

Harvard Referencing Guide

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If you are reading this guide as a PDF, you can press Ctrl and left click to jump from the table of contents to the appropriate section in the guide. If you can't find what you are looking for here on the contents page, you may be able to find it by pressing Ctrl and F on your keyboard to call up the Find box and typing in the word or phrase you are looking for.

Section One: Why Reference?

When writing up an assignment it is important that you provide details of the various resources you have consulted. You need to use a recognised referencing system.

The **Harvard system** is the one used most frequently here at LJMU and this guide will help you learn how it works. There is also an online tutorial in the Skills@LJMU area of the LJMU website: <https://www.ljmu.ac.uk/microsites/library/skills-ljmu>

When do you need to give a reference?

- if you quote the exact words of another author
- if you paraphrase or summarise a passage by another author
- if you use an idea or material based directly on the work of another author

Why should you reference?

- it enables you to find easily an item you have consulted previously
- it allows you to pass on to a friend or colleague details of an item that you have consulted, secure in the knowledge that he/she will be able to trace it easily
- it helps the reader understand how you have reached your conclusions
- to avoid accusations of plagiarism
- it enables you to identify the sources of quotations

Referencing involves inserting brief details, usually the item's author's last name and year of publication within round brackets, e.g. (Neville, 2009) or Neville (2009), at the appropriate point in your text and full details of the item in a reference list at the end of your work. The entry in the reference list for Neville's book would be

Neville, C. (2009) *How to improve your assignment results*. Maidenhead: Open University Press

Before submitting an assignment, check that your reference list includes accurate and full details of all the items you refer to in the assignment.

When do you not need to give a reference?

In all academic and professional fields some ideas are regarded as "common knowledge" and do not need to be referenced. Pears and Shields define common knowledge as "facts, dates, events and information that are expected to be known by someone studying or working in a particular field"

(2010, p.2). They suggest that students who are unsure whether “the material you want to use in your assignment constitutes common knowledge, ... need to ask ... the following questions:

- Did I know this information before I started my course?
- Did this information/idea come from my own brain?

If the answer to either or both of the questions is “No”, then the information is not common knowledge. In these cases you need to cite and reference your source(s).”(2010, p.3)

Is there a difference between a bibliography and a list of references?

Some people use these terms synonymously. However, according to the British Standards Institution: “A bibliography identifies books and articles relevant to the text; it is not restricted to items cited in the text... A list of references is confined to publications cited in the text” (BSI, 2000, p.16).

Brief definitions of some more terms which you might encounter

Bibliography: a list of sources you have consulted during your research

Citation: an in-text reference to an author/source

Direct Quotation: the actual words used by the author

Ellipsis: using 3 dots within a quotation to show there are missing/omitted words

Et al: Latin for “and others” this is used in citations to items by more than three authors

Ibid: means “as mentioned directly above”. You can use it when you are citing an author for a second time, if you have not cited another item in between.

Indirect Quotation: paraphrasing or altering slightly an author’s words

Op.cit: means “work already cited in a different part of the text” and is not used in Harvard system.

Paraphrasing: altering an author’s words to your own, you must cite the original.

Reference List: list of sources you have referred to in your assignment

Sic: between square brackets, i.e. [sic] after a quotation indicates that any spelling mistakes or grammatical errors are not yours

Section Two: Handling quotations

A quotation helps you support an argument and illustrate the range of your research. Before including a quotation, stop to consider whether it is really relevant. It is important that a quotation is easily identifiable as such and accompanied by a page number. The way in which you should present quotations depends upon their length.

A quotation of three lines or less: should be enclosed in quotation marks and included in the body of the essay, for example:

“Occupational welfare includes those benefits that accrue to wage and salary earners over and above their pay, including those referred to as fringe benefits” (Titmuss, 1958, p.51).

We recommend that **longer quotations** are indented and presented in single-line spacing, for example:

Titmuss (1958, p.51) illustrates this occupational division of welfare with the following examples:

pensions for employees, wives and dependents; child allowances; death duties; health and welfare services; personal expenses for travel, entertainment, dress and equipment; meal vouchers; motor cars and season tickets ... and an incalculable variety of benefits in kind ranging from obvious forms of realisable goods to the most intangible forms of amenity.

The receipt of shares in a company is one of many common benefits

Or alternatively:

pensions for employees, wives and dependents; child allowances; death duties; health and welfare services; personal expenses for travel, entertainment, dress and equipment; meal vouchers; motor cars and season tickets ... and an incalculable variety of benefits in kind ranging from obvious forms of realisable goods to the most intangible forms of amenity (Titmuss, 1958 p.51).

Quotations from webpages: you can use the number of the line or the paragraph number to help pinpoint information, for example:

According to Bebbington and Parkinson (2012, para.4) “opportunities are deteriorating for children to experiment with different and lesser known sports”.

According to Bebbington and Parkinson (2012, line 22) “opportunities are deteriorating for children to experiment with different and lesser known sports”.

Always reproduce quotations exactly, including their punctuation. You should even reproduce any spelling or grammatical errors from the original. Insert [sic] immediately afterwards to indicate that the error was made in the original and not as you were transcribing it.

You may make **alterations or additions to a quoted passage** to help your reader's comprehension or to fit the quotation neatly into your sentence or paragraph. Enclose any words that you add in square brackets [] and insert three dots ... to indicate omissions.

Quotations on websites

If you want to quote from a website, you can use the paragraph number or line number to pinpoint the information:

GOV.UK (2016 para.4) or (GOV.UK, 2016 para.4)

GOV.UK (2016 line 10) or (GOV.UK, 2016 line 10)

GOV.UK (2016) *Types of School* [online]

Available at: <https://www.gov.uk/types-of-school/overview>

[Accessed: 16th July 2016]

If the author is quoting another person

Author (year) Name of person quoting. *Name of the Website* [online]

Available at:

[Accessed:]

Cited as: Person quoting (quoted in Author, year)

For example, this is from an online newspaper

Robinson, J. (2011) Eric Schmidt, Chairman of Google, condemns British education system. *The Guardian* [online] 26th August 2011

Available at: <http://www.theguardian.com/technology/2011/aug/26/eric-schmidt-chairman-google-education>

[Accessed: 18th October 2016]

Schmidt (cited in Robinson, 2011 para.12) declared "I was flabbergasted to learn that today computer science isn't even taught as standard in UK schools."

Section Three: Authors

Some general points about authors

If you can identify the name of a person or persons credited with the creation of an item, that is who you should regard as its author. Authors are referenced using their last name and their initials (not their full name(s)) without any titles or qualifications. For example,

Professor Stephen W. Hawking would be: Hawking, S.W.

Cited as: Hawking (1988) or (Hawking, 1988)

All the authors credited should be included in the reference and listed in the order in which they appear on the title page.

References to edited publications need to include an abbreviation to identify the editor(s). For example:

Edited by Geoffrey Campbell-Platt would be: Campbell-Platt, G. (ed.)

The (ed.) is not included a citation: Campbell-Platt (2012) or (Campbell-Platt, 2012)

If the publication has been written by an organisation or society, for example, the Joseph Rowntree Foundation, and you can find no named person, treat the organisation/society as the author.

Cited as: Joseph Rowntree Foundation (2014) or (Joseph Rowntree Foundation, 2014)

Items by one Author

Gottfried, R.S. (1983) *The Black Death: natural and human disaster in Medieval Europe*. London: Macmillan

Cited as: Gottfried (1983) or (Gottfried, 1983)

Quotations should be followed by a page number, e.g. Gottfried (1983, p.45) or (Gottfried, 1983 p.45). See section 2 above for more details:

Items by two Authors

Gopee, N. and Galloway, J. (2019) *Leadership and healthcare*. 3rd ed. London: Sage

Cited as: Gopee and Galloway (2019) or (Gopee and Galloway, 2019)

Quotations should be followed by a page number, e.g. Gopee and Galloway (2019, p.89) or (Gopee and Galloway, 2019 p.89). See section 2 above for more details.

Items by three Authors

Field, K., Holden, P. and Lawlor, H. (2000) *Effective subject leadership*. London: Routledge Falmer

Cited as: Field, Holden and Lawlor (2000) or (Field, Holden and Lawlor, 2000)

Quotations should be followed by a page number, e.g. Field, Holden and Lawlor (2000, p.55) or (Field, Holden and Lawlor, 2000 p.55). See section 2 above for more details.

Items by more than three Authors

If a publication has more than three authors, give **all** the authors' names in the full reference in the order in which they are listed in the item:

Thornton, T.N., Craff, C.A., Dahlberg, L.L., Lynch, B.S. and Baer, K. (2005) *Youth violence prevention: a sourcebook for community action*. New York: Nova Science Publishers.

In your assignment, give just the name of the first author followed by et al. (Latin for and others) in your citation: (Thornton et al., 2005) or Thornton et al. (2005)

Quotations should be followed by a page number, e.g. (Thornton et al., 2005 p.55) or Thornton et al (2005, p.55). See section 2 above for more details.

Items by an Editor or Compiler

Treat the editor or compiler of a work in the same way as an author and indicate his/her function in brackets, e.g. (ed.), (comp.) in the full reference but not in the text.

Bell, L., Neary, M. and Stevenson, H. (eds.) (2009) *The future of higher education: policy, pedagogy and the student experience*. London: Continuum

Cited as: Bell, Neary and Stevenson, (2009) or (Bell, Neary and Stevenson, 2009)

Quotations should be followed by a page number, e.g. Bell, Neary and Stevenson, (2009, p.56) or (Bell, Neary and Stevenson, 2009 p.56). See section 2 above for more details.

Items with no Author

If it is unclear who wrote a publication; for example, a dictionary, it is usually referred to in the text by its title and entered in the reference list under its title:

Encarta concise English Dictionary (2001) London: Bloomsbury

Cited as: *Encarta Concise English Dictionary* (2001) or (Encarta Concise English Dictionary, 2001)

Quotations should be followed by a page number, e.g. *Encarta Concise English Dictionary* (2001, p.22) or (*Encarta Concise English Dictionary*, 2001 p.22). See section 2 above for more details.

Items produced by an Organisation

If a publication is produced by an organisation and no individual is credited as the author, treat the organisation as the author.

Royal College of Nursing (2011) *Accountability and delegation: what you need to know*. London: Royal College of Nursing

If the organisation is well known by an acronym or its initials, the first time you refer to their item, provide the organisation's full name in your text followed by its abbreviated name in brackets, for example:

...In its updated guidance on the topic the Royal College of Nursing (RCN) (2011) now recommends ...

If you need to refer to the organisation again, refer to it by its abbreviated name. **Use the full name of the organisation in your reference list.**

Quotations should be followed by a page number, e.g. Royal College of Nursing (RCN) (2011, p.45) or (Royal College of Nursing (RCN), 2011 p.45). See section 2 above for more details.

Anonymity in the interests of Confidentiality

You may sometimes need to withhold names in order to preserve confidentiality - such as on school or hospital placements:

School A (Name withheld, 2014) *School Behaviour Policy/website*

School (Name withheld, 2014) *Name of the Policy/website*

Ofsted (year) *Inspection under Section 9 of the Education (Schools) Act 1994: School A (Name Withheld)*

Section Four: Compiling a Reference List

A reference list normally consists of **full details** of all the items you have referred to in your assignment. Entries in the list are arranged in a single alphabetical sequence by author's last name regardless of whether they are references to books, journal articles or other items.

A short sample reference list

Bell, L., Neary, M. and Stevenson, H. (eds.) (2009) *The future of higher education: policy, pedagogy and the student experience*. London: Continuum

Capel, S. (2010a) *Learning to teach in the secondary school: a companion to school experience*. 4th ed. Abingdon: Routledge.

Capel, S. (2010b) *Learning to teach physical education in the secondary school: a companion to school experience*. 3rd ed. Abingdon: Routledge.

Department for Education (2010) *Children and young people* [online]
Available at: <http://www.education.gov.uk/childrenandyoungpeople>
[Accessed 19th April 2019]

Pears, R. and Shields, G. (2019) *Cite them right: the essential referencing guide*. 11th ed. London: Red Globe Press

Reichard, R. and Johnson, S.K. (2011) Leader self-development as organizational strategy. *The Leadership Quarterly* [online], 22 (1), pp.32-42
Available through ScienceDirect
[Accessed: 18th April 2019]

UNICEF (2007) *Article 28* [online video]
Available at <http://www.youtube.com/watch?v=zWo0aYvx7xk&feature=relmfu>
[Accessed: 19th April 2019]

Notes on the above list

- References to materials by the same author are arranged by their date of publication.
- If you are referring to items by different authors with the same last name published in the same year include their initial to distinguish between them, e.g. (Smith, M, 2009) and (Smith, V, 2009)
- Page numbers are only included in reference list entries for journal articles, conference papers and essays.
- To add a note, insert a number, e.g. [1], (1), ¹ at the appropriate point in the text and include the note at the end of the essay before the list of references.
- Check that you have included in your reference list full and accurate details of all the items you have referred to in your assignment

Citing more than one item at once

If you refer to more than one item at the same point in your text, list the items within a single pair of brackets in order of publication date (earliest first)

For example: (Robinson, 1997; Jones, 2003; Watson, 2006)

Listing references to several items by the same author

List works by the same author published in different years in chronological order (earliest first) in your reference list

Blume, J. (1979) *It's not the end of the world*. London: Heinemann

Blume, J. (1989) *Just as long as we're together*. London: Chivers

Blume, J. (1993) *Here's to you, Rachel Robinson*. London: Heinemann

Listing references to several items by the same author published in the same year

If you refer to two or more works by an author which were published in the **same year**, add a lower case letter in alphabetical order to the references immediately after the year to differentiate between them.

Capel, S. (2010a) *Learning to teach in the secondary school: a companion to school experience*. 4th ed. Abingdon: Routledge.

Capel, S. (2010b) *Learning to teach physical education in the secondary school: a companion to school experience*. 3rd ed. Abingdon: Routledge.

Cited as: Capel (2010a) or (Capel, 2010a) Capel, 2010b or (Capel, 2010b)

Quotations should be followed by a page number, e.g. Capel (2010a, p.25) or (Capel, 2010a p.25). See section 2 above for more details.

References found in other publications (secondary referencing)

You may want to quote a work which you have seen quoted by another author. If you have not read the work concerned, this is called a secondary reference. The citation for this work should include both the author of the work you have read and the one you have not read. In your reference list provide full details of the item which you have read.

For example: since Jones' book is **the one you have read**, that is the item which should appear in your reference list.

Jones, R. (2003) *Social change and educational reform*. London: Routledge

Cited in text as: Smith (1993 cited in Jones, 2003 p.24) or (Smith, 1993 cited in Jones, 2003 p.24)

Section Five: Sample references

Acts of Parliament

Armed Forces Act 1996: Chapter 33 [online]

Available at: <http://www.hmso.gov.uk/acts/acts1996/1996046.htm>

[Accessed: 10th April 2019]

Special Educational Needs and Disability Act 2001 [online]

Available at: <http://www.legislation.gov.uk/ukpga/2001/10/contents>

[Accessed: 29th March 2019]

Police Act 1997: Chapter 50. London: The Stationery Office

Cited by the title of the act, e.g. Special Educational Needs and Disability Act 2001

Advanced Publication/Advanced Access Journal Articles

Some journal articles are published online prior to their print or final publication date. These are typically called Advanced Access or Online First Articles. When they are first made available these articles often do not have volume, issue or page details and only have a DOI or “digital object identifier”. The DOI is unique to that article and remains the same once the article is assigned to a volume and issue with page numbers.

Author (year) Title of the article. *Title of the Journal* [First Published online Date]. DOI

[Accessed:]

Ross, M. (2013) Stereoscopic Visuality: where is the screen, where is the film? *Convergence: The International Journal of Research into New Media Technologies*. [First published online July 22, 2013] DOI: 10.1177/1354856513494178

[Accessed: 8th October 2019]

Cited as: (Ross, 2013) or Ross (2013)

Quotations should be followed by a page number, e.g. (Ross, 2013 p.2) or Ross (2013, p.2). See section 2 above for more details.

Advertisements – online for a Job

Name of Company placing advert (year) Title of Advertisement [job advertisement]. *Title of Newspaper* [online], date of publication.

Available at: www...

[Accessed:]

Advertisements - Print for a theatrical performance

Liverpool Empire (2012) 'Cinderella' [Advertisement] *Liverpool Echo*. Thursday
October 4, 2012. pp.19

Amended or Updated old texts

Because the text has been changed or altered use the current date and acknowledge the original year of publication after the title:

Locke, J. (2007) *An Essay Concerning Human Understanding. Book II: Ideas* (Original published 1690: amended and updated by Jonathan Bennett) [online]
Available at: <<http://www.earlymoderntexts.com/assets/pdfs/locke1690book2.pdf>>
[Accessed: ???]

Cited as: Locke (2007) or (Locke, 2007)

Anonymity in the interests of Confidentiality

You may sometimes need to withhold names in order to preserve confidentiality - such as on school or hospital placements:

School A (Name withheld, 2014) *School Behaviour Policy/website*

School (Name withheld, 2014) *Name of the Policy/website*

Ofsted (year) *Inspection under Section 9 of the Education (Schools) Act 1994: School A (Name Withheld)*

Apps

The author would be the name of the Company who created the app.

Author (year) *Title of the App* [App]

Available at:

[Accessed: ???]

Blogs

Author, Year. Title of individual blog entry. *Blog title* [medium], Blog posting date.

Available at: web site address/URL

[Accessed date]

Berry, I. (2011) *Art of the week* [blog], 18th April 2011.

Available at: <http://www.artinliverpool.com/blog/>

[Accessed: 19th April 2019]

Cited in the body of your assignment as: (Berry, 2011) or Berry (2011)

Quotations: you can use a paragraph or line number to pinpoint the location: (Berry, 2011 para.3) or Berry (2011, para.3)
(Berry, 2011 line 24) or Berry (2011, line 24)

Newspaper blogs

Parkinson, L. and Bebbington, M. (2012) David Cameron should give PE teachers a sporting chance. *The Guardian Teacher's Blog* [online] 9th August 2012

Available at: <http://www.guardian.co.uk/teacher-network/2012/aug/09/david-cameron-pe-teachers-sporting>

[Accessed: 10th January 2013]

Cited as: Bebbington and Parkinson (2012) or (Bebbington and Parkinson, 2012)

Quotations: you can use a paragraph or line number to pinpoint the location: Bebbington and Parkinson (2012, para.3) or (Bebbington and Parkinson, 2012 para.3)

Books

Checklist of details to include in a reference to a printed book:

Author's name – Last name and initials

Year of publication - in brackets

Title and subtitle (if any) of the book, this is normally underlined or set in italics

Edition (only include this if it is a second or subsequent edition)

Place of publication

Publisher's name

You can normally find this information on the title page and the back of the title page.

Items by one Author

Gottfried, R.S. (1983) *The Black Death: natural and human disaster in Medieval Europe*. London: Macmillan

Cited as: Gottfried (1983) or (Gottfried, 1983)

Quotations should be followed by a page number, e.g. Gottfried (1983, p.45) or (Gottfried, 1983 p.45). See section 2 above for more details:

Items by two Authors

Gopee, N. and Galloway, J. (2019) *Leadership and healthcare*. 3rd ed. London: Sage

Cited as: Gopee and Galloway (2019) or (Gopee and Galloway, 2019)

Quotations should be followed by a page number, e.g. Gopee and Galloway (2019, p.89) or (Gopee and Galloway, 2019 p.89). See section 2 above for more details.

Items by three Authors

Field, K., Holden, P. and Lawlor, H. (2000) *Effective subject leadership*. London: Routledge Falmer

Cited as: Field, Holden and Lawlor (2000) or (Field, Holden and Lawlor, 2000)

Quotations should be followed by a page number, e.g. Field, Holden and Lawlor (2000, p.55) or (Field, Holden and Lawlor, 2000 p.55). See section 2 above for more details.

Items by more than three Authors

If a publication has more than three authors, give **all** the authors' names in the full reference in the order in which they are listed in the item:

Thornton, T.N., Craf, C.A., Dahlberg, L.L., Lynch, B.S. and Baer, K. (2005) *Youth violence prevention: a sourcebook for community action*. New York: Nova Science Publishers.

In your assignment, give just the name of the first author followed by et al. (Latin for and others) in your citation: (Thornton et al., 2005) or Thornton et al. (2005)

Quotations should be followed by a page number, e.g. (Thornton et al., 2005 p.55) or Thornton et al (2005, p.55). See section 2 above for more details.

Items by an Editor or Compiler

Treat the editor or compiler of a work in the same way as an author and indicate his/her function in brackets, e.g. (ed.), (comp.) in the full reference but not in the text.

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Cited as: Bell, Neary and Stevenson, (2009) or (Bell, Neary and Stevenson, 2009)

Quotations should be followed by a page number, e.g. Bell, Neary and Stevenson, (2009, p.56) or (Bell, Neary and Stevenson, 2009 p.56). See section 2 above for more details.

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If it is unclear who wrote a publication; for example, a dictionary, it is usually referred to in the text by its title and entered in the reference list under its title:

Encarta concise English Dictionary (2001) London: Bloomsbury

Cited as: *Encarta Concise English Dictionary* (2001) or (Encarta Concise English Dictionary, 2001)

Quotations should be followed by a page number, e.g. *Encarta Concise English Dictionary* (2001, p.22) or (Encarta Concise English Dictionary, 2001 p.22). See section 2 above for more details.

Items produced by an Organisation

If a publication is produced by an organisation and no individual is credited as the author, treat the organisation as the author.

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If the organisation is well known by an acronym or its initials, the first time you refer to their item, provide the organisation's full name in your text followed by its abbreviated name in brackets, for example:

...In its updated guidance on the topic the Royal College of Nursing (RCN) (2011) now recommends ...

If you need to refer to the organisation again, refer to it by its abbreviated name. **Use the full name of the organisation in your reference list.**

Quotations should be followed by a page number, e.g. Royal College of Nursing (RCN) (2011, p.45) or (Royal College of Nursing (RCN), 2011 p.45). See section 2 above for more details.

Anonymity in the interests of Confidentiality

You may sometimes need to withhold names in order to preserve confidentiality - such as on school or hospital placements:

School A (Name withheld, 2014) *School Behaviour Policy/website*

School (Name withheld, 2014) *Name of the Policy/website*

Ofsted (year) *Inspection under Section 9 of the Education (Schools) Act 1994: School A (Name Withheld)*

Book Chapters

If you want to refer to a chapter from an edited work, you need to include the details of that chapter and also full details of the book in the reference list. In the text of your assignment you need to cite the author of the chapter and not the editor of the book.

Offe, C. and Ronge, V. (1982) *Theses on the Theory of the State*. In: Giddens, A. and Held, D. (eds.) *Classes, Power and Conflict*. London: Macmillan pp.74-98

Cited as: Offe and Ronge (1982) or (Offe and Ronge, 1982)

Quotations should be followed by a page number. See section 2 above for more details: e.g. Offe and Ronge (1982, p.83) or (Offe and Ronge, 1982 p.83)

If the book is written or compiled by an editor, you should reference the whole book.

British Standards

British Standards Institution (year) *Number and name of the standard* [online]
London: British Standards Institute
Available at:
[Accessed:]

British Standards Institution (2013) *BS EN ISO5526:2013 Cereals, pulses and other food grains. Nomenclature* [online]
Available at: <https://bsol.bsigroup.com>
[Accessed: 5th April 2019]

Case Studies

Author (year) *Title of the case study (case study)* [online] Place of Publication: Publisher
Available at:
[Accessed:]

Tejenda, A. (2011) *The National Strategies: Power of Reading - raising achievement in literacy through enjoyment and creativity* (case study) [online]
Available at:
[Accessed:]

Cited as: Tejenda (2011) or (Tejenda, 2011)

Quotations should be followed by a page number, e.g. Tejenda (2011, p.8) or (Tejenda, 2011 p.8).
See section 2 above for more details:

CDs

Shostakovich, D. (1959) *Cello Concerto No.1*, performed by Maria Klieg and Polish National Symphony Orchestra, conducted by Antoni Wit. [CD] New York: Sony.

Cited as: Shostakovich (1959) or (Shostakovich, 1959)

Chapters in an edited work

To refer to a chapter from an **edited work**, you need to provide both details of the chapter concerned and full details of the book in the reference list. In the text of your assignment, cite the author of the chapter and not the editor of the book.

Offe, C. and Ronge, V. (1982) *Theses on the Theory of the State*. In: Giddens, A. and Held, D. (eds.) *Classes, Power and Conflict*. London: Macmillan pp.74-98

Cited as: Offe and Ronge (1982) or (Offe and Ronge, 1982)

Quotations should be followed by a page number. See section 2 above for more details: e.g. Offe and Ronge (1982, p.83) or (Offe and Ronge, 1982 p.83)

If the book is **not** written or compiled by an editor, you should reference the whole book.

Command Papers

Different abbreviations have been used to identify command papers over the decades. Be sure to use the abbreviation which was in force when the command paper was published, i.e.

Cd. for those published 1900-1918

Cmd. for those published 1919-1956

Cmnd. for those published 1956-1986

Cm. for those published since 1986

Denning, A.T. (1963) *Report in the light of circumstances surrounding the resignation of the former Secretary of State for War, Mr. J.D. Profumo* (Cmnd.2152) London: H.M.S.O.

Home Office (1978) *Reform of Section 2 of the Official Secrets Act 1911* (Cmnd.7285) London: H.M.S.O.

Report and Evidence of the Committee on Section 2 of the Official Secrets Act 1911 4 vols. (Cmnd. 5104) London: H.M.S.O., 1972

Computer Programs

The program is normally referred to by its name in the text without mention of its release date. Include the version or release number in the reference list entry.

Conference Papers

Palmer, M. (2008) Maths and Dyslexia. *Proceedings of the British Society for Research into Learning Mathematics* [online], East Anglia. 28 March v.28, (1) pp.41-46

Available at:

[Accessed:]

Cited as: Palmer (2008) or (Palmer, 2008)

Quotations should be followed by a page number, e.g. Palmer (2008, p.43) or (Palmer, 2008 p.43). See section 2 above for more details:

Conference Proceedings

Brown, M. Askew, M. Millet, A. (2003) How Has the National Numeracy Strategy Affected Attainment and Teaching in Year 4? *Proceedings of the British Society for Research into Learning Mathematics* [online], Oxford, 7 June v.23 (2) pp.13-18

Available at: <http://www.bsrlm.org.uk/informalproceedings.html>

[Accessed: 5th April 2019]

Cited as: Brown, Askew and Millet (2003) or (Brown, Askew and Millet, 2003)

Quotations should be followed by a page number, e.g. Brown, Askew and Millet (2003 p.14) or (Brown, Askew and Millet, 2003 p.14). See section 2 above for more details:

Conversations

Surname, Initial (year) Conversation with Name of Person. Date of the conversation.

Note that none of the details should be set in italics.

Court cases

This advice is intended for students in subject areas other than law who need to refer to court cases relatively infrequently. Law students should normally provide OSCOLA style references when citing legal authorities.

Format for in-text citations: (Names of parties involved, Year)

Examples (R v Jones, 2009)

or

In R v Jones (2009) ...

Full reference: Names of parties involved (Year) *Standard abbreviated name of law report*, volume number (if available), pages (if available)

Example: R v Jones [2009] *EWCA Crim* 120

Standard abbreviations of titles and the full forms of standard title abbreviations are available from <http://www.legalabbrevs.cardiff.ac.uk/>

Interfile full references to court cases in your reference list under the first party to the case.

Dance Performances from a collection on a DVD

You may want to cite an individual dance which is part of a compilation on a DVD or from an online source.

Choreographer (original year of performance) Title of the /dance. In: *Title of the compilation* (year) [online video/DVD] Place of Publication: Publisher

Available at: www.....

[Accessed:]

Dudley, J. (1934) Harmonica Breakdown. In: *The New Dance Gala Historical Concert Retrospective 1930s-1970s* (2008) [online DVD] Dallas: Dancetime Publications

Available at: <http://daiv.alexanderstreet.com/view/1630420>

[Accessed: 22nd October 2019]

Cited as: Dudley (1934) or (Dudley, 1934)

Dictionary definitions

If you are referring to a definition rather than the whole dictionary:

English Oxford Dictionary (2018) *Stigma* (definition) [online]

Available at: <https://en.oxforddictionaries.com/definition/stigma>

[Accessed: 24th April 2019]

Cited as: English Oxford Living Dictionaries (2018)

DVDs

Eat, Pray, Love (2010) [DVD] Directed by Ryan Murphy. USA: Columbia Pictures (133 mins)

Shostakovich, D. (1959) *Cello concerto no.1, performed by Maria Klieg & Polish National Symphony Orchestra, conducted by Antoni Wit*. [CD]. New York: Sony.

Extract from DVD/online video:

Title of the film/Video/DVD (year) [format] Directed by..... Place of Production: Production Company. Start-end time of extract using 24 hour clock

The following example is a 2 minutes and 5 seconds extract from a film:

Million Dollar Baby (2005) [extract, Film] Directed by Clint Eastwood. USA: Warner Brothers. (148 mins) 00:04:30 - 00:06:35 mins

Cited as: (Million Dollar Baby, 2005)

You may want to **quote a specific section** from the DVD so use the 24 hour clock to indicate the starting point: e.g. Million Dollar Baby (2005: 00:04:30) or (Million Dollar Baby, 2005: 00:04:30)

Format could be: [extract, DVD] [extract, online video] [extract, Film]

eBooks

A reference to an electronic book should include the same details as one to a printed book but you need to include some additional information:

[online] –this indicates the format of the item

Available at: Web location/ URL -this is a link or web address for the item

[Accessed] – the date on which you looked at the item

Bell, J. (2014) *Doing your research project* [online] 6th ed. Maidenhead: Open University Press

Available through: <http://www.dawsonera.com>

[Accessed: 19th June 2019]

Cited as: Bell (2014) or (Bell, 2014)

Quotations should be followed by a page number, e.g. Bell (2014, p.22) or (Bell, 2014 p.22). See section 2 above for more details.

Email messages

Sender Surname, Initial (email address) date of the email

Title of the email. Email to Name of Recipient (recipient's email address)

Fealey, J. (J.Fealey@ljmu.ac.uk) 23rd January 2014

Updating Harvard. Email to Rob Caley (R.J.Caley@ljmu.ac.uk)

Cited as: Fealey (2014) or (Fealey, 2014)

Excel Spreadsheet

Department of Health (2012) *NDNS Headline Results From Year 1, 2 and 3 Combined* (Excel spreadsheet) [online]

Available at: <https://www.gov.uk/government/statistics/national-diet-and-nutrition-survey-headline-results-from-years-1-2-and-3-combined-of-the-rolling-programme-200809-201011>

[Accessed: 18th September 2019]

Cited as: Department of Health (2012) or (Department of Health, 2012)

Use the line number or cell number to pinpoint specific information:

Department of Health (2012, line 10)

Department of Health (2012, B22)

Extracts from a CD/DVD/Film/Video

You may want to refer to a specific part or extract from a full length item. You should reference the item in the following way providing the starting point within the film/track and the end time of the extract.

Extracts from a DVD/online video:

Title of the film/Video/DVD (year) [format] Directed by..... Place of Production: Production Company. Start-end time of extract using 24 hour clock

The following example is a 2 minutes and 5 seconds extract from a film:

Million Dollar Baby (2005) [extract, Film] Directed by Clint Eastwood. USA: Warner Brothers. (148 mins) 00:04:30 - 00:06:35 mins

Cited as: (Million Dollar Baby, 2005)

You may want to **quote a specific part** from the DVD so use the 24 hour clock to indicate the starting point: *Million Dollar Baby* (2005: 00:04:30) or (Million Dollar Baby, 2005: 00:04:30)

Format could be noted as: [extract, DVD] [extract, online video] [extract, Film]

Extracts from a journal article online

Author (year) Title of the article [extract]. *Title of the Journal in italics* [online], v. (issue), p-p
Available at:
[Accessed:]

Cited as: Author (year) or (Author, year)

Quotations should be followed by a page number, e.g. Author (year, p.?) or (Author, year p.?). See section 2 above for more details.

Films

It is usually sufficient to quote the film's title in the text of an essay. Include the date only if more than one film with the same title has been made. The entry in your reference list should include the director's name, country of origin and length.

A Star is born (1927) [film] Directed by Victor Sjostrom. USA: MGM (87 mins)

Into the Wild (2007) [Film] Directed by Sean Penn. USA: MGM (148 mins)

Cited as: Into the Wild (2007) or (Into the Wild, 2007)

You may want to **quote a specific section** - use the 24 hour clock to indicate the starting point:
Into the Wild (2007: 00:22:30) or (Into the Wild, 2007: 00:22:30)

Government Reports

Government reports often have such long titles that they are commonly known by the name of the Chairman of the committee responsible. However, you should always give the full official title of the report in a reference. You can include the popular title, if you wish

Department of Health (1996) *Choice and opportunity. Primary care: the future. Presented to Parliament by the Secretary of State for Health by Command of Her Majesty* [online]
Available at: <http://www.open.gov.uk/doh/pcwp.htm>
[Accessed: 15th April 2019]

Cited as: Department of Health (DoH) (1996) or (Department of Health (DoH), 1996)

Quotations should be followed by a page number. See section 2 above for more details: e.g. Department of Health (DoH) (1996. p.44) or (Department of Health (DoH), 1996 p.44)

Use the abbreviation next time you cite this: (DoH, 1996) or DoH (1996)

Rose, J. (2006) *Independent Review of the Teaching of Early Reading: final report* [online]
Available at: <https://www.education.gov.uk/publications/eOrderingDownload/0201-2006PDF-EN-01.pdf>
[Accessed: 23rd January 2019]

Cited as: Rose (2006) or (Rose, 2006)

Quotations should be followed by a page number, e.g. Rose (2006, p.33) or (Rose, 2006 p.33). See section 2 above for more details.

Graphs

Author (year) *Title of the Book*. Place of Publication: Publisher

Author (year) *Title of the document* [online]

Available at:

[Accessed: ????]

Cited as: (Author, year p.??)

You could provide the title of the graph under the image followed by the author and year.

Guests/Visiting speakers from a commercial company

Speaker's Name, (Year) *Presentation title*. [Guest Speaker from ???] Place of presentation. Full date of presentation.

Cited as: Speaker (year)

Images – online

For images found on the internet the required elements for a reference are:

Author or owner of website (Year image created). *Title of work*. [type of medium]

Available at: include web site address/URL

[Accessed: date]

Coca Cola (2007) *New Coke logo* [online image]

Available at: [http://www.thecoca-](http://www.thecoca.com/presscenter/img/imagebrands/downloads/lg_new_coke_logo.jpg)

[colacompany.com/presscenter/img/imagebrands/downloads/lg_new_coke_logo.jpg](http://www.thecoca.com/presscenter/img/imagebrands/downloads/lg_new_coke_logo.jpg)

[Accessed: 24th March 2012]

Cited as: (Coca Cola, 2007)

If there is no date use (n.d.) which is short for no date

Images – online no author credited

Where the author is not known, begin the reference with the title of the work

Alcoholic Beverages [online image] (n.d.)

Available from: www.microsoft.com

[Accessed: 25th January 2019]

Cited as: (Alcoholic Beverages, n.d.)

Images online – no title

Where none of the usual details such as author, date, or image title are known, try to find the filename of the image, for example by right clicking and looking at the properties of the file.

If none of the above is available begin the reference with the subject and title of the work. Put square brackets around the title to indicate it is one which you have chosen and not the "official title".

[*Child placing gauze over knee wound*] [image online] (n.d.)

Available at: [http://www.dadpal.com/2009/12/wounds-care-help-and-wound-](http://www.dadpal.com/2009/12/wounds-care-help-and-wound-vac-herapy.html)
[vac-herapy.html](http://www.dadpal.com/2009/12/wounds-care-help-and-wound-vac-herapy.html)

[Accessed: 23rd August 2019]

Cited as: (Child placing gauze, n.d.)

Industry/Trade Magazines or Publications Articles

Some trade or industry produced magazines do not have authors attributed to articles/news/pieces. In these cases treat the name/title of the magazine as the author and the title of the piece as the article title.

Title of the Magazine (year) Title of the article. *Title of the Magazine* [online], date of publication

Available at:

[Accessed:]

Travel Bulletin (2012) New Research Finds Industry Could Do More To Help Disabled People. *Travel Bulletin* [online], 5 October, no.1797, p.3

Available at

[Accessed: ...]

Cited as: (Travel Bulletin, 2012)

Interviews

Face-to-Face interviews

Name of Person Interviewed (year) Interview by name of interviewer. Place, date

Blair, T. (2009) Interview by Jeremy Paxman. London. 22nd September

Cited as: Blair (2009) or (Blair, 2009)

Radio interviews

Name of Person Interviewed (year) Title of the interview if any [interview by name of Interviewer]

Title of the Broadcast [online], Place, date

Blair, H. (2009) Being a Mother at Forty [interview by Jane Smith] *Woman's Hour* [online], BBC Radio 4, 18th September

Available at:

[Accessed:]

TV interviews

Name of Person Interviewed (year) title of the interview if any [interview by name of Interviewer]

Title of the Broadcast [online], Place, date

Rogers, B. (2014) Interviewed for *SkySports* [TV Programme], SkyNews, 18th January

Available at:

[Accessed:]

Dooley, S. (2013) Interviewed on *Breakfast News* [online video], 3rd January

Available at:

[Accessed:]

Journal Articles

Checklist of the details to include in a reference for a journal article:

Author's name – Last name and initials

Year of publication - in brackets

Title and subtitle (if any) of the article.

Title of the journal - normally underlined or set in italics

volume and part or other details of the issue, inclusive page numbers

Journal volume, part or issue and page numbers can be presented in a number of different ways, e.g.

6(4), 30-31 or V.6(4), pp.30-31 or Vol.6, part 4, pp.30-31

Choose one of these styles and use it consistently.

Follow the guidance on multiple authors, if the article is written by more than one person.

Journal Articles - Advanced Access/Publication

Some journal articles are published online prior to their print or final publication date. These are typically called Advanced Access or Online First Articles.

When they are first made available these articles **often do not have volume, issue or page details** and only have a DOI or “digital object identifier”. The DOI is unique to that article and remains the same once the article is assigned to a volume and issue with page numbers.

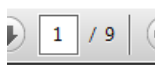
Author (year) Title of the article. *Title of the Journal* [First Published online Date]. DOI
[Accessed:]

Ross, M. (2013) Stereoscopic Visuality: where is the screen, where is the film? *Convergence: The International Journal of Research into New Media Technologies*. [First published online July 22, 2013] DOI: 10.1177/1354856513494178
[Accessed: 8th September 2019]

Cited as: Ross (2013) or (Ross, 2013)

Quotations should be followed by a a page number. See section 2 above for more details, e.g. Ross (2013, p.407) or (Ross, 2013 p.407).

If there are no page numbers on the PDF use the numbers provided in the PDF tool bar



Journal Article – electronic copy

Some journals are only published electronically so you need to include additional details in a reference:

[online] –this indicates the format of the item

Web location/URL - this is a link or web address for the article

[Accessed:] – the date on which you looked at the article

Strommen, L. and Mates, B. (2004) Learning to love reading: interviews with older children and teens. *Journal of Adolescent and Adult Literacy* [online], v.48 (3) pp.188-200.

Available at:

<http://search.ebscohost.com/login.aspx?direct=true&db=edsjaf&AN=edsjaf.10.2307.40009180&site=eds-live>

[Accessed: 10th February 2019]

Cited as: Strommen and Mates (2004) or (Strommen and Mates, 2004)

Quotations should be followed by a page number. See section 2 above for more details: e.g. Strommen and Mates (2004, p. 195) or (Strommen and Mates, 2004 p.195)

Journal Article from a database

Reichard, R. and Johnson, S.K. (2011) Leader self-development as organizational strategy. *The Leadership Quarterly* [online], 22 (1), pp.32-42

Available through ScienceDirect

[Accessed: 18th April 2019]

Or

Reichard, R. and Johnson, S.K. (2011) Leader self-development as organizational strategy. *The Leadership Quarterly* [online], 22 (1), pp.32-42

DOI: 10.1016/j.leaqua.2010.12.005

[Accessed: 18th April 2019]

Cited as: Reichard and Johnson (2011) or (Reichard and Johnson, 2011)

Quotations should be followed by a page number, e.g. Reichard and Johnson (2011, p.39) or (Reichard and Johnson, 2011 p.39). See section 2 above for more details.

DOIs provide static links to journal articles, conference papers and some other electronic publications produced by many publishers and organisations. They are usually included in headers or footers of PDFs of articles and included on the web page from which the PDF is available.

Equipped with a DOI a reader can access the item via the website at <http://dx.doi.org/>

Journal articles without volume, issue or page details

Some journals do not have volume, issue or page details and only have a DOI or “digital object identifier”. These are usually articles which have been published online prior to their print or final publication date. These are typically called Advanced Access or Online First Articles:

Author (year) Title of the article. *Title of the Journal* [First Published online Date]. DOI
[Accessed:]

Alternatively, some published journals replace volume numbers with seasons and pages, in which case use those.

Author (year) Title of the article. *Title of the Journal* [online], season/month, pages
Available at:
[Accessed:]

Journal Articles - print copy

Reichard, R. and Johnson, S.K. (2011) Leader self-development as organizational strategy. *The Leadership Quarterly*, 22 (1), pp.32-42

Franke, F.R. and Chasim, B. (1981) Peasants, peanuts, profits and pastoralists. *Ecologist*, v.11 (4), pp.156-168

Cited: Franke and Chasim (1981) or (Franke and Chasim, 1981)

Quotations should be followed by a page number, e.g. Franke and Chasim (1981, p.159) or (Franke and Chasim, 1981 p.159). See section 2 above for more details.:

Lectures

Lecture - not the notes but the actual words spoken:

Lecturer's Surname, Initial(s). (year) *Title of the lecture*. Liverpool John Moores University. Date of the lecture.

Lecturer's Notes

Always check with your lecturer to make sure that you can use these.

Lecturer's Name (year) title of the lecture. *Module code and title of Module* [online]
Available at:
[Accessed:]

Smith, J. (2011) Missing link. *ECL2999 Progression and curriculum* [online]
Available at: <https://canvas.ljmu.ac.uk/>
[Accessed: 18th March 2019]

Cited as: Smith (2011) or (Smith, 2011)

Letters

References should begin with the name of the person sending the letter. Note that no details in the reference are set in italics.

Adamson, P. (1968) Interview by author, London 17 April

Kinnock, N. (1986) Letter to author, 12 August

Cited as: Kinnock (1986) or (Kinnock, 1986)

Live Performances

Dance

Choreographer (date of premiere) *Title*. [Date seen and location]

Alston, R. (22nd June, 1990) *Soda Lake* [19th September, 2003 Covent Garden]

Cited as: Alston (1990) or (Alston, 1990)

Concert

Composer or Band (year of performance) *Title*. [Date seen and location]

The Killers (2013) *Battle Born World Tour* [17th February, 2013 Manchester Arena]

Cited as: The Killers (2013) or (The Killers, 2013)

Maps

Author/Compiler/Producer name (year of publication) *Title of map*, sheet number, scale. Place of Publication: Publisher (Series)

Ordnance Survey (2001) *Clare, Limerick, Tipperary*, sheet 65, 1:50,000, Dublin: Ordnance Survey (Discovery Series)

Cited: (Ordnance Survey, 2001)

Marketing Reports

Mintel (year) *Title of the Report* [online]
Available at: <http://academic.mintel.com>
[Accessed:]

Memoranda

Author (year) *Title of the memo* (Memorandum) [submitted to] [online]
Available at:
[Accessed:]

Teacher Support Network (2010) *Behaviour and Discipline in Schools* (Memorandum) [submitted to Education Select Committee] [online] House of Commons Session, 2010-2011
Available at: www....
[Accessed: 2nd October 2019]

Cited as: Teacher Support Network (2010) or (Teacher Support Network, 2010)

MP3s

You may not always be able to find the place of publication or the publisher but these details should be included when possible.

Artist (year) Title of the song. *Title of the Album* [MP3] Place of Publication: Publisher
Available at: www.....
[Accessed:]

The Feeling (2006) Love It When You Call. *Twelve Stops and Home* [MP3]
Available at:
[Accessed:]

Cited as: (The Feeling, 2006)

Tracks from a compilation album

Reed, L. (2003) Perfect Day. In: *Essential Rock: Definitive Rock Classics and Power Ballads* (2009) [MP3] New York: Sony Music

Multi-volume works

Crossman, R. (1975-1977) *Diaries of a Cabinet Minister*. 3 vols. London: Hamish Hamilton

Citing: include the volume number if referring to a page

e.g. (Crossman, 1975-1977, 1:132)

One volume in a multi-volume set without an individual volume title:

Barr, A. and Feigenbaum, E.A. (1981) *The Handbook of artificial intelligence*. Vol. 2. Stanford: Heuris Tech Press

Cited as: Barr and Feigenbaum (1981) or (Barr and Feigenbaum, 1981)

If the volume has an individual title:

Hollis, D. (1980) *Animal identification: a reference guide. Vol.3: Insects*. London: British Museum (Natural History)

Music Compilation - single tracks

Artist (original year of performance) Title of the song/dance etc. In: *Title of the compilation* (year) [online video/DVD] place of publication: Publisher
Available at: www.....
[Accessed:]

Reed, L. (2003) Perfect Day. In: *Essential Rock: Definitive Rock Classics and Power Ballads* (2009) [MP3] New York: Sony Music

Cited as: Reed (2003) or (Reed, 2003)

National Curriculum documents

Individual parts of the National Strategies:

Name of Department (year) *The National Strategies for Primary: title of the part if there is one* [online]
Available at:
[Accessed:]

Department for Education (2013) *The National Curriculum in England: subtitle* [online]
Available at:
[Accessed:]

Cited as: Department for Education (2013) or (Department for Education, 2013)

If you are going to cite this source more than once, you can abbreviate the name of the government department providing you have used the full name first and indicated the abbreviation:

Department for Education (DfE) (2013) or (Department for Education (DfE), 2013)

Quotations should be followed by a page number. See section 2 above for more details: e.g. Department for Education (DfE) (2013, p.24) or (Department for Education (DfE), 2013 p.24)

Newspaper Articles

Electronic copy:

Hooper, J. (1997) Collision in Mediterranean kills 280. *The Observer* [online], 5th January 1997
Available at: <http://www.observer.co.uk>

[Accessed: 15th April 2019]

Cited as: Hooper (1997) or (Hooper, 1997)

Quotations: you can use the paragraph or line number to pinpoint information: Hooper (1997, para.3) or (Hooper, 1997 line 22)

Print copy

White, J. (1992) Liverpool's most valuable home draw. *The Independent*, 2nd October, pp.12

Cited as: White (1992) or (White, 1992)

Quotations should be followed by a page number, e.g. White (1992, p.12) or (White, 1992 p.12). See section 2 above for more details.

News Websites

BBC News (2012) *One in six young people not in education* [online]

Available at: <http://www.bbc.co.uk/news/education-19342998>

[Accessed: 29th August 2019]

Cited as: BBC News (2012) or (BBC News, 2012)

Quotations: you can use the paragraph or line number to pinpoint information: BBC News (2012, para.3) or (BBC, 2012 line 8)

If an article has no author, begin the reference with the title of the newspaper or website.

No publication date

If you cannot find a date of publication anywhere on the item, insert n.d. (short for no date) in place of the year.

Elliott, K. and Wright, D. (n.d.) *Studying the professional way*. London: Northwick

Cited as: Elliot and Wright (n.d.) or (Elliot and Wright, n.d.)

Quotations should be followed by a page number, e.g. Elliot and Wright (n.d., p.33) or (Elliot and Wright, n.d. p.33). See section 2 above for more details.

Online Documents/PDFs

Author (year) *Title of the document* [online]

Available at: www....

[Accessed:]

National Reading Panel (2000) *Teaching Children to Read* [online]
Available at: <http://www.nationalreadingpanel.org/Publications/publications.html>
[Accessed: 27th January 2019]

Cited as: National Reading Panel (2000) or (National Reading Panel, 2000)

Quotations should be followed by a page number. See section 2 above for more details: e.g. National Reading Panel (2000, p.33) or (National Reading Panel, 2000 p.33)

Online Video

Author (year) *Title of the video* [online video]
Available at:
[Accessed:]

Gray, C. (1991) *What are Social Stories?* [online video]
Available at: <http://www.thegraycenter.org/social-stories/what-are-social-stories>
[Accessed: 30th March 2013]

Robinson, K. (2006) *Do Schools Kill Creativity?* [online video]
Available at: https://www.ted.com/talks/ken_robinson_says_schools_kill_creativity/transcript
[Accessed: 18th March 2019]

Paintings

Artist (year) *title of the work* [medium] City: Gallery or Collection that houses the work.

Waterhouse, J. (1888) *The Lady of Shalott* [oil on canvas] London: Tate Britain

Artist (year) *Title* [online]
Available at : web address/URL
[Accessed: date]

Waterhouse, J. (1888) *The Lady of Shalott* [online]
Available at: <http://www.tate.org.uk/art/artists/john-william-waterhouse-583>
[Accessed: 2nd April 2019]

Cited as: Waterhouse (1888) or (Waterhouse, 1888)

Parliament: Speech or Contribution to Debate

Hansard is the official record of debates and speeches made in the House of Commons and the House of Lords. This is how to reference an online version:

Commons Hansard Debates [online], 14th March 2014, cols 227-268WH
Available at: www.publications.parliament.uk/pa/cm201314/

[Accessed: 27th July 2019]

Cite as: (Commons Hansard Debates, 2014)

If you are referring to a specific area include the column number within your citation. For example:

(Commons Hansard Debates, 2014 col. 228)

Churchill, W.S. (1945) Speech to the House of Commons, 18 January. *Parliamentary Debates, Commons*, 5th series, Vol. 407 (1944-45), cols. 425-446

Cited as: Churchill (1945) or (Churchill, 1945)

Quotations should be followed by column rather than page numbers, e.g. (Churchill, 1945 col. 425) or Churchill (1945, col. 425) ...

Colleen Fletcher (MP) (2016, col.1734) stated ...

Fletcher, C. (2016) Energy and Climate Change. *House of Commons Hansard Debates* [online], 24th March 2016, cols.1734-1772 Available at:

<https://publications.parliament.uk/pa/cm201516/cmhansrd/cm160324/debtext/160324-0001.htm#16032433000005>

[Accessed: 26th July 2019]

PDFs available online

Author (year) *Title of the document* [online]

Available at: www....

[Accessed:]

National Reading Panel (2000) *Teaching Children to Read* [online]

Available at: <http://www.nationalreadingpanel.org/Publications/publications.html>

[Accessed: 27th January 2019]

Cited as: National Reading Panel (2000) or (National Reading Panel, 2000)

Quotations should be followed by a page number, e.g. National Reading Panel (2000, p.33) or (National Reading Panel, 2000 p.33). See section 2 above for more details:

Personal Diary/Journal

Surname, Initial (year) *Personal Journal/Diary*. Unpublished work.

Photographs

Artist/Photographer (Year of production) *Title of image*. [type of medium]

Available at: web site address/URL
[Accessed: date]

Parr, M. (1985) *The last resort 25* [online image]
Available at: <https://www.tate.org.uk/art/artworks/parr-the-last-resort-25-p78703>
[Accessed: 16 July 2019]

Cited under the photograph as: (Parr, 1985)

Podcasts

Broadcaster/Author (year) *Programme title, Series Title*. (if relevant) [podcast]
date of transmission.
Available at: include web site address/URL
[Accessed date].

National Museums Liverpool (2011) *A cadet from "SS Politician" remembers*. [podcast] February 2011.
Available at: <http://www.liverpoolmuseums.org.uk/podcasts/politician-cadet.aspx>
[Accessed: 14th April 2019]

Cited as: (National Museums Liverpool, 2011)

PowerPoint Presentations

Author (year) *Title of the PowerPoint* [online PowerPoint]
Available at:
[Accessed:]

PowerPoint presentations from lectures

Smith, J. (2011) Missing link. *ECL2999 Progression and Curriculum* [online PowerPoint]
Available at: <https://canvas.ljmu.ac.uk/>
[Accessed: 18th March 2019]

Cited as: Smith (2011) or (Smith, 2011)

Quotations: you can use the slide number to pinpoint information: Smith (2011, slide 4) or (Smith, 2011 slide 4)

PowerPoint presentation from a conference (online)

Maynard, T. (2010) Letting Go: child-led learning in the outdoor environment. *TACTYC 2010 Conference Grounds for Play: Exploring Risk in the Outdoor Early Years Environment* [online PowerPoint] Novotel: Birmingham. 13th November, 2010.

Available at: <http://www.tactyc.org.uk/conferences/conference-131110.asp>
[Accessed: 2nd October 2019]

Cited as: Maynard (2010) or (Maynard, 2010)

Press Releases

Issuing Body (2011) *Title of the paper/press release* [online], date of release
Available at: www...
[Accessed]

Department for Education (2010) *Gove: Teachers, not politicians, know how best to run schools.*
[online], 26 May 2010
Available at: <http://www.education.gov.uk/inthenews/pressnotices/a0061085/gove-not-politicians-know-how-to-run-schools>
[Accessed: 12th September 2019]

Radio Programmes

Woman's Hour: Campaigning women (2012) [Radio Programme online] BBC Radio 4, 31st December.
Available at: <http://www.bbc.co.uk/programmes/b01phf4h>
[Accessed: 2nd April 2019]

Brigs, D. (2013) Risk and Tourism [interview by Laurie Taylor] *Thinking Allowed* [online], BBC Radio 4, 18th September
Available at: <http://www.bbc.co.uk/programmes/b03b2j75>
[Accessed: 28th September, 2019]

Reports

OFSTED reports

Burke, B. (1995) *Inspection under section 9 of the Education (Schools) Act 1994: Bedford High School, Manchester Road, Leigh. WN7 2TY* [online]
Available at: <http://www.open.gov.uk/ofsted/pdf/3594019.pdf>
[Accessed: 26th November 2019]

Mintel (year) *Title of the report in italics* [online]
Available at:
[Accessed:]

Government Research Reports

Author (year) *Title of the document* (Research Report number) [online]
Available at:

[Accessed:]

Rose, J. (2006) *Independent Review of the Teaching of Early Reading: final report* [online]
Available at: <https://www.education.gov.uk/publications/eOrderingDownload/0201-2006PDF-EN-01.pdf>

[Accessed: 23rd January 2019]

Cited as: Rose (2006) or (Rose, 2006)

Quotations should be followed by a page number, e.g. Rose (2006, p.24) or (Rose, 2006 p.24). See section 2 above for more details.

Secondary References

You may want to refer to a work you found quoted by another author. Always be sure to add a note including a page number to the reference in your assignment, so that it is clear that you have not consulted the original source.

Provide a reference to the item you have read in your reference list. The reader can then use that information and the page number noted in your assignment to trace full details of the item.

For example, you have read a book by Jones and he refers to a book on page 24 written by Smith in 2003. Jones is the **book you have read**, so that is the item which should appear in your reference list.

According to Smith (1993 cited in Jones, 2003 p.24) social ...

It was argued (Smith, 1993 cited in Jones, 2003 p.24) that social change....

Jones, R. (2003) *Social Change and Educational Reform*. London: Routledge

Secondary References to abstracts

You may occasionally want to refer in your assignment to an item you uncovered during a literature search, but have not read in full. Include the abstract number in the reference to indicate that you are working from the abstract not the full document.

Spanos, N.P. (1992) A comparison of hypnotic and nonhypnotic treatments for smoking.
Imagination, Cognition and Personality, V.12 (1), pp.23-43

(From PsycINFO, [online] Abstract No. 1993-11137-001)

[Accessed: 1st September 2019]

Cited as: Spano (1992) or (Spano, 1992)

Social Media

**** Social Media are not** generally regarded as academic sources; check with your lecturer to see if they are an acceptable source to use for a particular assignment.

Name of Facebook Account Holder (year) *Name of the Page* [Facebook]

Available at:

[Accessed: ?????]

Author of the Tweet (year) *Content of the tweet in italics* [Twitter], date and month of post

Available at:

[Accessed: ???]

Speeches

In Parliament

Churchill, W.S. (1945) *Speech to the House of Commons, 18 January*. Parliamentary Debates, Commons, 5th series, Vol. 407 (1944-45), cols. 425-446

Cited as: Churchill (1945) or (Churchill, 1945)

Quotations should be followed by column numbers rather than page numbers, e.g. (Churchill, 1945 col. 425) or Churchill (1945, col. 425)

Visiting speaker from a particular company

Speaker's Name, (Year) *Presentation title*. [Guest Speaker from.....] Place of presentation. Full date of presentation.

Online

King, M.L. (1963) *I Have a Dream*, speech 28 August, Washington D.C. [online]

Available at: <http://www.mlkonline.net/dream.html>

[Accessed: 5th April 2019]

Cited as: King (1963) or (King, 1963)

Quotations: you can use the paragraph number or line number if no page number is available: King (1963, para.4) or (King, 1963 para. 4) King (1963, line 3) or (King, 1963 line 3)

Statutory Instruments (SI)

Education (School Teacher Performance Management) (England) *Regulations 2006*, [online] (SI 2006/2661). London: The Stationery Office.

Available at: www.legislation.gov.uk/uk/si/2006/2661/pdfs/uk/si_20062661_en.pdf

[Accessed: 18th March 2019]

Theses/Dissertations

Author (year) *Title of thesis*. Level of study, place of study.

Hull, A.P. (1988) *Changing Patterns of Accessibility and Mobility in Sixteen Parishes in East Kent, 1973-1982*. Unpublished Ph.D. thesis, Liverpool Polytechnic.

Translations of old texts

As it is a translation and there are amendments or changes you must acknowledge who translated the text.

Piaget, J. (1968) *Genetic Epistemology* (lecture translated by Eleanor Duckworth) [online]
Available at: https://openlibrary.org/books/OL13572363M/Genetic_epistemology.
[Accessed: 22nd June 2019]

Cited as: Piaget (1968) or (Piaget, 1968)

TV Programmes

It is usual to give the title, country of origin, channel, transmission date, if possible, and episode title, if appropriate.

Why Poverty? Part 4, Park Avenue: money, power and the American dream. [TV programme] BBC4, 27th November 2012

Porrit, J. (1991) Interview by Jonathan Dimbleby *Panorama* [TV programme] BBC1, 18th March

Details of the director and scriptwriter may be included, if significant:

Blackeyes. d. Ken Trodd, scr. Denis Potter UK. [TV programme] BBC, 23 September 1989

Documentary films may be listed under the name of the director or production company:

BBC and OU Productions (1991) *Environment* (U206), programme 6 [video] London: BBC

Unpublished Works

Reference unpublished works in the usual way according to their format but include a note to indicate that the item is unpublished:

Hull, A.P. (1988) *Changing Patterns of Accessibility and Mobility in Sixteen Parishes in East Kent, 1973-1982*. Unpublished Ph.D. Thesis, Liverpool Polytechnic.

Updated/Amended old texts

Since the text has been changed, provide the updated date and acknowledge the original year of publication in a note after the title:

Locke, J. (2007) *An Essay Concerning Human Understanding. Book II: Ideas* (Original published 1690: amended and updated by Jonathan Bennett) [online]
Available at: <http://www.earlymoderntexts.com/assets/pdfs/locke1690book2.pdf>
[Accessed: 27th April 2019]

Videos available online

Author (year) *Title of the video* [online video]
Available at:
[Accessed:]

Gray, C. (1991) *What are social stories?* [online video]
Available at: <http://www.thegraycenter.org/social-stories/what-are-social-stories>
[Accessed: 30th March 2019]

Cited as: Gray (1991) or (Gray, 1991)

You may want to **quote a specific section**. Use the 24 hour clock to indicate the starting point:
Gray (1991: 00:29:45) or (Gray, 1991: 00:29:45)

Webpages

Author (year) *Title of the webpage* [online]
Available at:
[Accessed:]

GOV.UK (2016) *Types of school* [online]
Available at: <https://www.gov.uk/types-of-school/overview>
[Accessed: 16th July 2019]

Cited as GOV.UK (2016) or (GOV.UK, 2016)

Quotations: you can use the paragraph number or line number to pinpoint specific information
there are no page numbers:

GOV.UK (2016 para.4) or (GOV.UK, 2016 para.4)

GOV.UK (2016 line 10) or (GOV.UK, 2016 line 10)

Documents/PDFs found on a webpage – this is for a report on a webpage which is a PDF

Authorship or Source (year) *Title of web document or web page* [online], date of latest update, if available
Available at: web site address/URL
[Accessed:]

Department for Education (2010) *Children and young people* [online]
Available at: <http://www.education.gov.uk/childrenandyoungpeople>
[Accessed: 19th April, 2019]

Cited as: Department for Education (2010) or (Department for Education, 2010)

Reports/documents have page numbers so any quotes should be followed by a page number from the PDF (See section 2 above for more details), e.g. Department for Education (2010, p.29) or (Department for Education, 2010 p.29)

Sometimes there is **no named person** on the document. In this case you should treat the website owner as the author.

Webpage articles

If you want to refer to an article written on a website and there is an author **named**, your reference would follow this example:

McDonough, K. (1999) Television is not bad for my daughter (Letter to the Editor). *Massachusetts News* [online], September 1999
Available at:
[Accessed: 25th September 2019]

Cited as (McDonough, 1999) or McDonough (1999)

Quotations: you can use the paragraph or line number: McDonough (1999 para.2) or (McDonough, 1999 line23)

BBC News (2012) *One in six young people not in education* [online] 22nd August 2012
Available at: <http://www.bbc.co.uk/news/education-19342998>
[Accessed: 3rd August 2019]

BBC News (2017, para.8)

If it **doesn't** have a named author, treat the webpage owner as the author.

Web pages often have very long URLs/addresses. In these cases we recommend that you include just the basic URL/address in a reference, i.e. as far as the first forward slash.

YouTube Videos

Screen name of contributor (year) *Video Title*, Series Title if relevant [online video]
Available at: include web site address/URL
[Accessed:]

UNICEF (2007) *Article 28* [online video]

Available at: <http://www.youtube.com/watch?v=zWo0aYvx7xk&feature=relmfu>
[Accessed: 19th April 2019]

Cited as: UNICEF (2007) or (UNICEF, 2007)

If you wish to **quote a specific section** of a video, use the 24 hour clock to indicate the starting point, e.g. UNICEF (2007: 00:29:45) or (UNICEF, 2007: 00:29:45)

For further help and advice on Harvard referencing please contact your Academic Liaison Librarian.

Guide Updated: October 2019

Rob Caley and Jackie Fealey