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This guide is based on common enquiries the Library receives about citing references and producing bibliographies. The formatting of references in examples given is based on elements of the Harvard British Standard and APA styles. There are many other variations of the Harvard referencing style available. The key is consistency (e.g. if you choose to highlight titles using italics continue to do this throughout a document, don’t swap to using bold part way through). Always check with your lecturer or supervisor which referencing style you are expected to use and if there is anything in particular you need to note e.g. whether you are required to include a reference list and a bibliography or just a reference list.

If you are using reference management software such as Mendeley, EndNote, Zotero, Papers or Colwiz always check the output for inaccuracies.

What to be aware of
- Passing off the opinions of others as your own (even if it is accidental) is plagiarism which is seen as cheating.
- It is acceptable to refer to your own work from a previous assignment as long as you remember to cite it in your in-text citations and reference list.
- It is unacceptable to submit a piece of your work that has been already submitted for a previous assignment as this would be seen as self-plagiarising.

What is referencing?
Referencing is the method used in academia to indicate where your ideas have come from in a written piece of work. There are two components: the in-text citation and the reference list/bibliography.

Why reference?
- To illustrate the amount of research you have done on a piece of work and where you have found your ideas.
- Properly quoting and paraphrasing the work of others gives credibility to your opinions.
- To enable the reader of your work to easily trace your sources of information.

HELPFUL TIP
Keep full records of the bibliographic details of everything that you read as you do your research – either store them in reference management software or create a separate document. This will save you lots of time chasing after references when you are writing up your work.

Referencing styles
There are different styles used for referencing which have their own unique way of presenting information about the sources you have used. Common ones are Chicago, NLM, Vancouver, APA and Harvard.

Author-date style
This guide covers the Author-Date style for formatting references. This means that when you are referring to a source of information in a written piece of work (the in-text citation) only the surname of the author and date of the source should
be given; the full bibliographic details such as title of the source are then given in the reference list. Strictly speaking author-date styles do not make use of numbered references, footnotes or conventions such as Ibid or op.cit.

**Layout of references**

When using this guide, pay attention to the examples given for the way a reference should be laid out in a reference list.

- Sometimes titles may appear in italics and article titles in single quotation marks in order to add emphasis.
- The first letter of each word in a journal title and conference title is capitalised, but in all other instances only the first letter of the first word and proper nouns are in capitals.
- Use of brackets – the medium in a reference e.g. [Lecture] appears in square brackets, whereas all other brackets e.g. year, issue number, date an online source was accessed, appear in round brackets.

**Citing or in-text citations**

In-text citations are used to indicate where you are referring to the ideas of others (paraphrasing) or including direct quotations from sources of information within your written piece of work. You should also use page numbers (if available) to indicate where a quotation or paraphrase came from.

For example:

Paraphrase

- A key element of critical thinking is recognising an argument (Bowell, 2005).
- Bowell (2005) stresses the importance of identifying arguments over attempts to persuade.

Direct quotation

- What is the difference between persuasion and an argument?

“To attempt to persuade by giving good reasons is to give an argument” (Bowell, 2005, p.2).

**Reference lists and bibliographies**

The reference list is a detailed list of the sources you have referred to directly within your written work – either by paraphrasing or using direct quotations.

A bibliography contains relevant sources you have consulted during the course of your research but have not referred to directly within your work. It can be presented to include everything in your reference list and additional sources, or it can just contain the materials that you haven’t already put into your reference list. Check with your lecturer or supervisor as to whether you are expected to provide a bibliography in addition to a reference list and and also whether they are expecting everything to appear within the bibliography or just additional works consulted.

Features of the reference lists and bibliographies:

- They should enable the reader of your work to easily locate the sources of your information.
- Formatting should be consistent.
- They should be written in alphabetical order by first author/editor surname.
- If there are multiple sources by the same author they should be listed in date order with the most recent appearing first.

**HELPFUL TIP**

If the quote is longer than two lines it is a good practice to indent the paragraph.

Use double quotation marks around a direct quotation so plagiarism software can detect where you are using someone else’s words.
• If there are sources with the same author and date, allocate letters in alphabetical order after the date in both the in-text citation and the reference list.

For example:

**In-text citation**
The concept of constructive alignment is illustrated... (Biggs, 1996b)

**Reference list**


**Secondary referencing**
This is where you need to quote an author who has been cited by another author. You should always try to read the original source to understand the context of what you are citing. However, if this isn’t possible you will need to indicate this by using the phrasing “cited in” within the in-text citation. For example:

• Bok (2003, cited in Nixon, 2004, p. 248) sets out a picture of a future university that we are in danger of becoming.


In the reference list you must only include the sources that you have read directly. So in the example above you would put Nixon in your reference list but not Bok.

**Use of web page links**
When you need to include a URL in a reference; cutting and pasting links from the address bar in your browser can result in a long and messy link which may be temporary and won’t work at a later date. Where possible try to look for a permanent or persistent link to use instead.

The most frequently found permanent link is a DOI (Digital Object Identifier) which is a standardised way of identifying electronic documents. When citing a DOI, it is acceptable to not provide the date accessed in your reference list. Not all documents have a DOI, some databases create their own permanent links – these can often be found in the citation information of an article.

**Multiple authors and no authors**
When a source has three or fewer authors, you will need to list all authors in both the in-text citation and the reference list. If there are four or more authors then you list the first author followed by et al. in your in-text citation and all of the authors in the reference list.

If a source does not have an author or editor what is used depends on the type of source. For the case of an anonymous magazine/newspaper article, use the abbreviation Anon. in place of the author in both the in-text citation and the reference list. For books, if the title is short, you should include the whole title in the in-text citation. If it is long, you may shorten your in-text citation to just the first few words of the title, but in both cases the full title should be cited in the reference list.

**HELPFUL TIP**
When referencing an article/book that is written in a language other than English do not translate the reference details. Cite and reference in the original language following the same format as recommended in this guide.
Books

What to include in the reference:
• Author/Editor(s) (surname, initials)
• (Year of publication)
• Title
• Edition (only include if not the first edition)
• Place of publication: Publisher
• (Series, volume number)

Book with a single author

In-text citation
According to Sommerville (2011, p.23) the most important part of software engineering is...

Reference list

Book with two authors

In-text citation
Stair and Reynolds (2010) suggest...

Reference list

Book with three authors

In-text citation
“This purpose of radar signal processing is to extract desired data from radar signals” (Lewis, Kretschmer and Shelton, 1986, p.1).

Reference list

Book with four or more authors

In-text citation
This was noted by Payne et al. (1995).

Reference list

Book with no author

In-text citation
When a book has no identified author, cite in the text the first few words of the title in italics and the year.

Reference list

Book with an editor

In-text citation
Latest thinking on gender in organizations suggests ... (Kumra, Simpson and Burke, 2014).

Reference list

Chapter of an edited book

What to include in the reference:
• Author(s) of the chapter (surname, initials)
• (Year of publication)
• ‘Title of chapter’
‘in’ plus editor of book. (surname, initials) (ed.)

Title of book

Place of publication: Publisher

Pages

(Series, volume number)

In-text citation
Haase (2005, p.35) identified...

Reference list

Chapter of an edited book with organisation as author e.g. handbooks

In-text citation
The steel corrosion showed... (ASM International, 1998).

Reference list

Electronic book (eBook) or online book

What to include in the reference:

• Author/Editor(s) (surname, initials)
• (Year of publication of book)
• Title
• Edition (only include if not the first edition)
• Place of publication: Publisher
• (Series, Volume number)
• Available at: URL/DOI
• (Accessed: date)

In-text citation
Brodie tried to decipher the code (Dennis, 2012).

Reference list

HELPFUL TIP
If the eBook has no page numbers indicate which chapter, section heading or paragraph number the quote came from.
**Translated book**

What to include in the reference:
- Author(s) (surname, initials)
- (Year of original work)
- Title
- Translated by translator’s name in full
- Edition (only include if not the first edition)
- Place of publication: Publisher
- (Series, volume number)
- Year of publication of translation

**In-text citation**

In his discussion about algebraic topology, Matveev (1975) considered...

**Reference list**


**Anthology or collected works**

A whole anthology or collected works should be cited in the same way as an edited book. If referring to a specific piece within a collected work (e.g. poem, book, quotation) use the format for a chapter in a book. If the anthology contains pieces of work with different publication dates, you will need to include both the publication date of the anthology and the original publication date in your reference.

**In-text citation**

The three steps model is illustrative of this (Lewin, 1947/1997).

**Reference list**

Journal articles

What to include in the reference:
• Author(s) (surname, initials)
• (Year of publication)
• ‘Title of article’
• Title of Journal
• Volume (Issue)
• Pages

Reference list

Journal article with one author

In-text citation
In a recent article Hutchinson (2010) discussed the fracture...

Reference list


Journal article with two authors

In-text citation
It was not possible to separate targets (Yang and Chen, 2016).

Reference list


Journal article with four or more authors

In-text citation
Langley et al. (2013) identify assumptions...

Reference list


Online journal article

In-text citation
The synthesis of a new polymer of cadmium(II) ethylenediamine azide was determined by ... (Yang et al., 2010).

Reference list - Digital Object Identifier


HELPFUL TIP

If citing a DOI it is not necessary to provide the date the resource was accessed.
**Reference list - URL**


**Journal article with no author**

When an article has no identified author, use the abbreviation Anon. in both the in-text citation and the reference list.

What to include in the reference:

- Anon
- (Year of publication)
- ‘Title of article’
- *Title of Journal*
- Volume (Issue)
- Pages

**In-text citation**

TC-32B QT was demonstrated at an exhibition held in Kent (Anon., 2005).

**Reference list**

Conference proceedings

Full conference proceeding
What to include in the reference:
• Editor(s) (surname, initials) or organisation
• (Year of publication)
• Title of Conference: Subtitle
• Location and date
• Place of publication: Publisher

In-text citation
The conference (IEEE, 2010)... 

Reference list

Individual paper
What to include in the reference:
• Author(s) of paper (surname, initials)
• (Year of publication)
• ‘Title of paper’
• Title of Conference: Subtitle
• Location and date
• Place of publication: Publisher
• Paper number (if available)
• Volume (if known)
• Pages

In-text citation
Moon and Koh (2003) provide computations...

Reference list

Online proceeding or paper
What to include in the reference:
• Editor(s) (surname, initials) or organisation
• (Year of publication)
• ‘Title of paper’
• Title of Conference: Subtitle
• Location and date
• Place of publication: Publisher
• Pages
• Available at: URL/DOI
• (Accessed: date)

In-text citation
Wessel and Meyer (2010) provide a ten step method...

Reference list
Offshore Technology Conference (OTC) paper

What to include in the reference:
• Editor(s) (surname, initials)
• (Year of publication)
• 'Title of paper'
• Title of Conference: Subtitle
• Location and date
• Paper number (if available)
• Pages
• Available at: DOI

In-text citation
According to Chiasson, Smith and Steward (1999) large bore...

Reference list
For images and audio visual downloads see Audio visual materials and images.

**Web page with an individual author**

What to include in the reference:
- Author of web page (surname, initials)
- (Year site last published/updated)
- *Title of Internet site*
- Available at: URL
- (Accessed: date)

**In-text citation**

Bradley (2014) lists over 170 web search engines.

**Reference list**


**Web page with an organisation as author**

What to include in the reference:
- Organisation responsible for site
- (Year site published/updated)
- *Title of Internet site*
- Available at: URL
- (Accessed: date)

**In-text citation**

The Natural Hazards Centre is a great example (University of Colorado Boulder, 2011).

**Reference list**


**Blog**

What to include in the reference:
- Author of blog or post (surname, initials)
- (Year site published/updated)
- ‘Title of post’
- [Blog]
- *Title of blog*
- Day/month of post
- Available at: URL
- (Accessed: date)

**In-text citation**

Julian Borger (2010) claims there aren’t many alternatives left.

**Reference list**


**HELPFUL TIP**

To find a web page date try right clicking on the page and select view page info. This will tell you when a web page was last updated.

If it displays the current date and time and there is no indication elsewhere on the web page then enter: no date.
Wiki
What to include in the reference:
• Author of article (surname, initials) if known
• (Year site published/updated)
• ‘Title of article’
• Title of Wiki
• Available at: URL
• (Accessed: date)

In-text citation
The CILIP ARLG National committee meeting notes show... (Barefoot, 2012).

Reference List

Social networking website e.g. Facebook
Other social media sites such as YouTube and Instagram are covered further on in the guide under Audio visual materials and images.

What to include in the reference:
• Author (surname, initials)
• (Year site published/updated)
• ‘Title of page’
• Title of Internet site
• Day and month of post.
• Available at: URL
• (Accessed: date)

In-text citation
Cranfield University Library (2014) announced that...

Reference list

Discussion forum
See also Course materials for course Virtual Learning Environment discussion forums.

What to include in the reference:
• Author (surname, initials)
• (Year of post)
• ‘Title of post’
• Discussion forum name
• Day and month of post.
• Available at: URL
• (Accessed: date)

In-text citation
According to Friedman (2012) data mining...

Reference list

HELPFUL TIP
Always reference the specific webpage URL that you are referring to in your work, as opposed to the website as a whole.
Tweet
What to include in the reference:
• Author’s user name as written
• (Year)
• Write whole post as a title
• [Tweet]
• Day and month of tweet
• Available at: URL
• (Accessed: date)

In-text citation
There was great excitement about the sighting of a Higgs bosun (ProfBrianCox, 2012).

Reference list
Theses or dissertations

Print thesis or dissertation
What to include in the reference:
• Author (surname, initials)
• (Year of publication)
• Title
• Name of degree award e.g. BSc, PhD, MSc
• Degree-awarding body

In-text citation
An examination of Tatham’s (2010) research shows that...

Reference list

Online thesis or dissertation
What to include in the reference:
• Author (surname, initials)
• (Year of publication)
• Title
• Name of degree award e.g. BSc, PhD, MSc
• Degree-awarding body
• Available at: URL
• (Accessed: date)

In-text citation
Tatham (2010) identifies three areas undergoing notable change...

Reference list
Course materials

Lecture or seminar
What to include in the reference:
• Author/speaker(s) (surname, initials)
• (Year)
• ‘Title of lecture’
• [Medium]
• Module name
• Institution
• Day/month

In-text citation
The lecture provoked much debate (Johnson, 2012).

Reference list

Lecturers’ notes on Virtual Learning Environment e.g. Blackboard, Moodle
What to include in the reference:
• Author (surname, initials)
• (Year)
• ‘Title of notes’
• [Medium]
• Module name
• Institution
• Available at: URL
• (Accessed: date)

In-text citation
As illustrated in the course materials (Forth, 2009).

Reference list

Course Virtual Learning Environment discussion forum
What to include in the reference:
• Author (surname, initials)
• (Year)
• ‘Title of message’
• [Discussion forum]
• Title of discussion board
• in
• Module name
• Institution
• Available at: URL
• (Accessed: date)

In-text citation
The debate during the lecture continued in the discussion forum. Hirst (2012) was particularly vociferous.

Reference list
The guidelines below follow the Harvard style, although you may prefer to follow other recognised legal sources, such as Oxford Standard for the Citation of Legal Authorities (OSCOLA).

**UK Statute (Act of Parliament)**

Acts prior to 1963 require the regnal year and parliamentary session to be included.

What to include in the reference:

**Pre-1963 acts:**
- Short title of Act and year
- Regnal year
- Name of sovereign
- Chapter number

**In-text citation**

Smith prosecuted Goff using newly established *Criminal Justice Act 1948* (11&12 Geo. 6, c. 58).

**Reference list**

*Criminal Justice Act 1948* (11&12 Geo. 6, c. 58).

**Post-1963 acts:**
- Great Britain
- Name of Act: name of sovereign. Chapter number
- (Year of publication)
- Place of publication: Publisher

**If accessing online, add:**
- Available at: URL
- (Accessed: date)

**In-text citation**


**Reference list**


**House of Commons or House of Lords Paper**

What to include in the reference:
- Great Britain
- Parliament: House of...
- (Year of publication)
- Title
- Place of Publication: Publisher
- (Paper number)

Note: House of Lords Paper number is also in round brackets to distinguish it from House of Commons papers, e.g. (HL 2010-2012 (234)).

**If accessing online, add:**
- Available at: URL
- (Accessed: date)

**HELPFUL TIP**

If using many official publications in your work, it is acceptable to drop Great Britain from the beginning to make the reference list shorter and easier to follow.

If using papers from outside of the UK you will need to indicate this in the reference, e.g. *Accident Compensation Act 1972 (NZ)*.

Please do check with your lecturer or supervisor that this is acceptable.
In-text citation
As reported by the Ministry of Defence (Great Britain. Parliament. House of Commons, 2011) defence spending...

Reference list

House of Commons or House of Lords Bill
What to include in the reference:
• Great Britain
• Parliament. House of...
• (Year of publication)
• Title
• Place of publication: Publisher
• (Bill number)

In-text citation
Their funds were frozen under the Terrorist Asset Freezing etc. Bill (Great Britain. Parliament. House of Lords, 2010).

Reference list

Statutory Instruments (SIs)
What to include in the reference:
• Name/title
• (Year of publication)
• (SI year and number)

In-text citation
The Income Tax (Indexation) Order (2011) lists the rates as...

Reference list

Departmental publication
What to include in the reference:
• Country
• Name of government department
• (Year of publication)
• Title
• Place of publication: Publisher
• (Series)

In-text citation
The number and diversity of men with mental health issues decreased during 2010 (Great Britain. Department of Health, 2011).

Reference list
Hansard Debate

What to include in the reference:
- Abbreviation of house e.g. HC or HL
- Deb (for debates)
- Date of debate
- Volume number
- Column number (if debate is Written Answers add W, WH for Westminster Hall, or WS for Written Statements)

If accessing online add:
- Available at: URL
- (Accessed: date)

In-text citation
In discussions on the steel industry Smith advised... (HC Deb, 22 January 2004).

Reference list

Command Paper (Green or White Paper)

What to include in the reference:
- Great Britain
- Name of committee or Royal Commission
- (Year of publication)
- Title
- Place of publication: Publisher
- (Paper number)

If accessing online, add:
- Available at: URL
- (Accessed: date)

In-text citation
As per the paper Delivering security in a changing world (Great Britain. Ministry of Defence, 2003) the local police force...

Reference list

European Directive

What to include in the reference:
- Name of EU institution
- (Year of publication)
- Number: Title

If accessing online, add:
- Available at: URL
- Date accessed

In-text citation

Reference list
Reports

For governmental reports see Official publications.

What to include in the reference:
• Author(s) (surname, initials) or organisation.
• (Year of publication)
• Report number if known
• Title
• Place of publication:
• Publisher/Sponsoring organisation

In-text citation
An analysis of China’s investment in companies in different countries has shown... (Wolf et al., 2011)

Reference list

Online report
What to include in the reference
• Author(s) (surname, initials) or organisation
• (Year of publication)
• Report number if known
• Title
• Place of publication:
• Publisher/Sponsoring organisation
• Available at: URL
• (Accessed: date)

In-text citation
The effect was... (Curry, Moulton and Kresse, 1989).

Reference list

Online industry or market research report
What to include in the reference:
• Publishing organisation or author(s)
• (Year of publication)
• Title or section of report
• Day/month if available
• Available at: URL
• (Accessed: date)

In-text citation

Reference list

Online company or annual report
What to include in the reference:
• Organisation
• (Year of publication)
• Title
• Available at: URL
• (Accessed: date)

In-text citation
Despite economic uncertainty the company’s profits did increase (Rolls-Royce Group plc, 2011).

Reference list
Financial data sources

Financial report
What to include in the reference:
• Publishing organisation or author
• (Year of publication/last update)
• ‘Title or section of report’
• Name of database the data was retrieved from
• Available at: URL
• (Accessed: date)

In-text citation
Tesco PLC turnover showed a steady increase between 2013-2014 (Bureau van Dijk, 2014).

Reference list

Financial data source
What to include in the reference:
• Publishing organisation or author.
• (Year of publication/last update)
• ‘Title of extract’
• Name of the database the data was retrieved from
• Available at: URL/subscription service.
• (Accessed: date)

In-text citation
British Airways share price dropped at the start of the first quarter (Thomson Reuters, 2010).

Reference list

HELPFUL TIP
Any financial data that has been retrieved from one of the specialist financial databases needs to be acknowledged.

It is advised to include the database name/subscription service to show that the data has come from a reputable source.
Case studies

Case study

What to include in reference:

- Author(s) (surname, initials) or organisation
- (Year of publication)
- Number/identifier of case study (if available)
- Title of case
- Place of publication: Publisher

In-text citation

According to the case... (Aaker and Chang, 2010).

Reference list


Online case study

What to include in reference:

- Author(s) (surname, initials) or organisation
- (Year of publication)
- Number/identifier of case study (if available)
- Title of case
- Place of publication: Publisher
- Available at: URL
- (Accessed: date)

In-text citation

According to Gleich and Shaffu (2005) ...

Reference list

What to include in the reference:

• Author(s) (surname, initials) or organisation/institution
• (Year of publication)
• Title
• Working paper series and/or number (if available)
• Place of publication: Publisher (if available)
• Available at: URL/DOI
• (Accessed: date)

In-text citation
According to Malter (2014) identities have been confounded by organizations.

Reference list
Printed newspaper article

What to include in the reference:
• Author(s) (surname, initials)
• (Year of publication)
• ‘Article title’
• Newspaper Title
• (Edition – if known e.g. evening)
• Day and month
• Page

In-text citation
A blast at an atomic weapons factory was met with denials by Iran (Frenkel, 2011).

Reference

Article from an online newspaper

What to include in the reference:
• Author(s) (surname, initials)
• (Year of publication)
• ‘Article title’
• Newspaper Title
• Day and month
• Available at: URL
• (Accessed: date)

In-text citation
Rayner (2011) reports that The Royal British Legion Centre for Blast Injury Studies is to design...

Reference
Standards, patents, protocols and datasheets

**Standard**

What to include in reference:
- Authorising organisation
- (Year of publication)
- *Number: Title*
- Place of publication: Publisher

**In-text citation**

In projects “specification, schedule and cost always have to be bounded to ensure ongoing viability” (British Standards Institution, 2010, p.12).

**Reference list**


**Online standard from a database**

What to include in the reference:
- Authorising organisation
- (Year of publication)
- *Number: Title*
- Available at: URL/DOI
- (Accessed: date)

**In-text citation**

Some standards provide guidelines for effective project management (British Standards Institution, 2010).

**Reference list**


**Patent**

What to include in the reference:
- Inventor(s) (surname, initials)
- (Year of publication)
- *Patent number: Title*
- Authorising organisation
- Available at: URL
- (Accessed: date)

**In-text citation**

The method of assembly... (Hodge, 2008).

**Reference list**


**Joint Service Publication or Protocol**

Please note: due to the way JSPs are updated, version numbers and dates will vary between pages within the same document so make sure you check each page to ensure the reference is traceable. It is possible to drop the Great Britain from your reference (see the country data tip in the Official publications section).

What to include in the reference:
- Authorising organisation
- (Year of publication) ensure you take the issue date rather than review date
- *Number: Title: Version number*
If accessing online, add:
• Available at: MOD Intranet
  (Note: do not cite DII link)
• (Accessed: date)

In-text citation
The MOD has a simple definition of knowledge (Great Britain. Ministry of Defence, 2011).

Reference list

Datasheet e.g. ESDU
What to include in the reference:
• Author or authorising organisation
• (Year of publication)
• Number: Title: Version number
• Day/Month if available
• Place of publication: Publisher

If accessing online, add:
• Available at: URL
• (Accessed: date)

In-text citation
The buckling of the panel ... (ESDU, 2008).

Reference list
Datasets and software

**Dataset**

What to include in the reference:
- Creator(s) (surname, initials)
- (Year)
- Dataset title
- Publisher
- Available at: URL (using DOI)
- (Accessed: date)

**In-text citation**

Data from Partridge (2014) showed...

**Reference list**


**Software**

What to include in the reference:
- Programmer or producer(s) (surname, initials) or organisation
- (Year of release/update)
- Title of software, computer programme or app
- (Version number if available)
- [Medium e.g. Software or Mobile app]
- Available at: URL or app store name
- (Accessed: date)

**In-text citation**

Plone is an example of this sort of use of an open source content management system (Plone Foundation, 2016).

**Reference list**


HELPFUL TIP

All DOIs begin with 10, e.g., 10.6084/m9.figshare.1004753.v1. We advise that DOIs are converted into URLs by adding 'https://doi.org/' before the DOI, e.g., https://doi.org/10.6084/m9.figshare.1004753.v1
Audio visual materials

Film or programme on DVD/Blu-ray/VHS
What to include in the reference:
• Title of film
• (Year of distribution)
• Directed by
• [Medium e.g. DVD]
• Place of distribution: Distribution company

In-text citation
Some funny films about cover-ups, such as The Pentagon wars (2005)...

Reference list

Video on YouTube
What to include in the reference:
• Name of person posting (as written)
• (Year video posted)
• Title of video
• [Video]
• Available at: URL
• (Accessed: date)

In-text citation
This is a good example of brightening up a building (UrgentGenius, 2011).

Reference list

Video embedded in a website
What to include in the reference:
• ‘Title of video, article or webpage’
• (Year video posted)
• Title of hosting website, e.g. BBC News
• [Video]
• Day/Month video posted
• Available at: URL
• (Accessed: date)

In-text citation
The Defence Secretary admitted to failures (‘Philip Hammond admits millions wasted on army IT failure’, 2014).

Reference list

Podcast with author/presenter
Reference where the podcast was published or displayed.

What to include in the reference:
• Author / presenter (surname, initials)
• (Year podcast was posted)
• ‘Title of podcast’
• Title of hosting website
• [Podcast]
• Day and month of posted message
• Available at: URL
• (Accessed: date)
In-text citation
Butler (2011) gives an account of the misery endured by Bali’s young orphans.

Reference list

Television programme
What to include in the reference:
• Title of programme
• (Year of transmission)
• Name of channel
• Day and month of transmission

In-text citation
Basil Fawlty (Fawlty Towers, 1975) is the epitome of bad manners.

Reference list
Fawlty Towers (1975) BBC Two Television, 19 September.

Episode of a television series
What to include in the reference:
• ‘Title of episode’
• (Year of transmission)
• Title of television series
• Series and episode numbers
• Name of channel
• Day and month of transmission

In-text citation
This road trip was the exit point for Cleveland to leave the show (Cool hand Peter, 2011).

Reference list

Audio/video download e.g. iTunes
What to include in the reference:
• Artist (if unavailable, use title in italics first)
• (Year of distribution)
• Title of recording
• [Medium e.g. video, CD]
• Available at: URL
• (Downloaded: date)

In-text citation
There’s a place was the first track they ever released (Carpark North, 2001).

Reference list

Audio recording
What to include in the reference:
• Artist (if unavailable, use title in italics first)
• (Year of distribution)
• Title of recording
• [Medium e.g. CD, LP]
• Place of distribution: Distribution company

In-text citation
“I’m caught in the symmetry of your mind” (Mew, 2003).

Reference list
Radio programme
What to include in the reference:
• Title of programme
• (Year of transmission)
• Name of channel
• Day/month of transmission

If accessed online, add:
• Available at: URL
• (Accessed: date)

In-text citation
The collected viewpoints on America’s presidential election outcome... *(Letters from America, 2016)*.

Reference list

Microfiche/microfilm
What to include in the reference:
• Author (surname, initials)
• (Year of publication)
• Title of fiche / form
• [Microfiche or Microform]
• Place of publication: Publisher

In-text citation
The table shows the level of thrust needed (Burns, 1962).

Reference list
Illustration, figure, diagram, logo or table

Use this when citing an illustration, diagram, etc., drawn by the author of the book/article.

What to include in the reference:
- Author (surname, initials)
- (Year of publication)
- Title of book
- Edition
- Place of publication: Publisher

In-text citation
To improve research supervisory skills... (Wisker, 2012, p.251).

Reference list

How a picture or figure should appear in the text of your essay:
N.B. caption appears below the figure

Embedded illustration, cartoon, diagram, etc

Use this when another author/artists work has been used to illustrate a point, e.g. Dilbert cartoon embedded within a website article.

What to include in the reference:
- Artist(s) (surname initials)
- (Year of publication)
- ‘Title of illustration, article or webpage’
- [Medium, e.g. Cartoon]
- Title of publication or hosting website e.g. Private Eye
- Issue/volume number if available
- Day/Month if available

If accessing online, add
- Available at: URL/DOI
- (Accessed: date)

In-text citation
The pressure on the housing market.... (Wood, 2014).

Reference list

Figure 1: Estimated Sales Forecast (Jones, 2012, p.4)
How an adapted figure should appear in the text of your essay:

- **Active Verb**
  Indicates what the learner will do

- **Object**
  What the learner is acting with

- **Context**
  What is required to illustrate learning

Figure 3: Structure of ILOs Adapted from: Bailey (2011) and Moon (2002, p.76)

**Ordnance Survey map**

What to include in the reference:
- Ordnance Survey
- (Year of publication)
- Title
- [Map]
- Sheet number, scale
- Place of publication: Publisher
- (Series)

**In-text citation**

PO. equates to Post Office (Ordnance Survey, 1994).

**Reference list**


**Online map**

What to include in the reference:
- Map publisher
- (Year)
- *Title of map section*
- [Map]
- Sheet number or tile, scale
- Available at: URL
- (Accessed: date)

**In-text citation**

There are many farms in the area (Ordnance Survey, 2011).

**Reference list**


**Painting or drawing**

What to include in the reference:
- Artist (surname, initials)
- (Year)
- *Title of work*
- [Medium]
- Institution or collection where the work is held, City

**In-text citation**

The ‘Mona Lisa’ by Leonardo da Vinci (1519) is arguably best known for the enigmatic smile.

**Reference list**


**Painting or drawing online**

What to include in the reference:
- Artist (surname, initials)
- (Year of publication)
- *Title of work*
- [Medium e.g. watercolour on paper]
- Available at: URL
- (Accessed: date)

**In-text citation**

Groves’ ‘Carrot on a stick’ (2007) is playing with colours.
Reference list

**Photograph – print or slide**
What to include in the reference:
- Photographer (surname, initials)
- (Year)
- *Title of photograph*
- [Photograph]
- Place of publication: Publisher (if available)

**In-text citation**
Sublime lighting captures the atmosphere wonderfully (Collins, 2010).

**Reference list**

**Photograph online and in an online collection e.g. Flickr, Instagram**
What to include in the reference:
- Photographer (surname, initials)
- (Year of publication)
- *Title of photograph*
- [Photograph]
- Available at: URL
- (Accessed: date)

**In-text citation**
An abundance of movement is captured (Rush, 1997).

**Reference list**
Personal communications

It is generally recommended to refer to personal communications within the text of your work rather than include them as formal references within a reference list because they are non-recoverable. However, if they are being included as appendices to your work and you wish to refer to them, check first with your lecturer or supervisor as to whether this is appropriate and use the format below. Please also note that if quoting or referring to personal communications that are not publicly available, you must have the permission of parties involved to use them in your work.

Email or letter

What to include in the reference:
- Sender/author (surname, initials)
- (Year of communication)
- Subject title of email/letter if available
- Medium e.g. Email, Letter to:
- Full name of recipient
- Day/Month of communication

In-text citation
Considering the sensitivity of the matter, it wasn’t dealt with well (Jones, 2013).

Reference list

Conversation

What to include in the reference:
- Speaker (surname, initials)
- (Year of conversation)
- Conversation with:
- Full name of recipient

- Status, if relevant e.g. Managing Director of GE
- Day/Month of communication

In-text citation
Different approaches to the subject were discussed (Timmins, 2014).

Reference list

Interview, survey or questionnaire

What to include in the reference:
- Interviewee/recipient name (surname, initials)
- (Year of interview)
- Title of interview/survey/questionnaire if available
- Interviewed by:
- Full name of interviewer
- Day/Month of communication

In-text citation
The theory was dismissed as nothing new (Benson, 2013).

Reference list
Contact us

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