



# Running Notes with Harvard for Fine Art and Fine Art Painting and Drawing

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## Introduction

This guide has been designed to provide examples and guidance on how to use Running Notes based UON Harvard referencing in a consistent and accurate manner. The process of citing authors and the associated reference list can be done in a number of styles. It is important to check with your tutor to see if they have any specific referencing requirements.

## What is referencing?

Referencing is a way of acknowledging other peoples' ideas and work. You do this through a citation (in the text of your work) and a reference at the end of your work. References to other people's ideas and work are an important part of academic writing. You should reference to:

- provide support for arguments and claims that you make
- show evidence of the breadth and depth of your reading Remember to reference every source that you use:
- avoid plagiarism (i.e. to take other peoples' thoughts, ideas or writings and use them as your own)
  - allow the reader of your work to refer to the original source to check and verify the ideas presented
  - avoid losing marks!

## When do you need to reference?

You need to reference when:

- you quote another person (or group of people) or copy images
- you write about an idea which another person (or group of people) has created.

For example: There has been a tendency amongst health workers to diagnose women experiencing domestic violence with a mental illness, rather than identifying the distress as a result of violence. <sup>1</sup>

## When is a reference not needed?

You do not need to reference when:

---

<sup>1</sup> Harne, L. and Radford, J. (2008) *Tackling domestic violence: theories, policies and practice*. Maidenhead: Open University Press.

- when you are writing about your own ideas (unless you have included them in a previous assignment)
- when the information you are writing about is common knowledge, for example: Northampton is the county town of Northamptonshire. To decide whether a piece of information is common knowledge, ask yourself whether your reader could be familiar with the information without needing to do any research and whether the information is widely available. If the answer to both of these is 'yes', the information is probably common knowledge; but it's better to err on the side of caution and include a reference if you are in any doubt.

## Getting started

### How do I cite authors in my work?

The Running Notes Style (sometimes known as the 'footnotes system') uses **superscript Arabic numerals** e.g., <sup>3</sup> for notification of a citation or reference. The number correlates directly with either the footnote at the bottom of the page, or the reference list at the end of the essay. Numbers should be assigned in the order that the references appear in your text and should be placed after commas and full stops, but before colons and semicolons. **Everything you cite in your essay will be listed in the order they appear in the text and include the exact page number(s) referred to.**

If you want to simultaneously cite more references include all reference numbers.

E.g., ...Jones has suggested that body image is related to self-esteem,<sup>1</sup> however many experts believe that negative body image is related to media portrayal.<sup>23</sup>...

Use this form in the middle of a sentence or at the end of a paragraph. You can also use references when you have not named the author in the text but have quoted an idea. The example above shows two different ways of including quotations within your text: firstly with, and secondly without a named author.

You can find instructions on using Microsoft Word to insert superscript [here](#).  
Instructions on inserting footnotes and endnotes [here](#).

## Compiling your reference list

### References list or bibliography?

What is the difference between a references list and a bibliography?

**Reference list:** a list of all the sources that you have cited within your work, presented alphabetically.

**Bibliography:** a list of everything that you have cited and everything that you have consulted to help improve your understanding of the topic.

Sometimes people use the terms references list and bibliography interchangeably, although strictly speaking they are not the same thing. You should check with your tutor to see if they would prefer to have a references list or a full bibliography. Make sure that if you have cited something, there is a complete reference to match at the end of your work.

The reference list/works cited are the items you have made direct reference to in your essay. These items are organized **NUMERICALLY** by the order that a reference appears in your text. Your reference list can appear either as a list at the end of your essay (Endnote method) or at the bottom of the page the reference appears on (Footnote method).

Also, in your preparatory reading, you may use material that has been helpful for reading around the subject but from which you do not make specific reference to in your essay. It is important to acknowledge this material. Under the heading 'bibliography or works consulted' list all these items (including the items in your reference list). This time the list needs to be organized alphabetically by author, regardless of whether it is a book or journal. Include this list after the reference list. Remember: It is good practice to record the reference information required before you start reading and making notes on your source. It means you can easily refer to the material you need, without having to search for it again.

## Using quotations

### Citing a short quotation

... whilst it is possible that "poor parenting has little effect on primary educational development it more profoundly affects secondary or higher educational achievement".<sup>11</sup>

Remember: it is best to paraphrase the sources you have used in your work, putting the author's words into your own and crediting them with the idea through the citation. This demonstrates more understanding of the content. Try to keep quotations to a minimum.

### Citing a long quotation

Note: There is no need to use quotation marks. Instead start a new line and indent the quotation. Example:

The methodology required for a thorough literature search requires an understanding of several different sources:

... it is important to be familiar with the tertiary sources (bibliographies of bibliographies), which will help you to identify the secondary sources (such as bibliographies, indexes and abstracts), which will then lead you to primary sources for your review.<sup>12</sup>

### Making changes to quotations

Making small changes to quotations can help you integrate them into your own writing. Omitting part of a quotation or adding your own letters, words or phrases can create a smooth transition between your ideas and those of the authors you are quoting. However, make sure you do not change the original meaning.

### Omitting part of a quotation

Indicate this by using three dots inside square brackets (an ellipsis):

Example: Bell states that the main purpose of a literature review is to “provide the reader with a picture [...] of the state of knowledge and of major questions on the subject”.<sup>14</sup> You do not need to begin or end a direct quotation with ellipsis points. The reader already assumes that the quote has been excerpted from a larger work.

## Citing more than one source

If you are citing more than one source, you can add the appropriate numbers for each of the references within your work.

In your reference list at the end of your work, make sure you reference these separately.

## Elements of a reference

There are different types of information which you can use in your reference depending on the source.

Author(s)	This is who wrote or created the source. It could be an individual, group of people or an organisation.
Year of publication	The year the source was published. This may be the edition year, or the copyright © date on a website may give you an indication.
Title of article/chapter	When you are referring to a section of a bigger piece of work, you may need to give the title of the section that you're looking at, for example a book chapter.
Publication title	The name of the source, for example book title or journal name.
Place of publication	If the source is published, the location may be listed on the source, for example the office address of the book publisher. This should be a town or city, not a country. Use the first place listed.
Publisher	Normally a company who has produced the information and made it publicly available.
Edition or volume information	This is to indicate if it is a part of a series or if a source replaces an earlier copy. A second edition of a book is an update to the first. For example, it may include more or different information to the earlier version. A journal will produce several issues a year, so you need to include the volume and issue number to demonstrate where in the series this source comes from.
Page span	If you are referring to something within a larger piece of work, for example a book chapter, you should include the first and last page of that section.
URL or web address	If you have accessed something from the internet, you will need to include the full web address for that information. You can copy and paste this from your browser bar into your reference list.

**Remember:** note down the complete reference details for any source that you use, whether it is a book, journal article, website or a source that you have photocopied.

## Publication information in the frontmatter of a book

Within the first few pages (often blank) of a printed book there are two pages that contain the information you need to cite and reference correctly.

### Title page

The title page usually appears on a right-hand page. It will usually have:

- The title of the book, along with any subtitles
- The author(s)
- Publisher name (and sometimes place of publication)
- Edition number
- Year of publication.

It can also acknowledge non-author contributions, such as an illustrator, photographer or another major contributor.

### Reverse title page

The reverse title page, also called the copyright page, has additional information you will need to cite and reference a printed book. It usually appears on a left-hand page, opposite or on the reverse of the title page. It usually includes:

- Full name and address of the publisher
- Who the work is copyrighted to, or it can just say that the work is copyrighted and the year
- British Library Record/ ISBN (International Standard Book Number- a unique number given to every (book)
- First publication year (and any additional years of reprint)
- List the non-authors who contributed
- Location of printer
- Sometimes used to give thanks/ dedicate the work
- Environmental information about the publisher- printers' commitment to the environment.

## How do I reference if publication details are missing?

Occasionally you will come across documents that lack basic publication details. In these cases, it is necessary to indicate to your reader that these are not available. A series of abbreviations can be used and are generally accepted for this purpose:

**No date:** use [n.d.]

**No place** (sine loco): use [s. l.]

**No publisher:** use [s. n.]

**Not known:** use [n. k.]

For web pages it is often necessary to look beyond the page you are referencing to the 'Home Page' for the whole site or at a link such as 'About Us' from that home page. Dates are often given at the bottom of web pages, eg. Last updated dates.

### Referencing a source without a given author

First you should check if the publication has a Corporate Author and if so use this. If there is no corporate author and the author cannot be identified, use Anon. and date of publication.

Example: Anon. (1807) *The happy villagers*. Dublin: J. Shea.

### Referencing a source without a given date

If there is no date for a source, use the author name and [n. d.].

Example: McCullough, A. [n. d.] *Sustainable design within economic restrictions*. London: Bryn Press.

## Referencing a source used within a source: secondary referencing

A secondary reference is when you refer to someone cited within another source, i.e. you have not read the original work. Ideally, you should always try and read the original source so that you can review the work first-hand. If you are not able to locate the original source, it is acceptable to reference it as a secondary reference, following the format below.

So, if you cited a quote from Bancroft and Silverman, 2002, cited in Harne and Radford's book *Tackling domestic violence*, published in 2008, p.63, you would reference the work you read directly.

Example: Harne, L. and Radford, J. (2008) *Tackling domestic violence: theories, policies and practice*. Maidenhead: Open University Press.

Note: in your references list, you only include details of the sources you have read and directly consulted

## Referencing a source with more than one author

Some sources will have several authors. In a citation, you would use et al. when there are more than 2 authors. However, in your reference list you must make sure you give credit to all the authors (don't use et al.). Instead, write the names of all authors in the order that they appear on your source. Example: Williamson, G. R., Jenkinson, T. and Proctor-Child

## What is a DOI?

DOI is an abbreviation for Digital Object Identifier. It is a unique code assigned to a specific document and can help you locate or identify it. It is attached to the document, wherever it is located. If you want to find a document using a DOI, use the URL beginning: <http://doi.org/> and follow it with the DOI.

## Referencing a source not listed in this guide

If possible, try to find something similar in the A-Z index and use your judgement in applying the same formatting rules. Remember you can contact the Academic Librarian and Learning Development teams for further help with specific referencing queries.

Email contacts: Academic Librarians: [librarians@northampton.ac.uk](mailto:librarians@northampton.ac.uk)

Learning Development: [learningdevelopment@northampton.ac.uk](mailto:learningdevelopment@northampton.ac.uk)

## Example essay extract with citations and references list

Below is an example essay, complete with citations and references. Please remember this is a fictional essay purely designed to demonstrate how and when to reference.

There has been a tendency amongst health workers to diagnose women experiencing domestic violence with a mental illness, rather than identifying the distress as a result of violence.<sup>1</sup> However, progress has been made in helping the general public to recognise the signs and raise awareness of the many support networks in the UK.<sup>2</sup> Some social work practitioners have used different techniques to try and change the environment where domestic violence is prevalent.<sup>3</sup> The education of health practitioners now includes ways of identifying and supporting victims of domestic violence “the NMC recognizes the importance of community nurses in supporting families to contact the support services where domestic violence occurs”.<sup>4</sup>

### References

<sup>1</sup> COAP (2009) Children of addicted parents and people. *COAP* [online]. Available from: <http://www.coap.org.uk/> [Accessed 18th July 2013].

<sup>2</sup> Gray, B. (2009) Befriending excluded families in Tower Hamlets: the emotional labour of family support workers in cases of child protection and family support. *British Journal of Social Work*, **39**(6), pp.990-1007.

<sup>3</sup> Harne, L. and Radford, J. (2008) *Tackling domestic violence: theories, policies and practice*. Maidenhead: Open University Press, p. 44-45.

<sup>4</sup> Williamson, G. R., Jenkinson, T. and Proctor-Childs, T. (2008) *Nursing in contemporary healthcare practice*. Exeter: Learning Matters, pp. 10-12.

### Bibliography

COAP (2009) Children of addicted parents and people. *COAP* [online]. Available from: <http://www.coap.org.uk/> [Accessed 18th July 2013].

Gray, B. (2009) Befriending excluded families in Tower Hamlets: the emotional labour of family support workers in cases of child protection and family support. *British Journal of Social Work*, **39**(6), pp.990-1007.

Harne, L. and Radford, J. (2008) *Tackling domestic violence: theories, policies and practice*. Maidenhead: Open University Press.

Hinchliff, S., Norman, S. and Schober, J. (2008) *Nursing practice and health care*. 5<sup>th</sup> ed. London: Hodder Arnold.

NSPCC (2009) Children talking to ChildLine about parental alcohol drug misuse. *NSPCC* [online]. Available from: [http://www.nspcc.org.uk/Inform/publications/casenotes/parental\\_alcohol\\_drug\\_misuse\\_wda78113.html](http://www.nspcc.org.uk/Inform/publications/casenotes/parental_alcohol_drug_misuse_wda78113.html) [Accessed 17th July 2013].

Williamson, G. R., Jenkinson, T. and Proctor-Childs, T. (2008) *Nursing in contemporary healthcare practice*. Exeter: Learning Matters.

## Example reference formats for different source types

### A

#### Act of Parliament

Acts of Parliaments should be treated the same whether found in print or online.

**Format: reference**

Title of Act and Year Place of publication: Publisher.

**Example: reference**

Modern Slavery Act 2015 London: TSO.

**Note:** Prior to 1996, The Stationery Office (TSO) was known as Her Majesty's Stationery Office (HMSO).

#### App (Mobile

**Format: reference**

Developer (Year) *Title of app* (version number). [Mobile app]. Available from: URL [Date accessed].

**Example: reference**

Blackboard Inc. (2018) *Blackboard mobile learn* (Version 3.1.4). [mobile app]. Available from: <https://www.blackboard.com/teaching-learning/learning-management/mobile-learning-solutions> [Accessed 28 November 2018].

#### Archive material

**Format: reference**

Author surname, Initials. (Year) *Title of document*. [Type of medium]. Collection, Document number. Geographical Town/Place: Name of Library/Archive/Repository.

**Example: reference**

Wheeler, K. (1943) *Second World War album recording the evacuation of a Kent School to Pembrokeshire*. [Private papers] Second World War, Document 10662. London: Imperial War Museum.

#### Artwork (in a gallery, museum, repository, collection or in a locality, body art or graffiti)

**Format: reference**

Artist surname, initials. (Year) *Title of artwork or image* [Medium]. Town/Place: Name of Library/Archive/Repository/Collection/Locality.

**Example: reference**

Warhol, A. (1962) Marilyn *Diptych* [Acrylic on canvas]. London: Tate.

## Artwork (online)

**Note:** The suggested reference is the same as with online images, but if the image is a known artwork, it is useful to also note the medium, as in the example below.

**Format: reference**

Artist surname, initials. (Year) Title of artwork or image [Medium] *Source* [online]. Available from: website [Accessed date].

**Example: reference**

Warhol, A. (1962) Marilyn Diptych [Acrylic on canvas]. *Tate* [online]. Available from: <http://www.tate.org.uk/art/artworks/warhol-marilyn-diptych-t03093> [Accessed 29 August 2019].

## Art installation/exhibition

**Note:** If referencing an exhibition use the surname of the curator. If referencing a specific installation or artwork within an exhibition use the surname of the artist.

**Format: reference**

Artist/ curator surname, initials. (Year) *Title of exhibition or installation* [Exhibition/Installation]. Location, Date seen.

**Example: reference**

Rosenthal N. and C. Saatchi (1997) *Sensation* [Exhibition]. Royal Academy of Art, London, 18 September.

## B

### Blog

**Format: reference**

Author surname, Initial. (2010) Article title. *Blog name* [online]. Available from: URL [Accessed date].

**Example: reference**

Powell, P. (2010) Adapting to accessibility. *Boagworks and Boagworld* [online]. Available from: <http://boagworld.com/accessibility/adaptive-accessibility/> [Accessed 10th December 2019].

## Book

**Note:** If you quote, paraphrase or summarise from a particular page or range of pages, you must add the pagination in the reference to indicate to your reader where they can find the source you are referring to within the book.

**Format: reference**

Author/editor surname, initials. (Year) *Title*. Edition. Place of publication: Publisher, Pagination.

**Example: Reference**

Dickens, C. (2014) *Great Expectations*. London: CD Press, pp. 10-12

**Note:** You do not include the edition information if it is the first edition.

### Book (translation)

**Note:** If you quote, paraphrase or summarise from a particular page or range of pages, you must add the pagination in the reference to indicate to your reader where they can find the source you are referring to within the book

If the book you want to use in your assignment has been translated you need to include the translator details in your final reference,

**Format: reference**

Author/editor surname, initials. (Year) *Title*. Edition. Translated by Surname, initial. Place of publication: Publisher. Pagination.

**Example: reference**

Starobinski, J. (1986) *Montaigne in Motion*. Translated by Goldhammer, A. Chicago: University of Chicago Press.

### Book volume

**Note:** If you quote, paraphrase or summarise from a particular page or range of pages, you must add the pagination in the reference to indicate to your reader where they can find the source you are referring to within the book

**Format: reference**

Author/editor surname, initials. (Year) *Title*. Edition. Volume. Place of publication: Publisher. Pagination.

**Example: reference**

Bowling, A. (2009) *Research methods in health: investigating health and health services*. Volume 2. Maidenhead: Open University Press, p. 55

### Book chapter (in an edited book)

**Note:** If you quote, paraphrase or summarise from a particular page or range of pages, you must add the pagination in the reference to indicate to your reader where they can find the source you are referring to within the book

**Format: reference**

Chapter author surname, initials. (Year) Title of chapter. In: Editor's surname, initials. (ed.) *Title of book*. Edition. Place of publication: Publisher, Pagination.

**Example: reference**

Woolrich, C. (2009) Principles of professional practice. In: Hinchliff, S., Norman, S. and Schober, J. (eds.) *Nursing practice and health care: a foundation text*. 5th ed. London: Hodder Arnold, pp.104-113.

**Note:** that 'in' is used to link the chapter to the book and the use of page numbers. The year of publication is only given once.

## Book chapter (in an edited book with no names on chapters)

**Note:** If you quote, paraphrase or summarise from a particular page or range of pages, you must add the pagination in the reference to indicate to your reader where they can find the source you are referring to within the book.

**Format: reference**

Editor surname, initials. (ed.) (Year) Title of chapter. In: *Title of book*. Edition. Place of publication: Publisher, Pagination.

**Example: reference**

Cox, N. and Roper, R. A. (eds.) (2005) Cardiovascular system. In: *Clinical skills*. Oxford: Oxford University Press, pp. 71-73.

## Book illustrations, diagrams, logos or tables

**Note:** If you use illustrations etc from a particular page or range of pages, you must add the pagination in the reference to indicate to your reader where they can find the source you are referring to within the book

**Format: reference**

Author surname, initials. (Year) *Title of book*. Place of publication: Publisher, page number(s), illus./logo/fig./table

**Example: reference**

Locher, J. L. (2006) The magic of M. C. Escher. London: Thames & Hudson, p.117. illus.

**Note:** Substitute illus. for illustration, logo for logos, fig. for figures and table for tables, as required. The principle for book illustrations etc. can be applied to other resource types e.g. journal articles.

## British Standards

**Format: reference**

British Standards Institute (Year) *Title*. BS number. Place: Publisher. Pagination (if referring to specific page or pages).

**Example: reference**

British Standards Institute (2009) *Recommendations for citing and referencing published material*. BS5605. London: BSI.

## C

### Case Law

**Format: reference**

Party names (Year) Source Page number.

**Note:** the source is in the abbreviated form.

**Example: reference**

Royal Bank of Scotland Plc v Donnelly (2019) CSIH 56.

## Command Paper

These are a type of government publication, which includes White and Green Papers. also known as Command Papers.

**Format: reference**

Department Name (Year) Title of paper. Cm. Number. Place: Publisher.

**Example: reference**

Department for Education (2010) The importance of teaching. Cm. 7980 London: TSO. This format applies to the other types of Command Papers, such as treaties and draft bills.

## Computer game

**Format: reference**

Company/Developer (Release year) *Title of game* (Version if applicable). [Computer game]. Publisher. Available from: [Accessed date].

**Example: reference**

Rockstar Games (2018) *Red Dead Redemption 2*. [Computer game]. Rockstar Games. If accessed **online**, use DOI or Available from: URL [Accessed: date].

**Example: reference**

Rockstar Games (2018) *Red Dead Redemption 2*. [Computer game]. Rockstar Games. Available from: [http://www.rockstargames.com/en-gb/red\\_dead\\_redemption](http://www.rockstargames.com/en-gb/red_dead_redemption) [Accessed: 28 March 2018].

## Computer program

**Format: reference**

Author/Developer (Year) *Title of program* (Version if applicable). [Computer program]. Available from: [Accessed date].

**Example: reference**

Adobe (2019) *Adobe Air* (Version 32.0). [Computer program]. Available from: <https://get.adobe.com/air/> [Accessed 19 February 2019].

## Computer software code

**Format: reference**

Author/Developer (Year) *Title of program* (Version if applicable). [source code]. Available from: URL [Accessed date].

**Example: reference**

Smith, J. (2019) *GraphicsDrawer* (Version 2.0). [source code]. Available from: <http://www.graphicsdrawer.com> [Accessed 13th January 2020].

## Conference paper

Conference papers are often published in book form or as a special issue of a journal. It is necessary to include the name, place and year of the conference.

### **Format: reference**

Author surname, initials. (Year) Title of conference paper. In: *Conference Proceedings Title*, including location and date. Place of publication: Publisher. Pagination.

### **Example: reference**

Webb, N. L. (2004) Mathematics education reform in California. In: *Science and mathematics education in the United States: eight innovations: proceedings of a conference*, Paris, 2000. Paris: OECD, pp. 45-56.

Gouia-Zarrad, R. and Gunn, C.L. (2018) Students' perceptions of lecture capture in university math classes for engineers. In: *Advances in Science and Engineering Technology International Conferences (ASET)*, Abu Dhabi, 2018. Abu Dhabi: IEEE.

## Conference poster

### **Format: Reference**

Author surname, initials. (Year) Title. Poster presented to: Event name. Location, date.

### **Example: Reference**

King, S. (2019) Usage of online resources within a learning development context. Poster presented to: 16th Association for Learning Development in Higher Education (ALDinHE) Conference. University of Exeter, 15-17 April 2019.

## Conversation (in person)

### **Format: Reference**

Surname, initials. (Year) Title of conversation. [conversation]. With: Surname, initials. Day Month. Time.

### **Example: Reference**

Mawley, E. (2012) Women's experiences of the Boot and Shoe trade in Northampton. [conversation]. With: Pugh, T. 13th March. 14:30.

## D

## Dance performance

### **Format: reference**

Originator/Choreographer, initials. (Year of performance) *Title*. Performance company/performer. Performance venue, location. [Date of performance].

### **Example: reference**

Ryzhenko, N. & Smirnov-Golovanov, V. (2012) *Swan Lake*. Moscow City Ballet. Royal & Derngate Theatre, Northampton. [17th February 2019].

## Dance (online)

**Format: reference**

Originator/Choreographer, initials. (Year of creation) *Title*. Performance company/performer. Performance venue, location. [Date of performance]. [Online]. Available from: URL [Accessed date].

**Example: reference**

Alston, R. (1987) *Strong language*. London Contemporary Dance School. Robin Howard Theatre, The Place, London. [April 2017]. [Online]. Available from: <https://www.youtube.com/watch?v=kNZqZcAflE> [Accessed: 8/7/19].

## Dataset

**Format: reference**

Author, initial. (Year) Title of dataset. *Source* [online]. Available from: URL [Accessed date].

**Example: reference**

Department for Business, Energy and Industrial Strategy (2020) Weekly road fuel prices. *Gov.uk* [online]. Available from: <https://www.gov.uk/government/statistical-data-sets/oil-and-petroleum-products-weekly-statistics> [Accessed 14/1/20].

## E

### e-book (online)

If you are looking at an e-book in PDF or other file format, where you know there is an equivalent copy of the book in print, you can reference the book as a print version (see instead: Book). You may find this easier. However, if you can only see an electronic version of the book, reference using the example below, including either the DOI (or if no DOI, use the full URL).

**Note:** If you quote, paraphrase or summarise from a particular page or range of pages, you must add the pagination in the reference to indicate to your reader where they can find the source you are referring to within the book. However, page numbers are sometimes not included in some e-books, you can use the chapter number or title or leave out altogether.

**Format: reference (with DOI)**

Author/editor surname, initials. (Year) *Title* [online]. Place of publication: Publisher, Pagination. Available from: DOI [Accessed date].

**Format: reference (with URL)**

Author/editor surname, initials. (Year) *Title* [online]. Place of publication: Publisher, Pagination. Available from: URL [Accessed date].

**Example: reference (with DOI)**

Wijermars, M. (2018) *Memory politics in contemporary Russia: television, cinema and the state* [online]. London: Routledge, p.94. Available from: <https://doi.org/10.4324/9781351007207> [Accessed 20th May 2020].

**Example: reference (with URL)**

Wijermars, M. (2018) *Memory politics in contemporary Russia: television, cinema and the*

*state* [online]. London: Routledge, pp.20-22. Available from:  
<https://www.taylorfrancis.com/books/9781351007207> [Accessed 20th May 2020].

### e-book (via e-book reader)

Kindle books or books on e-Readers may lack page numbers. If you are going to quote from them, you can refer to the chapter rather than the page number, if it is not available.

**Note:** You do not include the edition information if it is the first edition.

**Format: reference**

Author/editor surname, initials. (Year) *Title* [online], edition, platform. Place of publication: Publisher [if available]. Available from: website. [Accessed date].

**Example: reference**

Elphinstone, H. (2018) *How to enjoy a chocolate bar in peace* [online]. Kindle. London: Chocoholics Anonymous. Available from: Amazon.co.uk [Accessed 14th May 2013].

### e-book chapter in an edited e-book

**Note:** If you quote, paraphrase or summarise from a particular page or range of pages, you must add the pagination in the reference to indicate to your reader where they can find the source you are referring to within the book.

**Format: reference**

Chapter author surname, initials. (Year) Title of chapter. In: Editor's surname, initials. (ed.) *Title of book*. Edition. [online]. Publisher, Pagination. Available from: website [Accessed date].

**Example: reference**

Palmisano, G. (2015) The protection of people with Autism in the Framework of the Council of Europe and the European Union. In: Della Fina, and V. Cera, R. (eds.) *Protecting the rights of people with autism in the fields of Education and employment* [online]. Bucher: Springer, pp. 11-23. Available from:  
<https://link.springer.com/book/10.1007%2F978-3-319-13791-9> [Accessed 25/01/20].

**Note:** that 'in' is used to link the chapter to the book and the use of page numbers. The year of publication is only given once.

### Email

Please remember it is important to ask permission of the people involved before you use the email in your work.

**Format: reference**

Sender surname, initials., Email address. (Year) *Title of email* [email]. Message to: Recipient's name. Recipient's email address. Day sent. Time sent.

**Example: reference**

Chapman, J. S., jamie.chapman@northampton.ac.uk. (2018) *Using Nile via the iNorthampton app* [email]. Message to: Howe, R., rob.howe@northampton.ac.uk. 1st April. 09:03.

## F

### Facebook

These are online sources and so should be referenced as such. Do consider if this is an appropriate source to be using in an academic context.

**Format: reference**

Surname, Initials. (Year) Title of page. *Facebook* [online]. Day/month post written. Available from: URL for specific Facebook post [Accessed date].

**Example: reference**

University of Northampton (2019) University of Northampton. *Facebook* [online]. 4 February. Available from: <https://en-gb.facebook.com/UniversityofNorthampton/> [Accessed 27 February 2019].

### Film (DVD, broadcast or digital download)

**Format: reference**

*Title* (Year) Directed by. [Format]. Place of production: Production company.

**Example: reference**

*It* (2017) Directed by Andy Muschietti. [DVD]. [s.l.]: Warner Home Video.

### Film (DVD: commentaries and special features)

Commentaries and special features can vary depending on the DVD region you are watching so it is important to include that information in your reference.

**Format: reference**

Title of feature (Year) *Title* [Format]. Place of production: Production company. Region.

**Example: reference**

Convention panel with producers (2011) *The Walking Dead, Season 1* [DVD]. [s. l.]: Entertainment One UK Limited. Region 2.

### Film (streamed)

**Format: reference**

*Title* (distribution date) Directed by. Available at: Streaming service [accessed date].

**Example: reference**

*The Great Gatsby* (2013) Directed by Baz Luhrmann. Available at: Netflix [Accessed 15 October 2019].

## G

## Government document

Government documents found online should be referenced as a website or webpage. Available data may vary for these, but where possible include the following:

**Format: reference**

Government Department/Institute. Subdivision of department/institute (if known). (Year) *Title of document*. (Name of chairperson if it is a committee.) Place of publication: Publisher. Pagination.

**Example: reference**

Department of Health and Social Services (2000) *Inequalities in health: report of a research working group*. (Chairman: Sir Douglas Black.) London: DHSS, p. 50.

**Example: reference (online)**

Department for Education (2017) Statutory framework for the early years foundation stage. *GOV.UK* [online]. Available from: <https://www.gov.uk/government/publications/early-years-foundation-stage-framework-2> [Accessed 6 January 2021].

## H

### Hansard

**Format: reference**

Name of House abbreviated (i.e., HC or HL) Deb. (for Debates) (Date of debate) vol. number, col. number [online]. Available from: URL [Accessed date].

**Example: reference**

HC Deb. (1 December 1987) vol. 123, col. 773 [online]. Available from: URL [Accessed 1 April 2019].

## House of Commons and House of Lords Papers

These include standard notes and briefing papers (see also **Command Papers** for White and Green Papers).

**Note:** If you quote, paraphrase or summarise from a particular page or range of pages, you must add the pagination in the reference to indicate to your reader where they can find the source you are referring to within the book.

**Format: reference**

Author, initial. (Date) *Title*. SN Number. Place of publication: Publisher. Pagination.

**Example: reference**

Hubble, S. (2012) *Support for students with learning difficulties and disabilities in post-16 education in England*. SN/SP/6341. London: House of Commons Library.

**Note:** In the case of briefing papers, use Briefing Paper number instead of SN Number after the title, e.g. Briefing Paper 6899.

## I

### Image (online)

**Format: reference**

Author surname, initial. (Year) Image name. *Source* [online]. Available from: URL [Accessed date].

**Example: reference**

Rowielalofficial. (2016) Rowie Lal Women Aloud SS18 Protest Fashion Street style Denim Jacket. *Instagram* [Online]. Available from: <https://www.instagram.com/p/BnxNzkTBUzx/?hl=en&tagged=protestfashion> [Accessed: 1 November 2018]

## Image (Creative Commons licensed)

Creative Commons images are shared for use by their creators, using one of a range of specific copyright licenses enabling others to build on, change or use the image. Please see the website for information: <https://creativecommons.org/>

Creative Commons licenses require attribution to the creator and a link to the Creative Commons license.

**Example: reference**

Lee, R. (2007) *Education* [online]. Available from: <https://flic.kr/p/4ckJBL> [Accessed 22 February 2019]. Licensed under [CC BY-NC-ND 2.0](https://creativecommons.org/licenses/by-nc-nd/2.0/)

## Informal or in-house publication

**Example: reference**

Author/Organisation (date) *Title of document* [format]. Place of publication: Organisation.

**Example: reference**

University of Northampton Library (2020) *Library Bulletin 16, September* [print bulletin]. Northampton: University of Northampton.

## International standards

**Format: reference**

International Organization for Standardization (Year) *Title*. ISO number. Place: Publisher.

**Example: reference**

International Organization for Standardization (2018) *Food safety management systems*. ISO22000. Geneva: ISO.

## Interview

**Format: Reference**

Interviewee surname, initials. (Year) *Title of interview*. Interviewed by: Surname, initials. [type of medium]. Day Month. Time.

**Example: Reference**

Barber, E. (2012) *My contribution to the war effort*. Interviewed by: Johnson, B. [radio]. 10th August. 10.30.

## Instagram

### **Format: reference**

Author, initial. (Year of post) *Instagram* [online]. Day/month of post. Available from: URL [Accessed date].

### **Example: reference**

Obama, M. (2019) *Instagram* [online]. 13 February. Available from: <https://www.instagram.com/p/Btzw89qh1YI/> [Accessed 10 April 2019].

## J

## Journal article

### **Format: reference**

Author surname, initials. (Year) Title of article. *Journal Title*. Volume number (issue, part number or month), pp. first and last page numbers.

### **Example: reference**

Gilbert, D. A. and Hayes, E. (2009) Communication and outcomes of visits between older patients and nurse practitioners. *Nursing Research*. 58(4), pp.283-29.

## Journal article (forthcoming)

If the date of publication is unknown, omit the date.

### **Format: reference**

Author surname, initials. (Year) [Forthcoming]. Title of article. *Journal Title* [online]. **Volume number** (issue, part number or month), pp. first and last page or line numbers. Available from doi: [Accessed Date].

### **Example: reference**

Gilbert, D. A. and Hayes, E. (2020) [Forthcoming]. Communication and outcomes of visits between older patients and nurse practitioners. *Nursing Research*. **58**(4), pp.283-293.  
Gilbert, D. A. and Hayes, E. [Forthcoming]. Communication and outcomes of visits between older patients and nurse practitioners. *Nursing Research*. **58**(4), pp.283-293. Available from doi:10.1097/NNR.0b013e3181ac1413 [Accessed 10/12/19].

## Journal article (online)

If a journal exists in both print and electronic form it is often simpler and clearer to use the print journal format for referencing the item, regardless of which item you have viewed. If you need to reference the electronic form, you can use one of the following formats.

### **Format: reference using a URL**

Author surname, initials. (Year) Title of article. *Journal Title* [online]. **Volume number** (issue, part number or month), pp. first and last page or line numbers. Available from: URL [Accessed Date].

### **Format: reference using a doi (digital object identifier)**

Author surname, initials. (Year) Title of article. *Journal Title* [online]. **Volume number** (issue, part number or month), pp. first and last page or line numbers. Available from doi: [Accessed Date].

### Journal article (no issue number; article number given)

Some online journals give an article number but no issue number or page numbers (beyond that of the pages of the PDF).

**Format: reference**

Author surname, initials. (Year) Title of article. *Journal Title*. **Volume number**(article number), pp .first and last page or line numbers.

**Example: reference**

Jones, A. (2018) Journal articles. *Journal of Learning*. **12**(article 1281), pp.1-11.

## L

### Leaflet

**Format: reference**

Author (Year) *Title of leaflet* [Format and location retrieved], Date retrieved.

**Example: reference**

Public Health England (2018) *Every cigarette starves an unborn baby of oxygen*. [Leaflet] [s.l.], Gateway number: S4L184, 14 February 2020.

### Leaflet (with no date)

**Format: reference**

Author [n. d] *Title of leaflet* [Format and location retrieved], Date retrieved.

**Example: reference**

HSBC [n. d] *A guide to insurance products* [Leaflet obtained in Coventry branch], 11 December 2019.

### Lecturer's/ tutor's notes

It is not generally seen as good practice to cite from your tutor's notes or slides and you should follow up on any citations/references given by the tutor instead. However, if it is necessary to cite your tutor's notes or slides, follow the examples below.

**Format: Reference**

Lecturer surname, initials. (Year) Title of lecture. Module. Module code. Place. Day Month.

**Example: Reference**

Littlemore, J. (2013) Ecological impacts of human disturbance in ecosystems. Land resource management. LEM4455. University of Northampton. 11th March.

## Letter

### **Format: reference**

Author surname, initials. (Year) Title of letter. [letter]. Day Month.

### **Example: reference**

Williams, B. (2018) My experiences of farming in Sussex during the 1950s. [letter]. 12th July.

## M

## Magazine article

### **Format: reference**

Author surname, initials. (Year) Title of article. *Magazine Title*. Issue information, pp. first and last page numbers.

### **Example: reference**

Hutson, M. (2019) How memory became weaponized. *Psychology Today*. March 2019, p.3.

## Magazine article (online)

If there is a print equivalent, see instead: Magazine article.

### **Format: reference**

Author surname, initials. (Year) Title of article. *Magazine Title*. Issue information, pp. first and last page numbers. Available from: URL [Accessed Date].

### **Example: reference**

Hutson, M. (2019) How memory became weaponized. *Psychology Today*. March 2019, p.3. Available from: <https://www.psychologytoday.com/gb/magazine/archive/2019/03> [Accessed 10 April 2019].

## Market report

### **Format: reference**

Provider (Year) *Title*. Place of publication: Publisher

### **Example: reference**

MarketLine (2018) *Apparel retailing in the United Kingdom*. London: MarketLine.

**Note:** If an analyst name has been provided in the report (such as with Mintel reports), use this person as the author.

## Map (Digimap)

### **Format: reference**

Map publisher (Year) *Title of map section*, Sheet number or tile, scale. DOI or Available from: URL [Accessed: date].

### **Example: reference**

Ordnance Survey (2013) *Delapre Abbey*. 1:2500. Edina Digimap [online]. Available from University of Northampton Library [Accessed: 30 August 2013].

## Map (Google Earth)

### **Format: reference**

Google Earth version (if applicable) (Year data released) *Image details, location, co-ordinates, elevation*. Format/Data set (if applicable) [online]. Available from: URL [Accessed date].

### **Example: reference**

Google Earth 9.2.78.1 (2019) *Delapre Abbey*, Northampton, 52°13'34"N 0°52'59"W, elevation 64m [online]. Available from: <https://earth.google.com/web/> [Accessed 19 February 2019].

## Map (printed)

### **Format: reference**

Map publisher (Year) *Map title*. Sheet Number, Scale. Series. Place of publication: publisher.

### **Example: reference**

Ordnance Survey (1995) *Kettering, Corby and the surrounding area*. Sheet 141, 1:50 000. Landranger series. Southampton: Ordnance Survey.

## Map (online)

### **Format: reference**

Map publisher (Year of publication) *Map title*, location, co-ordinates or grid reference, sheet number or tile (if available), scale (if available). [online]. Available from: URL [Accessed date].

### **Example: reference**

Ordnance Survey (2019) *University of Northampton*, Northampton, SP 75947 59862 [online]. Available from: <https://osmaps.ordnancesurvey.co.uk/52.23173,-0.88946,17> [Accessed 1st August 2019].

## Museum artefact

### **Format: reference**

Artist/Creator surname, Initials. (Year) *Title*. [Material type]. At: Place: holding institution, department/location (if applicable). Identifier (if applicable). Seen date.

### **Format reference if artist/creator unknown:**

*Title*. (Year) [Material type]. At: Place: holding institution, department/location (if applicable).

Identifier (if applicable). Seen date.

### **Example: reference**

Kittos. ca. 365-360 BC. *Panathenaic amphora*. [Pottery]. At: London: British Museum, Greek & Roman Antiquities. 1866,0415.248. Seen 10<sup>th</sup> April 2019.

**Note:** For items with no known originator/creator, start your reference with the title or description of the object.

**Example reference if artist/creator unknown:**

*Garment*. (ca. 1850-70) [Linen.] At: London: British Museum: Africa, Oceania & the Americas.

Af2004.04.1. Seen 15<sup>th</sup> May 2001.

## Museum artefact (online)

**Format: reference**

Artist/Creator. *Title*. (Year) [Material type.] At: Place: holding institution, department (if applicable). Identifier (if applicable). Available from: URL. [Accessed date].

**Example: reference**

*Garment*. (19thC(late)-20thC(early)) [Silk.] At: British Museum: Africa, Oceania & the Americas. Af2004,04.1. Available

from:

[https://www.britishmuseum.org/research/collection\\_online/collection\\_object\\_details.aspx?assetId=136439001&objectId=1666739&partId=1](https://www.britishmuseum.org/research/collection_online/collection_object_details.aspx?assetId=136439001&objectId=1666739&partId=1) [Accessed 10 April 2019].

## Music (live performance/concert)

**Format: reference**

Artist (Year of performance) *Title of work/song*. [Live performance/concert] Performance venue, location. Date of performance.

**Example: reference**

Arctic Monkeys (2005) *I bet you look good on the dancefloor*. [Live performance] Pyramid stage, Glastonbury Festival. 28th June 2013.

## Band concert

**Example: reference:**

Kings of Leon (2008) [Live performance]. Glastonbury Festival. 27th June.

## Classical

**Format: reference**

Composer (Year of performance) *Title of work*. Performed by/conducted by. Location. [Date of performance].

**Example: reference**

Taverner, J. (2008) *The Anthem*. Conducted by M. Damev. Durham Cathedral: [20 October 2019].

## Music (lyrics)

### **Format: reference**

Lyricist/Songwriter, Initial. (Year) Title of track/song [lyrics] *Source [online]*. Available from: URL [Accessed date].

### **Example: reference**

Marling, L. (2017) Don't pass me by. *Lyrics.com* [online]. Available from: <https://www.lyrics.com/lyric/33740208/Laura+Marling> [Accessed 11 January 2018].

## Music (musical score/sheet music)

### **Print:**

#### **Format: reference**

Composer surname, initials. (Year of publication) *Title of work*. Editor(s) followed by ed. or other arrangers (note name is not surname first). Place of publication: Publisher.

#### **Example: reference**

Mozart, W. A. (2009) *Flute concertos: Concerto no. 2 in D, K. 314 and Andante in C, K. 315*. T. Wye (ed). R. Scott (arr.) Brough Green: Novello.

### **Online:**

#### **Format: reference**

Artist/Composer, Initial. (Year) *Title of work* [score] *Source [online]*. Available from: URL [Accessed date].

#### **Example: reference**

Mozart, W. A. (1778) *Flute concerto in G* [score] *Musopen.org* [online]. Available from: <https://musopen.org/music/39127-flute-concerto-in-g-major-k-313285c/> [Accessed 20 February 2019].

## Music (recorded track)

It is important to include the artists/originator of the track alongside the title.

### **Format: reference**

Artist surname, Initial. (Year of release) Title of track [format]. In: Title. Series Title and Number. Place of publication: Publisher.

### **Example: reference**

Stolet, J. (2002) Tokyo Lick [CD]. In: Music from SEAMUS 15. EAM-2006. Los Angeles: SEAMUS.

## Music streaming

### **Format: reference**

Artist name (individual, band, orchestra etc.) (Year) Title of song/track title, *Title of album (if required)* Available from: Name of streaming service [Accessed date].

### **Example: reference**

Stormzy (2020) *Still Disappointed*. Available from: Spotify [Accessed 14 January 2020].

## N

### Newspaper article

For most newspaper articles you can cite the author and year in the text of your work. However, if it is a news article and does not attribute an author, the newspaper name is used in the text and instead of the author in the reference list.

**Format: reference**

Journalist surname, initials. (Year) Title of news item. Name of newspaper. Day, Month, p. or pp. [first and last page numbers].

**Example: reference**

Peters, R. (2009) Picking up Maxwell's bills. *Independent*. 4 June, p.28.

### Newspaper article (online)

**Format: reference**

Journalist surname, initials. (Year) Title of news item. *Name of newspaper*. Day, Month [online]. Available from: URL [Accessed date].

**Example: reference**

Bearne, S. (2019) 'I'm not spending money on that': the rise of the teetotal student. *The Guardian*. 19 February [online]. Available from: <https://www.theguardian.com/uk> [Accessed 22 February 2019].

## O

### Ofsted report

When referencing an official report, for example one undertaken by Ofsted, you should not identify a school or setting, either by name or by quoting the Inspection Report Number. You will also need to anonymise the title of the inspection report if this includes the name of a person.

**Format: reference**

Ofsted (Year) [School X] *Title of report*. London: Ofsted.

**Example: reference**

Ofsted (2018) [School X] *School inspection report*. London: Ofsted.

### Online discussion list or discussion forum

**Format: reference**

Surname, initials (Year) Title of message/post. Date added. *Discussion list/forum title* [online]. Available from: URL [Accessed date].

**Example: reference**

Stubbings, R. (2016) Diagnostic tests. 3 August. *Lis-Infoliteracy* [online]. Available from: <http://www.jiscmail.ac.uk> [Accessed 19 February 2019].

### Organisational documents/policies

### **Example: reference**

NHS England and NHS Improvements (2019) *Standard infection control precautions: national hand hygiene and personal protective equipment policy*. Manchester: NHS England. Available from: [https://improvement.nhs.uk/documents/4957/National\\_policy\\_on\\_hand\\_hygiene\\_and\\_PPE\\_2.pdf](https://improvement.nhs.uk/documents/4957/National_policy_on_hand_hygiene_and_PPE_2.pdf) [Accessed 10 December 2019].

St. Michael's School (2018) *Promoting British Values at St. Michael's Catholic School*. High Wycombe: St. Michael's School. Available from: <https://www.stmichaels.bucks.sch.uk/our-school/our-catholic-ethos/british-values/> [Accessed 10 December 2019].

### Organisational documents/policies (anonymised)

**Note:** Whilst you would normally name an organisation, remember to **anonymise** documents from your placement organisation/institution if you have been told to keep it confidential. *If a document or policy is related to a trust or is password protected, anonymise it. If it is open access, there is no need to anonymise.*

#### **Format: anonymised reference**

Host organisation (Year) *Title of policy/report*. [Type of report, unless this is obvious from the title]. Publisher (originating organisation/institution).

#### **Example: anonymised reference**

Host organisation (2017) *Hand hygiene policy*. Host organisation.  
Host institution (2018) *Pupil behaviour*. [School policy document.] Host institution.

## P

### Patent

#### **Format: reference**

Inventor surname, initials. (Year) Title. Authorising organisation. Patent number [online]. Available at: URL [Accessed date].

#### **Example: Reference**

Allard, R.J.W., Dyson, J. and Spaven, J.W. (2006) A Cleaning Head. UK Patent Office. Patent no. GB2402047B [online].  
Available at: <https://worldwide.espacenet.com/patent/search/family/009958926/publication/GB2402047B?q=ia%20%3D%20%22allard%22%20AND%20ti%20%3D%20%22a%20cleaning%20head%22> [Accessed 10 December 2019].

### PDFs

A PDF is a format rather than a type of source. You should reference PDFs according to **source type** (e.g. a book chapter, a government report or a leaflet). If this is not possible, you can reference them as an online source.

## Play

### **Format: Reference**

Author surname, initials. (Year) *Title*. Edition. Place of publication: Publisher.

### **Example: Reference**

Stoppard, T. (1993) *Arcadia*. London: Faber & Faber.

**Note:** You do not include the edition information if it is the first edition. The date refers to the date of publication rather than the date the play was written.

## Podcast

### **Format: reference**

Author/presenter surname, initials. (Year) *Title*. [Podcast]. Day/month posted. Available at: URL [Accessed date].

### **Example: reference**

Bragg, M. (2017) *In our time: Wuthering Heights*. [Podcast]. 28th September. Available at: <https://www.bbc.co.uk/programmes/b095ptt5> [Accessed 1 August 2019].

## Poem, short story or play in an anthology

### **Format: reference**

Author's surname, initials. (Year) Title of poem. In: Editor's/compiler's Surname, initials (ed.) *Title of book*. Place of publication: Publisher, Pagination.

### **Example: reference**

Wilde, O. (2000) Flower of Love. In: Brown, A. (ed.) *An Anthology of Great English Literature*. London: New Ideas, p.410.

## Poem in a collection

### **Format: reference**

Author's surname, initials. (Year) Title of poem. In: *Title of collection*, ed. by Editors Initials and Surname. Place of publication: Publisher, Pagination.

### **Example: reference**

Wilde, O. (2020) Flower of Love. In: *The Collected Poems of Oscar Wilde*, ed. by A. Milton. London: New Ideas, p.410.

## R

## Radio broadcast

### **Format: reference**

*Title* (Year) Transmission channel, data and time of original transmission. Available at: URL [Accessed date].

### **Example: reference**

*Today* (2020) BBC Radio 4, 14 January 2020, 07.30. Available at: <https://www.bbc.co.uk/sounds/play/m000d703> [Accessed 14 January 2020].

## Religious text

When quoting from a sacred text e.g. the Bible, the Quran or the Torah you include the book followed by chapter/Surah and verse, rather than a page number. For other sacred texts you need to include a precise location, using the numbering system appropriate to the specific text.

### **Format: reference:**

Full title (Year) Version (if appropriate). Translated by (if appropriate). Place of publication:

Publisher.

### **Example: reference**

The Bible (2000) Contemporary English Version. London: HarperCollins.

Qur'an (2013) Translated by Abdullah Yusuf Ali. Ware, Hertfordshire: Wordsworth Editions Limited.

The Torah: the five books of Moses (1999) Philadelphia: The Jewish Publication Society.

## S

### Self-citation

#### **Format: reference**

Student surname, Initials. (Year of submission) *Title of essay/assignment*. [Unpublished essay/assignment]. Module title. Module code. Institution.

#### **Example: reference**

Siddall, G. (2018) *The importance of information literacy within Higher Education*. [Unpublished essay]. Information literacy. INF2244. University of Northampton.

## Skype

Please remember it is important to ask permission of the people involved before you use their personal correspondence in your work.

#### **Format: reference**

Caller surname, initials. (Year) Skype conversation with First name Surname. Day Month.

#### **Example: reference**

Smith, J. (2019) Skype conversation with Lucy Ladd. 10th February.

### Sound recording (based on recorded lectures)

See also Music (recorded track)

#### **Format: reference**

Author/speaker or recordist (Year) Title [medium]. Available from: URL [Accessed date].

**Note:** This is the date of publication (not the date of recording).

#### **Example: reference**

Bergonzi, B. (1994) Victorian street [sound recording]. Available from: <https://sounds.bl.uk/Environment/Sound-effects/027M-1CD0126081X2-0100V0> [Accessed 14 January 2020].

## Statutory Instrument

### **Format: reference**

Title of SI and Year (SI number) Place of publication: Publisher, Pagination.

### **Example: reference**

The Child Safeguarding Practice Review and Relevant Agency (England) Regulations 2018 (SI 2018/789) London: TSO, pp.22-23.

## T

## Telephone call

Please remember it is important to ask permission of the people involved before you use their personal correspondence in your work.

### **Format: reference**

Caller surname, initials. (Year) Telephone conversation with First Name Surname. Day Month.

### **Example: reference**

Smith, J. (2019) Telephone conversation with Lucy Ladd. 10th February.

## Television advertisement

### **Format: reference**

Company/Product (Year) *Title of advert/brief description of advert* [Television advertisement]. Television channel, transmission date.

### **Example: reference**

John Lewis & Partners (2018) *The boy and the piano. The John Lewis & Partners Christmas Advert 2018.* [Television advert]. ITV, 8 December 2018.

## Television programme (broadcast)

### **Format: reference**

*Series Title* (Year) Episode title, series number, episode number (if applicable) [Format omit if live]. Place of production: Television channel, transmission date and time.

### **Example: reference**

*Dr Who* (2005) The empty child, series 1, episode 9 [DVD]. Cardiff: BBC1, 21st May, 18.30.

## Television programme (streamed content, e.g. Netflix, BBC iPlayer)

### **Format: reference**

*Title* (Year) Episode title, series number, episode number (if applicable). Source. [online]. Available from: URL. [Accessed date].

### **Example with URL: reference**

*Seven Worlds, One Planet* (2019) Series 1, episode 1. BBC iPlayer [online]. Available from: <https://www.bbc.co.uk/iplayer/episode/m0009tt8/seven-worlds-one-planet-series-1-episode-1> [Accessed 31/10/19].

**Note:** If no URL is available for the service, use the following format:

### **Format: reference (no URL)**

*Title* (Year) Episode title, series and number (if applicable). Source [online]. Available from:

Name of Streaming Service. [Accessed date].

### **Example with no URL: reference**

*Seven Worlds, One Planet* (2019) Series 1, episode 1. [online]. Available from: BBC iPlayer [Accessed 31 October 2019].

## Theatre performance (live)

### **Format: reference**

Author surname, initials. (Year of performance) *Title*. Directed by. Adapted by. Performance company/performer. Performance venue, location. [Date of performance].

### **Example: reference**

Braithwaite, E. R. (2013) *To Sir, with love*. Directed by Mark Babych. Adapted by Ayub Khan Din. Northampton and Touring Consortium Theatre Company. Royal Theatre, Northampton. [6 September 2013].

## Theatre programme (print)

### **Format: reference**

Author of programme surname, initials. (Year) *Title of event*. Performance venue, location, date of performance [Event programme].

### **Example: reference**

Kirkwood, C. (2019) *Opt Out*. Royal Theatre, Northampton, 9th March 2019 [Event programme].

**Note:** if author of programme is not known, use company or director's name instead.

## Thesis or dissertation

### **Format: reference**

Author surname, initials. (Year) Title. Level. Name of awarding institution. Note: if accessed online include URL or DOI and [accessed date].

### **Example: reference**

Coulson, S. E. (2009) The socio-cultural influences impacting upon young women. Ph.D. University of Northampton.

## Translated material

If the book you want to use in your assignment has been translated you need to include the translator details in your final reference.

**Format: reference**

Author/editor surname, initials. (Year) *Title*. Edition. Translated from the [original language] by Surname, initial. Place of publication: Publisher. Pagination.

**Example: reference**

Starobinski, J. (1986) *Montaigne in Motion*. Translated from the French by Goldhammer, A. Chicago: University of Chicago Press, p.43.

## Twitter

The use of Virtual Reality resources in a Nursing Simulation Suite provides context driven experience to students (Author, 2019).

**Format: reference**

Twitter handle (Year of post) Text of tweet. *Source* [online]. Day/month of post. Time posted. Available from: URL [Accessed date].

**Example: reference**

@UniNhantsNews (2019) Second-year Advertising & Digital Marketing students... *Twitter* [online]. 6 April. 09.30. Available from: <https://twitter.com/UniNhantsNews/status/1114475764978679813> [Accessed 10 April 2019].

## V

### Video (online e.g., YouTube, TED)

**Format: reference**

Username or Author Surname, Author Initial. (Year) Title of video. *Source* [online]. Available from: URL [Accessed date].

**Example: reference**

UoWLTTU (2008) Harvard Referencing with Mike Webb (Part One). *YouTube* [online]. Available from: [http://www.youtube.com/watch?v=E7Laol\\_ALeU](http://www.youtube.com/watch?v=E7Laol_ALeU) [Accessed 23 March 2013].

**Note:** When citing You Tube, always use the username as the author.

### Video (subscribed content e.g. Anatomy TV, SAGE video, Box of Broadcasts)

**Format: reference**

Author Surname, Author Initial. (Year) Title of video. *Source* [online]. Available from: URL/DOI [Accessed date].

**Example: reference**

Sigafoos, L. & Evans, J. (2016) Communicating effectively with students. *Sage Video* [online]. Available from: <http://dx.doi-org.ezproxy.northampton.ac.uk/10.4135/9781544306414> [Accessed 23 May 2020].

**Note:** for Anatomy TV use Primal Pictures as the author.

## W

### Webinar

#### **Format: reference**

Author/Speaker, Initial. (Year) Title of communication. *Source* [webinar]. Available from: URL/DOI [Accessed date].

#### **Example: reference**

Bristow, H. (2020) Journals and publishing. *ACW* [webinar]. Available from: <http://acw.co.uk/webinars/2020/bristow> [Accessed 23 May 2020].

### Website or webpage

#### **Format: reference**

Author (Year) Title. *Source* [online]. Available from: website [Accessed date].

#### **Example 1: reference with a named author**

Flanders, S. (2013) UK unemployment not following Mr Carney's script? *BBC* [online]. Available from: <http://www.bbc.co.uk/news/business-24055846> [Accessed 7 October 2013].

#### **Example 2: reference with a corporate author**

Stroke Association (2012) Our campaigns: what we achieve together.

*Stroke Association* [online]. Available from:

<https://www.stroke.org.uk/what-we-do/ourcampaigns/what-we-achieve-together> [Accessed 24 August 2016].

**Note:** If you are citing a source being quoted on a website, first check whether you are citing the quoted section or the website section. If the quoted section, cite as follows:

### Wiki

To refer to wikis we have given an example from Wikipedia below. However, you should not refer to Wikipedia in your assignments as it does not contain any original research. Instead, follow the references to get through to more information on your chosen topic

**Format: reference** Title. (Year) *Wikipedia* [online]. Available from: website [Accessed date].

**Example: reference** Parenthetical referencing. (2013) *Wikipedia* [online]. Available from: [https://en.wikipedia.org/wiki/Parenthetical\\_referencing](https://en.wikipedia.org/wiki/Parenthetical_referencing) [Accessed 23 March 2018].