

“ “Cite them right:
referencing made easy” ”

Richard Pears and Graham Shields

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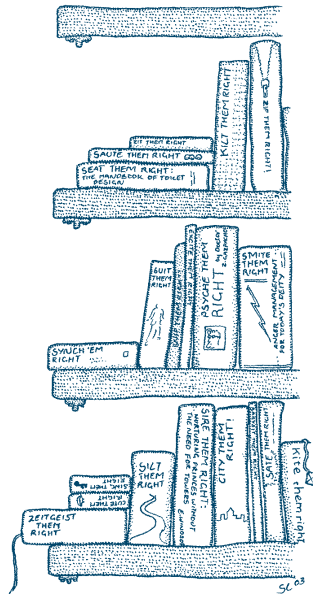
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“ In this world of internet information the use of scholarly documents has plummeted and the use of undependable web resources has soared. ”

Cornell University (2003) Newswise.

Available at:

<http://www.newswise.com/articles/2003/2/WEBCITE.CNS.html>

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I. Introduction

What is referencing and why should you reference?

When writing a piece of work, whether essay, seminar paper, dissertation or project it is essential that detailed and precise information on all sources consulted is included in the text and in the reading list at the end of the piece. This allows the reader to locate the information used and to check, if necessary, the evidence on which any discussion or argument is based. References and citations should, therefore, enable the user to find the source of documents as quickly and easily as possible.

You need to identify these documents by making reference to them — both in the text of your assignment (called in-text referencing) and in a list at the end of your assignment (called the reference list or end-text referencing). The reference list only includes sources cited in the text of your assignment as in-text references. It is not the same thing as a bibliography, which uses the same format or reference system as a reference list, but also includes all material used in the preparation of your assignment. Thus, a bibliography will repeat everything in your reference list and will also include all of the other sources which you read or consulted but did not cite.

By providing references you:

- demonstrate the breadth of your research
- allow the reader to independently consult and verify your sources of information
- avoid plagiarism.

What is plagiarism?

Plagiarism is using someone else's words or ideas without properly acknowledging them or, put another way, presenting someone else's words or ideas as your own. It is a serious academic offence and will lead to work being disregarded or disciplinary action being taken.

Plagiarism can be deliberate or inadvertent and even if you reference an author but your words are considered 'too close' to the original work you can be accused of plagiarism. The simplest way to avoid plagiarism is by providing a correct reference to the original source of information or statement.

The national Plagiarism Advisory Service, based at Northumbria University, offers advice and guidance on all aspects of plagiarism prevention and detection.

Their information is freely available on their website at: <http://www.jiscpas.ac.uk>

Which referencing system should you use?

There are two principal methods of referencing at British universities: the Harvard system (also known as the Author-date system) and the British Standard (also known as the Numeric system). Other systems such as the Vancouver (also known as the Uniform Requirements system — for medical and scientific references) and the Modern Language Association of America (MLA) styles are also used, particularly for specific subject areas (for more information on these see section 'Further reading' on p. 20). Your first step should be to find out which method is recommended by your school/faculty. This guide will provide detailed examples for using the Harvard system (pp. 3–16) and a separate section on the use of the British Standard system (p. 17).



2. What should I include in references?

For each reference you make in a reference list or bibliography, it is essential that you record various pieces of information, so that you can keep track of all your references. The key elements to include are:

Authors/editors

- Put the surname first, followed by initial(s) of forename(s)
- If there are two or three contributing names, include them all in the order they appear on the title page
- If there are more than three, record the first followed by *et al.*
- If the book is edited, signify this by using (ed.) after their name.

Year of publication

- The year of publication, or year when a website was last updated, is given in round brackets.
- Other date information, e.g. day and month of publication for journal and newspaper articles, or for forms of personal correspondence, is given after the publication title.

Title

- Use the title given on the title page and sub-title (if any)
- Capitalise the first letter of the first word and any proper nouns
- Use italics for the publication title.

Edition

- Only include the edition number if it is not the first. 'Edition' is usually contracted to *edn.*

Place of publication and publisher

- You will usually find these two pieces of information on the back of the title page.

Series

- Include series and individual volume number where relevant.

Page reference

- If quoting a specific section include the page(s) where that quote falls
- In order to avoid confusion insert the abbreviation *p.* before the page number (or *pp.* when more than one).

Title of journal/newspaper article

- Use the title given at the beginning of an article
- Use quotation marks.

Title of journal/newspaper

- The title given on the journal front should be recorded
- Do not abbreviate journal title unless the journal title actually is, or contains, an abbreviation
- Use italics.

Issue information

- Volume number
- Issue, part number, month or season
- Year of publication.

Page reference

- Same as for books (see above).

URL

- The Uniform Resource Locator (URL) (e.g. the internet address — <http://www...>).

Date accessed

- The date that you found/used the web page (in round brackets).

Checklist of what to include for the most common information sources

	Author	Year of publication	Title of article/chapter	Title of publication	Issue information	Place of publication	Publisher	Edition	Page number(s)	URL	Date accessed
Book	✓	✓		✓		✓	✓	✓			
Chapter from book	✓	✓	✓	✓		✓	✓	✓	✓		
Journal article	✓	✓	✓	✓	✓				✓		
Electronic journal article	✓	✓	✓	✓	✓				✓	✓	✓
Internet site	✓	✓		✓						✓	✓
Newspaper article	✓	✓	✓	✓	✓				✓		

3. Using the Harvard (Author-date) system: how should I quote references in my text?

This section provides details on how to cite the references in your text (in-text) using the Harvard (Author-date) system.

Cited publications are referred to in the text by giving the author's name, year of publication and page number(s) if appropriate, in either of the forms shown below:

- Smith (2003, p. 47) argued that...
- In a recent study (Smith, 2003, p. 47) it was argued that...

For publications by two authors, both are given:

- In a recent study (Smith & Jones, 2003) it was argued that...

In cases where the name of the author cannot be identified, the item should be referred to by title:

- Figures in a recent survey (*Trends in tourism*, 2003, p. 12) showed that...

In cases where the date of an item cannot be identified, the item should be cited:

- The earliest report (Smith, no date, p. 321) stated...

Or if the author and date are unknown:

- A survey (*Trends in tourism*, no date) showed that...

If you are citing a web page in your text, it should follow the guidelines above, citing by author if available, by title if there is no identifiable author, or by URL if neither author nor title are available. For example:

- 'The latest study (<http://www.onlinesurvey.org>, 2003) revealed...'

For details of citing publications by the same author in the same year, see p.19.

4. Using the Harvard (Author-date) system: how should I cite references at the end of my text?

Bibliographical references sufficient to identify items must be listed in your **reference list** or **bibliography**. Works cited in **appendices**, but not in the main body of the text, should still be included in your **reference list** or **bibliography**.

Entries are listed in alphabetical order by author's name and then by date. In the absence of an author, the item would be listed by title. When listing web pages with no identifiable author or title you would list under http.

An example of a **reference list** for the Harvard system is given below.

Harvard system reference list:

Apple quick time (2002) Available at: <http://www.apple.com/quicktime/> (Accessed: 23 August 2003).

Bell, J. (2003) *Doing your research project: a guide for first-time researchers in education and social sciences*. 3rd edn. Buckingham: Open University Press.

Dawes, J. & Rowley, J. (1998) 'Enhancing the customer experience: contributions from information technology', *Management decision*, 36 (5), pp. 350–57.

Franklin, A. W. (2002) 'Management of the problem', in Smith, S.M. (ed.) *The maltreatment of children*. Lancaster: MTP, pp. 83–95.

<http://www.newmediarepublic.com/dvideo/compression.html> (2003) (Accessed: 3 September 2003).

Peters, W.R. (2003) 'International finance questions', *British Business School Librarians Group discussion list*, 11 August [Online]. Available e-mail: lis-business@jiscmail.com

Police and Criminal Evidence Act 1984 (Codes of Practice) (No. 2) order 1990, SI 1990/2580.

Tregear, A. E. J. (2001) *Speciality regional foods in the UK: an investigation from the perspectives of marketing and social history*. Ph.D thesis. University of Newcastle upon Tyne.

Yau, T. (2001) *Dragon project*. Available at: <http://www.geocities.com/dragonproject2000/> (Accessed: 18 July 2003).

A) Books

Citation order (NB. see p. 2 for more details on each element of the citation order):

- Author (surname followed by initials)
- Year of publication (in round brackets)
- Title (in italics)
- Edition (only include the edition number if it is not the first edition)
- Place of publication: publisher
- Series and volume number (where relevant).

Example:

Bell, J. (2003) *Doing your research project: a guide for first-time researchers in education and social sciences*. 3rd edn. Buckingham: Open University Press.



B) Chapter/section of a book

Citation order:

- Author of the chapter/section (surname followed by initials)
- Year of publication (in round brackets)
- Title of chapter/section (in quotation marks)
- 'in' plus author/editor of book
- Title of book (in italics)
- Place of publication: publisher
- Page reference.

Example:

Franklin, A.W. (2002) 'Management of the problem', in Smith, S.M. (ed.) *The maltreatment of children*. Lancaster: MTP, pp. 83–95.

C) Journal article

Citation order:

- Author (surname followed by initials)
- Year of publication (in round brackets)
- Title of article (in quotation marks)
- Title of journal (in italics)
- Issue information (volume, part number, month or season)
- Page reference.

Example:

Dawes, J. & Rowley, J. (1998) 'Enhancing the customer experience: contributions from information technology', *Management decision*, 36(5), pp. 350–57.

D) Electronic information

The proliferation of documents created, stored and disseminated in electronic format has introduced a need to specify standards for citing such material. Below you will find advice on citing some of the most frequently used types of electronic documents. For fuller details of the complete range of electronic citation formats you should refer to Li and Crane's *Electronic styles: an expanded guide for citing electronic information* (full details appear in 'Further reading' on p.20).

1. Electronic books (e-books)

Citation order:

- Author
- Year of publication of book (in round brackets)
- Title of book (in italics)
- Name of e-book supplier
- Online (in square brackets)
- Available at: URL
- (Accessed: date.)

Example:

Grahame, K. (1917) *The wind in the willows*, Netlibrary [Online]. Available at: http://emedia.netlibrary.com/reader/reader.asp?product_id=2010827 (Accessed: 23 August 2003).

2. Internet pages

The internet is based on hypertext documents (using http — HyperText Transfer Protocol), and is structured by links between pages of these documents. To link its data it uses Uniform Resource Locators, or URLs, which are used to cite material on the web.

When citing information you have retrieved from the internet you must distinguish what you are referring to. The internet is made up of journal articles, organisation internet sites, personal internet sites, government publications, images, company data, presentations — a vast range of material. The nature of what you are referring to will govern how you reference it. You should aim to provide all of the data that a reader would require to locate your information source. As material on the internet can be removed or changed, you should also note the date when you viewed the information — it might not be there in a few months time!

2a. Referencing organisation or personal internet sites

Citation order:

- Author
- Year that the site was published/last updated (in round brackets)
- Title of internet site (in italics)
- Available at: URL
- (Accessed: date).

Examples:

Yau, T. (2001) *Dragon project*. Available at: <http://www.geocities.com/dragonproject2000/> (Accessed: 18 July 2003).

- For web pages where no author can be identified, you should use the web page's title, e.g.

Apple quick time (2002) Available at: <http://www.apple.com/quicktime/> (Accessed: 23 August 2003).

- For web pages where no author or title can be identified, you should use the web page's URL, e.g.

<http://www.newmediarepublic.com/dvideo/compression.html> (2003) (Accessed: 5 September 2003).

- If the web page has no obvious date of publication/revision, cite the URL and the date you accessed the page, e.g.

<http://www.newmediarepublic.com/dvideo/compression.html> (Accessed: 5 September 2003).

2b. Articles in Electronic journals

The great majority of electronic journals available through library web pages are part of journal collections, e.g. *Ebsco*, *Ingenta*, *Emerald*, *Infotrac*, *JSTOR*, *Proquest*, *Science Direct*. You should refer to the fact that you obtained the title online.

Citation order:

- Author
- Year of publication (in round brackets)
- Title of article (in quotation marks)
- Title of journal (in italics)
- Volume, issue, page numbers
- Name of collection (in italics)
- [Online]
- Available at: URL of collection
- (Accessed: date).

Example:

Bright, M. (1985) 'The poetry of art', *Journal of the history of ideas*, 16(2), pp. 259–77, JSTOR [Online]. Available at: <http://uk.jstor.org/> (Accessed: 23 November 2002).

2c. Articles in internet journals

There are a growing number of journals that are published solely on the internet, with no printed issue available.

Citation order:

- Author
- Year of publication (in round brackets)
- Title of article (in quotation marks)
- Title of journal (in italics)
- Volume, issue.
- [Online]
- Available at: URL of web page
- (Accessed: date).

Example:

Cox, A. & Currall, J. (2001) 'Do they need to know', *Ariadne*, issue 30, December [Online]. Available at: <http://ariadne.ac.uk/issue30/> (Accessed: 23 November 2002).

2d. Images

Citation order:

- Author/artist
- Year of publication (in round brackets)
- Title of image (in italics)
- [Online image]
- Available at: URL
- (Accessed: date).

Example:

Wood, N. (2003) *London eye* [Online image]. Available at: <http://www.nickwoodphoto.com/html/wheel-photos-p2/LE-MF-088.html> (Accessed: 4 November 2003).

2e. Extract from internet database

Citation order:

- Title of extract (in quotation marks)
- Year of publication (in round brackets)
- Name of database (in italics)
- [Online]
- Available at: URL
- (Accessed: date).

Examples:

- Market research report from Euromonitor database:
'McDonalds Corporation report' (2003) *Euromonitor Global Market Information Database* [Online]. Available at: <http://www.euromonitor.com/gmidv1/frame.asp> (Accessed: 29 August 2003).
- Company information from FAME database:
'MyTravel Group PLC company report' (2002) *FAME* [Online]. Available at: <http://fame.bvdep.com> (Accessed: 21 December 2002).
- British Standard from BSI Online database:
'Structural use of timber BS5268-7' (1989) *British Standards Online* [Online]. Available at: <http://bsonline.techindex.co.uk> (Accessed: 13 January 2002).

2f. Citing an entire internet database

Citation order:

- Database title (in italics)
- Year of publication (in round brackets)
- [Online]
- Available at: URL
- (Accessed: date).

Example:

Ebsco Business Source Premier (2003) [Online]. Available at: <http://search.epnet.com/login.asp> (Accessed: 23 November 2003).

3. CD-ROMs

3a. Citing an entire CD-ROM bibliographical database

Citation order:

- Database title (in italics)
- Year of publication (in round brackets)
- [CD-ROM]
- Producer (where identifiable)
- Available.



Example:

World development indicators (2002) [CD-ROM]. The World Bank Group. Available: SilverPlatter.

3b. Citing a journal abstract/index entry from a CD-ROM bibliographical database

Citation order:

- Author
- Year of publication (in round brackets)
- Title of article (in single quotation marks)
- Journal title (in italics)
- Date of article (day and month)
- [CD-ROM]
- Abstract/index entry from
- Database title (in italics).

Give information sufficient for retrieval of the abstract/index entry from the database.

Example:

Green, P.S. (1989) 'Fashion colonialism: French export "Marie Claire" makes in-roads', *Advertising Age*, 23 October [CD-ROM]. Abstract from: *ABI/INFORM* Item: 89-41770.

3c. Citing a journal/newspaper article from a full-text CD-ROM database

Citation order:

- Author
- Year of publication (in round brackets)
- Title of article (in quotation marks)
- Journal/Newspaper title (in italics)
- Volume, date (day/month), page references
- [CD-ROM]
- Producer (where identifiable)
- Available.