Numbered Referencing Guide
# Contents

## Introduction
- What is referencing? 4
- Why reference? 4
- Referencing styles 4
- Layout of references 5
- Citing or in-text citations 5
- Reference lists and bibliographies 5

## Books
- Book with a single author 7
- Book with two authors 7
- Book with four or more authors 7
- Book with an editor 7
- Chapter of an edited book 7
- Chapter of an edited book with organisation as author 7
- Book with no author 8
- Electronic book (eBook) or an online book 8
- Book accessed via an eReader e.g. Kindle, iPad etc. 8
- Translated book 8
- Anthology or collected works 9

## Journal articles
- Journal article with one author 10
- Journal article with two or three authors 10
- Journal article with four or more authors 10
- Online journal article 10
- Journal article with no author 11

## Conference proceedings
- Full conference proceeding 12
- Individual paper 12
- Online proceeding or paper 12
- Offshore Technology Conference (OTC) paper 13

## Internet
- Web page with an individual author 14
- Web page with an organisation as author 14
- Blog 14
- Wiki 15
- Social networking website e.g. Facebook 15
- Discussion forum 15
- Tweet 15

## Thesis or dissertations
- Print thesis or dissertation 16
- Online thesis or dissertation 16

## Course materials
- Lecture or seminar 17
- Lecturers’ notes on Virtual Learning Environment e.g. Blackboard, Moodle 17
- Course Virtual Learning Environment discussion forum 17

## Official publications
- UK Statute (Act of Parliament) 18
- House of Commons or House of Lords Paper 18
- House of Commons or House of Lords Bill 19
<table>
<thead>
<tr>
<th>Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statutory Instruments (SIs)</td>
<td>19</td>
</tr>
<tr>
<td>Departmental publication</td>
<td>19</td>
</tr>
<tr>
<td>Hansard Debate</td>
<td>19</td>
</tr>
<tr>
<td>Command Paper (Green or White Paper)</td>
<td>20</td>
</tr>
<tr>
<td>European Directive</td>
<td>20</td>
</tr>
<tr>
<td>Reports</td>
<td></td>
</tr>
<tr>
<td>Online report</td>
<td>21</td>
</tr>
<tr>
<td>Online industry or market research report</td>
<td>21</td>
</tr>
<tr>
<td>Online company or annual report</td>
<td>21</td>
</tr>
<tr>
<td>Online company or financial report or data source</td>
<td>22</td>
</tr>
<tr>
<td>Case studies</td>
<td></td>
</tr>
<tr>
<td>Case study</td>
<td>23</td>
</tr>
<tr>
<td>Online case study</td>
<td>23</td>
</tr>
<tr>
<td>Working papers</td>
<td></td>
</tr>
<tr>
<td>Newspapers</td>
<td></td>
</tr>
<tr>
<td>Printed newspaper article</td>
<td>25</td>
</tr>
<tr>
<td>Article from an online newspaper</td>
<td>25</td>
</tr>
<tr>
<td>Standards, patents, protocols and datasheets</td>
<td>26</td>
</tr>
<tr>
<td>Standard</td>
<td>26</td>
</tr>
<tr>
<td>Online standard from a database</td>
<td>26</td>
</tr>
<tr>
<td>Patent</td>
<td>26</td>
</tr>
<tr>
<td>Joint Service Publication or protocol</td>
<td>26</td>
</tr>
<tr>
<td>Datasheet e.g. ESDU</td>
<td>27</td>
</tr>
<tr>
<td>Datasets and software</td>
<td></td>
</tr>
<tr>
<td>Dataset</td>
<td>28</td>
</tr>
<tr>
<td>Software</td>
<td>28</td>
</tr>
<tr>
<td>Audio visual materials</td>
<td></td>
</tr>
<tr>
<td>Film or programme on DVD/Blu-ray/VHS</td>
<td>29</td>
</tr>
<tr>
<td>Video on YouTube</td>
<td>29</td>
</tr>
<tr>
<td>Video embedded in a website</td>
<td>29</td>
</tr>
<tr>
<td>Podcast with author/presenter</td>
<td>29</td>
</tr>
<tr>
<td>Television programme</td>
<td>30</td>
</tr>
<tr>
<td>Episode of a television series</td>
<td>30</td>
</tr>
<tr>
<td>Audio/video download e.g. iTunes</td>
<td>30</td>
</tr>
<tr>
<td>Audio recording</td>
<td>30</td>
</tr>
<tr>
<td>Radio programme</td>
<td>31</td>
</tr>
<tr>
<td>Microfiche/microfilm</td>
<td>31</td>
</tr>
<tr>
<td>Images</td>
<td></td>
</tr>
<tr>
<td>Illustration, figure, diagram, logo or table</td>
<td>32</td>
</tr>
<tr>
<td>Embedded illustration, cartoon, diagram, etc.</td>
<td>32</td>
</tr>
<tr>
<td>Ordnance Survey map</td>
<td>33</td>
</tr>
<tr>
<td>Online map</td>
<td>33</td>
</tr>
<tr>
<td>Painting or drawing</td>
<td>33</td>
</tr>
<tr>
<td>Painting or drawing online</td>
<td>33</td>
</tr>
<tr>
<td>Photograph – print or slide</td>
<td>33</td>
</tr>
<tr>
<td>Photograph online or in an online collection e.g. Flickr, Instagram</td>
<td>34</td>
</tr>
<tr>
<td>Personal communications</td>
<td></td>
</tr>
<tr>
<td>Email or letter</td>
<td>35</td>
</tr>
<tr>
<td>Conversation</td>
<td>35</td>
</tr>
<tr>
<td>Interview, survey or questionnaire</td>
<td>35</td>
</tr>
<tr>
<td>Contact us</td>
<td>36</td>
</tr>
</tbody>
</table>
Introduction

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 guidelines in the book Citing Medicine: The NLM Style Guide for Authors, Editors, and Publishers (2nd edn.) available from http://www.ncbi.nlm.nih.gov/books/NBK7256/.

Always check with your lecturer or supervisor which referencing style you are expected to use and if there is anything peculiar 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 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.

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.

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.

Numbered style

This guide covers a Numbered style for formatting references and is based on NLM. This means that when you are referring to a source of information in a written piece of work you indicate this by putting a number into the text; the full bibliographic details such as author and title of the source are then given in the reference list in the order that they appeared in the written work.

Strictly speaking the numbered style at CDS does not make use of footnotes or conventions such as Ibid or Op.cit.

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.
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.

- 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., 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 (1, p.12).

• Bowell (1, p.12) 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” (1, 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/supervisor as to whether you are expected to provide a bibliography in addition to a reference list 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.

• Sources in your reference list should be listed in the order that they appear in your work.

• Sources in your bibliography should be listed in alphabetical order.

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

HELPFUL TIP
If you are directly quoting someone else’s words, you must indicate this by putting the quote in double quotation marks, as well as citing it, in order to avoid plagiarism. If the quote is longer than two lines it is a good practice to indent the paragraph.
using the phrasing “as cited by” within the in-text citation. For example:

• Bok as cited by Nixon (4, 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 the body of your work* and the reference list. If there are four or more authors then you list the first author followed by et al. in the body of your work* 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 the reference list. For books, treat the title as the author in the reference list.

*Note: this guidance only applies when you choose to list the authors/editor in the body of your work.

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(s) or Editor(s) (surname initials)
• Title
• Edition (only include if not the first edition)
• Place of Publication: Publisher; Year of Publication
• (Series and volume number)

**Book with a single author**

**In-text citation**
According to Sommerville (1, p.35) the most important part of software engineering is...

**Reference list**

**Book with two authors**

**In-text citation**
Stair and Reynolds (3, p.65) suggest...

**Reference list**

**Book with four or more authors**

**In-text citation**
This was noted by Payne et al. (5, p.15).

**Reference list**

**Book with an editor**

**In-text citation**
Latest thinking on gender in organizations suggests... (15).

**Reference list**

**Chapter of an edited book**

What to include in the reference:
• Author(s) (surname initials) of chapter
• Title of chapter
• Editor(s) (surname initials, ed(s)) of book
• Title of book
• Edition (only include if not the first edition)
• Place of Publication: Publisher; Year of Publication
• (Series and volume number)
• Chapter page numbers

**In-text citation**
Haase (27, p.35) identified...

**Reference list**

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

**In-text citation**
The steel corrosion showed ... (4)
Reference list

Book with no author
In-text citation
In order to vote in the UK... (8, p.601).

Reference list

Electronic book (eBook) or an online book
What to include in the reference:
• Author(s) or Editor(s) (surname initials)
• Title
• Edition (only include if not the first edition)
• Place of Publication: Publisher; Year of Publication
• Available at: URL or DOI
• (Accessed: date accessed)
• (Series and volume number)

In-text citation
The project manager’s role can be defined as... (1, p.12).

Reference list

Book accessed via an eReader e.g. Kindle, iPad etc.
What to include in the reference:
• Author(s) or Editor(s) (surname initials)
• Title

• [eReader version, e.g., Kindle, ePub, Adobe Digital Editions]
• Edition (only include if not the first edition)
• Place of Publication: Publisher; Year of Publication
• Available at: URL or DOI
• (Accessed: date accessed)
• (Series and volume number)

In-text citation
Brodie tried to decipher the code (3).

Reference list

Translated book
What to include in the reference:
• Author(s) or Editor(s) (surname initials)
• Title
• Translator(s) (surname initials).
• Place of Publication: Publisher; Year of Publication
• (Series and volume number)

In-text citation
In his discussion about algebraic topology, Matveev (9, p.17) considered...

Reference list

HELPFUL TIP
If the eBook has no page numbers indicate which chapter, section heading or paragraph number the quote came from.
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 (1).

Reference list

Journal articles

What to include in the reference:
• Author(s) (surname initials)
• Title of article
• Title of Journal
• Year of publication
• Issue information (volume, issue/part number, month or season)
• Page number(s)

Reference list

Online journal article
• Author(s) (surname initials).
• Title of article
• Title of Journal
• Year of publication
• Issue information (volume, issue/part number, month or season)
• Page number(s)
• Available at: DOI or URL
• (Accessed: date accessed)

In-text citation
The synthesis of a new polymer of cadmium(II) ethylenediamineazide was determined by...(3).

Reference list - Digital Object Identifier

HELPFUL TIP
Find the permanent link or DOI for articles to make the link shorter and easier to find (see use of web page links in the introduction).

Journal article with one author
In-text citation
A recent article discussed the fracture... (1).

Reference list

Journal article with two or three authors
In-text citation
It was not possible to separate targets (3).

Reference list

Journal article with four or more authors
In-text citation
Langley et al (2) identify assumptions...
Reference list - URL


Journal article with no author

When an article has no identified author, use the abbreviation Anon. in the reference list.

What to include in the reference:

• Anon.
• Title of article
• Title of Journal
• Year of publication
• Issue information (volume, issue/part number, month or season)
• Page number(s)

In-text citation

TC-32B QT was demonstrated at an exhibition held in Kent (12).

Reference list


HELPFUL TIP

If citing a DOI it is not necessary to provide the date the resource was accessed.
Conference proceedings

**Full conference proceeding**
What to include in the reference:
- Editor(s) (surname initials)
- Title of Conference
- Location and date of conference
- Place of Publication: Publisher; Year of publication

**In-text citation**
The IEEE (11, p.59) suggests that...

**Reference list**

**Individual paper**
What to include in the reference:
- Author(s) of paper (surname initials)
- Title of paper
- In: editor(s) of proceedings (if applicable)
- Title of Book (if applicable)
- Title of Conference
- Location and date of conference
- Place of Publication: Publisher; Year of publication
- Volume, Page numbers (if applicable)
- Available at: DOI or URL.
- (Accessed: date accessed)

**In-text citation**
Moon and Koh (18) provide computations...

**Reference list**

**Online proceeding or paper**
What to include in the reference:
- Author(s) or Editor(s) (surname initials)
- Title of proceeding/paper
- In: editors of proceedings (if applicable)
- Title of Book (if applicable)
- Title of Conference
- Location and date of conference
- Place of Publication: Publisher; Year of publication
- Volume, Page numbers (if applicable)

**In-text citation**
Wessel and Meyer (1) provide a ten step method...

**Reference list**
Offshore Technology Conference (OTC) paper

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

In-text citation
According to Chiasson, Smith and Steward (8) large bore...

Reference list
Internet

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(s) of web page (surname initials)
• Title of Internet site
• Year site last updated
• Available at: URL
• (Accessed: date)

In-text citation
Bradley (2) states that libraries and...

Reference list

Web page with an organisation as author
What to include in the reference:
• Organisation responsible for site
• Title of Internet site
• Year site last updated
• Available at: URL
• (Accessed: date)

In-text citation
The Natural Hazards Centre (14) advised that...

Reference list

Blog
What to include in the reference:
• Author(s) of Blog or post (surname initials)
• Title of post
• [Blog]
• Title of Blog
• Date of publication
• Available at: URL
• (Accessed: date)

In-text citation
Julian Borger (20) claims in ‘Afghanistan options are running out’...

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(s) of article (surname initials)
• Title of article
• [Wiki]
• Title of Wiki
• Year site published/updated
• Available at: URL
• (Accessed: date)

In-text citation
The CILIP ARLG National committee meeting notes show... (4)

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)
• Title of page
• Title of Internet site
• Date of publication
• Available at: URL
• (Accessed: date)

In-text citation
Smith (4) suggests 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)
• Title of post
• Title of discussion forum
• Date of publication
• Available at: URL
• (Accessed: date)

In-text citation
According to Friedman (7) data mining...

Reference list

Tweet
What to include in the reference:
• Author’s name as written
• Write whole post as a title
• [Tweet]
• Date of tweet
• Available at: URL
• (Accessed: date)

In-text citation
There was great excitement about the sighting of a Higgs bosun (11).

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.
Thesis or dissertations

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

In-text citation
An examination of Tatham’s (10, p.45) research shows that...

Reference list

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

In-text citation
Tatham (12) identifies three areas undergoing notable change...

Reference list
Course materials

**Lecture or seminar**
What to include in the reference:
- Author/speaker (surname initials)
- Title of lecture/presentation
- [Medium]
- Module name (if appropriate)
- Name of institution
- Date of lecture / presentation

**In-text citation**
The lecture provoked much debate (5).

**Reference list**

**Lecturers’ notes on Virtual Learning Environment e.g. Blackboard, Moodle**
What to include in the reference:
- Author/speaker (surname initials)
- Title of notes
- [Medium]
- Module name (if appropriate)
- Name of institution
- Year
- Available at: URL
- (Accessed: date)

**In-text citation**
As illustrated in the course materials (9).

**Reference list**

**Course Virtual Learning Environment discussion forum**
What to include in the reference:
- Author (surname initials)
- Title of message
- [Discussion forum]
- Title of discussion board
- in
- Module Name
- Name of institution
- Year
- Available at: URL
- (Accessed: date)

**In-text citation**
The debate during the lecture continued in the discussion forum. Hirst (44) was particularly vociferous.

**Reference list**
Official publications

The guidelines below are based on the NLM style of formatting, 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 (1).

Reference list
1. Criminal Justice Act 1948 (11&12 Geo. 6, c. 58).

- Post-1963 acts:
  - Great Britain
  - Name of Act: name of sovereign
  - Chapter number
  - Place of Publication: Publisher; Year of Publication
  - (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)

In-text citation
As reported by the Ministry of Defence defence spending... (6).

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.
Reference list

Reference list

Departmental publication
What to include in the reference:

Print:
• Country
• Name of government department
• Title
• Place of publication: Publisher; Year of Publication
• (Series)

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

In-text citation
The number and diversity of men with mental health issues decreased during 2010 (15).

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...(3).

Reference list

Command Paper (Green or White Paper)
What to include in the reference:
• Great Britain
• Name of committee or Royal Commission
• Title
• Place of publication: Publisher; Year of Publication
• (Paper number)

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

In-text citation
As per the paper Delivering security in a changing world (6) the local police force...
For governmental reports see Official Publications.

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

In-text citation
An analysis of China’s investment in companies in different countries has shown... (27).

Reference list

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

In-text citation
The effect was... (5).

Reference list


Online industry or market research report
What to include in the reference:
• Publishing organisation or author(s)
• Title or section of report
• Date of Publication
• Available at: URL
• (Accessed: date)

In-text citation
Media trends in the UK... (9).

Reference list

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

In-text citation
Despite economic uncertainty the company’s profits did increase (11).

Reference list
**Online company or financial report or data source**

What to include in the reference:

- Organisation publishing the data
- Title /section of report
- Name of database the data was retrieved from
- Date of publication
- Available at: URL
- (Accessed: date)

**In-text citation**

Rolls-Royce plc turnover has dramatically reduced in 2009-2010 (2).

**Reference list**

Case studies

Case study
What to include in reference:
• Author(s) (surname initials) or organisation
• Number/identifier of case study (if available)
• Title of case
• Place of Publication: Publisher; Year of Publication

In-text citation
According to the case... (1).

Reference list

Online case study
What to include in reference:
• Author(s) (surname initials) or organisation
• Number/identifier of case study (if available)
• Title of case
• Place of Publication: Publisher; Year of Publication
• Available at: URL
• (Accessed: date)

In-text citation
According to Gleich and Shaffu (3)... 

Reference list
What to include in the reference:

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

In-text citation
According to Malter (14) identities have been confounded by organizations.

Reference list
Newspapers

Printed newspaper article
What to include in the reference:
• Author(s) (surname initials)
• Article title
• Newspaper Title
• (Edition – if known e.g. evening)
• Date of publication
• Page(s)

In-text citation
A blast at an atomic weapons factory was met with denials by Iran (2).

Reference

Article from an online newspaper
What to include in the reference:
• Author(s) (surname initials)
• Article title
• Newspaper Title
• Date of publication
• Available at: URL
• (Accessed: Date)

In-text citation
Rayner (6) 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
- Number: title
- Place of publication: Publisher; Year of Publication

**In-text citation**
In projects "specification, schedule and cost always have to be bounded to ensure ongoing viability" (4).

**Reference list**

**Online standard from a database**
What to include in the reference:
- Authorising organisation
- Number: Title
- Place of Publication: Publisher; Year of Publication
- Available at: URL/DOI
- (Accessed: date)

**In-text citation**
Some standards provide guidelines for effective project management (4).

**Reference list**


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

**In-text citation**
The method of assembly... (5).

**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
- Number: title: version number
- Year of publication (ensure you take the issue date rather than review date)
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 (1).

Reference list

Datasheet e.g. ESDU
What to include in the reference:
• Author or authorising organisation
• Number: title: version number
• Place of Publication: Publisher:
  Year of publication

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

In-text citation
The buckling of the panel... (2).

Reference list
Datasets and software

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

In-text citation
Data from Partridge (21) showed...

Reference list

Software
What to include in the reference:
• Programmer or producer(s) (surname initials) or organisation
• Title of software, computer programme or app
• (Version number if available)
• [Medium e.g. Software or Mobile app]
• Year of release/update
• 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 (7).

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 or programme
• [Medium, e.g., DVD]
• Directed by: Director's first name and surname
• Place of distribution: Distribution Company; Year of Distribution

In-text citation
Some funny films about cover-ups, such as The Pentagon wars (7)...

Reference list

Video on YouTube

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

In-text citation
This is a good example of brightening up a building (9).

Reference list

Video embedded in a website

What to include in the reference:
• Title of video, article or webpage
• Title of hosting website, e.g. BBC News
• [Video]
• Date video posted
• Available at: URL
• (Accessed: date)

In-text citation
The Defence Secretary admitted to failures (9).

Reference list

Podcast with author/presenter

Reference where the podcast was published or displayed.

What to include in the reference:
• Author(s) / presenter(s) (surname initials
• Title of podcast
• Title of hosting website
• [Podcast]
• Date of posted message
• Available at: URL
• (Accessed: date)

In-text citation
Butler (6) 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
• Name of Channel
• Date of transmission

In-text citation
Basil Fawlty is the epitome of bad manners (2).

Reference list
2. Fawlty Towers. BBC Two Television; September 19 1975.

Episode of a television series
What to include in the reference:
• Title of episode
• Title of Television Series
• Name of Channel
• Date of transmission
• Series and episode numbers

If accessed online, add:
• URL/DOI
• (Accessed: date)

In-text citation
This road trip was the exit point for Cleveland to leave the show (4).

Reference list

Audio/video download e.g. iTunes
What to include in the reference:
• Artist(s)
• Title of recording
• Year of distribution
• Available at: URL
• (Downloaded: date)

In-text citation
There’s a Place was the first track released (7).

Reference list

Audio recording
What to include in the reference:
• Artist(s)
• Title of recording
• [Medium, e.g. LP]
• Place of Distribution: Distribution Company; Year of distribution

In-text citation
“I’m caught in the symmetry of your mind” (6).

Reference list
Radio programme
What to include in the reference:
• Title of programme
• Name of Channel
• Date of transmission

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

In-text citation
The collected viewpoints on America’s presidential election outcome... (4).

Reference list

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

In-text citation
The table shows the level of thrust needed (4, p.12).

Reference list
Images

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(s) (surname initials)
• Title of book
• Edition (only include if not the 1st edition)
• Place of Publication: Publisher; Year of publication

In-text citation
To improve research supervisory skills... (4, p.251).

Reference list

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

SALES

1st Qtr 2nd Qtr 3rd Qtr 4th Qtr

Figure 1 Estimated Sales Forecast (2, p.4)

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)
• Title of illustration or webpage/article
• [Medium, e.g. Cartoon]
• Title of publication or hosting website
• Date
• Issue/volume number (if applicable)

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

In-text citation
The pressure on the housing market... (4).

Reference list

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: (1, p.64) and (4, p.15)
Ordnance Survey map
What to include in the reference:
• Ordnance Survey
• Title
• [Map]
• Sheet number: scale
• Place of publication: Publisher; Year of publication
• (Series)

In-text citation
P.O. equates to Post Office (16).

Reference list

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

In-text citation
There are many farms in the area (8).

Reference list

Painting or drawing
What to include in the reference:
• Artist (surname initials)
• Title of work
• [Medium]
• Year
• Available at: URL
• (Accessed: date)

In-text citation
The Mona Lisa by Leonardo da Vinci (4) is arguably best known for her enigmatic smile.

Reference list

Painting or drawing online
What to include in the reference:
• Artist (surname initials)
• Title of work
• [Medium]
• Year
• Available at: URL
• (Accessed: date)

In-text citation
Groves’ Carrot on a stick (12) is playing with colours.

Reference list

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

In-text citation
Sublime lighting captures the atmosphere wonderfully (1).

Reference list
Photograph online or in an online collection e.g. Flickr, Instagram

What to include in the reference:
• Photographer (surname initials)
• Title of photograph
• [Photograph]
• Year of publication
• Available at: URL
• (Accessed: date)

In-text citation
An abundance of movement is captured (2).

Reference list

HELPFUL TIP
Make sure you have actually included some text about your tables or figures in your work.
Simply dropping a table in your paper without any explanation in your text of why you have included it provides more confusion than clarity.
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 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)
- Subject title of email/letter if available
- Medium, e.g. Email, letter to: Full name of recipient
- Day/Month and Year of communication

**In-text citation**

The details of the organisational structure were outlined (7).

**Reference list**


**Conversation**

What to include in the reference:
- Speaker(s) (surname initials)
- Conversation with: Full name of recipient
- Day/Month and Year of communication

**In-text citation**

It was felt the organisational culture changed when the new CEO arrived (9).

**Reference list**


**Interview, survey or questionnaire**

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

**In-text citation**

The theory was dismissed as nothing new (8).

**Reference list**


**Shrivenham Campus**

Barrington Library
http://barrington.cranfield.ac.uk
E: library.barrington@cranfield.ac.uk
T: +44(0)1793 785743

**Cranfield Campus**

Kings Norton Library
www.cranfield.ac.uk/library/resources
E: library@cranfield.ac.uk
T: +44(0)1234 754444

Management Information and Resource Centre (MIRC)
http://www.som.cranfield.ac.uk/som/mirc
E: mirc@cranfield.ac.uk
T: +44(0)1234 754440