



DONCASTER  
COLLEGE

# Learning Resource Centres

Information skills

## **Guide to Harvard Referencing**

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## **Acknowledgements**

This publication is produced by the Learning Resource Centre to support students and staff at Doncaster College.

This document aims to be an enhancement to previous guidance issued by the Learning Resource Centre and is intended to give further guidance on referencing resources rather than replace previous advice.

## Contents

### Using Harvard Referencing

What is referencing?	4
Why do I need to reference?	4
What is plagiarism?	4

### Printed Sources

How do I reference a book?	
• Books with one author	5
• Books with two authors	6
• Books with 3 or more authors	7
• Books that are edited but have different chapter authors	8
How do I reference a journal article?	9
How do I reference a newspaper article?	10
How do I reference law reports and cases?	11
How do I reference government publications	12
How do I reference unpublished works	
• Dissertations	13
• Other unpublished works	14

### Electronic Sources

How do I reference a web page?	15
How do I reference an electronic journal articles?	16
How do I reference electronic books?	17
How do I reference a blog?	18
How do I reference online discussion list?	19
How do I reference online images?	19
How do I reference a podcast?	20
How do I reference a Wiki?	21
How do I reference an email?	22

### Audio Visual Sources

How do I reference video cassettes or DVDs?	23
How do I reference television programmes and off-air recordings?	24
How do I reference television advertisements?	25
How do I reference sound recordings?	26
How do I reference radio broadcasts?	27
How do I reference original art works?	28

### Sample bibliography showing resources used in this booklet 29

### Useful hints and common conventions

Corporate Authors	31
Using quotes - omitting part of a quote	32
Secondary References	32
What do I do if I can't find all the information I need for a reference	32
Reference list or Bibliography	33

### Bibliography 34

## **Using Harvard Referencing**

### **What is referencing?**

When preparing a piece of work, there will be instances when you come across other people's thoughts, ideas and theories that you wish to make reference to within your own work.

Making reference to other people's work is called CITING.

Listing these references at the end of your piece of work is done in the form of a REFERENCE LIST and/or BIBLIOGRAPHY.

Different institutions have slight variations on how they employ the Harvard system. By following this guide you will be following the agreed format for Doncaster College.

### **Why do I need to reference?**

It is important to acknowledge other people's ideas, thoughts and theories correctly

- You need to do this to avoid PLAGIARISM
- You need to do this to support reasoned argument in the form of 'EVIDENCE'
- You need to do this to show BREADTH and DEPTH within your research

### **What is plagiarism?**

Although it is generally accepted that confusion will reign for the first few weeks of a new academic year, ignorance will not be accepted as an excuse or as a defence against an accusation of PLAGIARISM – you must, therefore, UNDERSTAND what it is and how to AVOID it.

If you fail to reference correctly your information sources, you are passing off the work of someone else as your own, whether intentional or otherwise – that is PLAGIARISM.

Correctly referencing your sources is vital if you are to avoid this. PLAGIARISM is comparable to CHEATING in an exam, and Doncaster College condemns the practice.

### **Plagiarism detection software**

Doncaster College have a piece of software called Turnitin for students and staff to use to avoid plagiarism. Staff and students can submit assignments. Turnitin then generates a report highlighting any areas of concern. These reports can be used by students as a basis to refine their academic writing skills and ensure that all sources are cited correctly and the appropriate references provided.

If in doubt, ASK your tutor or a member of LRC staff to discuss your referencing with you.

## Printed Sources

### How do I reference a book?

#### Books with one author

##### Example of citation within the text - Paraphrasing

In his study of acting Cohen (2002) believes that throughout history, verse or poetry has been a major form of dramatic language.

##### Example of citation within the text – Direct quote

According to Cohen (2002) “style is not only something one performs in the theatre, it is something we all do in life” (p. 7).

##### Example of how the reference for this source should appear:

Cohen, R. (2002) *Advanced acting: style, character and performance*. Boston, MA: McGraw-Hill Higher Education.

#### Books with one author - points to note

The following format should be used when referencing books:

Surname, Initials. (Year) *Title of book*. Place of publication: Publisher.

- Within the reference, the book title should be italicised
- Place of publication is always the city/town not the country i.e. London, not UK
- The year is the date of publication, not a reprint date. Look out for these on the verso (back of the title page), they have no bearing on edition dates
- Anything other than a 1st edition e.g. 2nd, 3rd, 4th etc., needs to be included within the reference, and goes immediately after the title
- When quoting directly, “quotation marks” are used to distinguish a short quotation, usually no more than 2 lines in length
- Longer quotations should be indented and placed in a separate paragraph, you do not need quotation marks as well

## Books with 2 authors

### Example of citation within the text - Paraphrasing

Crolley and Hand (2002) argue that the nature of the British press is to portray English football supporters as soldiers fighting for a cause, rather than spectators.

### Example of citation within the text – Direct quote

When discussing the issue of the British press, it could be argued that “foreigners are quite simply portrayed in a negative light throughout the British press” (Crolley and Hand, 2002, p. 24).

### Example of how the reference for this source should appear:

Crolley, L. and Hand, D. (2002) *Football, Europe and the press*. London: Frank Cass.

## Books with 2 authors - points to note

- Where there are 2 authors, the order of the author's names should be retained
- When citing or quoting directly from a book by 2 authors, both surnames appear in the text together with the year of publication

## Books with 3 or more authors

### Example of citation within the text - Paraphrasing

As demonstrated by Morris *et al.* (2002) leadership should concern everyone within an organisation, not just senior management.

### Example of citation within the text – Direct quote:

Listening is a skill which all leaders should acquire. Morris *et al.* (2002) believe that:

showing that you want to listen is one of the things you can do quickly to change the way your department feels and to develop strong bonds between you and your colleagues (p. 39).

### Example of how the reference for this source should appear:

Morris, S., Willcocks, G, and Knasel, E. (2002) *How to lead a winning team*. London: Prentice-Hall.

## Books with 3 or more authors - points to note

- The reference should contain all the authors' names – you do not put *et al.* in a reference, it is purely for citation purposes (within the text)
- Again, the order of the authors' surnames should be retained
- When referring to the book within the text (citing), *et al.* is used. It literally means "and others". You are only required to put the first named author followed by *et al.*
- The convention is italicise *et al.* followed by a full stop

## How do I reference a book that is edited but has different chapter authors?

### Example of citation within the text - Paraphrasing

Gough (2003) believes that a strong economy has a significant impact upon social policy.

### Example of citation within the text - Direct quote

Gough (2003) argues that “there is much debate about the dividing line between economic and social policy” (p.137).

### Example of how the reference for this source should appear:

Gough, I. (2003) Social and economic policy. In: Alcock, P., Erskine, A. and May, M. (eds.) *The student's companion to social policy*. 2nd edition. Oxford: Blackwell.

## Chapter authors - points to note

The following format should be used for chapter authors:

Chapter author (Year) Title of chapter. In: Author of book. (ed(s).) *Title of book*. Place of publication: Publisher.

- At first glance the reference may seem confusing, but it does follow a logical sequence
- The first element of the reference refers to the chapter, the second element (after the word “In”) refers to the book that the chapter came from
- When citing, you refer to the chapter author, not the editors
- The example given is a 2nd edition – this information goes immediately after the title of the book

## How do I reference a journal article?

### **Example of citation within the text - Paraphrasing**

Kidger (2004) believes that despite the problems faced by teenage parents, some of New Labour's initiatives will prove to be of some help.

### **Example of citation within the text – Direct quote**

“New Labour's emphasis on the need to support teenage mothers through increasing their participation in education, training and employment is problematic” (Kidger, 2004, p. 304).

### **Example of how the reference for this source should appear:**

Kidger, J. (2004) Including young mothers: limitations to New Labour's Strategy for supporting teenage parents. *Critical Social Policy*, **24** (3) pp. 291-311.

## **Journal articles - points to note**

The following format should be used when referencing journals:

Surname, Initials. (Year) Title of Article. *Title of journal*. **Vol no** (issue no) pp. page nos.

- The name of the journal is italicised, not the title of the article
- The volume number is in bold
- Volume part numbers can often be referred to as months of the year depending on the publication, therefore part '3' may be referred to as 'March'. Substitute as necessary as both are acceptable
- Page numbers for journal articles are given in the reference
- Electronic journal articles are covered in a separate section of this guide

## **How do I reference a newspaper article?**

### **Example of citation within the text - Paraphrasing**

In a recent article, Thompson (2004) refers to the new scheme to implement trialling clinical testing in India.

### **Example of citation within the text – Direct quote**

According to Thompson (2004) the new system, once implemented would mean that “the samples would be flown to Bombay and sent to the company’s main laboratories there” (p.1).

### **Example of how the reference for this source should appear:**

Thompson, H. (2004) Scheme to process NHS clinical tests in India. *The Guardian*. 9 July, p. 1.

## **Newspaper articles - points to note**

The following format should be used when referencing newspaper articles:

Surname, Initials. (Year) Title of article. *Name of newspaper*. Date, p. page no.

- The name of the newspaper is italicised, not the title of the article/news item
- If a news article does not attribute authorship, then the newspaper name is used in both the text and the reference list:

The Guardian (1995) ‘Lottery’ for breast cancer help. *The Guardian*, 21 March, p. 10.

### **How do I reference law reports and cases?**

Referencing Case Reports is not part of the Harvard system. The system for referencing Law Reports and Cases is called 'accepted legal citation'. The following is a quick guide to citing cases in your work adapted to the Harvard system. If you want to follow the official system see the link at the bottom of the page.

Series of law reports are usually normally referred to by abbreviations of the title. See below for examples:

All England Law Reports	All ER
Appeals Cases	AC
Chancery Division	Ch
Common Market Law Reports	CMLR
Industrial Relations Law Reports	IRLR

#### **Example of citation within the text - Paraphrasing**

It was found in *Eweida v British Airways PLC*. that indirect discrimination can only be proved if a significant number of people would be disadvantaged by a policy.

#### **Example of citation within the text – Direct quote**

BA had not acted in a way which amounted to indirect discrimination because there was no evidence that sufficient number of persons other than the claimant shared her strong religious view that she should be allowed visibly to wear the cross. *Eweida v British Airways PLC*. p.78.

#### **Example of how the reference for this source should appear:**

*Eweida v British Airways PLC*. [2009] IRLR 78

#### **Law reports and cases - points to note**

- The above reference indicates that the case involving Eweida and British Airways, is to be found in the 2009 volume of the series of the Law Reports called the 'Industrial Relations Law Reports' at page 78.
- Put dates in square brackets when the volume uses the date to identify itself.
- Use italics for the names of the parties, with an unpunctuated italic *v* to separate the names of adverse parties.

Further advice on quoting Law reports and cases can be found at:

<http://denning.law.ox.ac.uk/published/oscola.shtml>

### **How do I reference government publications?**

Depending on the type of publication, the available data will vary. Where possible, try to ensure that the following information is included within the reference:

Government Department/Organisation (Year) *Title*. (Name of Chairperson if a Committee). Official reference number (if present). Place of publication: Publisher

#### **Examples of references for government publications:**

Department of Education and Sciences (1985) *Education for all: report of the committee of enquiry into the education of children from ethnic minority groups*. (Swann Report). Cmnd. 9453. London: HMSO.

Department of Food and Fisheries (1989) *Traditional vegetarian cookery*. London: HMSO.

Department of Health (1992) *The health of the nation: a survey for health in England*. London: HMSO.

#### **Government publications - points to note**

When citing within the text, treat as a corporate author (see page 31)

If you are referring to an Act of Parliament, the name of the Act is referred to within the text:

Data Protection Act, 1985

Government departments can be abbreviated, e.g. DES, DFEE, DoH etc.

## **How do I reference unpublished works?**

### **Dissertations**

#### **Example of citation within the text - Paraphrasing**

In a survey undertaken by Jubb (2000) motivational factors were used to establish how non-clinical support staff carried out their respective roles.

#### **Example of citation within the text – Direct quote**

Motivational factors within the health service are key, “when the non-clinical support staff were asked about factors that would motivate them more on a national scale, the overwhelming response was pay/budgets” (Jubb, 2000, p. 44).

#### **Example of how the reference for this source should appear:**

Jubb, I. (2000) *An investigation into what motivates non-clinical support staff at the Sheffield Children’s Hospital*. Unpublished BA (Hons.) dissertation. University of Hull.

### **Dissertations - points to note**

The following format should be used when referencing dissertations:

Surname, Initials. (Year) *Title of dissertation*. Unpublished level of award. Awarding institution.

- The level of award is included within the reference e.g. MSc, BA, BSc.
- The awarding institution is also included within the reference (Doncaster College does not, at present, award degrees)

## Other unpublished works

Other unpublished works such as essays, lecture notes, company policies, posters, interviews, leaflets etc. can be referenced thus:

Learning Resource Centres. (2005) *Harvard referencing*. [Unpublished presentation] Doncaster College.

### Other unpublished works points to note:

The following format should be used when referencing unpublished works:

Author/corporate author (year if apparent or n.d.) *Title*. [Material type]. Person/organisation responsible if different author.

Common material types:

- Unpublished presentation
- Leaflet
- Unpublished policy document
- Poster
- Interview

## Electronic Sources

How do I reference a webpage?

### Example of citation within the text - Paraphrasing

Ensuring that you cite references correctly will mean that you avoid a charge of plagiarism (Kingston University Library, 2004).

### Example of citation within the text – Direct quote

When discussing the issue of plagiarism, Kingston University Library (2004) inform their students that “plagiarism is treated very seriously, and plagiarised work is usually disqualified” (lines 5 – 6).

### Example of how the reference for this source should appear:

Kingston University Library (2004) *Citing references using the Harvard style*. London: Kingston University. [Online]. Available from: [http://www.kingston.ac.uk/library/using\\_the\\_library/harvard.html](http://www.kingston.ac.uk/library/using_the_library/harvard.html) [Accessed 23 August 2004].

## Webpages - points to note

The following format should be used when referencing webpages:

Author (Year) *Title of webpage*. Place of publication: Publisher. [Online]. Available from: web address [Accessed date].

- Web pages rarely have consistent page numbers. Try to be as specific as possible when quoting an electronic source – give a section, paragraph or line number where appropriate
- As yet, there is no fixed standard applied to citing electronic sources – the key is consistency. If you apply a consistent style throughout your work, your reader will be able to understand the information and trace the sources that you have used
- If no individual author is mentioned, try and identify the department/section that is responsible for the Web page i.e. “Kingston University Library”, and treat as a corporate author

## Electronic Sources

### How do I reference Electronic journal articles?

#### Example of citation within the text - Paraphrasing

Johnson (2004) believes that in this extremely competitive market, employers need to ensure that staff development opportunities are exploited to ensure staff retention.

#### Example of citation within the text - Direct quote

When discussing current working practices, Johnson (2004) believes that “organisations are being levered into recognising skill shortages, along with the need to recruit and retain employees with family commitments” (p. 724).

#### Example of how the reference for this source should appear:

Johnson, J. (2004) Flexible working: changing the manager’s role. *Management Decision*. **42** (6), pp. 721 – 737 [Online]. Available from: <http://www.emerald-library.com>. [Accessed 20 August 2004].

### Electronic journal articles - points to note

The following format should be used when referencing books:

Surname, Initials. (Year) Title of article. *Title of journal*. **Vol no** (issue no), pp. page nos [Online]. Available from: website address. [Accessed date viewed].

- The [accessed date] is included as often links to Web-based resources can change. By giving this information you are stating that the information you are referring to was correct at that time
- When citing, you still only put the name and date within the text. You do not need to identify within the text that the source is electronic – this is identified within the reference
- When using databases such as Emerald, you will often be given the opportunity to download either the HTML or the PDF format of a document. Where possible select ‘PDF’ as this will be a facsimile copy of the original, which will include page numbers and any graphics
- [Online] informs the reader that the source is electronic, this goes in the reference only

## Electronic Sources

### How do I reference an e-book?

#### Example of citation within the text - Paraphrasing

Children are no more likely to become victims of abuse now than they were in the past (Bilton, 2006).

#### Example of citation within the text - Direct quote

Bilton (2006) states that there is "...no evidence that children are actually any more vulnerable to unscrupulous adults than in times past..." p.99.

#### Example of how the reference for this source should appear:

Bilton, T. (2006) *Working with children: assessment intervention and representation*. Sage. [Online]. Available from: <http://site.ebrary.com/lib/doncaster/> [Accessed 13th August 2009].

### E-books - points to note

The following format should be used when referencing e-book:

Surname, Initials. (Year) *Title*. Place of publication: Publisher. [Online] Available from: website address. [Accessed date].

## Electronic Sources

### How do I reference a blog?

#### **Example of citation within the text - Paraphrasing**

Websites are also covered by copyright but you need to read the copyright statement on each individual site to see what you are allow to copy (Doncaster College, 2009).

#### **Example of citation within the text - Direct quote**

“The good news is you can copy parts of books to help your studies for your course.” (Doncaster College, 2009)

#### **Example of how the reference for this source should appear:**

Doncaster College (2009) *Copyright: keeping it legal*. 16 March 2009.  
LRC Blog, [Blog]. Available from:  
[http://www.don.ac.uk/mini\\_sites/learning\\_resource\\_centre/lrc\\_blog.aspx](http://www.don.ac.uk/mini_sites/learning_resource_centre/lrc_blog.aspx) [Accessed 28 March 2009].

#### **Blogs - points to note**

The following format should be used to reference a blog:

Surname, Initials. (Year) *Title of blog entry*. Date blog entry written.  
Title of blog, [Blog]. Available from: website address [Accessed date].

## Electronic Sources

### How do I reference an online discussion list?

#### **Example of citation within the text - Paraphrasing**

Clark (2009) highlights that classroom clickers are being investigated by SOAS for potential use in information skills session.

#### **Example of how the reference for this source should appear:**

Clark, B. (2009) *Classroom clickers?* 4 August 2009. [Discussion list] lis-infoliteracy Available from: <https://www.jiscmail.ac.uk/cgi-bin/webadmin?A2=ind0908&L=LIS-INFOLITERACY&T=0&F=&S=&P=1594> [Accessed 17 August 2005].

#### **Online discussion lists- points to note**

The following format should be used to reference an online discussion list:

Surname, Initials. (Year) *Title*. Date added. [Discussion list] Discussion group title. Available from: website address [Accessed date].

### How do I reference online images?

If you use images from the web in your work you need to say where they are from.

It is also a good idea to check the copyright statement for the website to make sure you do not breach copyright law by using the image in your work.

#### **Example in your work:**



NASA/courtesy of nasaimages.org (NASA, 2002)

#### **Example of how the reference for this source should appear:**

NASA (2002) *STS-45 launch*. [Online image]. Available from: <http://nasaimages.org> [Accessed 20 August 2009].

#### **Online images - points to note**

The following format should be used to reference online images:

Author (Year) *Title of image*. [Online image]. Available from: website address [Accessed date].

## Electronic Sources

### How do I reference a podcast?

#### Example of citation within the text - Paraphrasing

Thailand's Red Shirts use community radio in order to rally support (BBC news, 2009).

#### Example of citation within the text - Direct quote

'Thaksin brought the idea of social mobility to the countryside' (BBC News, 2009).

#### Example of how the reference for this source should appear:

BBC News (2009) *Thailand's red-shirts*. BBC News [Podcast]. Available from: [http://news.bbc.co.uk/1/hi/programmes/crossing\\_continents/8013487.stm](http://news.bbc.co.uk/1/hi/programmes/crossing_continents/8013487.stm) [Accessed 22 April 2009].

### Podcasts - points to note

The following format should be used when referencing podcasts:

Surname, Initials. (Year) *Title of podcast*. Publisher. [Podcast]. Available from: website address [Accessed date].

N.B. A corporate name can substitute a personal name if none is known. See above for example of a corporate reference.

## Electronic Sources

### How do I reference a Wiki?

#### Example of citation within the text - Paraphrasing

Socrates is well known in the fields of philosophy and ethics (Wikipedia, 2009).

#### Example of citation within the text - Direct quote

Through his portrayal in Plato's dialogues, Socrates has become renowned for his contribution to the field of ethics, and it is this Platonic Socrates who also lends his name to the concepts of Socratic irony and the Socratic method, or *elenchus* (Wikipedia, 2009).

#### Example of how the reference for this source should appear:

Wikipedia (2007) *Socrates* [Wiki]. Available from: <http://en.wikipedia.org/w/index.php?title=Socrates> [Accessed: 14 August 2009].

### Wikis - points to note

The following format should be used to reference a wiki:

Wiki name (Year) *Title of article* [Wiki]. Available from: URL. [Accessed date]

A word of warning about Wikis. Some Wikis including Wikipedia can be edited by anyone and may not be a trustworthy source of information

## Electronic Sources

How do I reference an email?

### Example of citation within the text - Paraphrasing

Dawson Books have the facility to send MARC ebook catalogue records via email and FTP (Norris, 2009).

### Example of citation within the text - Direct quote

“Dawson Books has enhanced the delivery of ebook MARC records and files can now be emailed as well as sent by FTP...” (Norris, 2009).

### Example of how the reference for this source should appear:

Norris, J. (2009) University of Hertfordshire Press signs to Dawsonera [Email]. Message to: Joe Newsome. 13 July. Personal communication. [Accessed: 13 July 2009].

### Emails - points to note

The following format should be used to reference an email:

Surname, Initials. (Year) *Title*. [Email]. Message to: Recipient. Date sent. Personal communication. [Accessed date].

## Audio Visual Sources

### How do I reference a video/DVD?

#### **Example of citation within the text - Paraphrasing**

In *Armageddon* (1998) the man who discovers the asteroid wants to name it after his wife as he thinks they are very similar in character.

#### **Example of citation within the text - Direct quote**

The man who discovers the asteroid is fully aware of the situation as he wishes to name it after his wife who he says is “...vicious and lifesucking...” and “...from which there is no escape” (*Armageddon*, 1998. 00:09:45).

#### **Example of how the reference for this source should appear:**

*Armageddon* (1998) Directed by Michael Bay. 147 mins. Touchstone. [Video:DVD].

#### **Videos/DVDs - points to note**

The following format should be used when referencing Videos/DVDs

Title (date) Directed by directors name. Running time. Studio name. [Video:Format].

- If the item is pre-recorded, refer to the title of the film within the text and include the production company, place of production (if known) and also the running time within the reference
- When quoting directly from a film you should indicate where in the film the quote from. See the above for an example

## Audio Visual Sources

### How do I reference television programmes or off air recordings?

You may see a television programme or a film that has been recorded for the LRC, by tutor or yourself that you want to use in your work. The following shows how to correctly reference this type of resource.

When quoting or paraphrasing -

- If the item is an off-air recording of a film, refer to the name of the film within the text, and include the director within the reference.

#### **For example:**

In *Shrek* (2004) .....

- If the item is an off-air recording of a television programme, the broadcaster is treated as a corporate author.

#### **For example:**

Channel Four (2004) shows that .....

#### **Examples of how the references for these sources should appear:**

*Shrek* (2004) Directed by Andrew Anderson and Vicky Jenson. Off-air recording. 7 February 2009, [Video:DVD].

Channel Four (2004) *Atlantic Britain*. Off-air recording. 21 August, [Video:VHS].

#### **Television/off-air recordings - points to note**

- When referencing a feature film that is an off air recording. The date in brackets is the date it was released not the date it was aired

## Audio Visual Sources

### How do I reference a television advertisement?

Example of citation within the text - Paraphrasing

In Coca Cola (2006) ....

#### **Example of how the reference for this source should appear:**

Coca Cola (2006) *Santa handing bottles of coke to a girl every year at Christmas until she turns into a woman* (30 secs). [Television advertisement], ITV3. Screened 01/12/2006-25/12/2006.

### Television advertisement - points to note

The following format should be used when referencing television advertisements:

Company / Product (Year produced) *Description of advert* (duration). [Television advertisement], Channel. Screened dates.

## Audio Visual Sources

How do I reference a sound recording?

There are many different types of sound recording that it is difficult to give examples of every possible kind. As with web resources the key is to give as much information as possible in order for the reader to be able to locate the resource should they wish. Here are a couple of examples of references for a modern work and a classical piece.

When quoting or paraphrasing -

- If the recording is for all intents and purposes the work of one individual or group then use them as the author

For example:

The song End of a Century is an example of .....(Blur, 2004).

- If the work is by a famous composer and performed by a particular orchestra use the composer as the author but include the performer in the reference.

For example:

In their performance of the Rite of Spring, the New York Philharmonic Orchestra....  
(Stravinsky, 2001) .

### Example of how the reference for this source should appear:

Blur (1994) *Parklife*. Food. [Sound recording: CD].

Stravinsky (2001) *The Rite of Spring: symphony in three movements*. New York Philharmonic. Warner Classics. [Sound recording:CD].

### Sound recordings - points to note

- For musical recordings use the composer or artist and year if known (use [n.d.] if not known) when referring to them in your work

## Audio Visual Sources

### How do I reference a radio programme?

When citing in the text use the title of the programme and the date broadcast.

#### **Example of citation within the text - Paraphrasing**

In *Speaking Proper* (2009) Stephen Fry discusses....

#### **Example of how the reference for this source should appear:**

*Speaking Proper*. (2009) Fry's English Delight Series 2. Radio 4. 18 August 2009, 09:00.

### Radio programmes - points to note

The following format should be used to reference a radio programme:

*Title of broadcast*. (year of broadcast) Series if applicable. The station. The date, month, year and time as appropriate.

## Audio Visual Sources

### How do I reference an original art work ?

If you refer to a piece of original art in your work you should refer to where it is.

**In the text you should use the artist and the year the work was produced.  
For Example:**

(Gormley, 2000)

**Example of how the reference for this source should appear:**

Gormley, A. (2000) *One and other*. [Sculpture]. Held at Yorkshire Sculpture Park.

### Original art works - points to note

The following format should be used when referencing original art works:

Artist. (year work was produced) *Title*. [Material type]. Held at location of gallery/  
museum.

Common material types:

- Ceramic
- Drawing
- Etching
- Linocut
- Lithograph
- Painting
- Photograph
- Sculpture

## Sample bibliography using the resources used in this booklet.

With the exception of law cases all sources are placed alphabetically in the same list regardless of format.

### Table of Cases

*Eweida v British Airways PLC*. [2009] IRLR 78

### Bibliography

*Armageddon* (1998) Directed by Michael Bay. 147 mins. Touchstone. [Video:DVD].

BBC News (2009) *Thailand's red-shirts*. BBC News [Podcast]. Available from: [http://news.bbc.co.uk/1/hi/programmes/crossing\\_continents/8013487.stm](http://news.bbc.co.uk/1/hi/programmes/crossing_continents/8013487.stm) [Accessed 22 April 2009].

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## Useful hints and common conventions

### How do I reference corporate authors?

Sometimes there is no individual author responsible for a source. If this is the case there may be a corporate author as it may have been written as the collective work of an organisation.

#### **Example of citation within the text - Paraphrasing**

When talking about electronic communications, Hammond Suddards Edge (2001) believe that many employers are not as aware as they should be as to what is happening within the workplace

#### **Example of citation within the text - Direct quote**

According to Hammond Suddards Edge (2001) an employee using electronic communications within the workplace for unofficial business, could find that “the employer becomes bound by contractual obligations it might otherwise have wished to avoid” (p. 19).

### Corporate Authors - points to note

#### **Example of how the reference for this source should appear:**

Hammond Suddards Edge (2001) *Privacy and communications*. London: CIPD

- Corporate authors can be company names, name of an organisation, name of a club or society, government department eg. Tesco, NHS, Bessacarr Table Tennis Society
- When a work has a corporate author, substitute the corporate name for an individual author both within the text, and within the reference
- When listing references at the end of your piece of work, an item by a corporate author is listed alphabetically by author – the same as for any other material

### **Using quotes - omitting part of a quote**

If you wish to omit part of a quote, you can do this by using three dots (...) to indicate where the omission has occurred.

NB. When omitting part of a quote, make sure that you are not misrepresenting what the author is saying – if you miss out too much of a quote, you could be changing the meaning

Paliwoda and Thomas(1998) state that “the European Union is the major force in global trade today...with 15 members” (p. 15).

### **Secondary References**

Secondary references are where one author quotes the work of another, but you do not have access to the original source

Example within the text:

Buzan (1974 cited in Barnes 1992) says that a good summary of a lecture is often more useful than writing extensive notes

Example of a reference:

Barnes, R. (1992) *Successful study for degrees*. London: Routledge.

### **What do I do if I can't find all the information I need for a reference?**

There will be instances where some of the information that you need to reference an item proves elusive. This tends to happen with older publications and also some electronic sources. The following should help:

No author is given	use [Anon.]
No date of publication is given	use [n.d.]
No place of publication is given (sine loco)	use [s.l.]
No publisher is given (sine nomine)	use [s.n.]
Something other is not known	use [n.k.]

**Reference list or bibliography?**

Reference list – should contain everything that you have referred to within the text. References go in one alphabetical list under the heading References

Bibliography – contains everything that you have referred to within the text and any additional material that you may have read but not necessarily cited. These again go in one alphabetical list under the heading Bibliography

The Reference List goes before the Bibliography

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