



LIVERPOOL
HOPE
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Harvard Referencing at Liverpool Hope

Detailed Guide



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Subject Librarians

Library & Learning Spaces

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Introduction: what is referencing?

Referencing can be defined as:

“The process of informing readers of your work, where you obtained your information, and enabling them to check the sources you used themselves. It also acknowledges your debt to the work done by the authors you have read” (Grix and Watkins, 2010, p.105).

Grix, J. and Watkins, G. (2010) *Information skills: finding and using the right resources*. Houndmills: Palgrave Macmillan.

Why reference?

1. To avoid accusations of plagiarism, i.e. passing other people’s work off as your own, you must always acknowledge when you have used other people’s work in your academic writing.
2. Referencing helps the reader see where the ideas behind your work have come from.
3. Good references should give the reader enough information to check those sources themselves.

References give your writing authority and tell your tutors you have researched your work properly by referring to experts in your subject. You should not make unsubstantiated claims in your academic writing without referring to evidence. Reference to other people’s work helps provide you with that evidence.

What is the Harvard system?

The Harvard system of referencing, sometimes referred to as ‘the author-date system’, has 2 stages:

1. Referring to sources in the text of your essay, this is called the **citation** and consists of the author and date of their work.
2. **An alphabetical list of references** at the end of your essay which gives the full details of the publications in your citations.

Contrary to what you may think there is no universal Harvard system, rather it is best thought of as a style of referencing. As a consequence, if you read several guides to Harvard referencing, they may all give slightly different advice on how to construct references. Inconsistencies will tend to relate to minor variances in punctuation and phraseology. What follows in this document is guidance on how you will be expected to construct Harvard citations and Harvard reference lists at Liverpool Hope University.

This handbook is designed to support students expected to use Harvard referencing for their work. You should check with your programme handbook and with your academic tutors which referencing system you are expected to use.

Part One: In text citation

The following guidance explains how you should reference authors' work **in the body of the text of your written work**. There are 2 aspects of this: *paraphrasing* and *direct quotation*. Different rules apply to each set of circumstances.

1. Paraphrasing

When you express an author's ideas in your own words you need to give the author and publication date only.

If the author's name occurs naturally in your writing, just include the publication date in brackets e.g.

Smith (2011) states that properly constructed references are a key part of academic writing.

Alternatively, you may wish to state an author's views / findings in your own words in your text and acknowledge at the end of your sentence. In this case put both the author's name and publication date in brackets e.g.

Properly constructed references are a key component of academic writing (Smith, 2011).

2. Quotations

If you directly quote from an author's work you need to give the following information in this order:

Author Date of publication Page number(s) (the quotation appears on)

Citations to quotations should be given in the format:

(Smith, 2011, p.25)

or if the quotation is over more than one page

(Smith, 2011, pp.25-26)

Short quotations

For quotations **less than 2 lines in length**, the quotation should be put in single inverted commas '...'

The quotation can be put in your sentence as a continuation of your text without separating e.g.

Smith (2011, p.25) states that 'it is imperative that your academic work is properly referenced'.

As with paraphrasing, if the author's name appears naturally in your writing as in the above example, just enclose the year of publication and page number in brackets.

Long quotations

For quotations longer than 2 lines in length separate the quotation from the rest of your paragraph and indent at the margins on both sides. You do not need to use quotation marks e.g.

It has been stated that:

One of the most common reasons that university students carelessly lose marks for their assessed work is lack of properly constructed references. It is imperative that academic work is properly referenced (Smith, 2011, p.25).

As with paraphrasing, because the author's name has not occurred naturally in our writing the entire citation (author's name, year of publication and page number) has been enclosed in brackets.

Quoting part of a sentence

If you only wish to quote part of a sentence you should use an **ellipsis**. Put three dots where the words are missing ... This applies if the quote you are writing is not the start of a sentence. Examples:

Smith (2011, p.47) lamented the fact that many students didn't 'know how to reference ... properly'.

It is often noted that 'Harvard is simply a matter of following rules ... you will get better marks for referencing' (Smith, 2011, p.48).

3. Other guidance for constructing citations:

i. Paraphrasing and quoting from edited works (citing a single chapter)

An edited work is a book that consists of individual chapters written by different authors. If you want to paraphrase or quote from a **single chapter**, it is the author of the chapter *only* you should include in your citation.

Let us say I'm using the book 'How to reference properly' edited by Smith, J. and published in 2008. There is a chapter in this book by Jones, P. I wish to quote from in my essay. My citation in the text of my essay would read (Jones, 2008).

In my reference list at the end of my essay I will acknowledge that this is a chapter in an edited work (see later section on constructing reference lists).

ii. Paraphrasing and quoting from edited works (citing several chapters)

If you wish to paraphrase or quote from **two or more** chapters of an edited work however, you also need to acknowledge the editor(s) of the work in your in-text citation.

Again, let us say I was using the book 'How to reference properly' edited by Smith, J. and published in 2008. In the text of my essay I quote or paraphrase from the chapter by Jones, P. (as in the example (i.) above), but then go on to quote / paraphrase from another chapter by Johnson, C. from the same edited work.

My in-text citations would be structured so as to include the editor(s). For example:

Jones (In Smith, 2008) or (Johnson in Smith, 2008, p.63)

This will then ensure that in my reference list the edited work will only need to appear once (see later section on constructing reference lists).

iii. Secondary referencing (author refers to another author)

What if the author of the book I am reading refers to another author's work which is useful and I want to mention this? For example, a book I have read quotes another author and I want to use this quote in my essay. This is called secondary referencing.

Let us say you are reading the book below:

Smith, J. (2010) *Guide to Harvard Referencing*. Liverpool: Liverpool Hope University Press

There is a useful quote in this book from another book written by Paula Jones in 2007 which I want to use in my essay. Even though I haven't read the book by Paula Jones, I can still use the quotation. My citation in the text of my essay should read:

Jones (2007, cited in Smith, 2010, p.37) states that 'Thorough reading of a referencing guide dramatically improved my students' referencing'.

Note you should always include the details of the book you have actually read in your reference list (see later)

iv. **Multiple authors**

Where you wish to quote from or paraphrase from a work with several authors you should structure your citations in the text of your essays as follows:

2 authors

Include both authors' names separated by **and**:

(Smith and Jones, 2008)

3 authors

Separate authors' names with use of **comma / and**:

(Smith, Jones and Macdonald, 2008)

4 and more authors

If there are four or more authors you can use the abbreviation **et al** which means 'and others' e.g.

(Smith et al, 2006)

You should however acknowledge all of the authors names in full in your reference list at the end of your essay.

Multiple authors expressing the same viewpoint, regardless of whether in the same source or several sources list them together at the relevant point in the sentence, putting them in brackets with the author's name, followed by the date of publication and separated by a semi-colon. The sources should be cited in alphabetical order in each list e.g.

Fox, (2018, p.46; Gerald, 2011, p.119; Partick, 2005, p.76)

v. **Referencing two or more works by the same author published in the same year**

What if I am using 2 publications by the same author written in the same year? In these circumstances use letters a, b, c etc. to distinguish between publications you cite e.g.

Smith (2010a) gives a useful description of Harvard.

Later in the text may read:

Smith (2010b) has stated that....

This should be mirrored in your reference list at the end of your essay i.e. you should annotate the year of publication with letter a, b, c etc. for each work published by that author in that year.

vi. Citing a work written by an organisation (corporate authors)

Some publications, for example Government reports, may not have a named individual or individuals identified as the author(s).

In this case, in your citation you would give the name of the organisation that produced the publication instead e.g.

The UK Department for Education and Skills (2008) carried out research into students' referencing.

vii. Citing a work with no obvious author identified

Note that in the majority of cases, any source that has sufficient academic validity to contribute to your written work should have either a personal or corporate author identified. However, there may be limited circumstances where you need to reference a source for which no author can be attributed. If you can't find a personal or corporate author then either:

Use the title of the document in your citation e.g.

Harvard referencing is also known as the author-date system (Guide to Harvard referencing, 2004).

or

If the title of the document is so long as to make your citation appear untidy, instead use **Anon.**

Harvard referencing is also known as the author-date system (Anon., 2004).

viii. Citing a work with no date

If you cannot locate a date of publication for the work you wish to paraphrase or quote you should use the abbreviation **n.d.** in your in-text citation instead e.g.

Smith (n.d.) or (Smith, n.d.) for paraphrasing
(Smith, n.d., p.47) in the case of direct quotation

The abbreviation **n.d.** should also be used in your reference list.

ix. Citing a work with no page number

If you cannot locate a page number for the work you wish to paraphrase or quote you should use stated **no pagination** in your in-text citation instead e.g.

Smith (2014), no pagination

The **no pagination** should also be used in your reference list.

x. Citing more than one source

When citing more than one source within the same set of brackets, list the sources alphabetically by author and separate each with a semicolon e.g.

The Harvard system of referencing is one of the most commonly used styles of referencing (Jones, 2008; Smith, 2011)

xi. Reprinted books

Reprinted books don't hold any new information in them, use the original date of the edition that you have.

Referencing online versions

Many of the sources listed in this guide will also potentially be available as online versions as well as in print.

When referencing the online version of a source, follow the below guidance:

In text citation:

There will be no major difference to your in-text citation when using an online version. However, note that page numbers may not always be available in an online version.

Reference list:

Your reference in your reference list should include the additional information:

- After the title or series number, insert the word [online] in square brackets followed by a full stop.

At the end of your reference also include:

- Available from followed by a colon:
- Either the name of online resource (if one of the library's online resources) or the full URL (web address) of where you accessed the source <in angled brackets>
- The date you accessed the source preceded by the word accessed in [square brackets] and followed by a full stop.

Note: place of publication and publisher are not necessary for the online version

Part Two: The reference list

Referencing within the text of your essay only ever requires author, date (and page numbers in the case of direct quotation).

You then need to give the full references for the sources you have cited in the text of your essay in a reference list at the end of your work. Note, the reference list in Harvard only includes those sources that you have directly cited in the text of your essay. It is not necessarily a list of everything you have read.

Reference lists should always be in **alphabetical order by author's surname**.

References to different kinds of publications are constructed in different ways. Examples of referencing for the kinds of sources you will commonly use are given below:

1. Books

References to books should include the following information *in this order*:

- Author(s), editor(s) or corporate author. If the work has an editor(s) as opposed to an author, follow the name(s) with the abbreviation ed. or eds. Author name(s) should be expressed in the format surname(s), initial(s). All authors should be quoted in the reference list. **Et al** should not be used.
- Year of publication (in brackets)
- Book title *in italics* followed by a full stop.
- Edition (if not the first) e.g. 2nd ed.
- Place of publication followed by a colon:
- Publisher followed by a full stop.

Example:

Smith, J. ed. (2010) *Guide to Harvard referencing*. 2nd ed. Liverpool: Liverpool Hope University Press.

2. Edited works

If you have cited from a **single chapter** of a book written by several authors, as we saw earlier your citation will be to the author of that particular chapter that you have used. Your reference list should also then acknowledge that it is this particular chapter in an edited work that you have used. The following information should be included ***in this order***:

- Author(s) of chapter you have used in the format surname(s), initial(s).
- Year of publication (in brackets)
- Chapter title followed by a full stop.
- In:
- Editor(s) name(s) in the format surname(s), initial(s) followed by the abbreviation ed. or eds.
- Book title *in italics* followed by a full stop.
- Edition (if not the first) e.g. 2nd ed.
- Place of publication followed by a colon:
- Publisher followed by a comma,
- Page numbers of the chapter preceded by pp. and followed by a full stop.

Example:

Jones, P. (2008) How to reference with Harvard. In: Smith, J. ed. *How to reference properly*. Liverpool: Liverpool Hope University Press, pp.20-45.

However, if you have paraphrased or quoted from **two or more chapters** of an edited work, the editor(s) should have been acknowledged in your in-text citation (as mentioned previously). This then means that you only need to create one entry for the edited work in your reference list which would include:

- Editor(s) names in the format surname(s), initial(s) followed by the abbreviation ed. or eds.
- Year of publication (in brackets)
- Book title *in italics* followed by a full stop.
- Edition (if not the first) e.g. 2nd ed.
- Place of publication followed by a colon:
- Publisher followed by a full stop.

Example:

Smith, J. ed. (2008) *How to reference properly*. Liverpool: Liverpool Hope University Press.

3. E-Books

If you have used an e-book version of a book, you will need to include the following additional information for a book reference:

- The word [**online**] in square brackets after the title
- After the publisher details the words **Available from:** followed by the name of the online resource where you accessed the book
- The date you accessed the book preceded by the word [**accessed**] in square brackets and followed by a full stop.

Example:

E-book accessed from library online resources:

Smith, J. ed. (2010) *Guide to Harvard Referencing*. 2nd ed. [online]. Liverpool: Liverpool Hope University Press. Available from: Ebook Central [accessed 20 September 2019].

E-book accessed from non-library online resources:

Smith, J. ed. (2010) *Guide to Harvard Referencing*. 2nd ed. [online]. Liverpool: Liverpool Hope University Press. Available from: Kindle [accessed 20 September 2019].

4. Audio Books

If you have used an audio version of a book, you will need to include the following additional information for a book reference:

- The word [**Audiobook**] in square brackets after the title

Smith, J. ed. (2010) *Guide to Harvard Referencing*. 2nd ed. [Audiobook]. Liverpool: Liverpool Hope University Press.

5. Report that is part of a series

Research reports, such as those published by Government departments, may often form part of a series. When you reference such a document it is important to acknowledge both the series number of the document and the name of the series that the document is part of:

- Author(s), editor(s) or corporate author. If the work has an editor(s) as opposed to an author, follow the name(s) with the abbreviation ed. or eds. Author name should be expressed in the format surname(s), initial(s). All authors should be quoted in the reference list. **Et al** should not be used.
- Year of publication (in brackets)

- Report title *in italics* followed by a full stop.
- Series name
- Series number of report (including any lettered code) as indicated on the publication, followed by a full stop.
- Place of publication followed by a colon:
- Publisher followed by a full stop.

Smith, J. and Jones, P. (2010) *Referencing in the Harvard style*.
Liverpool Hope basic referencing series (LHU REF 4). Liverpool:
Liverpool Hope University Press.

6. Journal articles

References to journal articles should include the following information ***in this order:***

- Author name in the format surname(s), initial(s). All authors should be quoted in the reference list. **Et al** should not be used.
- Year of the publication (in brackets)
- Title of the article – followed by a full stop.
- Title of the journal *in italics* – followed by a comma,
- Volume number
- Issue or part number (in brackets) - followed by a comma,
- Page numbers of the article preceded by pp. and followed by a full stop.

Example:

Smith, J. and Jones, P. (2010) A brief guide to Harvard referencing. *The British Journal of Referencing*, 12(2), pp.27-35.

7. Online journal articles

If you use an online journal article you have downloaded from one of the library's online resources you should include the following information ***in this order:***

- Author name in the format surname(s), initial(s). All authors should be quoted in the reference list. **Et al** should not be used.
- Year of the publication (in brackets)
- Title of the article – followed by a full stop.
- Title of the journal *in italics*
- The word **[online]** in square brackets followed by a comma,
- Volume number
- Issue or part number (in brackets), followed by a comma,
- Page numbers of the article preceded by pp. and followed by a full stop.
- After the page numbers of the article the words **Available from:** followed by *either the name of the online resource* where you accessed the article, or if from a free online journal website, *the full web address where the article appeared enclosed in angled brackets < >*

- The date you accessed the journal article preceded by the word **[accessed]** in square brackets and followed by a full stop.

Example:

Journal article downloaded from library online resources:

Smith, J. and Jones, P. (2010) A brief guide to Harvard referencing. *The British Journal of Referencing* [online], 12(2), pp.27-35. Available from: Science Direct [accessed 20 June 2019].

Journal article or magazine article downloaded from a free journal website:

Smith, J. and Jones, P. (2010) A brief guide to Harvard referencing. *The British Journal of Referencing* [online], 12(2), pp.27-35. Available from:
<www.freejournalarticles.org/smith/harvard.htm> [accessed 20 June 2019].

8. Newspaper articles

References to newspaper articles should include the following information **in this order**:

- Author(s) of the article where given, if not use the article title here
- Year of publication (in brackets)
- Title of the article followed by a full stop (if not already used).
- Name of the newspaper *in italics* followed by a comma,
- Date of newspaper issue (although don't need to restate the year) followed by a comma,
- Page number(s) of the article, preceded by pp. and followed by a full stop.

Example:

Smith, J. (2010) When good referencing goes bad. *The Daily Mirror*, 20 September, pp.3-4.

9. Online newspaper articles

If you have accessed the article from an online version of a newspaper you should include the following information **in this order**:

- Author(s) of the article where given, if not use the article title here
- Year of publication (in brackets)
- Title of the article followed by a full stop (if not already used).
- Name of the newspaper *in italics* followed by the word **[online]** in square brackets followed by a comma,
- Date of newspaper issue (although don't need to restate the year) followed by a comma,
- After the date of the newspaper issue the words **Available from:** followed by *either the name of the online resource* where you accessed the article, or if from a free online newspaper, *the full web address where the article appeared enclosed in angled brackets < >*
- The date you accessed the newspaper article preceded by the word **[accessed]** in square brackets and followed by a full stop.

NB – page numbers are unlikely to be included in an online version of a newspaper article so it may not be possible to include these.

Examples:

Newspaper article downloaded from library online resources:

Smith, J. (2010) When good referencing goes bad. *The Daily Mirror* [online], 20 September, pp.3-4. Available from: Newsstand [accessed 20 June 2019].

Newspaper article downloaded from a free online newspaper:

Smith, J. (2010) When good referencing goes bad. *The Daily Mirror* [online], 20 September. Available from: <www.mirror.co.uk/news/topstories/2010/09/20/when-good-referencing-goes-bad-115875-225739> [accessed 20 June 2019].

10. Press Release

If you have accessed the article from an online version of a newspaper you should include the following information **in this order**:

- Author(s) of the article where given, if not use the article title here
- Year of publication (in brackets)
- Title of the press release *in italics* followed by a full stop (if not already used).
- Followed by the word **[online]** in square brackets followed by a comma,
- Date of newspaper issue (although don't need to restate the year) followed by a comma,
- After the date of the press release the words **Available from:** followed *the full web address where the press release appeared enclosed in angled brackets < >*
- The date you accessed the press release preceded by the word **[accessed]** in square brackets and followed by a full stop.

NB – page numbers are unlikely to be included in an online version of a press release so it may not be possible to include these.

Examples:

Press Release downloaded from a free online resource:

United Nations. (2016) In South Sudan, UN humanitarian chief calls on all parties to work together for peace. [Press release], 3rd August. Available from: <<http://www.un.org/news/>> [accessed 3 August 2019].

11. Referencing a website / webpage

Remember **any** web page or website that you refer to within the text of your essay must include a citation in the text of your essay and be listed in your reference list. This includes any documents and PDF files that you have downloaded from the free web (as opposed to the library's online resources). You should include the following information **in this order**:

- Author if available or name of the organisation producing the website
- Year the page was created in (brackets). If no date can be identified, use (n.d.)
- Title of the page/document you've accessed *in italics*
- The word **[online]** in square brackets followed by a full stop.
- Publisher (in most cases the name of the organisation producing the website)
- The words **Available from** followed by a colon:
- The full address of the page in angled brackets < >
- The date you accessed the web page preceded by the word **[accessed]** in square brackets and followed by a full stop.

Examples:

Reference to a standard web page:

Liverpool Hope University (2010) *Referencing your work* [online]. Liverpool Hope University. Available from: <<http://www.hope.ac.uk/information-skills-research/referencing.html>> [accessed 20 May 2020].

Reference to a PDF document downloaded from a website:

Department for Business Innovation and Skills (2009) *Higher ambitions: the future of universities in a knowledge economy* [online]. Department for Business Innovation and Skills. Available from: <<http://webarchive.nationalarchives.gov.uk/tna/+http://www.bis.gov.uk/wpcontent/uploads/publications/Higher-Ambitions-Summary.pdf>> [accessed 20 May 2020].

12. Conference papers

Referencing a paper delivered at a conference follows a similar principle to referencing a specific chapter of an edited work.

In text citation:

This should include the name of the individual(s) presenting the paper, followed by the year of publication and / or page number details depending on whether you are quoting or paraphrasing:

(Smith, 2012) *for paraphrasing* or (Smith, 2012, p.44) *for direct quotation*

Reference list:

The reference in your reference list should include the following information in this order:

- Author or authors of the conference paper in the format surname(s), initial(s)
- Year of publication (in brackets)
- Title of the conference paper followed by a full stop.
- In:
- Conference proceedings editor(s) name(s) or name of hosting organisation followed by full stop
- Title of conference *in italics* as listed on the conference paper or proceedings volume followed by a full stop.
- Location of conference followed by a comma,
- Date of conference followed by a full stop.
- Place of publication (if listed) followed by a colon:
- Publisher (if listed) followed by a comma,
- Page numbers of the conference paper preceded by pp. followed by a full stop.

Smith, J. (2012) The anomalies of the Harvard style. In: British Association of Referencing. *3rd international symposium of academic study skills*. Barcelona, 3 -6 April. Liverpool: Liverpool Hope University Press, pp.42-48.

13. Conference Proceedings

In text citation

If you wish to make reference in the text of your essay to an entire conference (as opposed to just a specific paper delivered at a conference) then your in-text citation should refer to the editor of the conference proceedings or organising body hosting the conference. This should be followed by either the year the conference took place or date the proceedings were published.

British Association of Referencing (2012)

However, remember if you are quoting from a conference, your quote will originate from a specific conference paper so follow the guidance in the previous section for conference papers.

Reference list:

The reference in your reference list should include the following information in this order:

- Conference proceedings editor(s) name(s) in the format surname(s), initial(s) or name of hosting organisation
- Year of publication (in brackets)
- Title of conference *in italics* as listed on the conference paper or proceedings volume followed by a full stop.

- Location of conference followed by a comma,
- Date of conference followed by a full stop.
- Place of publication (if listed) followed by a colon:
- Publisher (if listed) followed by a full stop.

British Association of Referencing (2012) *3rd international symposium of academic study skills*. Barcelona, 3 -6 April. Liverpool: Liverpool Hope University Press.

14. Theses and dissertations

In text citation

In text citation of a thesis or dissertation follows exactly the same principles as citing from a book. For paraphrasing include author and year of publication. For direct quoting also include the page number of the quote.

(Smith, 2009) *for paraphrasing* or (Smith, 2009, p.73) *for a direct quotation*

Reference list:

The reference in your reference list should include the following information in this order:

- Author of the thesis or dissertation
- Year of submission (in brackets)
- Title of the thesis or dissertation *in italics* followed by a full stop.
- Level of study followed by a full stop.
- The word thesis or dissertation (as indicated on the document) followed by a comma,
- Name of the awarding university followed by a full stop.

Smith, J. (2009) *An ethnographic study into postgraduate students' engagement with library resources*. PhD. Thesis, Liverpool Hope University.

15. Hansard

Hansard is the daily transcript of parliamentary proceedings in the Houses of Commons and Lords i.e. every word that is spoken during the business of either house. It requires a slightly different way of referencing.

In text citation:

Whether paraphrasing or directly quoting you should indicate in your in-text citation the following:

- Name of the MP or Lord speaking
- Hansard
- The day month and year

- The column number in Hansard where the person's words are reported (abbreviated to col.). *Further explanation of this to follow*

During the debate on university tuition fees Vince Cable asserted..... (Hansard, 2 April 2011, col.835)

Reference list:

The reference in your reference list should include the following information in this order:

- Hansard *in italics*
- HC (for House of Commons) OR HL (for House of Lords)
- The abbreviation Deb (for debate) followed by a full stop.
- The abbreviation vol (for volume) followed by a full stop.
- Volume number (as indicated on the Hansard report you are reading)
- The abbreviation col (for column) followed by a full stop.
- Column number (as indicated on the Hansard report you are reading) followed by a comma,
- Day month and year followed by a full stop.

Hansard HC Deb. vol. 527 col. 835, 2 April 2011.

16. Acts of Parliament

In text citation:

Your in-text citation should include the title of the act followed by the year of publication (in brackets) if paraphrasing. If directly quoting from the act you should also include the section number (preceded by the abbreviation s.) followed by the paragraph number (in brackets).

Higher Education Act (2004) *for paraphrasing*

or

Higher Education Act (2004, s.42(1)) *for direct quotation*

Reference list:

Your reference in your reference list should include the following information in this order:

- Title of the Act including the year of publication *in italics* followed by a full stop.
- The chapter number of the Act (in brackets) in the format (c.1) followed by a full stop.
- Place of publication followed by a colon: (this will always be London for UK Acts)
- Publisher (HMSO for UK Acts) followed by a full stop.

Higher Education Act 2004. (c.8). London: HMSO.

17. Statutory Instruments

Government regulations are published as documents called Statutory Instruments. These are referenced in a similar way to Acts of Parliament.

In text citation:

Your in-text citation should include the title of the regulations followed by the year of publication (in brackets) if paraphrasing. If directly quoting from the regulations you should also include the section number (preceded by the abbreviation s.) followed by the paragraph number (in brackets).

The Higher Education (Higher Amount) (England) Regulations (2010) *for paraphrasing*
or
The Higher Education (Higher Amount) (England) Regulations (2010, s.6(2)) *for direct quotation*

Reference list:

The reference in your reference list should include the following information in this order:

- Title of the statutory instrument including the year of publication *in italics* followed by a full stop.
- The abbreviation SI (for statutory instrument) followed by its number as listed on the document (in brackets) followed by a full stop. e.g. (SI 2011/1676).
- Place of publication followed by a colon: (this will always be London for UK Statutory Instruments)
- Publisher (HMSO for UK acts) followed by a full stop.

The Higher Education (Higher Amount) (England) Regulations 2010. (SI 2010/3020). London: HMSO.

18. Law reports (case law)

The legal profession commonly uses a system called 'accepted legal citation' to reference law reports. Although this is not part of the Harvard system it is recommended that you follow its conventions when you wish to reference a legal case.

In text citation:

This should include the name of the parties involved in the case (in criminal cases this will be R) followed by the year of publication and / or page number details within the law report depending on whether you are quoting or paraphrasing:

R v Jones (2005) *for paraphrasing* or R v Jones (2005, p.279) *for direct quotation*

Reference list:

The reference in your reference list should include the following information in this order:

- Names of the 2 parties involved in the case separated by v (for versus) *in italics*
- Year of reporting (in brackets) / [square brackets] as indicated on the report you are using
- Number of the volume in which the case was reported (if available)
- The abbreviation for the law reporting series the case appears in (again this should be indicated on the report you are using)
- Case number and / or page number on which the case report starts followed by a full stop.

R v Jones [2005] 17 AC 251, p.277.

19. Command Papers

Command Papers are a range of different parliamentary papers including:

- White papers – proposals for Government policy
- Green papers – discussion and consultation documents issued by Government
- Royal Commission reports
- Public inquiry reports
- Reports of departmental committees
- Treaties with countries or international organisations.

In text citation:

This should include the author of the document if listed (usually this will be a corporate author e.g. a particular Government department) or the title of the document followed by the year of publication and / or page number details depending on whether you are quoting or paraphrasing:

Ministry of Justice (2012) *for paraphrasing* or Ministry of Justice (2012, p.26) *for direct quotation*

Royal Commission on Criminal Justice (1993) *for paraphrasing* or Royal Commission on Criminal Justice (1993, p.87) *for direct quotation*

Reference list:

The reference in your reference list should include the following information in this order:

- Author
- Year of publication (in brackets)
- Title in *italics*

- Command paper number (in brackets) as listed in the bottom left hand corner of the cover and / or title page e.g. (Cm 8334) followed by a full stop.
- Place of publication followed by a colon:
- Publisher followed by a full stop.

If no author is listed, instead use the following:

- Title in *italics*
- Year of publication (in brackets)
- Command paper number (in brackets) as listed in the bottom left hand corner of the cover and / or title page e.g. (Cm 8334) followed by a full stop.
- Place of publication followed by a colon:
- Publisher followed by a full stop.

Ministry of Justice (2012) *Punishment and reform: effective community sentences* (Cm 8334). London: HMSO.

or

Royal Commission on Criminal Justice (1993) (Cm 2263). London: HMSO.

20. Dictionary Entry

In text citation:

When paraphrasing or quoting from a dictionary entry you should include the publisher and year of publication.

Oxford (2010)

Reference list:

The reference in your reference list should include the following information in this order:

- Dictionary publisher
- Year of publication (in brackets)
- Full title of the dictionary *in italics* followed by a full stop.
- Place of publication followed by a colon:
- Publisher followed by a full stop.

Oxford (2010) *Oxford dictionary of academic referencing*. Oxford: Oxford University Press.

21. Encyclopaedia

In text citation:

In text citation to encyclopaedia entries follows a similar pattern to referencing a chapter from an edited work i.e. your in-text citation should include the author of the particular encyclopaedia entry and year of publication. Include the page number if directly quoting from the entry:

Smith (2012) *for paraphrasing* or Smith (2012, p.55) *for direct quotation*

Reference list:

The reference in your reference list should include the following information in this order:

- Author of encyclopaedia entry in the format surname, initial(s)
- Year of publication (in brackets)
- Title of article / entry followed by a full stop.
- In:
- Editor(s) of the encyclopaedia if listed
- Title of encyclopaedia *in italics* followed by a comma,
- Volume of encyclopaedia (if a multi-volume encyclopaedia) preceded by vol. followed by a comma,
- Page numbers of the entry preceded by pp. and followed by a comma,
- Place of publication followed by a colon:
- Publisher followed by a full stop.

Smith, J. (2012) The Harvard style. In: Jones, P. ed. *Encyclopaedia of academic referencing*, vol. 2, pp.55-62, Liverpool: Liverpool Hope University Press.

22. Religious texts

In text citation:

For both paraphrasing and quoting from a religious text include the name of the religious text, book, chapter and verse in your citation. The first time you refer to a religious text you should also state the version of that text.

There is a consistent numbering of chapters and verses across all versions of religious texts so you do not need to include page numbers.

(The Bible, Genesis. 1:1, New English Bible) *for first citation*

(The Bible, Luke. 1-10) *for subsequent citations*

(The Qur'an, III:5, translated by A. Y. Ali) *for first citation*

(The Qur'an, IV:3) *for subsequent citations*

Reference list:

The reference in your reference list should include the following information in this order:

- Title (and subtitle if applicable) *in italics* followed by a full stop.
- Year of publication if known (in brackets)
- Version (if applicable) [in square brackets]
- Year of publication if known (in brackets)
- Title of article / entry followed by a full stop.
- Place of publication followed by a colon:
- Publisher followed by a full stop.

The Holy Bible containing the old and new testaments. (n.d.) [Authorised King James Version]
London: Collins Bible.

or

The Qur'an. 111:5

23. Maps

In text citation:

When referring to a map in your text include the publisher of the map and year of publication:

(Ordnance Survey, 2010)

Reference list:

The reference in your reference list should include the following information in this order:

- Map publisher
- Year of publication (in brackets)
- Title of map *in italics* followed by a full stop.
- Series and series number (if listed) followed by a comma,
- Scale of the map followed by a full stop.
- Place of publication followed by a colon:
- Publisher followed by a full stop.

Ordnance Survey (20120) *Liverpool, Southport and Wigan*, Landranger series, 108, 1:50000.
Southampton: Ordnance Survey.

24. Visual works of art, images and photographs

In text citation:

When referring to artistic works, images or photographs in your text include the name of the artist and the year of creation (or year first exhibited):

Gormley (1997)

Reference list:

The reference in your reference list should include the following information in this order:

- Artist, photographer or creator in the format surname, initial(s)
- Year of creation or first exhibit (in brackets)
- Title of work *in italics*
- Medium [in square brackets] e.g. photograph, oil on canvas, cartoon etc. followed by a full stop.
- Place where work is held/exhibited followed by a colon: (if available)
- Name of collection/gallery/place of exhibition (if available) e.g. Walker Art Gallery
- If available online you need to include the following:
 - The words **Available from** followed by a colon:
 - The full address of the page in angled brackets < >
 - The date you accessed the web page preceded by the word **[accessed]** in square brackets and followed by a full stop.

Gormley, A. (1997) *Another place* [cast iron]. Crosby Beach.

or

Suschitzky, W. (c1936) *Man Outside Foyles, Charing Cross Road* [photograph]. London: Tate Britain.

or

Sharif, M. (2008) *Glowing apple* [online]. Available from:
<https://www.flickr.com/photos/masoodsharif/2661411350/> [accessed 3 August 2019].

25. Television Programmes

In text citation:

The information you would include in your in-text citation will vary slightly according to what kind of programme you are quoting or referring to. Include either the name of the programme followed by year of broadcast (for a one off broadcast / drama etc.), the name of the series followed by year of broadcast or in the case of an individual being interviewed (for example in a news bulletin), the name of the interviewee followed by year of broadcast:

Poppy Shakespeare (2008)

or

Panorama (2012)

or

Sebastian Coe (2012)

Reference list:

The reference in your reference list should include the following information in this order:

One off broadcast / drama:

- Name of programme *in italics*
- Year of broadcast (in brackets)
- TV programme [in square brackets] followed by a full stop.
- Broadcasting channel followed by a comma,
- Date of broadcast (date / month) followed by a comma
- Time of broadcast (in 24-hour clock) followed by a full stop.

Poppy Shakespeare (2008) [TV programme]. Channel 4, 31 March, 21:00.

Part of a series:

- Name of series
- Episode number in brackets if relevant in the format (episode 3)
- Year of broadcast (in brackets)
- Title of episode *in italics*
- TV programme [in square brackets] followed by a full stop.
- Broadcasting channel followed by a comma,
- Date of broadcast (date / month) followed by a comma
- Time of broadcast (in 24-hour clock) followed by a full stop.

Panorama (2012) *Disabled or faking it?* [TV programme]. BBC 1, 31 July, 20:30.

Catch up television – e.g. BBC iPlayer, Box of Broadcasts

- Name of programme *in italics*
- Year of broadcast (in brackets)
- TV programme - Online [in square brackets] followed by a full stop.
- Broadcasting channel followed by a comma,
- Date of broadcast (date / month) followed by a comma
- Time of broadcast (in 24-hour clock) followed by a full stop.
- Available from followed by a colon:
- Name of catch up media followed by the full URL of the video in <angled brackets>
- The date you accessed the programme preceded by the word [accessed] in square brackets followed by a full stop.

A world without Down's syndrome (2016) [TV programme - Online]. BBC 2, 5 October, 02:00. Available from: BBC iPlayer
<<http://www.bbc.co.uk/iplayer/episode/b07ycbj5/ad/a-world-without-downs-syndrome>> [accessed 24 June 2019].

Television interview:

- Name of interviewee in the format surname, initial(s)
- Year of broadcast
- Interview followed by full stop.
- In:
- Name of programme *in italics*
- TV programme [in square brackets] followed by a full stop.
- Broadcasting channel followed by a comma,
- Date of broadcast (date / month) followed by a comma,
- Time of broadcast (in 24-hour clock) followed by a full stop.

Coe, S. (2012) Interview. In: *BBC News* [TV programme]. BBC 2, 27 July, 18:00.

Television Advertisement:

- Name of product
- Year of broadcast
- Name of advertisement *in italics*
- TV advertisement [in square brackets] followed by a full stop.
- Broadcasting channel followed by a comma,
- Channel of broadcast followed by a comma,
- Date of broadcast (date / month) followed by a full stop.

Coca Cola (2006) *Santa handing bottles of coke to a girl every year at Christmas until she turns into a woman.* [TV advertisement]. ITV3, December.

Note: to reference a television programme watched on BBC i-player or another web catch up service, follow the standard guidance for referencing online versions included at the start of this guide.

26. Streamed media – i.e. Netflix, Amazon Prime

In text citation:

When referring to a streamed TV programme or film you have watched include the title of the series and year of first broadcast in your text:

The West Wing (1999)

Reference list:

The reference in your reference list should include the following information in this order:

- Title of series *in italics*
- Year of first broadcast (in brackets)
- Episode title or season and episode *in italics*
- TV programme or film [in square brackets] followed by a full stop.
- The name of the streaming platform used, e.g. Netflix
- The date you accessed the video preceded by the word [accessed] in square brackets and followed by a full stop.

The West Wing (1999) *A Proportional Response* or *season 1, episode 3* [TV programme]. Amazon Prime [accessed 30 April 2020].

27. DVDs

In text citation:

When referring to a film / documentary you have watched on DVD include the title of the film and year of release in your text:

Millions (2005)

Reference list:

The reference in your reference list should include the following information in this order:

- Title of film *in italics*
- Year of release (in brackets)
- DVD [in square brackets] followed by a full stop.
- Directed by (followed by the name of the director) followed by a full stop.
- Production company followed by a full stop.

Millions (2005) [DVD]. Directed by Danny Boyle. Pathe Distribution.

28. YouTube videos

In text citation:

When referring to a YouTube video include the title of the video and year the video was uploaded:

What students say about Liverpool Hope University (2011)

Reference list:

The reference in your reference list should include the following information in this order:

- Name of contributor
- Year uploaded (in brackets)
- Title of video *in italics*
- The word online [in square brackets] followed by a full stop.
- Available from followed by a colon:
- YouTube followed by the full URL of the video in <angled brackets>
- The date you accessed the video preceded by the word [accessed] in square brackets and followed by a full stop.

LiverpoolHopeVideos (2011) *What students say about Liverpool Hope University* [online]. Available from: YouTube <<http://www.youtube.com/watch?v=0p9Lis41V6M>> [accessed 14 July 2019].

29. Radio broadcasts

In text citation:

The information you would include in your in-text citation will vary slightly according to what kind of programme you are quoting or referring to. Include either the name of the programme followed by year of broadcast (for a one off broadcast / drama etc.), the name of the series followed by year of broadcast or in the case of an individual being interviewed (for example in a news bulletin), the name of the interviewee followed by year of broadcast:

Game Changer: 20 Years of the Premier League (2012)

or

Woman's Hour (2012)

or

Sebastian Coe (2012)

Reference list:

The reference in your reference list should include the following information in this order:

One off broadcast / drama:

- Name of programme *in italics*
- Year of broadcast (in brackets)
- The word radio [in square brackets] followed by a full stop.
- Radio channel followed by a comma,
- Date of broadcast (date / month) followed by a comma
- Time of broadcast (in 24-hour clock) followed by a full stop.

Game Changer: 20 Years of the Premier League (2012) [radio]. BBC Radio 4, 14 August, 20:00.

Programme that is part of a radio series:

- Name of series
- Episode number in brackets if relevant in the format (episode 3)
- Year of broadcast (in brackets)
- Title of episode *in italics*
- The word radio [in square brackets] followed by a full stop.
- Radio channel followed by a comma,
- Date of broadcast (date / month) followed by a comma
- Time of broadcast (in 24-hour clock) followed by a full stop.

Woman's hour (2012) *Feminism and the family, Arab women and sport* [radio]. BBC Radio 4, 14 August, 10:00.

Radio interview

- Name of interviewee in the format surname, initial(s)
- Year of broadcast

- Interview followed by full stop.
- In:
- Name of programme *in italics*
- TV programme [in square brackets] followed by a full stop.
- Broadcasting channel followed by a comma,
- Date of broadcast (date / month) followed by a comma,
- Time of broadcast (in 24-hour clock) followed by a full stop.

Coe, S. (2012) Interview. In: *The Today Programme* [radio]. BBC Radio 4, 27 July, 06:00.

30. Podcasts

In text citation:

When referring to a podcast, include its title (or the series title, if the podcast is part of a regular series) and the year it was made available:

Politics weekly podcast (2012)

Reference list:

The reference in your reference list should include the following information in this order:

One off podcast:

- Podcast creator (note this should be the producing organisation / individual not the presenter if a separate named presenter is identified)
- Year of podcast (in brackets)
- Name of podcast *in italics*
- The word podcast [in square brackets] followed by a full stop.
- Available from followed by a colon:
- the full URL of the podcast in <angled brackets>
- The date you accessed the podcast preceded by the word [accessed] in square brackets and followed by a full stop.

University of Southampton (2008) *Planning essays and assignments* [podcast]. Available from: <<http://www.edshare.soton.ac.uk/372/>> [accessed 14 August 2019]

Podcast that is part of a series:

- Podcast creator (note this should be the producing organisation / individual not the presenter if a separate named presenter is identified)
- Year of podcast (in brackets)
- Name of series followed by a comma,
- Title of episode *in italics*
- The word podcast [in square brackets] followed by a full stop.
- Available from followed by a colon:
- the full URL of the podcast in <angled brackets>

- The date you accessed the podcast preceded by the word [accessed] in square brackets and followed by a full stop.

The Guardian (2012) Politics weekly podcast, *Coalition under strain as Lords reform scrapped* [podcast]. Available from: <<http://www.guardian.co.uk/politics/series/politicsweekly>> [accessed 14 August 2019].

31. Recorded Music

In text citation:

Your in-text citation should include either the artist/performer followed by the year of the recording:

The Beatles (2009)
or
Royal Liverpool Philharmonic Orchestra (2002)

Note – when referring to a recording of a work of classical music you will normally refer naturally to the name of the composer in your narrative, the citation refers to which specific recording of the composer’s work you are referring to.

Reference list:

The reference in your reference list should include the following information in this order:

- Name of the artist / performer
- Year of release i.e. when the CD was produced, not necessarily the original date of recording (in brackets)
- Title of the CD *in italics*. For classical works precede the name of the piece with the composer’s name followed by a colon:
- The word CD [in square brackets] followed by a full stop.
- Production company followed by a full stop.

The Beatles (2009) *Sgt. Pepper's lonely hearts club band (original recording remastered)* [CD]. EMI.

or

Royal Liverpool Philharmonic Orchestra (2002) *Vaughan Williams: a pastoral symphony* [CD]. Classics for Pleasure.

32. Music Scores

In text citation:

Your in-text citation should include the composer followed by the year of publication of the score. Note this is not necessarily the date the work was composed:

Puccini (1980)

Reference list:

The reference in your reference list should include the following information in this order:

- Name of the composer in the format surname, initial(s)
- Year of publication of the score (in brackets)
- Title of the work *in italics*.
- Number of the work if included on the title page e.g. Op.15 *in italics*
- The word score [in square brackets] followed by a full stop.
- If an editor is included, the words Edited by followed by a colon: and then the editor's name in the format surname, initial followed by a full stop.
- Place of publication followed by a colon:
- Publisher followed by a full stop.

Puccini, G. (1980) *Tosca* [score]. Edited by Mario Parenti. Milan: Ricardi.

33. Lyrics from songs

In text citation:

Your in-text citation should include the lyricist followed by the year of publication of distribution. Note this is not necessarily the date the work was written:

Jagger and Richards (1980)

Reference list:

From print resources

The reference in your reference list should include the following information in this order:

- Name of the lyricist(s) in the format surname, initial(s). All lyricist(s) should be quoted in the
- Year of publication (in brackets)
- Title of song *in italics* followed by a full stop.
- Place of distribution followed by a colon:
- Distribution Company followed by a full stop.

Jagger, M. and Richards, K. (1968) *Street Fighting Man*. London: Mirage Music.

From CD resources

The reference in your reference list should include the following information in this order:

- Name of the lyricist(s) in the format surname, initial(s). All lyricist(s) should be quoted in the
- Year of publication (in brackets)
- Title of song *in italics* followed by a full stop.
- The word CD [in square brackets] followed by a full stop.
- Place of distribution followed by a colon:
- Distribution Company followed by a full stop.

Jagger, M. and Richards, K. (1968) *Street Fighting Man* [CD]. London: Mirage Music.

From a webpage or website

The reference in your reference list should include the following information in this order:

- Name of the lyricist(s) in the format surname, initial(s). All lyricist(s) should be quoted in the
- Year of publication (in brackets)
- Title of song *in italics*
- The word **[online]** in square brackets followed by a full stop.
- Publisher (in most cases the name of the organisation producing the website)
- The words **Available from** followed by a colon:
- The full address of the page in angled brackets < >
- The date you accessed the web page preceded by the word **[accessed]** in square brackets and followed by a full stop.

Jagger, M. and Richards, K. (1968) *Street Fighting Man* [online]. London: Mirage Music. Available from: <http://www.azlyrics.com/lyrics/rollingstones/streetfightingman.html> > [accessed 3 August 2019].

34. Live performances

In text citation:

When quoting or referring to a live performance you have attended (for which a recording is not available), you do not need to include details of the performance in your reference list. However, you should cite in your text giving as much information on the performance as possible. For example, include the name (in full) of the performer / company delivering the performance / director (if available), the title of the performance, where it was performed and the date you attended.

If stylistically neater consider including location / date / performance title in brackets.

At his recent show Rollercoaster (Echo Arena, Liverpool, 3 October 2012) John Bishop rounded on hecklers commenting.....

or

At a recent staging of Miller's, The man who had all the luck at the Liverpool Play House (directed by Sean Holmes 18 April 2008) audible gasps from the audience could be heard when.....

Reference list:

The reference in your reference list should include the following information in this order:

- Author or composer in the format surname, initial(s)
- Year of publication (in brackets)
- Title of performance in *italics* followed by a full stop.
- The following needs to be in a square bracket []
 - Venue of performance followed by a comma,
 - Location of performance followed by a full stop.
 - Date seen
- Followed by a full stop.

Bishop, J. (2012) *Rollercoaster*. [Echo Arena, Liverpool, 3 October].

35. Play scripts

In text citation:

If referring to a script from a play your in-text citation should include the author's name and year of publication. If quoting directly include also the act / scene / line or page number (as applicable) you are quoting from:

Miller, A. (1949)

or

(Miller, A. 1949, Act two, p.60)

Reference list:

The reference in your reference list should include the following information in this order:

- Author in the format surname, initial(s)
- Year of publication (in brackets)
- Title of play followed by a full stop. (if no editors) or a comma, if editors
- The words edited by followed by the names of editors (if applicable) in the format surname, initial(s) followed by the abbreviation ed. or eds.
- Place of publication followed by a colon:
- Publisher followed by a full stop.

Miller, A. (1949) *Death of a salesman*, London: Penguin.

or

Shakespeare, W. (1975) *Twelfth night*, edited by Lothian, J.M and Craik, T.W.eds. Walton on Thames: Nelson.

However, if the script you have used is included in a larger collection of plays you will need to include the following information:

- Author in the format surname, initial(s)
- Year of publication (in brackets)
- Title of the play followed by a full stop.
- In:
- Editor(s) name (if applicable) in the format surname, initial(s) followed by the abbreviation ed. or eds.
- Title of the collection *in italics* followed by a full stop.
- Place of publication followed by a colon:
- Publisher followed by a comma,

- Page numbers of the script you have used preceded by pp. and followed by a full stop.

36. Blogs

In text citation:

Your in-text citation should include the blog post author followed by the year of publication:

Straw (2012)

Reference list:

The reference in your reference list should include the following information in this order:

- Blog post author in the format surname, initial(s)
- Year of posting (in brackets)
- Blog post title
- The words blog post in [square brackets] followed by a full stop.
- Blog title *in italics* followed by a comma,
- Date of posting followed by a full stop.
- Available from followed by a colon:
- The full URL (web address) of where you accessed the source in <angled brackets>
- The date you accessed the blog preceded by the word accessed in [square brackets] and followed by a full stop.

Straw, W. (2012) Will Osborne match his support for motorists with a fair fare for rail users? [blog post]. *Left foot forward*, 15 August. Available from: <<http://www.leftfootforward.org/2012/08/george-osborne-transport-rail-fares-motorists>> [accessed 15 August 2019].

37. Social Media

Any posts or images from Social Media, for example Instagram, Facebook, Twitter etc need to be referenced as you would reference any other material from which you have quoted or used images. Always check the copyright of the images as you would from any other source.

You would treat the text and image the same so for your in-text citation, beneath the quote / image put the author / owner of the text / image, so whoever posted it, plus the date in brackets if you can find it or (n.d.) if you cannot .

In text citation:

Theonewiththepoetry (2020)

If you refer to multiple posts in the same year use a-z:

e.g. Theonewiththepoetry (2020a), Theonewiththepoetry (2020b)

Reference list

For your reference list you would treat it like any other online resource for example. If it is a long title as with this example, then just use the ellipses (...).

Theonewiththepoetry (2020) She smells like wildflowers... [Instagram], 18th March. Available from < <https://www.instagram.com/theonewiththepoetry/>> [Accessed 14th April 2020]

38. Interviews

In text citation:

It is customary when quoting or referring to interviews you have conducted in the course of your research to give details within the text of your work but not to include a reference for the interview in your reference list. Include the full name of the person you interviewed and the full date of the interview.

In an interview on 8 September 2014, Professor John Smith stated.....

If your tutor / supervisor recommends you include transcripts of your interviews, in for example, appendices, include details of the relevant location of the transcript in your in-text citation.

In an interview on 8 September 2014 (Appendix 1), Professor John Smith stated.....

Reference list:

- Interviewee format surname, initial(s) followed by a full stop.
- Year of interview (in brackets)
- Title of the interview in *italics* followed by a full stop.
- In square brackets put interview [interview]
- Interview by interviewers first name and surname followed by a comma,
- Day and month of interview followed by a full stop.

Smith, J. (2014) *Hope today* [interview] Interviewed by Alex Williams, 8th September.

39. Personal communications (letters & emails)

In text citation:

When quoting or referring to a personal letter or email give details of the correspondence within the text of your work but do not include in your reference list. Include the full name of the person from which you received the letter / email and the full date the correspondence was sent.

In an email dated 8 September 2014, John Smith confirmed.....

If your tutor / supervisor recommends you include correspondence such as emails and letters, in for example, appendices, include details of their location in your in-text citation.

In an email dated 8 September 2014 (Appendix 2), John Smith confirmed.....

Reference list:

- Author or name of correspondence format surname, initial(s) followed by a full stop.
- Year of interview (in brackets)
- Title of the correspondence (if available) in *italics* followed by a full stop.
- In square brackets put letter or email [email]
- In round brackets ()
 - Put Personal communication followed by a comma,
 - Day and month of interview followed by a full stop.

Smith, J. (2014) *Introducing social media*. [email] Personal Communication, 8 September.

40. Speeches & presentations (unpublished)

In text citation:

When quoting or referring to a public lecture or speech (the text of which has not been published), as the text is not retrievable by the reader, you do not need to include in your reference list. However, you should cite in your text giving as much information on the speech / presentation as possible. For example, include the name (in full) of the presenter, their affiliation (if available), the title of the presentation, where the presentation was delivered and the date in full.

If stylistically neater consider including location / date / lecture title in brackets.

In his inaugural lecture, Was Jesus a Pharisee? (Liverpool Hope University, 7 March 2015) Dom. Henry Wansbrough asserts that.....

or

Dr. Clifford Stott (University of Liverpool) at a lecture delivered at Liverpool Hope University on 21 November 2007 (Football Hooliganism, Policing and the War on the 'English Disease') comments...

Reference list:

- Name of presenter format surname, initial(s) followed by a full stop.
- Year of speech or presentation (in brackets)
- Title of speech or presentation in *italics* followed by a full stop.
- Place where speech or presentation was delivery followed by a colon:

- Day and month of speech or presentation followed by a full stop.

Stott, C. (2011) *Football hooliganism, policing and the war on the 'English disease'*.
Liverpool Hope University, 21 November.

41. Self-citing (unpublished works)

In text citation:

When quoting or referring to a piece of work which you have written (the text of which has not been published), as the text is not retrievable by the reader, you do not need to include in your reference list. However, you should cite in your text giving as much information on the piece of work as possible as possible. For example, include the name (in full) of the person, date of piece of work (if available), the title of the essay/presentation/poster.

As part of the 'Board structure and financial performance' essay, Self (2018)

Reference list:

- Name of presenter format surname, initial(s) followed by a full stop.
- Year of piece of work (in brackets)
- Title of piece of work follows by a comma,
- Course code and course title in *italics* followed by a full stop.
- Place of submission followed by a full stop.
- The words Unpublished essay followed by a full stop.

Self, A. (2018) Board structure and financial performance,
IBUM009AZ2018/9: International Finance. Liverpool Hope University. Unpublished essay.

42. Translations

In text citation:

The in-text citation for a translated work will not differ from the style of in text citation for the kind of source you are using i.e. include the original (foreign language) author and year of publication.

Marx, K. (1990)

Reference list:

Include the additional information:

- After the title (or format if relevant) include the words Translated from the..... by (put the original language in)
- Name of the translator in the format initial(s) – surname followed by a full stop.
- The remainder of your reference as per usual

Marx, K. (1990) *Capital: a critique of political economy, Vol. 1*. Translated from the German by B. Fowkes. London: Penguin.

43. UK Data Service

In text citation:

In text citation to UK Data Services you follow a similar pattern to an online resource but you need to ensure that you have the publisher as UK Data Archive:

Reference list:

Your reference in your reference list should include the following information in this order:

- Author if available or name of the organisation producing the data
- Title of the page/document you've accessed *in italics*
- The word **[online]** in square brackets followed by a full stop.
- Place of publication followed by a colon:
- Publisher **UK Data Archive [distributor]** followed by a comma,
- Month and date of publication follows by a full stop.
- **SN** followed by a colon:
- SN number followed by a full stop.
- The words **Available from** followed by a colon:
- The full address of the page in angled brackets < >
- The date you accessed the web page preceded by the word **[accessed]** in square brackets and followed by a full stop.

University of London. Institute of Education. Centre for Longitudinal Studies.
Millennium Cohort Study: First Survey, 2001-2003 [online]. Colchester: UK Data Archive [distributor], December 2012. SN: 4683. Available from:
 <<http://dx.doi.org/10.5255/UKDA-SN-4683-3>> [accessed 12 February 2019].