]. Directed by Franco Zeffereilli. Los Angeles: Paramount.

Netflix example:

Wednesday, (2022). [series, Netflix]. Directed by Tim Burton. Los Gatos, CA: Netflix.

5.7.2 Television

Title, series, episode number or title, (Year). [type, format]. Production credit (e.g. Director or Producer). Production place: Production Company. Channel. Date, time of transmission.

Examples:

- *The Sky at Night*, Mariner to Mars, (1969). [television programme]. Producer Patricia Owtram. London: BBC. BBC2. 4 August 1969, 00:15.

- *Evening News*, (2001). [television programme]. Producer Melanie Craddock. London: BBC. BBC1. 27 January 2015, 18:00.
- *Winter Is Coming*, Game of Thrones, Series 1, Episode 1, (2011). [television programme]. Director Timothy Van Patten. New York: HBO. 17 April 2011, 21:00.

Contributions: Individual items within a programme should be cited as contributions.

Example:

Thatcher, M., (1983). Interview. *In: Six O’Clock News*. [television programme]. Producer Michael Enderby. London: BBC. BBC1. 29 February 1983, 18:06.

5.7.3 Radio

Title, Programme details (e.g. series, episode), (Year). [type, format]. Production credit (e.g. Director or Producer). Production place: Production Company. Radio channel. Date of radio programme, time of radio programme.

Example:

Naturebang, Underground Fungi and the Market Economy, Series 1, Episode 32, (2024). [radio programme]. Producers Emily Knight and Becky Ripley. London: BBC. BBC Radio 4. 2 August 2024, 17:00.

5.7.4 Moving images accessed online

For moving images accessed online (e.g. YouTube videos), include the name of the originator/author, if given. If unavailable, state the title.

Originator, (Year). *Title* [type, format]. Place of publication or production (if available): Publisher or Producer (if available). Available from: URL [Accessed date].

Example:

Arden University, (2023). *Silence Your Inner Critic: Heather's Story*. [video, online].
Coventry: Arden University. Available from: <https://arden.ac.uk/knowledge-base/arden-blogs/silence-your-critic-heather> [Accessed 05 August 2024].

YouTube example:

MIT Comparative Media Studies/Writing, (2015). *Neil Gaiman: The Julius Schwartz Lecture at MIT* [video, online]. Cambridge, MA: MIT. Available from:
<https://www.youtube.com/watch?v=KU-tnC7qlw> [Accessed 12 January 2023].

5.8 Applications, downloads, programmes and Artificial Intelligence (AI)

5.8.1 Applications

For applications, include the rightsholder's name, if given. If unavailable, use the title.

Rightsholder, (Year of release). *Title of app* [mobile app]. Version number. Available from:
app store name [Accessed date].

Example:

Lavatech, (2013). *InCase* [mobile app]. Version 1.6.4. Available from: Google Play [Accessed 7 August 2016].

5.8.2 iTunes U and other downloads

For iTunes U and other downloads, include the name of the originator/author, if given. If unavailable, state the title.

Format:

Author(s)/editor(s) surname(s), INITIAL(s)., (Year of publication). *Title* [download]. Edition (if not the first). Place of publication: Publisher (if available). Available from: Website URL
[Accessed date].

Example:

Dunlap, B., (2007). *The lifelong learner* [download]. Spartanburg, SC: Wofford College.
Available from: www.ted.com [Accessed 7 August 2016].

5.8.3 Computer programme

For computer programmes, include the name of the company that published the programme.

Company name, (Year). *Title of program* [type]. Version. Place of publication: Publisher.

Example:

Thomson Reuters, (2016). *EndNote* [computer program]. Version X7.5. Stamford, CT: Thomson Reuters.

5.8.4 Artificial Intelligence

When citing the use of AI, a full reference should be included in the reference list which follows the same format as entries for computer programmes.

Format: Company name or if given: Author(s) surname(s), INITIAL(s)., (Year). *Title of program* [type]. Version. Place of Publication: Publisher.

Example:

OpenAI, (2023). *ChatGPT* [large language model]. March 14 Version. San Francisco: OpenAI.

5.9 Miscellaneous

5.9.1 Maps

Originator's (e.g. cartographer, surveyor, mapping agency, editor, copier, maker, engraver) surname, initials, (Year). *Title* (if not supplied, provide an appropriate title), Scale (normally given as a ratio) [map]. Place of publication: Publisher. Available from: 'core' URL [Accessed date].

Online example:

OpenStreetMap, (2024). *Coventry*, 1:50000 [online]. London: OpenStreetMap Foundation. Available from: <https://www.openstreetmap.org/#map=14/52.4071/-1.5303> [Accessed 5 August 2024].

Print example:

Stivichall, P., (1906). *Warwickshire*, 1:10560 [map]. London: Ordnance Survey.

5.9.2 Patents

Originator (name of applicant/s), (Year). *Title of patent* [online] (if applicable). Patent no. Available from: URL [Accessed date] (if applicable).

Online example:

Parker, J.F., Luck, D., and Brown, D. H., (2012). *Variable geometry turbine* [online]. US8172516B2. Available from: <https://patents.google.com/patent/US8172516B2/en> [Accessed 31 July 2024].

Print example:

Parker, J.F., Luck, D., and Brown, D. H., (2016). *Variable geometry turbine and assembly thereof*. UK patent 2482796B 06 July 2016.

5.9.3 Other types of sources not included in this guide

If you need to cite a type of source that is not included in this guide, please provide the name/originator, year (if available), title and, for online sources, the URL and date you accessed it. If you require further assistance, contact an Academic Skills Tutor or Librarian.

N.B. See the beginning of section 5 for examples

6. Preferred formatting styles

This section describes how to format your work, including what fonts, font sizes and styles to use. The formatting is designed to be the most readable and accessible for users.

6.1 Fonts, point size, line spacing and alignment

- Fonts: Arial, Calibri or Times New Roman
- Point size: 12–14
- Line spacing: 1.5
- Left alignment (except for titles, which should be centre)
- Colour: black

Please note: If you have a visual impairment, learning difference or disability and need to use a larger font or wider line spacing, please apply your own requirements. You should continue to follow the other rules regarding referencing, grammar, punctuation and formatting in this guide.

6.2 Spelling and usage

Use British English spelling throughout. Double check for words spelled in American English; for example, verbs ending with the American English endings ‘ize’, ‘yze’ and ‘iza’ should be spelled with ‘ise’, ‘yse’ and ‘isa’. Therefore, ‘realize’ should be ‘realise’ and ‘analyze’ should be ‘analyse’, etc.

Please note: When quoting directly from a source use the original source’s spelling, even if it contains a typo or error.

6.3 Bold and italics

- Only use **bold** text for titles and subtitles.
- You can apply *italics* for emphasis but should do so sparingly.

6.4 Numerals

Spell numbers one to nine in full. Use numerals when writing numbers from 10 onwards except for when a number is the first word of a sentence when you should spell it out.

7. Guidance on appendices

What is an appendix?

An appendix, or appendices (plural) are supporting documents that are not essential to the main text but provide useful context or additional information; they are not usually required but can be used in longer assignments such as dissertations. Documents you might present in an appendix include:

- raw data
- technical figures (e.g. graphs, charts and tables)
- sample questionnaires and surveys
- transcripts

Where should the appendix go?

Place your appendix after the main body of work and reference list. Each item in an appendix should begin on a new page. Appendices should be presented in the order they are cited and given a number. For example: Appendix 1, Appendix 2.

Citing an appendix item

Any documents included in an appendix should be cited in the main body of your work. When first cited, it is good practice to explain the appendix item. For example, “Appendix 1 features all five interview transcripts from the qualitative research in question.” As with figures, you can directly and indirectly cite the appendix, as shown in the examples below:

- **Directly:** Appendix 1 contains a transcript of an interview with the Prime Minister.
- **Indirectly:** The questionnaire results indicate that people between the ages of 18 and 25... (see Appendix 2).

If the appendix item is from a published source, include a short citation (source and date) in the appendix and add a full reference to the reference list.