Contents

Referencing 2
Short quotation 3
Long quotation 4
Secondary referencing 4
Referencing author with more than one publication in the same year 4
Books 5
Journals 7
Newspapers 8
The Internet 9
Conferences/theses/public lectures 11
Other sources 12
Visual sources 14
Audio-visual material 16
Live performances 19
Computer games 20
Computer programmes 20
Personal communication 21
Referencing

**What is referencing?**
Referencing is indicating in assignments when you have used material that has not originated with you. This might include factual information, data, images, opinion, direct quotation, or when you summarise or paraphrase the work of other people.

**Why reference?**
The majority of academic assignments measure your ability to understand, analyse and evaluate the work of others. Consequently, referencing is a crucial part of this as it informs the reader of the texts you have consulted during research; you will also be assessed on the quality and relevancy of these sources. It is important to remember that referencing carries a percentage of the overall marks if undertaken appropriately.

**Plagiarism – academic integrity**
Please see this page in Unilife for more information about plagiarism and good academic practice: http://unilife.southwales.ac.uk/pages/3168

**How to reference**
There are a number of different referencing styles, all of which are equally valid. Always check with your lecturer if you are unsure which style you should be using.

The example on page 3 shows how to reference (cite) using the Harvard style of referencing. This is one of the most widely used systems based on the British Standard BS5605 (1990). The basic requirements for incorporating references into your work are to supply the family name of the author (or authoring body) and the year of publication in sentences and paragraphs.

Where in your text you do this is the first component of the referencing system (in-text referencing). The second component is the full details of all references you have used given in a list at the end of your assignment. Both components have to be included in any submitted piece of work.

**How to use this guide**
This guide highlights some of the sources that can be referred to when writing an assignment. The various referencing requirements for each source are presented and include an in-text and reference list example. However, the guide does not include all possible sources that you might encounter during the course of your studies. Please seek advice from your lecturer, the Study Skills Service, or your Faculty Advice Centre if you need guidance that does not feature here.

There are several ways of including sources in your work. You can summarise, paraphrase or directly quote the information. You may also wish to secondary reference and/or refer to an author with more than one publication in a single year. Whichever you use, you let your reader know by setting out the referencing details in a subtly different way as below.

Please note that the guide presents information in columns. References in text or in a list should be written across the full page when writing your assignment.

**Summarising**
If you are summarising the overall argument or position of a book or article then you only need to insert the author’s name and year of publication, you do not need to put page numbers in the text or in the reference list.

**Paraphrasing**
If you are paraphrasing a specific point from your source you should include page numbers in the text, as well as the author’s name and year. This makes it easier for your reader to find the information being referred to.
An example of a referenced paragraph and referencing list

Text
Students, as Northedge (1990) summarises, have to read a lot of often complex material, interpret it and present this in their work to demonstrate understanding of their topic. It is imperative that students are fully engaged in the reading process as not understanding “how to read, what to read and how to make sense of your reading can be a major worry and barrier especially for new students” (Blixtar, Hughes and Tighl, 2006, p.99). According to Bell (2005, p.61) the majority of reading should begin early on in the research process, adding that effective organisational skills will help ensure that reading does not overwhelm students. It is important then that students are able to identify and select relevant information, in order to have a clear understanding of the issues to be discussed (Cottrell, 2006; Bell, 2005; Denscombe, 1998).

Sources

Short quotation

In-text example
Chartrand, Millar and Wiltshire (1997, p.1) argue that “…they [laws] can be said to be just when they create the conditions leading to peace, happiness and prosperity for all persons”. This view is…

Reference example:

Note
Short quotations, up to two or three lines should be put in double quotation marks and included in the body of the text.
Long quotation

In-text example
Most false-belief tests use children with a mental age of 3-4 years but all those children with autism tested had a mental age higher than this (Baron-Cohen, 1989a). In a further experiment (Baron-Cohen, 1989b) children with autism were asked what they thought the brain was for. (Strongman, 2006, p. 94).

Note
Longer quotations should be indented from the main text as a separate paragraph. Quotation marks are not required.

Reference example:


Secondary referencing

In-text example
McMahon’s (1994) experience as cited in Parahoo (2006, p. 246) draws attention to the dilemma surrounding the issue of persuasion when attempting to recruit participants.

Reference example:

Note
Sometimes authors refer to the work/ideas of others. These are known as secondary references. For instance, Parahoo in 2006 makes reference to McMahon’s experience in 1994. The details of Parahoo’s work should be included in the reference list since this is the work you have read. (It is not advisable to use too many of these).

Author with more than one publication in the same year

In-text example
Most people are biased in one way or another. *Person bias*, sometimes called the *fundamental attribution error*, is claimed to be the most common.

So we see a nurse, or a teacher or a policeman or policewoman going about their business and tend to judge them as being particular types of people rather than as people being constrained by the roles that they are playing in their work. (Strongman, 2006, p. 94).

Note
If you need to cite two (or more) publications by an author published in the same year, you will need to distinguish between them in the text and in the reference list. You do this by allocating lower case letters in alphabetical order after the publication date.
# How to reference books

## Book with single author

**In-text example:**
Thompson (2003) suggests that language helps to form identity, but can create stereotypes and prejudices.

**Reference example:**

**Reference order:**
1. Author / editor (surname or family name before initials)
2. Year of publication (in round brackets)
3. Title (in italics)
4. Edition (only include the edition number if it is not the first edition)
5. Place of publication: Publisher
6. Series and volume number (where relevant)

## Book with two or three authors

**In-text example:**
According to Dexter and Wash (1995, pp. 32-33) “silence may be as effective as verbal communication” if used appropriately.

**Reference example:**

**Reference order:**
1. Author(s) / editor(s) (surname or family name before initials)
2. Year of publication (in round brackets)
3. Title (in italics)
4. Edition (only include the edition number if it is not the first edition) (2nd edn.)
5. Place of publication: Publisher
6. Series and volume number (where relevant)

## Book with more than three authors

**In-text example:**
This was indicated in the study by Huxley et al. (2007).

**Reference example:**

**Reference order:**
1. Author(s) of the chapter/section (surname or family name before initials)
2. Year of publication (in round brackets)
3. Title of chapter/section (in single quotation marks)
4. ‘in’ plus author(s)/editor(s) of book
5. Title of book (in italics)
6. Edition (only include the edition number if it is not the first edition)
7. Place of publication: Publisher
8. Page reference of chapter or section

## Chapter/section in an edited book

**In-text example**
Cohen (2009, p.194) describes the subculture of the delinquent gang as short-run hedonism.

**Reference example:**

**Reference order:**
1. Author(s) of the chapter/section (surname or family name before initials)
2. Year of publication (in round brackets)
3. Title of chapter/section (in single quotation marks)
4. ‘in’ plus author(s)/editor(s) of book
5. Title of book (in italics)
6. Edition (only include the edition number if it is not the first edition)
7. Place of publication: Publisher
8. Page reference of chapter or section
**Book with editor(s)**

**In-text example:**
Many aspects of school management are discussed in Spencer (2007).

**Reference example:**

**Reference order:***
1. Editor(s) followed by (ed.) or (eds.) (surname or family name before initials)
2. Year of publication (in round brackets)
3. Title (in italics)
4. Edition (only include the edition number if it is not the first edition)
5. Place of publication: Publisher
6. Series and volume number (where relevant)

**Lines within a play**

**In-text example**
“I prithee do not mock me fellow student” (Shakespeare, 1980, 1.2:177).

**Reference example**

**Reference order:**
1. Author of play (surname or family name before initials)
2. Year of publication (in round brackets)
3. Title (in italics)
4. Edition (only include the edition number if it is not the first edition)
5. Edition information if relevant eg Edited by (surname followed by initials)
6. Place of publication: Publisher
7. Act. Scene: line

**E-book**

**In-text example**
Increasingly complex and refined electrical systems have had a significant impact on the changing form of telecommunications (Anttalainen, 2003).

**Reference example**

**Reference order:**
1. Author(s) / editor(s) (surname or family name before initials)
2. Year of publication of book (in round brackets) (use the publication date of the version being used)
3. Title of book (in italics)
4. Edition (only include the edition number if it is not the first edition)
5. Name of e-book collection (in italics)
6. [Online]
7. Available at: URL
8. (Accessed: date)

**E-Book via an e-book reader eg Kindle**

**In-text example**
According to Forsyth (2011, Location 532 of 5144) “Our word sky comes from the Viking word for cloud, but in England there’s simply no difference between the two concepts, and so the word changed its meaning because of the awful weather.”

**Reference example**

**Reference order:**
1. Author(s)/editor(s) (surname or family name before initials)
2. Year of publication of book (in round brackets) (use the publication date of the version being used)
3. Title of book (in italics)
4. Edition (only include the edition number if it is not the first edition)
5. E book format (Kindle format, ePub format, Adobe ebook format etc)
6. [e-book reader]
7. Available at: URL
8. (Accessed: date)
# How to reference journals

## Journal article (printed)

**In-text example:**
According to Fritsch and Schroeter (2011, p. 383) “recent empirical research strongly indicates that the effect of new business formation on economic development is of a long-term nature”.

**Reference example:**

## Journal article in an online collection eg Science Direct (e-journal)

**In-text example:**
Langhammer and Stanghelle (2009, p. 46) found that “Stroke care has changed over the last 20 years”.

**Reference example:**

## Journal article in an internet journal (e-journal)

**In-text example:**
One author, Demers (2009) has claimed there is “virtually no research”.

**Reference example:**

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Often an online journal will be part of an online journal collection which is made available through USW’s web pages. The name of the collection should be included in the reference. Some journals are published solely on the Internet by a commercial publisher. Open access journals are made available online without the involvement of a commercial publisher and often with no charge or subscription, the name of the open access archive should be included in the reference.

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This information is relevant to the online (e-journal) examples.

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Journal article in an open access journal (e-journal)

**In-text example**
A discussion of ‘bearing witness’ may be found in Murphy (2009, p. 39).

**Reference example:**

**Reference order:**
1. Author(s) (surname or family name before initials)
2. Year of publication (in round brackets)
3. Title of article (in single quotation marks)
4. Title of journal (in italics and capitalise first letter of each word in title, except for linking words such as and, of, the, for)
5. Volume (unbracketed), issue (in round brackets) and page numbers if known
6. Name of open access archive (in italics- capitalise first letter of each word in title, except for linking words such as and, of, the, for)
7. [Online]
8. Available at: URL
9. (Accessed: date)

How to reference newspapers

**Newspaper article (printed)**

**In-text example**
Goldman accepted the largest fine in the commission’s history (Treanor, 2010).

**Reference example**

**Reference order:**
Where the author of a newspaper article is identified, use the following citation order:
1. Author (surname or family name before initials)
2. Year of publication (in round brackets)
3. Title of article (in single quotation marks)
4. Title of newspaper (in italics – capitalise first letter of each word in title, except for linking words such as and, of, the, for)
5. Edition if required (in round brackets)
6. Day and month
7. Page reference

**Newspaper article from Internet version of a newspaper**

**In-text example**
Kingsley (2010) suggests that the slow-reading movement is made up of a disparate bunch of academics and intellectuals who want us to take our time while reading and re-reading.

**Reference example**

**Reference order:**
1. Author (surname or family name before initials)
2. Year of publication (in round brackets)
3. Title of article (in single quotation marks)
4. Title of newspaper (in italics – capitalise first letter of each word in title, except for linking words such as and, of, the, for)
5. Day and month
6. [Online]
7. Available at: URL
8. (Accessed: date)
### Newspaper interview

**In-text example**
Pullman (2011, p. 30) suggests he was cast in the role “to destabilise viewers”.

**Reference example:**

### How to reference the Internet

#### Web pages with individual authors

**In-text example**
Semiotics involves studying representations and the processes involved in representational practices (Chandler, 2001).

**Reference example:**

#### Web pages with organisations as authors

**In-text example**
Fair pay in the NHS is firmly on the agenda for trade unions, such as Unison (2014).

**Reference example:**
### Web pages with no authors

**In-text example**
The story of the Aberbeeg ghost and the death of P.C. Pope is an intriguing one (*Online Abertillery*, 2010).

**Reference example:**

### Web pages with no date

**In-text example**
One such organisation is the Data System Sciences & Engineering Group (http://computing.ornl.gov/cse/datasystems/, no date).

**Reference example:**

### Blogs

**In-text example**
Vikas Shah (2011) explored the concept of justice and the implications for society.

**Reference example:**

### Social Networking Sites

**In-text example**
One organisation (Fair Trade Wales, 2011) regularly uses their Facebook site to provide information about their most current marketing activities.

**Reference example:**
**Wikis**

**In-text example**

**Reference example:**

**How to reference conferences/theses/public lectures**

**Full conference proceedings (printed)**

**In-text example**
The conference (International Conference on Asian Digital Libraries, 2002) …

**Reference example:**

**Conference paper published on the Internet**

**In-text example**
Persensky, Lewis and O’Hara (2005) emphasise the personnel’s vital contribution in this particular area.

**Reference example:**
## Theses

**In-text example**
Research by Prescott (2006)...

**Reference example:**

**Reference order:**
1. Author (surname or family name before initials)
2. Year of submission (in round brackets)
3. Title of thesis (in italics)
4. Degree statement — M Phil or PhD
5. Degree-awarding body
6. [Online]
7. Available at: URL
8. (Accessed: date)

## Public Lecture

**In-text example**
Rees (2010) believes that man has the future in his own hands.

**Reference example:**

**Reference order:**
1. Author/speaker (surname or family name before initials)
2. Year (in round brackets)
3. Title of lecture (in italics)
4. [Medium]
5. Day/month

## How to reference other sources

### UK Statutes (Acts of Parliament) pre 1963

**In-text example**
The Animals (Cruel Poisons) Act 1962 (10 & 11 Eliz. 2, c.26) interprets ‘animal’ to mean any mammal.

**Reference example:**

**Reference order:**
1. Short title of Act and Year (in italics)
2. Regnal year
3. Name of sovereign
4. Chapter number

### UK Statutes (Acts of Parliament) post 1963

**In-text example**
Public outrage over attacks by dogs led to the introduction of the statute (*Great Britain. Dangerous Dogs Act 1991*).

**Reference example:**

**Reference order:**
1. Great Britain
   Chapter number (in italics)
3. Year of publication (in round brackets)
4. Place of publication: publisher.
When referencing government publications the recognised convention is to use Great Britain rather than United Kingdom.

**Government Department publication**

**In-text example**
The Government's objective on achieving balanced economic growth is outlined in its ambitious programme (Great Britain. Department for Business, Innovation and Skills, 2011).

**Reference example:**

**Legal cases**

**In-text example**
The case of *Abramova v Oxford Institute of Legal Practice* [2011] EWHC 613 (QB) upheld...

**Reference example:**

**In-text example**
Re. C (1994) is a landmark case relating to mental capacity and refusal of medical treatment.

**Reference example:**
Re. C (1994) 1 All E.R. 819.

**British Standards from online databases**

**In-text example**
Standards assist in the evaluation of libraries of all types (British Standards Institute, 2008)

**Reference example:**
**Market Research/Financial Reports from online databases**

**In-text example**
Mintel (2014) noted that the Convenience segment will grow sales by 3.7% in 2014.

**Reference example:**

**Reference order:**
1. Publishing organisation
2. Year of publication/last updated (in round brackets)
3. Title of extract or section of report (in single quotation marks)
4. Database title (in italics)
5. [Online]
6. Available at: URL
7. [Online]
8. (Accessed: date)

**Statutory Instruments: Health & Safety Regulations**

**In-text example**
The Health and Safety Executive provide guidance for both employers and employees through their Health and Safety Regulations (1999).

**Reference example:**

**Reference order:**
1. Name/title including year (in italics)
2. SI year and number ( in round brackets)
3. [Online]
4. Available at: URL
5. (Accessed: date)

**How to reference visual sources**

*If you include a photograph or diagram for example in your text you should include a reference underneath the item as well as in your list of references at the end of your work.*

**Book illustrations, diagrams or tables**

**In-text example**
Field’s diagram is useful in its summary of the links between the main components of the research process (Field, 2009, p. 3).

**Reference example:**
Photographs — prints/slides

**In-text example**
The work illustrates the human connection with the natural world (Magee, 2009).

**Reference example:**

**Reference order:**
1. Photographer (surname or family name before initials)
2. Year (in round brackets)
3. Title of photograph (in italics)
4. [Photograph]
5. Place of publication: Publisher (if available)

Photographs from the Internet

**In-text example**
This bold image (Knight, 1986) was commissioned by.....

**Reference example:**

**Reference order:**
1. Photographer (surname or family name before initials)
2. Year of publication (in round brackets)
3. Title of photograph (in italics)
4. [Online]
5. Available at: URL
6. (Accessed: date)

Photographs in online collections (e.g. Flickr)

**In-text example**
The power in Algo's photo (2005) is in its simplicity.

**Reference example:**

**Reference order:**
1. Photographer (surname or family name before initials)
2. Year of publication (in round brackets)
3. Title of photograph (in italics)
4. [Online]
5. Available at: URL
6. (Accessed: date)

Paintings/drawings in online collections

**In-text example**
Ingleby specialised in small watercolour views, for example *Brombo House* (1794).

**Reference example:**

**Reference order:**
1. Artist (surname or family name before initials)
2. Date (if available)
3. Title of the work (in italics)
4. [Medium]
5. Name of collection (in italics)
6. [Online]
7. Available at:
8. (Accessed: date)
**Sculpture**

**In-text example**
The horizontal cuts, as seen for example with Crack and warp column (Nash, 2002) split and bend with time.

**Reference example:**

**Reference order:**
1. Sculptor (surname or family name before initials)
2. Year (in round brackets)
3. Title (in italics)
4. [Sculpture]
5. Name of collection

**Art Exhibition Catalogue**

**In-text example**
Thompson (1995, p.8) described Wallinger as a ‘politically committed artist’.

**Reference example:**

**Reference order:**
1. Author(s) of catalogue (surname or family name before initials)
2. Year of publication (in round brackets)
3. Title of exhibition (in italics)
4. Location and date(s) of exhibition
5. [Exhibition catalogue]

**How to reference audio visual material**

**TV programme**

**In-text example**
Apparently, a trick of the light can both wake you up and keep you asleep (10 things you need to know about sleep, 2009).

**Reference example:**
10 things you need to know about sleep (2009) BBC One Television, 12 May.

**Reference order:**
1. Title of programme (in italics)
2. Year of transmission (in round brackets)
3. Name of channel
4. Date of transmission (day/month)

**Episode of a TV series**

**In-text example**
The character of Ross is developed in this episode, with his reaction to the news that his ex-wife is pregnant with his child (‘The one with the sonogram at the end’, 2004).

**Reference example:**

**Reference order:**
1. Title of episode (in single quotation marks)
2. Year of transmission (in round brackets)
3. Title of programme (in italics)
4. Series and episode numbers
5. Name of channel
6. Date of transmission (day/month)
Film

In-text example
Films are able to draw on events and experiences of the past which impact resonantly today (Good night, and good luck, 2005).

Reference example:

Film on DVD

In-text example
The medium of film has the potential to surpass the impact of the written word. Slumdog millionaire (2009), for example, ...

Reference example:

Film on Youtube

In-text example
Matisse considered the chapel to be his greatest achievement (Misterulster, 2010).

Reference example:

Musical score

In-text example
The composer's soundtrack to the movie 'The piano' proved particularly popular (Nyman, 2003)...

Reference example:
**Music or spoken word  recording on audio CDs**

**In-text example**
Seminal Welsh indie-rockers, the Super Furry Animals, released their fifth studio album *Rings around the world* in 2001 to both critical and popular acclaim.

**Reference example:**

**Vidcasts/vodcasts**

Reference where the vidcast/vodcast was displayed for download

**In-text example**
The inaugural lecture was very interesting (Wheeler, 2009).

**Reference example:**

**iTunes U collection**

**In-text example**
Roche et al. (2010) highlights ……

**Reference example:**
How to reference live performances

Live performance — band concert

In-text example
Bob Dylan’s voice (2000) was barely audible against the backdrop of an admittedly accomplished backing band, a fact not unnoticed by most of the increasingly disgruntled crowd.

Reference example:
Bob Dylan (2000) [Sheffield Arena. 22 September].
Live performance — play

In-text example
The performers were singing in very close proximity to the audience (The Duchess of Malfi, 2010)

Reference example:

How to reference computer games

Computer Game

In-text example
Assassin's Creed Brotherhood (Ubisoft Montreal, 2011) is an action/adventure game which.....

Reference example:

How to reference computer programmes

Computer Programme

In-text example
Camtasia Relay (TechSmith, 2012) allows you to record live presentations.

Reference example:
How to reference personal communication

Personal Communications

In-text example
Fitzgibbon (2012) was of the view that....

Reference example:

Reference order:
1. Speaker/sender/author (surname or family name before initials)
2. Year of communication (in round brackets)
3. Medium of conversation
4. Receiver of communication
5. Day/month of communication

This revised University of South Wales Guide to Harvard Referencing is credited to the collaboration between USW Libraries and the Student Development and Study Skills Service.


For in-depth guidance on referencing we recommend that you borrow or purchase this textbook.

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