



**Queen Margaret  
University**  
EDINBURGH

# **Write and Cite 2020**

The QMU Guide to the  
British Standard Harvard 2010  
System of Referencing

## How to use this guide

The first section, **Citing sources in your work and compiling a reference list**, provides information about how you can accurately and effectively cite your sources and make sure you provide the right information in your reference list.

The second section, **Guide to referencing different sources**, gives an A to Z list of different types of resource you might use in assignments and provides a formula for how to reference these, with examples.

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# Harvard referencing: the basics

## Key principles

1. The point of citation is to connect arguments you are making with other people's ideas
2. The point of referencing is to allow people to find the sources you have used
3. Always include citations in the body of your work and a reference list at the end
4. Always make sure the format of your citations and references is consistent
5. Always check the guidance on your assignments for specific information about referencing

## What is referencing?

Referencing is a way of crediting all the sources of information and ideas that you have used in any piece of work. It comprises of two parts: the **citation** and the **reference**:

- The **citation** is a note in the text to show that the information you are referring to has come from someone else
- The **reference** is a full note of the details of that source of information so that a reader can locate that source

## What is Harvard referencing?

Different universities and fields of study use different referencing styles. These are chosen to work best with the kinds of sources most commonly used. At QMU, we use a style of **Harvard referencing** designed specifically for our needs. The purpose of a referencing style is to make sure that no matter what the source of information, it is clear to a reader what kind of source it is and how they can find it.

When you are reading academic work, you will encounter some features of referencing that you *do not use* in the Harvard referencing style. These include:

- **Footnotes:** these are notes that appear at the bottom of the page and relate to a part of the text on the page indicated by a small number, for example: <sup>1</sup>
- **Most Latin abbreviations:** *ibid* (meaning "in the same place" to refer to something from the same source as previously mentioned), *op. cit.* (meaning "the work cited", to indicate the same work cited previously for this author), *sine loco* or *s.l.* (meaning "no place of publication known"), *sine nomine* or *s.n.* (meaning "no publisher's name is used"). You may use *et al.* to indicate more than two authors.

This guide is designed to help you with referencing for your assignments at QMU. If you are producing work for other purposes, you should check to see if you should follow a different referencing style.

## Why should I reference?

When you use someone else's ideas in your work, either by using your own words or making a direct quotation, you must reference the source, in order to:

- Show you are aware of other people's ideas and are including them
- Acknowledge other people's ideas
- Support points and arguments you want to make
- Allow the reader to find the original material you have used

In your work, you will use ideas and information from other sources to support points and arguments you want to make.

## When should I reference?

- When you summarise or paraphrase ideas and information from someone's work
- When you quote directly from someone's work

Failure to do any of the above is considered to be plagiarism.

## What is plagiarism?

"...the presentation by an individual of another person's ideas or work (in any medium, published or unpublished) as though they were his or her own..." (QMU 2007, p. 42).

Plagiarism is considered to be a major breach of academic regulations. For further information about plagiarism, see [QMU's plagiarism guide](#).

## How do I reference?

As we've already mentioned, you reference by citing sources in the body of your work. In Harvard referencing, the citation consists of an author (family name or name of organisation) and year in round brackets. For example: (Smith 2019). Insert the citation as soon as you refer to a source in the text. In addition to citing sources in the body of your work, you also need to create a reference list.

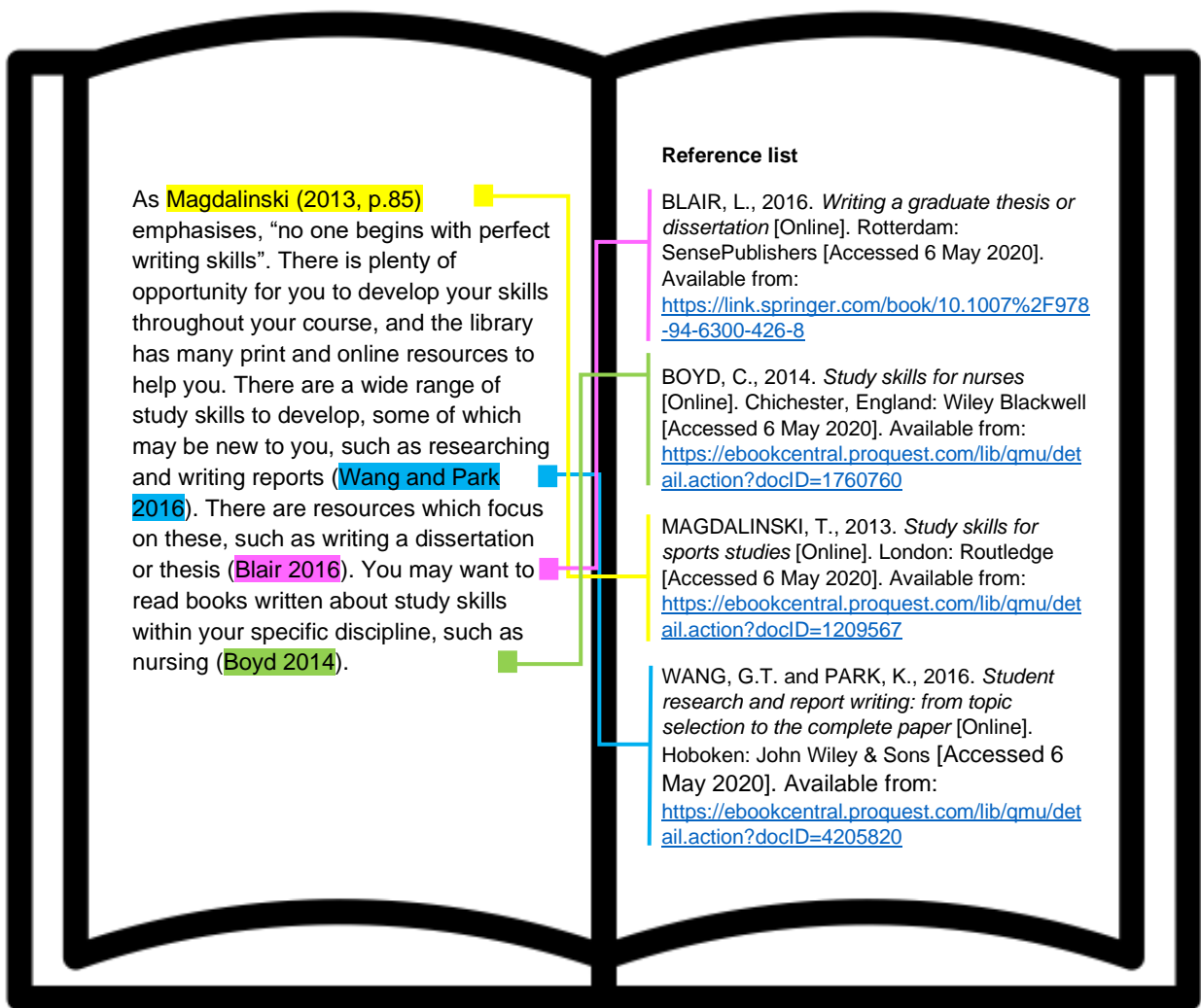
A reference list:

- Is provided at the end of a text or assignment
- Is alphabetical by author or name of creator
- Must contain full details of all the sources you have cited in your text

You will always be required to provide a reference list; however, you may sometimes be asked to provide a bibliography as well. Where a **reference list** only identifies sources referred to in your writing, a **bibliography** takes the same format as a reference list but includes *all* the materials you have consulted to prepare your assignment.

## Tip

It is a good idea to keep a record of the sources you are consulting as you go along. Take a note of all the details you need (including the title, author, date, and page numbers of sources) so that you can accurately reference them and find them again if you need to.



*What citations look like in your text and how they relate to the reference list*

## Some key terms

These terms are used in this guide to describe features of referencing. You may find it useful to refer back to them when reading the reference list instructions.

<b>Sentence case</b>	Using a capital letter only for the first word and any proper nouns
<b>Proper nouns</b>	(In English) the names of people, places and organisations  Note: Some people and organisations use lower case (small) letters to describe themselves – you should therefore pay attention to how they write their own names and follow this (For example: bell hooks)

# **Citing sources in your work and compiling a reference list**

## Citing sources in your work

Citing is introducing source material, such as from a journal or book, in your written assignment, especially as an example or proof of what you are saying.

### What different ways are there to insert a citation?

There are several different ways to refer to an author's work in your writing, which all require you to add a citation in your text:

<b>Summarising</b>	When researching for an assignment, you read and take notes. These are the important points from the sources you are reading. From these notes you bring together the information to include in your essay. A summary helps you combine information from different sources.
<b>Paraphrasing</b>	When researching for an assignment, you may find a key idea you want to present. This is a specific idea from a source text, written in your own words. When paraphrasing you are working more closely from the original text rather than from notes. For most types of written work, it is advisable to paraphrase material much more frequently than to quote it. It allows you to demonstrate you understand the material and maintain a consistent style.
<b>Referring to a source</b>	Where you mention the source you are drawing ideas from but do not give much information about the content.
<b>Quoting</b>	When you use the exact words from the original source, enclosed in quotation marks: " "  This should be used infrequently in academic writing and only when paraphrase is not possible (because of a sentence containing technical terms/proper nouns), or (in relevant disciplines) for direct quotation from a novel, play etc.
<b>Using statistics or data</b>	Requires you to cite a source, because you need to identify where you have drawn information from so people know it isn't data you've collected yourself, and can see where you got it from.

Details of how to cite in these situations are provided in this guide.

### What information do I provide in a citation?

#### Authorship

The family name, but not the initial, of the author (for example: Jones), or the name of the organisation or website (for example: World Health Organisation).

If there is no possibility of finding a name for the author of the source, then, as a last resort, use 'Anon'.

**This should only be used as a last resort;** there is usually information about an author, editor or organisation that you can provide.

### **Citation examples:**

As part of their recommendations, the Center for Disease Control (2020) emphasised handwashing as key.

This simplistic motif was popular in the 1920s (Dickinson 2018).

This image (Anon 2017) shows how dense the population was in the old part of Edinburgh in the late nineteenth century.

### **Date**

Include the date of publication in round brackets. If you are absolutely sure there is no date of publication, use 'no date' in place of the date in the citation and the reference. Again, **this should only be used as a last resort**. For websites, however, use the current year instead of 'no date'.

### **Citation example:**

Hawkins (2020) considers three different types of relationship between public and organisations.

Cancerlink (no date) include several suggestions of good practice in a pamphlet about the rights of people with cancer.

**Note: In the QMU Harvard style, you do not add a comma between the family name and the year of publication.**

### **Page numbers**

Page numbers should be provided where you are making a direct quotation or when you are referring to something 'cited in' another source.

Use p. to indicate information on one page, and pp. to indicate information spread across pages (for example if a quote runs across two pages, or if a quotation runs across two pages).

If there is another useful indication of the location of the information you are quoting, for example, the duration into a video, you can provide that in the same place. However, this may not always be required, so you should check with your module tutor or the module handbook.

### **Citation examples:**

Haralambos and Holborn (2007, p. 143) state that "the family has been seen as a universal social institution, an inevitable part of human society."

A study into UK business engagement conducted by MacLeod and Clarke states that the "correlation between engagement, wellbeing, and performance is repeated too often for it to be a coincidence" (2009, pp. 35-36).

In some cases, page numbers are not available due to the platform you are using to access the resource (for example with e-book readers). Where possible, include the relevant information available, such as chapter, or location information (you can find out how to do this in the instructions for your particular device).

**Citation example:**

Beneath the city’s façade of glamour and success, Hislop (2014, loc. 324) reports that “tension was building.”

**Citing personal communications**

**Note:** You should do this very rarely and should avoid it if at all possible.

Give the name and job title or role of the person who has communicated with you, and information about the context (personal communication, email, phone conversation) and the date of the communication.

You should always ask permission before using information from any kind of personal communication.

**Citation example:**

According to the site manager J. Thomson, prior to the official guidance being published, many people were reportedly observing recommendations of their own accord (phone conversation, 23 April 2020).

**Where should I position citations?**

Every time you refer to another source, regardless of whether you’re paraphrasing, summarising, quoting directly or otherwise, you need to insert the author’s family name and the year of publication. You should do this as soon as you refer to an idea or argument belonging to someone else.

**Citation examples:**

There is a lack of skilled birth attendants in Rajasthan (World Health Organisation 2018).

Green (2017), Jones (2018) and Taylor (2019) challenge this view...

While Harbo (2015) has said this is the most important factor, Jones (2018) argues that other issues should be considered...

It is your choice to include the name of the author in your sentence, but your writing will flow better if you use a variety of ways of citing sources. There are two ways of inserting citations: author-prominent citation and information-prominent citation.

<b>Author-prominent</b>	Emphasises who gives the information. Your use of reporting verbs shows your interpretation of that information.  Example: Rapchak (2015) identifies a number of reasons that could make the collaboration extremely challenging.
<b>Information-prominent</b>	Emphasises the information and is often used to group sources that present the same idea.  Example: Reflective practice is considered an essential element within the caring professions (Palmer 2014; Brown 2016; Davidson and Marsh 2019).

## Paraphrasing and summarising

Summarising and paraphrasing are the preferred ways of including information from other sources in your own work.

### Summarising

When you summarise, you are working from the notes you have taken from various sources during the reading and research you have done for your assignment. This means that in a summary you select the most important information from a text (book, journal article, website etc.) and bring it together to 'fit' into your writing. This is the information you have found which is significant for your discussion. Presenting this in your assignment shows your understanding of the source texts and demonstrates that you can select and deselect information as appropriate. It allows you to show interpretation of literature, and also to combine various sources into one paragraph.

See the example below from a student's essay. Note how each of the sources is cited each time it is used:

Recent studies have found some significant evidence of the impact of exercise on health in children. Smith et al. (2016) and Brown (2018) examined groups of 50 and 100 children respectively over a period of five and three years. Although impact of 20% improvement in heart/lung capacity was noted by Smith et al. (2016), the improvement noted by Brown, who had measured existing levels of fitness without an intervention, was lower, at 10-12%. However, both of these studies fail to address other factors which might have affected the sample. Green and Taylor (2014), in a study comparing the health of children in flats, as opposed to a group in houses with gardens, found little health difference, using the same measures as the other two studies. They do comment, however, on the socio-economic factors involved, such as diet, finding that it was these that most influenced levels of activity in both groups and suggesting that this explained the lack of health differences between the groups.

### Paraphrasing

When you paraphrase, you are working more closely with the original text; you want to use something specific from the text, but to put it into your own words; you want to help it 'fit' into your text and you want to avoid direct quotation. Although paraphrase is not as common as summary in academic writing, it is still used frequently and is better than using a direct quotation. Various techniques can help you paraphrase effectively and you need to use a combination of techniques in your writing; one technique is never enough as it will lead to patchwork paraphrase where your writing is too close to the original text.

Some techniques to use when paraphrasing:

<b>Word form</b>	e.g. verb changes to noun (discover ---discovery)
<b>Word order</b>	e.g. putting a conditional clause first instead of second (If he did this, it would change---It would change if he did this)
<b>Active/Passive</b>	e.g. (The teachers did not allow them to speak---They were not allowed to speak in class)

<b>Synonyms</b>	e.g. (The findings were significant----The findings were important)
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Look at the examples below. The first paraphrase is too close to the original whereas the second paraphrase employs all of the techniques above; thus, it becomes the student's own presentation of the idea while still being attributed to the original source. When paraphrasing, using author prominent citation (as in paraphrase 2 below) helps move away from the original wording.

<b>Original from Smith 2012</b>	The city is a mixture of African and European cultural influences.
<b>Paraphrase 1 (example of bad paraphrasing)</b>	Culturally, the city is a mixture of African and European influences (Smith 2012).
<b>Paraphrase 2 (example of good paraphrasing)</b>	As Smith (2012) highlights, culturally, the city is influenced by both Europe and Africa.

## Quoting

There are occasions when it is better to quote, for example when you want to include definitions or strong statements. They should be as short (less than two lines or about 40 words in length) and relevant as possible.

### Short quotations (fewer than 40 words)

Short quotations should provide the page number (using p. for 'page' or pp. for 'pages') and should not use italics or bold text.

Quotations should match the grammar of the sentences they are placed within so that the overall sentence makes sense.

Pay attention to the examples below and the locations of the full stops:

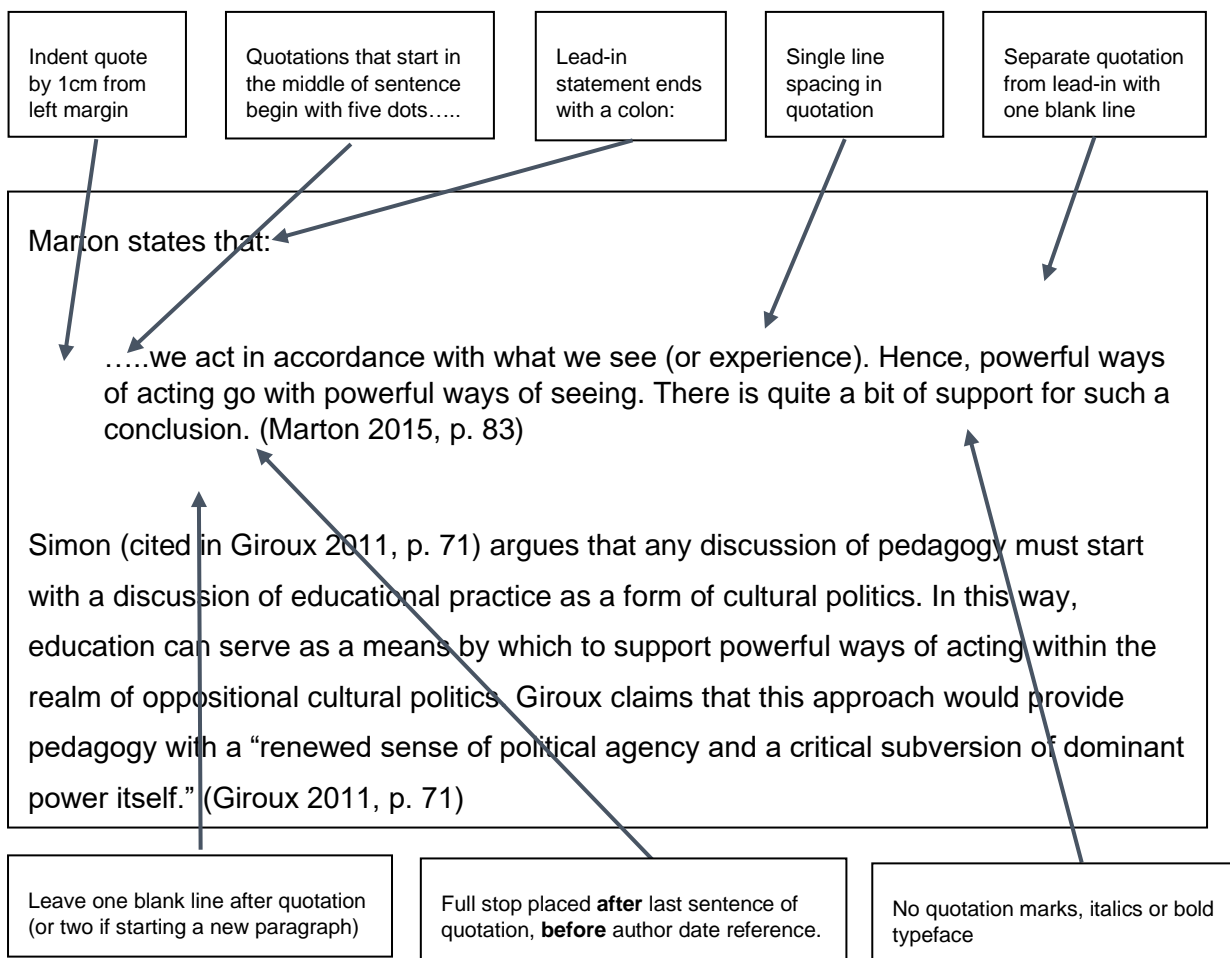
<p><b>Citation examples:</b></p> <p>a) Haralambos and Holborn (2007, p. 143) state that "the family has been seen as a universal social institution, an inevitable part of human society."</p> <p>b) Thinking and reflecting play an important role in the learning process. "These resting times provide periods for reflection and permit time for new things to be learned, mastered and brought to fruition" (Jones 2005, p. 122).</p> <p>c) A study into UK business engagement conducted by MacLeod and Clarke states that the "correlation between engagement, wellbeing, and performance is repeated too often for it to be a coincidence" (2009, pp. 35-36).</p>
---

Where the reference comes **before** the quotation (as in a)), the full stop comes before the closing quotation mark. Where the reference is **after** the quotation (as in b) and c)), the full stop comes **after** the bracket rather than at the end of the quotation.

### Long quotations (40+ words)

Try to avoid such long quotations if possible. If you do need to include a longer quotation (over two lines in length) it should be indented in a separate paragraph as a block quote:

This is an example of a block quote that is indented. You use block quotes when your direct quote is over two lines in length, which makes it clear that this is a direct quote by another author and not your own words. You do not use quotation marks, but do still need to cite the author, date and page number of the source. (QMU 2020, p. 9)



### Unfinished quotations

Sometimes, to shorten the length of a quote and remove unnecessary or irrelevant information, you might want to leave out some words, lines or paragraphs from a direct quotation. When doing this you need to be careful not to distort the message being communicated by the author.

You indicate you have omitted some of the quote, use an ellipsis (three dots: ...).

**Citation example:**

“...research techniques are engulfing researchers in a deluge of data. JISC and other organisations are funding studies...to gain new insight and knowledge...within this resource” (Redfearn 2006, p. 6).

**Note:**

You do not need the ellipsis points at the start of the quotation if it is embedded within your own sentence.

**Citation example:**

According to Redfearn (2006, p. 6), “research techniques are engulfing researchers in a deluge of data.”

## Authorship

### Names of organisations

If the name of an organisation usually appears as a group of initials (for example: BBC, NHS), you should cite it using these letters and should not write it out in full (for example: British Broadcasting Corporation, National Health Service).

For other organisations, where they are most commonly referred to with their full name but where doing this throughout your work would increase your wordcount substantially, you should provide the full name of the organisation the first time you cite it, and identify its standard acronym/abbreviated form in square brackets. You can then refer to this abbreviation the next time(s) you need to cite it. Provide the full name of the organization in the reference list.

The first time you cite an organisation in your work, you should write its name out in full. If the name appears as a group of initials, the full form, if known, may be added in brackets, unless the body is usually identified by the initials only (for example: UNESCO, NATO).

When you add the works cited to your reference list, you should write the name of the organisation out in full and add the abbreviated form after it.

**Citation example:**

(Organisation for Economic Co-operation and Development [OECD] 2011, p. 89).

(OECD 2011, p. 95)

**Reference list example:**

ORGANISATION FOR ECONOMIC CO-OPERATION AND DEVELOPMENT (OECD), 2011. *Better policies for development recommendations for policy coherence* [Online]. [Accessed 20 September 2020]. Available from: <http://www.oecd.org/gov/pcsd/48110465.pdf>

### Where an author's family name has two parts

When capitalised, the first part of the name should always be treated as part of the last name, for example: Lloyd Webber. If the first part is *not* capitalised, this should be treated as a suffix that goes after the first name.

## Examples:

- Auf Der Maur, M.
- Gogh, V.v.
- Bader Ginsburg, R.
- Lloyd Webber, A.
- Van Der Beek, J.

## Citing multiple references from different authors

These should be listed in **chronological order**, with the oldest first. You should separate the sources with a semicolon (;).

### Citation examples:

Reflective practice is considered an essential element within the caring professions (Palmer 2014; Brown 2016; Davidson and Marsh 2019).

Palmer (2014), Brown (2016) and Davidson and Marsh (2019) all argue that reflective practice is considered an essential element within the caring professions.

## Citing multiple references from the same author in different years

If you refer to two or more items by the same author, published in different years, the year will distinguish each one in your text.

### Citation example:

Colbert (2009) suggests that these values can be transmitted during childhood. However, coming from a well-educated background does not necessarily mean being an avid consumer of high art (Colbert 2003).

## Citing multiple references from the same author in the same year

When citing more than one source from the same author in the same year, use lower case letters to indicate different sources.

### Citation example:

In his series of published articles chronicling the history of British art, Graham-Watson describes how most artists at the beginning of the eighteenth-century were accessed unfavourably by their audiences (2009a), but advance a hundred years, and attitudes towards art and their creators had dramatically changed with the likes of Gainsborough and Reynolds achieving great wealth and public acclaim (2009b).

In your reference list you should present these in the order they appear in your text, using the letters to indicate this.

## How to refer to the work of an author cited in another (secondary referencing)

Citing the work of an author you have read within someone else's work is known as secondary referencing. If at all possible, you should read the original work yourself. However, due to lack of availability, you may sometimes need to use a secondary reference.

### Citation examples:

In an article of 2011 Wilford also maintains that Columbus' treatment of native people following his conquests is frequently seen in an ambiguous light (cited in Ransby 2012, p. 81).

Columbus' treatment of native people following his conquests is frequently seen in an ambiguous light (Wilford 2011, cited in Ransby 2012, p. 81).

### Notes:

- You must provide the page number on which Wilford's ideas appear in Ransby
- Use 'cited in' to show that you have not seen the original article by Wilford but only what Ransby says about it. Wilford must not appear in your reference list
- Only include works in your reference list that you have read

In the reference list the full reference should appear as:

### Example:

RANSBY, B., 2012. Columbus and the making of historical myth. *Race and Class*. Jan-Mar, vol. 33, no. 3, pp. 79-86.

## Citing many authors

When citing sources with more than two authors, you should cite the surname of the first author, followed by "et al." (which is an abbreviation of "et alia", meaning "and others" in Latin).

You should include all the authors in the reference list at the end of your work.

## How to refer to government legislation and reports

For an Act of Parliament, it is usual to cite the title of the act in your text, with the date, and then include it in your reference list in alphabetical order of the first main word of the Act.

### Citation example:

This was stipulated in the *Equality Act 2010*.

### Reference list example:

Equality Act 2010. London: HMSO.

A report may be well known by the name of the chairperson of the group or committee, but they are not usually referenced by the name of the author. In the text, you could refer to the chairperson of the group or committee.

### Citation example:

It was the Dearing Report (NCIHE 1997) which first placed the student at the heart of the learning process.

In your reference list the full government report would be referenced as:

**Reference list example:**

NCIHE., 1997. *Higher education in the learning society. Report of the National Committee of Inquiry into Higher Education: The Dearing Report*. London: HMSO.

## Where there is no named author

If there is no possibility of finding a name for the author of the source, then, as a last resort, use 'Anon'. **This should only be used as a last resort**; there is usually information about an author, editor or organisation that you can provide.

**Citation example:**

This image (Anon 2017) shows how dense the population was in the old part of Edinburgh in the late nineteenth century.

**Reference list example:**

ANON., 2017. *Edinburgh tenements 1895* [Postcard]. Edinburgh: Heritage Images.

## Compiling reference lists

You must always provide a **reference list** at the end of your assignment, before any appendices. This is a list of sources you have used, in alphabetical order, organised by the family name of the author, and providing the publication details so that readers can see and find the sources you have used in your work. You should only include sources you cited in your work.

You may also be asked to provide a **bibliography**, which is a list of both the sources you have cited in your work, and the sources you have consulted but not cited. You should only provide a bibliography if you have been specifically asked to.

Your reference list should be consistent, using QMU's version of Harvard, only using another style if you have been specifically asked to in the assignment brief.

## Key points for reference lists

- Correct and consistent punctuation is very important. Pay close attention to the examples in the **A-Z of reference examples** that follows this section
- Names of authors are always written in capitals, including authors' family names and initials, and organisations
  - TAYLOR, J.G.
  - SCOTTISH SOCIAL SERVICES COUNCIL
- There should be a comma between surname and initial
- If sources have multiple authors, you should **include them all**, regardless of how many there are
- For sources with more than one author, all of the authors should be listed in the order they are listed in the source
- Sources in the reference list should be presented in alphabetical order by NAME
- If you have more than one source from the same author, these should be listed in chronological order, with the earliest first

- If you have more than one source from the same author in the same year, these should be listed in the order they appear in the body of your work, using a lower case a, b, c, and so on after the date, in both the citations and the reference list
- The titles of sources (except journal and newspaper articles) should be in sentence case (that is, the first word starts with a capital letter and the rest are in lower case), *except* for the names of places and people, including publishers' names and places, which should start with a capital letter. Follow the rules of capitalisation for normal sentences if the title has punctuation in it.
- Use a colon between the place of publication and the publisher

## Linking to online sources

If you have used an online resource, you need to include a link to it in your reference. Try to find as short a version of a link as possible (ideally no longer than one line).

When referencing URLs, make sure to copy them directly from the address bar at the top of the web page. Otherwise any typos will result in an error message.

Links should appear as live links (ones that you can click on which will take you to a website) in your reference list unless assignment guidelines specify otherwise.

## Which kind of link to choose

Sometimes more than one link will be available (for example for journal articles). You will need to decide which link to include. In order of preference, these are:

### 1. DOI (Digital Object Identifier)

A unique alphanumeric string assigned by a registration agency (The International DOI Foundation) to identify content and provide a persistent link to its location on the internet. The publisher assigns a DOI when an article is published and made available electronically.

For example: <https://doi.org/10.1109/5.771073>

- **A DOI is the best link to use because it is the most sustainable form of link through which readers should always be able to access the source.**

### 2. Permalink (if there is no DOI listed)

A persistent URL that will return the user to the same resource every time.

For example: <https://ebookcentral.proquest.com/lib/qmu/detail.action?docID=867683>

- **If a DOI is not available and the URL is very long, the first part of the URL (the information before the first forward slash /) is sufficient for the reader to find your source.**

### 3. URL (If there is neither a DOI nor a Permalink)

A location element that you can find address bar at the top of the web page. Because websites are updated often, the URL you save today may not work tomorrow. This is why DOIs and Permalinks are preferable.

For example: <https://www.nice.org.uk/guidance/ng149>

- **If you cannot find a DOI, permalink or URL to the specific source (such as an e-book), use the URL of the website as a whole (for example, ebookcentral.proquest.com/)**

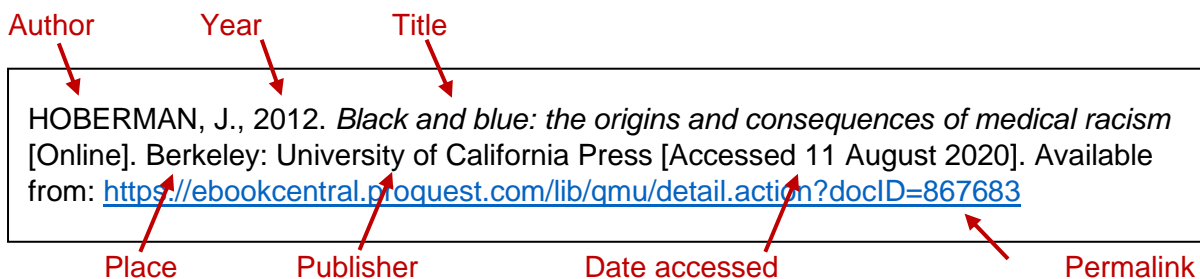
### Examples:

DICENSO, A., CULLUM, N. and CILISKA, D., 1998. Implementing evidence-based nursing: some misconceptions. *Evidence-Based Nursing* [Online]. Vol. 1, pp. 38-39 [Accessed 11 August 2020]. Available from: <http://dx.doi.org/10.1136/ebn.1.2.38>

HOBERTMAN, J., 2012. *Black and blue: the origins and consequences of medical racism* [Online]. Berkeley: University of California Press [Accessed 11 August 2020]. Available from: <https://ebookcentral.proquest.com/lib/qmu/detail.action?docID=867683>

## Formula for referencing

**If you cannot find the type of source you wish to reference in this guide**, there is a general order you can follow for the elements of a reference. Where possible you should include the following elements, in this order, to make a reference as thorough and findable as possible.



### Notes on order:

- References always start with the author name.
- Then the date of publication or creation.
- The title comes next, and if it is a book, is in italics.
- You can always add details about the format of the item in [square brackets] after the title. PDF is not a format, it will be a PDF of something else, an article or a report. Use that reference type instead
- Other than that, think which information about the item would help someone find it

Always describe items as fully and clearly as possible, and in a consistent format.

If you need further help, contact your [Liaison Librarian](#) or the [Effective Learning Service](#).

# Guide to referencing different sources

## About the referencing examples in this guide

Punctuation is used in referencing to clearly separate each element of the reference. It is important that these are consistent throughout your list of references.

Throughout the examples in this guide, pay attention to punctuation and lettering used in the referencing examples and numbered instructions, including the placement of full stops, commas, colons, capital letters and italics, and the use of round and square brackets.

## Blog posts

1. AUTHOR(S) or ORGANISATION(S),
2. Year.
3. Title of blog post
4. [Online].
5. *Name of the blog.*
6. DD month published
7. [Accessed DD Month YYYY].
8. Available from: link

### Example:

FLOOK, J., 2019. Can't stand the rain? How wet weather affects human behaviour [Online]. *GUtechnologyblog*. 6 March [Accessed 21 August 2020]. Available from: <https://www.theguardian.com/science/blog/2019/mar/06/cant-stand-the-rain-how-wet-weather-affects-human-behaviour>

## Books and e-books

Take your information from the title page of a book rather than the cover.

### Books

1. AUTHOR(S)/EDITOR(S) SURNAME, Initial(s)., (use 'ed.' if the book has one editor or 'eds.' if more than one editor)
2. Year.
3. *Title (and if there is one, subtitle) of the book.*
4. edition (If not the first, and abbreviated to ed., for example 2<sup>nd</sup> ed.)
5. Place of publication (town or city):
6. Name of publisher.
7. Series title and number. (if part of a series)

### Editions and editors

- Use the abbreviation 'ed.' for both edition and editor; use 'eds.' for more than one editor
- Only give details of the edition if it is later than the first
- Make sure edition detail matches copy you have read
- A reprint is not a new edition

### Examples:

First edition:

SELWYN, N., 2019. *What is digital sociology?* Cambridge: Polity.

Edition later than the first:

DRAKE, R., 2020. *Gray's anatomy for students*. 4<sup>th</sup> ed. Philadelphia: Elsevier.

Edited book:

MÜLLER, N. and BALL, M., eds. 2013. *Research methods in clinical linguistics and phonetics: a practical guide*. Chichester: Wiley-Blackwell.

Part of a series:

MANDAL, J. K., MUKHOPADHYAY, S., DUTTA, P. and DASGUPTA, K., eds. 2020. *Algorithms in machine learning paradigms*. Singapore: Springer. Studies in Computational Intelligence, 1860-949X; 870.

If you are referencing a publication in a language other than English, see guidance in the Additional Information section of this guide.

## Chapters in edited books or books of collected writings by different authors ('in' references)

This is used where a book is made up of chapters written by different authors. You need to cite the author of the chapter of the book and include full details of the chapter and the book in the reference list.

1. Author(s)/Editor(s) SURNAME, Initial(s).,
2. Year.
3. Title of the chapter or section.
4. In: Initial(s). SURNAME, of author(s)/editor(s) of the collected work
5. ed. (eds. if more than one editor)
6. *The title and subtitle of the collected work.*
7. Place of publication:
8. Publisher,
9. Page number(s) of the chapter or section using p. (one page) or pp. (more than one page).

### Example:

PORTER, M., 1998. What is strategy? In: S. SEGAL-HORN, ed. *The strategy reader*. Oxford: Blackwell in association with the Open University, pp. 73-99.

## e-books

1. Author(s)/Editor(s) SURNAME, Initial(s).,  
(use 'ed.' if the book has one editor or 'eds.' if more than one editor)
2. Year of publication.
3. *Title (and if there is one, subtitle) of the book*
4. [Online].
5. Edition (if not the first, and abbreviated to ed., for example 2<sup>nd</sup> ed.)
6. Place of publication:
7. Name of publisher
8. [Accessed DD Month YYYY].
9. Available from: link

### Example:

MANDELSTAM, M., 2009. *Community care practice and the law* [Online]. 4th ed. London: Jessica Kingsley Publishers [Accessed 26 June 2020]. Available from:  
<http://site.ebrary.com/lib/qmuc/Doc?id=10264096>

**Note:** for citing books viewed on e-book readers such as Kindles, see the section in Citing sources on page numbers.

## Computer code and software, and apps

### Computer code and software

If you use software or code available on the internet, you should provide a link as well as the date you used it.

1. AUTHOR SURNAME, Initial(s). or ORGANISATION NAME,
2. Year of release.
3. *Title of software code*
4. (version number) (if there is one)
5. [Description of the format, for example: Software].
6. Producing organisation (if not already stated as author).
7. [Accessed DD Month YYYY].
8. Available from: link

#### Example:

SMITH, J., 2011. *GraphicsDrawer source code* (version 2.0) [Source code]. [Accessed 27 September 2020]. Available from: <https://www.graphicsdrawer.com>

GRICE, J.W., 2018. *Idiogrid* (version 2.4) [Software]. [Accessed 17 September 2020]. Available from: <https://www.idiogrid.com/>

**Note:** the name of the creator(s) should be given rather than the name of the distributor, even where the distributor name is more prominent.

### Apps

Find the name of the developer if possible – if you cannot find that use the name of the app. If you cannot find the date of the release, try looking in the Appstore.

1. DEVELOPER SURNAME, Initial(s). or COMPANY NAME,
2. Year of release.
3. *Title of the app*
4. (Edition/version/release number)
5. [Mobile app].
6. [Accessed DD Month YYYY].

#### Example:

TILTING POINT, 2020. *SpongeBob: krusty cook-off* (1.0.18) [Mobile app]. [Accessed 15 June 2020].

### Computer games

1. NAME OF DEVELOPER/COMPANY.,
2. Year of release.
3. *Title of the game*
4. (edition/version) (if available)

5. [Computer game].
6. [Accessed DD Month YYYY].

**Example:**

HOUSE HOUSE, 2019. *Untitled goose game* [Computer game]. [Accessed 15 June 2020].

## Conference proceedings and papers

Your reference should start with the author or editor of the conference proceedings. If these are not available, then you begin with the conference name. Where possible you should also include the place and the date of the conference.

Most conference proceedings and papers are now online, so the instructions below are for online resources. If you are referencing print resources, leave out the details relating to online resources.

### Whole conference proceedings

1. AUTHOR/EDITOR(S) SURNAME, Initial(s). or ORGANISATION/ORGANISER, (if editor, write 'ed.' after initial)
2. Year of publication.
3. *Title of conference proceedings*
4. [Online]. (if applicable)
5. Location of conference, (if available)
6. DD Month of conference. (if available)
7. Place of publication: (if available)
8. Publisher. (if available)
9. [Accessed DD Month YYYY].
10. Available at: link

**Example:**

INTERNATIONAL INSTITUTE OF SOCIAL AND ECONOMIC SCIENCES., 2020. *Proceedings of the 9th teaching & education virtual conference* [Online]. Prague, 23-24 June. Prague: IISES. [Accessed 21 August 2020] Available at: <https://www.iises.net/>

### Individual conference paper

These are similar to book chapters in that they are part of a wider publication (the conference proceeding) and should be treated similarly:

1. AUTHOR(S) SURNAME, Initial(s).,
2. Year.
3. Title of the paper
4. [Online].
5. In:
6. Initial(s). SURNAME, of author(s)/editor(s) of the conference proceedings or NAME OF ORGANISING BODY, (if available) (if editor, write 'ed.' after initial)
7. *The title (and subtitle if there is one) of the conference proceedings.*
8. Place of publication:
9. Publisher.

10. [Accessed DD Month YYYY]

11. Available at: link

**Example:**

NOVOA-ECHAUREN, A., 2020. Reflexive practices associated with teachers' pedagogical use of ICT: a Chilean case [Online]. In: INTERNATIONAL INSTITUTE OF SOCIAL AND ECONOMIC SCIENCES, *Proceedings of the 9th teaching & education virtual conference*. Prague: IISES. [Accessed 21 August 2020] Available at: <https://doi.org/10.20472/TEC.2020.009.004>

## Data from a data repository

A Digital Object Identifier (DOI) should be included in data references where available. This ensures that even if the location of the data changes, the DOI will always link to the data used.

1. AUTHOR(S) SURNAME, Initial(s) or ORGANISATION NAME,
2. Year of publication.
3. *Title of dataset*
4. Edition or version (if applicable)
5. [Dataset].
6. Place of publication: (if available)
7. Publisher (usually the name of the repository the data is hosted in, unless otherwise specified).
8. [Accessed DD Month YYYY].
9. Available from: link

**Example:**

NORTHERN IRELAND STATISTICS AND RESEARCH AGENCY, CENTRAL SURVEY UNIT, OFFICE FOR NATIONAL STATISTICS, SOCIAL SURVEY DIVISION., 2020. *Quarterly labour force survey, April-June, 2020* [Dataset]. UK Data Service. [Accessed 21 August 2020]. Available from: <http://doi.org/10.5255/UKDA-SN-8671-1>

## Dictionary and encyclopaedia entries (print and online)

Dictionaries and encyclopaedias do not usually have an author but do sometimes have an editor, whose name can be used in the citation and reference. If there is no editor, use the title of the work in place of this.

Some of this information may not be available for online dictionaries and encyclopaedias. Use the information you can find. Many online dictionaries have guidance for how to reference entries that you can refer to for information.

### Dictionary definition

1. *Title of the dictionary* (if no author/editor is named),
2. Year of publication (followed by [Online] if online).
3. If there was an editor add the *Title of the dictionary*.
4. Volume number (if available).
5. edition (for example: 2nd ed.) (if available)
6. Revised by author Initial. and SURNAME. (if available)
7. Place of publication: (if available)
8. Publisher. (if available)

9. Page number(s) of definition.
10. [Accessed DD Month YYYY].
11. Available from: link (if the dictionary is online)

### Examples:

#### Print dictionary

*Collins English Dictionary*, 2018. 13th ed. Glasgow: Harper Collins. p. 584.

FOWLER, H.W., 1965. *A dictionary of modern English usage*. 2<sup>nd</sup> ed. Revised by E. GOWERS. Oxford: Oxford University Press. p. 695.

#### Online dictionary

*Merriam-Webster.com dictionary*, 2020 [Online]. [Accessed 23 July 2020]. Available from: <https://www.merriam-webster.com/dictionary/intersectionality>

## Encyclopaedia entry

1. AUTHOR(S) SURNAME, Initial(s)., (if available)
2. *Title of the dictionary or encyclopaedia*, (if no author or editor is named)
3. Year of publication.
4. Title of the article.
5. [Online]. (if applicable)
6. In: *Title of the encyclopaedia if not already named*.
7. Volume number (if available)
8. Edition number (for example: 2nd ed.) (if available)
9. Place of publication:
10. Publisher.
11. Page number(s) of definition. (if available)
12. [Accessed DD Month YYYY]. (if online)
13. Available from: link (if online)

### Examples:

#### Print encyclopaedia

CRYSTAL, D., 2007. Medical science. In: *The penguin concise encyclopaedia*. 3rd ed. London: Penguin. pp. 548-49.

#### Online encyclopaedia

BUIST, K., 2018. Attachment during adolescence. In: *Encyclopaedia of adolescence*. Springer. [Accessed 23 July 2020]. Available from: [https://doi.org/10.1007/978-3-319-33228-4\\_4](https://doi.org/10.1007/978-3-319-33228-4_4)

*Stanford encyclopaedia of philosophy*, 2013. Phenomenology. [Online]. [Accessed 23 July 2020]. Available from: <https://plato.stanford.edu/entries/phenomenology/>

## Discussion lists and emails

### Publicly available discussion lists

Discussion lists should include the following information:

1. AUTHOR SURNAME, Initial(s).,

2. Year.
3. Title of message.
4. In: *Discussion list name*
5. [Online].
6. DD month message sent
7. [Accessed DD Month YYYY].
8. Available from: link (ideally permalink)

**Example:**

CRILLY, J., 2020. Resources from UAL. In: *LIS-DECOLONISE* [Online]. 26 February [Accessed 6 July 2020]. Available from: <https://www.jiscmail.ac.uk/cgi-bin/wa-jisc.exe?A2=LIS-DECOLONISE;a1456155.2002>

## Closed discussion lists

Some discussion lists are not accessible to the general public and are only available to certain individuals. For example, a discussion list on the Hub at QMU is only available to the students who are matriculated on that module and their tutors. If you refer to a message within a closed discussion list, it is important to cite this in the same way as a public list while showing that it is not publicly available. It is good practice to obtain permission from any author you cite in this way:

1. AUTHOR SURNAME, Initial(s).
2. Year.
3. Title of message.
4. In: *Discussion list name*
5. [Closed discussion list].
6. DD Month message sent
7. [Accessed DD Month YYYY].
8. Available from: email list address or link

**Example:**

SMITH, R.M., 2019. Learning technology in today's world. In: *WebCT Online discussion* [Closed discussion list]. 4 April [Accessed 6 July 2020]. Available from: <http://learn.qmu.ac.uk>

## Emails

Referencing personal emails may occasionally be required, especially if you are involved in group work, or are corresponding with a subject expert. You should include the following information in this order:

1. AUTHOR SURNAME, Initial(s).
2. Year.
3. *Email subject/title*
4. [Email].
5. Message to: recipient name (recipient email address).
6. DD Month message sent.

**Example:**

CORMIE, V., 2020. *Black lives matter* [Email]. Message to: John Greene (j.greene@qmu.ac.uk). 2 July.

## Documents (including leaflets, pamphlets, module handbooks)

### Print documents

In a document or leaflet, the author may be a corporate body organisation, such as the Royal Bank of Scotland, rather than an individual. There may be limited information available from which to form your reference. A leaflet may not have a date of publication. If this is the case, use the term 'no date'.

1. AUTHOR/EDITOR SURNAME, Initial(s). or ORGANISATION NAME,
2. Year. (if available, or [No date])
3. *Document title*.
4. edition. (if later than the first and abbreviated to ed.)
5. Place of publication: (if available)
6. Publisher. (if available)

**Examples:**

CANCERLINK, [No date]. *Declaration of rights of people with cancer*. London: Cancerlink.

PEACOCK, S. 2020. *NM316: Education in action*. Edinburgh: Queen Margaret University.

### Online documents

An online document is a separate document, accessed as a PDF or other file format via a link on a website.

1. AUTHOR/EDITOR SURNAME, Initial(s). or ORGANISATION NAME,
2. Year. (if available, or [No date])
3. *Document title*
4. [Online].
5. edition. (if later than the first and abbreviated to ed.)
6. Place of publication: (if available)
7. Publisher. (if available)
8. Page number(s). (if available)
9. [Accessed DD Month YYYY].
10. Available from: link

**Example:**

UNESCO, 2019. *Results-based programming, budgeting, management, monitoring and reporting (RBM) approach as applied at UNESCO: guiding principles* [Online]. Paris: UNESCO [Accessed 21 August 2020]. Available from: <https://unesdoc.unesco.org/ark:/48223/pf0000177568>

If a document is contained within a large and complex web site (such as that for a university or a government agency), you should provide the host organisation and the relevant programme or department before giving the internet address for the document itself.

**Example:**

CHOU, L. and SMITH, A., 2005. *Technology and education: new wine in new bottles: imagining educational futures* [Online]. Birmingham University: Institute for Learning Technologies [Accessed 21 August 2020]. Available from: <http://www.birm.ac.uk/ilt/publications/papers/newwine1.html>

## Films and TV programmes

In the case of TV/radio programmes, note the date and channel of transmission. The format of the item should always be provided.

### Programmes broadcast on TV

1. SERIES OR PROGRAMME TITLE,
2. series number, (if appropriate)
3. Year of broadcast.
4. *Programme title.*
5. Location of broadcaster:
6. Broadcaster,
7. Date of transmission. (DD Month)

**Example:**

*Outlander*, series 3, 2019. *The battle joined*. London: More4, 10 July.

*Springwatch*, 2020. *Episode 12*. London: BBC Two, 9 July.

### Films broadcast on TV

1. FILM TITLE,
2. Year of production or distribution.
3. Directed by first name then family name.
4. Place of production:
5. Producing organisation.
6. Transmitting organisation,
7. Date of transmission. (DD month YYYY)
8. [Television broadcast].

**Example:**

ANIMAL FARM, 1954. Directed by John Halas and Joy Batchelor. California: deRochemont Films. Film4, 28 July 2020. [Television broadcast].

### Films on DVD

1. FILM TITLE,
2. Year of production or distribution.
3. Directed by first name then family name.
4. Place of production:
5. Producing organisation.
6. [DVD].

**Example:**

GET OUT, 2017. Directed by Jordan Peele. California: Universal Pictures. [DVD].

## Films accessed via streaming services

**Note:** If you view a film during a lecture, seminar, or class, make a note of how your lecturer has made this film available to you so that you can reference it accurately. If you are not able to do this, write [Class screening].

1. FILM TITLE,
2. Year of production or distribution.
3. Directed by FIRST NAME FAMILY NAME.
4. Place of production:
5. Producing organisation.
6. [Name of streaming service]. (for example: Netflix)

**Example:**

GET OUT, 2017. Directed by JORDAN PEELE. California: Universal Pictures. [Netflix].

I, DANIEL BLAKE, 2016. Directed by KEN LOACH. London: Sixteen Films. [Class screening].

## Online videos

1. SURNAME, Initial(s). of creator or USERNAME of contributor who uploaded the video,
2. Year uploaded.
3. *Title*
4. [Online video].
5. Date of uploading (DD Month - if known)
6. [Accessed DD Month YYYY].
7. Available from: link

**Example:**

KERMODE, M. and MAYO, S., 2020. *Werner Herzog interview* [Online video]. 3 July [Accessed 7 July 2020]. Available from: <https://www.youtube.com/watch?v=fbRt-4pV7ik>

## Images and photographs

### Images in print books or other publications

If you are using an image from a book, use the normal book reference and provide the page number the image appears on.

1. Image creator SURNAME, Initial(s)., (if available)
2. Year. (if available)
3. Title or brief description of the image
4. [Medium]. (for example: Illustration, Photograph)
5. In: Initial(s). SURNAME of book author,
6. *Title and subtitle of the book or publication.*
7. edition (If not the first, and abbreviated to ed., for example 2<sup>nd</sup> ed.)

8. Place: Publisher,
9. Page number the image appears on.

**Example:**

BROWN, S., 2018. Trams in Manchester [Photograph]. In: MCCORMICK, J. *Contemporary Britain*. 4th ed. London: Palgrave, p. 197.

## ‘Stand-alone’ print images

Images may stand alone outside a specific context. Examples are a postcard, advertising image or photograph. There may be limited details available for referencing purposes, but the following information should be supplied as far as possible:

1. Creator SURNAME, Initial(s)., (if available)
2. Year produced. (if available)
3. *Title or brief description*
4. [Medium]. (for example: Billboard, Oil painting, Photograph, Postcard, etc.)
5. Place, Publisher. OR Location accessed. (if available)

**Example:**

ANON., 2017. *Edinburgh tenements 1895* [Postcard]. Edinburgh: Heritage Images.

PRIMARK, [No date]. *We know where you live...* [Billboard]. Lothian Road, Edinburgh.

## Online images

You should always reference images, even when they are on free websites.

1. Creator SURNAME, Initial(s)., (if available)
2. Year produced. (if available)
3. *Title or brief description*
4. [Online image].
5. [Accessed DD Month YYYY].
6. Available from: link

SPIske, M. 2020. *Save our future* [Online image]. [Accessed 25 August 2020]. Available from: <https://www.pexels.com/photo/climate-people-street-weather-2990616/>

## Works of art

See the guidelines on ‘Works of art and physical objects’.

## Government publications

### Online Acts of Parliament

Acts should be included in your reference list in alphabetical order of the first main word of the Act.

Most UK, Scotland, Wales and Northern Ireland Acts are available online at <https://www.legislation.gov.uk/>. You should use this as a source where possible.

1. TITLE OF ACT
2. *Year*
3. [Online].
4. London: Her Majesty's Stationery Office
5. [Accessed DD Month YYYY].
6. Available from: link

**Example:**

DATA PROTECTION ACT 2018 [Online]. London: HMSO [Accessed 25 August 2020]. Available from: <https://www.legislation.gov.uk/>

## Print Acts of Parliament

7. TITLE OF ACT
8. YEAR.
9. London: HMSO.

**Example:**

MODERN SLAVERY ACT 2015. London: HMSO.

## Government reports

1. Author SURNAME, Initial(s). or NAME OF GOVERNMENT DEPARTMENT,
2. Year.
3. *Title*.
4. Place of publication: (if available)
5. Publisher (if available)
6. [Accessed DD Month YYYY].
7. Series title and number (if available).
8. Available from: link (if available)

**Note:** The author of most official government publications will be a government department, body or committee.

**Example:**

SCOTTISH GOVERNMENT, 2017. *Scotland's national dementia strategy 2017-2020* [Online]. Edinburgh: The Scottish Government [Accessed 10 December 2018]. Available from: [https://www.alzscot.org/assets/0002/6035/Third\\_Dementia\\_Strategy.pdf](https://www.alzscot.org/assets/0002/6035/Third_Dementia_Strategy.pdf)

## Journal articles (print and online)

### Print journal articles

1. Author/Editor SURNAME, Initial(s).
2. Year.
3. Title of article.
4. *Name of Journal*
5. Month or season (if available), volume, issue number, page number(s) (if available).

#### Example:

BONEN, A. and SHAW, S.M., 1996. Recreational exercise participation and aerobic fitness in men and women: analysis of data from a national survey. *Journal of Sports Science*. August, vol. 13, no. 4, pp. 297-303.

### Online journal articles

6. Author/Editor SURNAME, Initial(s).
7. Year.
8. Title of article.
9. *Name of Journal*
10. [Online].
11. Month or season (if available), volume, issue number, page number(s) (if available)
12. [Accessed DD Month YYYY].
13. Available from: link

#### Notes:

Links to online journal articles can be very long. See the guidance at the beginning of the Reference lists section of this guide for information about providing links.

Some online journals publish articles continuously, making them available to read before they are grouped into issues, which means you may not be able to provide an issue number or page numbers. You should provide a link to the article, using the DOI if one is available.

#### Example:

GERRARD, J.M., BONANNP, D.R., WHITTAKER, G.A. and LANDORF, K.B., 2020. Effect of different orthotic materials on plantar pressures: a systematic review. *Journal of Foot and Ankle Research*. June, vol.13, no. 35 [Accessed 6 July 2020]. Available from: <https://doi.org/10.1186/s13047-020-00401-3>

COTTER, D., MANNING, R.J., BLOW, K.J., ELLIS, A.D., KELLY, A.E. and NESSET, D., 1999. Non-linear optics for high-speed digital information processing. *Science* [Online]. November, vol. 286, no. 5444, pp. 1523-1528 [Accessed 21 August 2020]. Available from: <http://www.sciencemag.org>

#### Continuous publication journal:

CLOUTIER, C. and LANGLEY, A., 2020. What makes a process theoretical contribution? *Organization Theory* [Online]. [Accessed 2 October 2020]. Available from: <https://doi.org/10.1177/2631787720902473>

## Live performance and dance

### Staged performances

This section covers 'traditional' staged performances. The author cited for a performance will either be the choreographer or the director of the performance rather than the original composer or author of the work:

1. Choreographer/director SURNAME, Initial(s).,
2. Year of performance.
3. *Title of performance*
4. [Accessed DD Month YYYY from Location].
5. Available from: link (if viewed online)

#### Examples:

NUNN, T., 2002. *As you like it* [Accessed 6 September at the Traverse Theatre Edinburgh].

NUREYEV, R., 1999. *Swan lake* [Accessed 9 July at the Paris Opera Ballet].

EDINBURGH THEATRE WORKSHOP, 2006. *Black sun over Genoa* [Accessed online 7 July 2020 from the Festival Theatre Edinburgh]. Available from: [http://erc.qmu.ac.uk/streaming\\_video.php](http://erc.qmu.ac.uk/streaming_video.php)

## Maps and online maps

### Printed maps

If the name of the creator is known:

1. Creator's SURNAME, Initial(s). or ORGANISATION NAME,
2. Year of publication.
3. *Title of map,*
4. Sheet number. (if given)
5. Scale of the map. (if given)
6. (Series). (if given)
7. Place of publication:
8. Publisher.

If the name of the creator is not known:

1. TITLE OF MAP,
2. Year of publication.
3. Sheet number. (if given)
4. Scale of the map. (if given)
5. (Series). (if given)
6. Place of publication:
7. Publisher.

#### Examples:

##### Creator known:

Waters, C., 2000. *Geology of the Bradford district*. Sheet 69. 1:50000. (England and Wales). Nottingham: British Geological Survey.

**Creator unknown:**

GEOLOGY OF THE BRADFORD DISTRICT, 2000. Sheet 69. 1:50000. (England and Wales). Nottingham: British Geological Survey.

## Online maps

If the name of the creator is known:

1. Creator's SURNAME, Initial(s). or ORGANISATION NAME,
2. Year of publication.
3. *Title of map*
4. [Online].
5. Sheet number. (if given)
6. Scale of the map. (for example, 1:5000 - if given)
7. (Series). (if given)
8. Place of publication: (if given)
9. Publisher. (if given)
10. [Accessed DD Month YYYY].
11. Available from: link

If the name of the creator is not known:

1. TITLE OF MAP,
2. Year of publication
3. [Online].
4. Sheet number. (if given)
5. Scale of the map. (for example, 1:50000 - if given)
6. (Series). (if given)
7. Place of publication: (if given)
8. Publisher. (if given)
9. [Accessed DD Month YYYY].
10. Available from: link

**Examples:****Creator known:**

AINSLIE, J., 1773. *Map of Selkirkshire or Ettrick Forest*. [Online]. [Accessed 25 August 2020]. Available from: <https://maps.nls.uk/counties/rec/676>

ORDNANCE SURVEY, 1896. *Northumberland (Old Series) CIV.12 (Newlands; Whittonstall)* [Online]. 1:2500. Southampton: Ordnance Survey Office. [Accessed 25 August 2020]. Available from: <https://maps.nls.uk/view/132269129>

**Creator unknown:**

A CHART DESCRIBING THE COAST OF SCOTLAND FROM BERWICK TO DUNGSBY HEAD WITH THE ISLES OF ORKNEY, SHETLAND & YE WESTERN ISLANDS, c.1700 [Online]. [Accessed 25 August 2020]. Available from: <https://maps.nls.uk/coasts/chart/186>

## Music scores

1. Composer SURNAME, Initial(s).
2. Year of publication.
3. *Title of work.*
4. Editor(s) Initial(s). SURNAME followed by ed. OR Arranged by Arranger(s) Initial(s). SURNAME.
5. Place of publication:
6. Publisher.

### Examples:

BRITTEN, B., 1980. *Eight folk song arrangements, for high voice and harp.* O. ELLIS, ed. London: Faber Music.

## Newspaper and news articles/contributions

### Print newspaper articles/contributions

1. Author/editor SURNAME, Initial(s)., (or newspaper title if no named author)
2. Year of publication.
3. Title of article.
4. *Title of newspaper.*
5. DD Month newspaper published,
6. Page number(s).

### Example:

RODNEY, Z., 2005. Edinburgh leads the way in festival management. *The Guardian*. 19 November, p. 5.

### Online newspaper/news source articles/contributions

For online newspapers accessed via a newspaper database or from the newspaper's website, follow the same guidance as for an e-journal.

1. Author/editor SURNAME, Initial(s)., (or newspaper title if no named author)
2. Year of publication.
3. Title of article.
4. *Title of newspaper/news source.*
5. DD Month article published (if available)
6. [Online].
7. [Accessed DD Month YYYY].
8. Available from: link

### Example:

ROSE, S., 2020. Joseph Gordon-Levitt: 'Playing a cop means something different now'. *The Guardian* [Online]. [Accessed 21 August 2020]. Available from: <https://www.theguardian.com/film/2020/aug/20/joseph-gordon-levitt-playing-a-cop-means-something-different-now>

## Patents

1. Originator SURNAME, Initial(s).
2. Year of publication.
3. *Title of patent.*
4. Series designation.
5. [Online]. (if applicable)
6. [Accessed DD Month YYYY]. (if applicable)
7. Available from: link (if applicable)

### Example:

PALMER, J.R., 2018. Removable pediatric hip orthotic. US20180271692A1. [Online]. [Accessed 25 August 2020]. Available from: <https://patents.google.com/patent/US20180271692A1/>

## Personal communications

This is information that you have received directly and personally from an individual or organisation, face to face or in person, and includes: phone calls, personal emails (for email discussion lists see 'Discussion lists and emails') and direct messages on social media sites (for public social media content see 'Social media').

You should cite personal communications in your work and include them in your reference list.

To reference, provide the following information:

1. SURNAME and INITIAL(s). of person who communicated the information,
2. Year communicated..
3. Topic of communication. (Brief description of what was spoken about)
4. DD Month communicated
5. [Method of communication]. (e.g. Phone conversation, Group discussion, Twitter direct message)

### Example:

BLACKLEY, S., 2019. Impact of agriculture on soils. 15 June [Conversation at MSc Gastronomy field trip].

To see how to cite personal communications see 'What information do I provide in a citation?' in the previous section of this guide.

## Poems

Follow the referencing standards for the type of source the poem is within. For example:

- Within an edited collection of poems (cite as a chapter in an edited book)
- An anthology of work by one poet (cite as a book)
- A website

## Radio programmes

### Programmes broadcast on radio

There are two ways to reference radio programmes.

#### Name-first

You should use the name-first method where it makes sense to do so:

1. Name of AUTHOR/CREATOR, PRESENTER or PERFORMER, (whichever is most appropriate – usually author/creator where possible)
2. Year of broadcast.
3. Series title (if available - in italics if no programme title).
4. Series number (if available).
5. *Programme title*.
6. Location of broadcaster:
7. Transmitting organisation,
8. Date of transmission. (DD Month YYYY – only include year if different to that of broadcast)

#### Example:

ACABE, C. 2020. *No longer at ease*. London: BBC Radio 4, 14 September.

THE CRANBERRIES, 1994. *6 Music classic concert*. London: BBC Radio 6 Music, 25 July 2020.

#### Title-first

If name-first method does not make sense because the programme has many contributors, for example a radio drama that is not written by one identified individual, you should use the title-first method:

1. SERIES or PROGRAMME TITLE,
2. series number, (if appropriate)
3. Year of broadcast.
4. *Programme or episode title*.
5. Location of broadcaster:
6. Broadcaster,
9. Date of transmission. (DD Month YYYY – only include year if different to that of broadcast)

#### Example:

THE ARCHERS, 2020. *17/09/2020*. London: BBC Radio 4, 18 September.

## Reports

For documents that are reports found in databases, provide information about the database the document is found in and when you accessed it.

1. Author SURNAME, Initial(s). or ORGANISATION,
2. Year.
3. *Title of report*
4. [Online].
5. Place of publication:

6. Publisher.
7. [Accessed DD Month YYYY].
8. Available from: link

**Example:**

EDUCATION SCOTLAND, 2018. *Bruntsfield Primary School inspection report* [Online]. Edinburgh: Education Scotland [Accessed 20 September 2020]. Available from: <https://education.gov.scot/education-scotland/inspection-reports/reports-page/?id=1791>

## Sacred texts

When citing from sacred texts, you do not need to provide page numbers, but should provide details of the verse or extract, using a colon between the chapter and the verse (for example: Qur'an 14:38).

References to sacred texts are not usually included in the list of references, but if you want to include them, do so by using the following format:

1. TITLE of sacred text
2. Chapter and verse
3. Year of publication.
4. Translated by FIRST NAME(S) and LAST NAME(S) of translator. (where provided).
5. Place of publication:
6. Publisher.

**Example:**

QUR'AN 14:38. 2013. Translated by ABDULLAH YUSUF ALI. Ware, Hertfordshire: Wordsworth Editions Limited.

## Social media (Facebook, Instagram, Twitter etc.)

Include the following information:

1. NAME or USERNAME of author of message or tweet (in the case of a tweet start the username with the @ symbol),
2. Year.
3. *Title of post or tweet.*
4. DD Month of post or tweet
5. [Online].
6. [Accessed DD Month YYYY].
7. Available from: link

Note: You should only include public content in your reference list. You may cite private messages or content from private accounts, but these should be cited as personal communication (see personal communications section of this guide).

These entries should be added to the reference list in alphabetical order according to the first letter of the author/username, ignoring any @ symbols.

### Examples:

#### Tweets:

@EDINBURGHHS CP, 2020. *Take notice of your surroundings and practice some mindfulness, making sure that you keep a comfortable space to relax. #EdinburghCares #AllTogetherEdinburgh #MentalHealthAwarenessWeek.* 22 May [Online]. [Accessed 6 July 2020]. Available from: <https://twitter.com/EdinburghHS CP/status/1263756255249805312>

## Sound recordings and digital audio files

### Podcasts

1. Creator SURNAME, Initial(s). or ORGANISATION,
2. Year of publication.
3. *Title of the podcast episode.*
4. *Name of the podcast series.*
5. Episode number (if available),
6. Date the podcast episode was published (if available)
7. [Online].
8. [Accessed DD Month YYYY].
9. Available at: link (if available)

### Examples:

IHEARTRADIO, 2020. *Why no one talks about 'the Irish slaves'. Stuff you missed in history class.* 1 July [Online]. [Accessed 6 July 2020]. <https://www.ihheart.com/podcast/stuff-you-missed-in-history-cl-21124503/episode/why-no-one-talks-about-the-65955412/>

HIRWAY, H., 2018. *John Carpenter - Halloween (theme). Song exploder.* Episode 147, 26 October [Online]. [Accessed 6 July 2020]. Available at: <https://songexploder.net/halloween>

## Speeches and public talks

1. Speaker SURNAME, Initial(s)., (or official title)
2. Year.
3. *Name of speech or title of talk.* (if available)
4. Reported in: Title of publication or name of website (if available)
5. [Online]. (If online)
6. Location: Venue, (if available)
7. DD Month of speech or talk. (if available)
8. Available from: link (if online)

### Examples:

BADER GINSBURG, R., 2019. *Remarks at the University of Buffalo, Buffalo, NY, August 26, 2019.* Reported in: Supreme Court of the United States [Online]. New York: University of Buffalo, 26 August. Available from: <https://www.supremecourt.gov/publicinfo/speeches/speeches.aspx>

QUEEN ELIZABETH II, 2020. *Address to the UK and the Commonwealth*. Reported in: The Independent [Online]. Available from: <https://www.independent.co.uk/news/uk/home-news/queens-speech-coronavirus-full-transcript-text-read-a9448531.html>

## Standards and online standards

### Online standards

Includes British Standards (BS), European Standards (EN) and International Organization for Standardization (ISO).

1. AUTHOR,
2. Year of publication.
3. *Standard number and title of standard*
4. [Online].
5. Place of publication:
6. Publisher
7. [Accessed DD Month YYYY].
8. Available from: link

#### Example:

BRITISH STANDARDS INSTITUTION, 2016. *BS EN ISO 13485:2016 Medical devices. Quality management systems. Requirements for regulatory purposes* [Online]. London: BSI [Accessed 20 September 2020]. Available from: <https://shop.bsigroup.com/>

### NICE Guidance

1. AUTHOR,
2. Year of publication.
3. *Title of guideline*
4. [Guideline number NG \*\*\*].
5. [Online].
6. [Accessed DD Month YYYY].
7. Available from: link

#### Example:

NICE, 2020. *Tinnitus: assessment and management* [NG155]. [Online]. [Accessed 20 September 2020]. Available from: <https://www.nice.org.uk/guidance/ng155>

## Talks, lectures, and lecture content

### In-person lectures and talks

This may be a presentation, lecture, workshop or seminar.

1. Presenter(s) SURNAME, Initial(s).,
2. Year of presentation.
3. Conference/event name. (if available)
4. *Title of presentation/lecture*.
5. [Type of presentation]. (for example: Lecture, Workshop, Seminar, Conference presentation)

6. Location: Venue, (if available)
7. DD Month of presentation.

**Example:**

ROLAND, J. and ROBSON, J., 2020. *The lost art of sensitive criticism* [Seminar]. Edinburgh: Queen Margaret University, 1 April.

## Online lectures and talks

This includes sessions delivered on Collaborate, Zoom or other videoconferencing tools.

1. Presenter(s) SURNAME, Initial(s).,
2. Year of presentation.
3. Conference/event name. (if available)
4. *Title of presentation/lecture*
5. [Type of presentation]. (for example: Online lecture, Workshop, Seminar, Conference presentation)
6. DD Month of presentation
7. [Accessed DD Month YYYY].
8. Available from: link (if available publicly)

**Example:**

ROLAND, J. and ROBSON, J., 2005. The Edinburgh Lectures. *The health and psyche of the Scottish nation* [Online lecture]. Edinburgh: The Royal Society of Edinburgh, 21 January [Accessed 3 June 2005]. Available from: <http://www.rse.org.uk/edlect>

SMITH, L., 2020. *QMU library support* [Online presentation]. 8 September [Accessed 20 September 2020]. Available from: <https://www.youtube.com/watch?v=S0Y5SjV-5Ik>

## Lecture slides and notes

Most lecturers will provide references to ideas and information from published sources. You should follow these up yourself. **You should always try to use original sources rather than lecture notes.** You should always ask permission before using information obtained through any type of personal interaction.

If your information comes from course materials such as handouts or from the hub, cite those as your source and include the details in your reference list.

1. Lecturer(s) SURNAME, Initial(s).,
2. Year.
3. *Title of lecture*
4. [Lecture or Online lecture].
5. Module code and title.
6. Date of lecture.
7. [Accessed DD Month YYYY]. (if online)
8. Available from: link (if online and link publicly available)

**Example:**

JONES, S., 2019. *Behaviourism* [Lecture]. X1024 - Foundations of psychology. 14 September.

MCARDLE, C., 2018. *Bone/fracture healing* [Online lecture]. CM016 – Medicine and pathology. 10 December. [Accessed 10 December 2018].

## Theses and dissertations

### Print theses and dissertations

1. Author SURNAME, Initial(s).
2. Year.
3. *Title of thesis.*
4. Level of award. (PhD or MPhil thesis or Masters dissertation)
5. Name of awarding institution.

#### Examples

KELLY, T., 1981. *The Irish-Catholic immigrant, 1890-1930*. PhD thesis. Harvard University.

LIPPES, R., 2005. *Food as emotional balm in the twentieth century: a study on cultural change*. MPhil thesis. Oxford Brookes University.

### Online theses and dissertations

1. Author SURNAME, Initial(s).
2. Year.
3. *Title of thesis*
4. [Online].
5. Title of award.
6. Name of awarding institution
7. [Accessed DD Month YYYY].
8. Available from: link

#### Example:

WILLIAMS, J.D., 2019. *The lived experience of the home educator* [Online]. PhD thesis. University of Nottingham [Accessed 25 August 2020]. Available from: <http://eprints.nottingham.ac.uk/59242/>

## Websites

Use the same elements that you would use to reference a book. In addition, include the internet address and date accessed:

1. Author/editor SURNAME, Initial(s). or ORGANISATION NAME, (as appropriate)
2. Year (current year if information is not provided about year of publication).
3. *Title of the page/section*
4. [Online].
5. [Accessed DD Month YYYY].
6. Available from: link

## Note:

Try to provide details of where a source was originally posted. For example, if something has been pinned on Pinterest or linked to on Tumblr, click through to the original post or website and provide these details, not the details of the Pinterest board or Tumblr account you found it on.

### Example:

BBC, 2020. *Bianca Williams: Athlete accuses police of racial profiling after vehicle search* [Online]. [Accessed 6 July 2020]. Available from: <https://www.bbc.co.uk/sport/athletics/53301318>

## Wikis

Include the following information:

1. NAME OF THE WIKI,
2. Year the page was last updated.
3. *Title of the entry or article in italics.*
4. The date and time of entry or update (if available)
5. [Online].
6. [Accessed DD Month YYYY].
7. Available from: link

### Example:

STRANGER THINGS WIKI, 2020. *Suzie, do you copy?* 20:40 2 August 2020 [Online]. [Accessed 20 September 2020]. Available from: [https://strangerthings.fandom.com/wiki/Suzie,\\_Do\\_You\\_Copy%3F](https://strangerthings.fandom.com/wiki/Suzie,_Do_You_Copy%3F)

## Works of art and physical objects

### Works of art

1. Artist SURNAME, Initial(s).,
2. Year of creation (if known).
3. *Title of object*
4. [Medium]. (for example: Watercolour, Oil)
5. At:
6. Title of exhibition (if relevant),
7. Location.
8. Dates of exhibition (if appropriate/available).

### Example:

MUNCH, E. Two people. The lonely ones [Woodcut]. At: Edvard Munch: love and angst exhibition. British Museum, London. 11 April - 21 July 2019.

## Reproduction of an artwork

As well as the original artist, give details of where the reproduction was found.

1. Image creator SURNAME, Initial(s)., (if available)
2. Year. (if available)
3. Title or brief description of the image.
4. [Medium]. (for example: Watercolour, Oil)
5. In: Initial(s). SURNAME of book author,
6. *Title and subtitle of the book or publication.*
7. [Online]. (if online)
8. edition (If not the first, and abbreviated to ed., for example 2<sup>nd</sup> ed.)
9. Place: Publisher,
10. Page number the image appears on.
11. [Accessed DD Month YYYY]. (if online)
12. Available from: link (if online)

### Example:

GIRTIN, T., 1801. The Thames from Westminster to Somerset House. [Watercolour]. In: V. Charles, 2018. *1000 watercolours of genius*. [Online]. New York: Parkstone International, p.420. [Accessed 25 August 2020]. Available from: <https://ebookcentral.proquest.com/lib/qmu/detail.action?docID=5321022>

## Physical objects

For physical objects accessed in a collection or exhibition, such as ceramic items, costume or sculpture. Such objects might also be on their own outwith an exhibition context. As far as possible, use the following information to compile a reference:

1. Artist SURNAME, Initial(s).,
2. Year of creation (if known).
3. *Title of object*
4. [Material type or medium].
5. At:
6. Title of exhibition (if relevant),
7. Location.
8. Dates of exhibition (if appropriate/available).

### Example:

RODIN, A., 1887. *Age of bronze* [Bronze sculpture]. At: Alte Nationalgalerie, Berlin.

## Example list of references

- BADER GINSBURG, R., 2019. *Remarks at the University of Buffalo, Buffalo, NY, August 26, 2019*. Reported in: Supreme Court of the United States [Online]. New York: University of Buffalo, 26 August. Available from: <https://www.supremecourt.gov/publicinfo/speeches/speeches.aspx>
- BONEN, A. and SHAW, S.M., 1996. Recreational exercise participation and aerobic fitness in men and women: analysis of data from a national survey. *Journal of Sports Science*. August, vol. 13, no. 4, pp. 297-303.
- BURNS, T. 2004. *Teaching, learning and study skills: a guide for tutors*. London: Sage.
- BURNS, T. 2016. *Essential study skills: the complete guide to success at university*. 4<sup>th</sup> ed. London: Sage.
- CHOU, L. and SMITH, A., 2005. *Technology and education: new wine in new bottles: imagining educational futures* [Online]. Birmingham University: Institute for Learning Technologies [Accessed 21 August 2020]. Available from: <http://www.birm.ac.uk/ilt/publications/papers/newwine1.html>
- COTTRELL, S. 2019a. *Critical thinking skills*. 5<sup>th</sup> ed. London: Palgrave.
- COTTRELL, S. 2019b. *50 ways to excel at writing*. London: Red Globe Press.
- PORTER, M., 1998. What is strategy? In: S. SEGAL-HORN, ed. *The strategy reader*. Oxford: Blackwell in association with the Open University, pp. 73-99.
- QUR'AN 14:38. 2013. Translated by ABDULLAH YUSUF ALI. Ware, Hertfordshire: Wordsworth Editions Limited.
- Stanford encyclopaedia of philosophy*, 2013. Phenomenology. [Online]. [Accessed 23 July 2020]. Available from: <https://plato.stanford.edu/entries/phenomenology/>

## Additional information

### 'Old' texts

When citing and referencing 'old' texts, such as the works of Shakespeare, Plato or Marx, it is important to refer to the version of the text that you've read. For example, although the original copy of a text may have been published in 1867, if this isn't the edition you've read, you need to reference the edition you consulted, stating which edition it is and the year it was published.

### Publications in a language other than English

If you are referencing a book or journal article written in a language other than English, you should either give the title *exactly as it appears on the page*, or an *English translation of it with the original language acknowledged*. Whichever method you choose, you must be consistent with all other references to such works in your reference list.

#### Exactly as it appears on the page:

GARCIA, M. and MARTIN, F., 2009. *Socios 2: curso basico de espanol orientado al mundo del trabajo: libro del professor*. Barcelona: Difusion.

#### English translation with the original language acknowledged:

GARCIA, M. and MARTIN, F., 2009. *Series 2: basic Spanish course about the world of work: tutor book* (in Spanish). Barcelona: Difusion.

### Publications translated into English

For a book or journal article translated into English you should include the translator's details and the original language from which it has been translated:

CANETTI, E., 2000. *Crowds and power*. Translated from the German by Stewart, C. London: Phoenix.

#### Note:

The date given will be the *date of the translation* you have used, not the date of first publication of the work in the original language.

### Publications with multiple places of publication

Sometimes books have information about the location of several places of publication. For example, they may list London and New York. You should choose the place that appears most prominently. If two or more place names appear equally prominently in association with one publisher, distributor, producer, etc., only the first place name should be given.

### Communicating the gender of authors

It is important to use the Harvard style in your reference list, which means you only use the initial letters of the author's given name. If you wish to communicate the gender of the authors, you can do this in the body of your work by referring to the full name of the author:

A recent study by Carol Smith (Smith 2020) revealed that blue eyes were more common than brown eyes in the U.K. However, the findings were challenged in a study funded by the Ophthalmic Lens Association (Jones 2015) ...

## **Word count**

Citations are included in your word count because they are in the body of the work. The reference list at the end is not included in the word count.

## **About this guide**

This guide was produced by the Liaison Librarians and Effective Learning Service at Queen Margaret University, Edinburgh.

## **Suggested reference:**

QUEEN MARGARET UNIVERSITY, 2020. Write and cite 2020 [Online]. [Accessed DD Month YYYY]. Available from: <https://www.qmu.ac.uk/referencing>

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## **Acknowledgements**

Examples are given using British Standard Harvard (BS ISO 690:2010). Several examples in this guide were adapted from the Leeds Beckett University [Quote, Unquote](#) referencing guide.