



# **UHI Student Referencing Guide**

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# Introduction

When producing a piece of written work you need to acknowledge the words and ideas of others that you use, by **citing** and **referencing** them. There are several **referencing styles** in existence; for UHI undergraduate and taught post-graduate students the approved format used is the **standard Harvard** style. This is a simple system of author-date referencing which is widely used internationally and conforms to the British Standards Institution's BS 5605 for referencing. There are two elements in the UHI Harvard Reference Style:

- **In-text citations** in the main body of your writing
- A separate **List of References** at the end of your work

Some UHI modules have dispensation from the Faculty Dean to use a different referencing style, reflecting standard practices in their subject discipline (e.g. theology). It is YOUR RESPONSIBILITY to check with your module leaders whether any of your modules have received dispensation for use of a system other than the UHI standard Harvard style.

## Why must I 'cite' and 'reference'?

You must cite and reference all images, tables, illustrations and graphs taken from printed or internet sources, as well as blogs, e-mails, wikis, conversations, TV and radio broadcasts, as well as all statements, opinions, conclusions, etc taken from another writer's work, whether the work is directly quoted, paraphrased or summarised.

- The ideas and words you are using are not yours, but the intellectual property of someone else, and you must acknowledge this.
- Failure to acknowledge someone else's intellectual property in your work is regarded as plagiarism, which is penalised by tutors, markers and examiners.
- It shows the academic backing for your arguments, with evidence of the breadth and depth of your reading.
- It enables the reader to identify and trace the sources you have used for your ideas.

The purpose of this Guide is to help you become a confident and independent writer and researcher. A balance has been struck between listing every possible type of source and keeping the guidelines concise and reader friendly. Therefore, on rare occasions you may need to cite and reference an unusual type of source that is not included in this Guide. Do not panic if you cannot find precise guidelines in such a case, but consider these tips:

- **In-text citations** are easy because you just give the author or corporate author and the date (plus page numbers if relevant). See the Introduction to Part One of this Guide for a list of all the pieces of information you should include in an in-text citation in which order, and adapt these principles if necessary
- **The List of References** entry is also simple when you know how! See the Introduction to Part Three of this Guide for a list of all the pieces of information you should include in a List of References entry, in which order, and adapt these principles if necessary

## Follow the ABC of Successful Citing and Referencing:

**ASK** yourself whether you have been transparent about where each source comes from, including page numbers if you quote or paraphrase, or if you summarise information on a specific page of a source. Check that other readers will be able to locate exactly the idea, image, or numerical data you have borrowed.

**BE** rigorous in checking that every source you have cited is included in the List of References, and that the two elements are connected because they start with the same author and date.

**CONSISTENCY** is the golden rule! Make sure you have followed the same procedure throughout your academic paper.

## Part One: In-text citations

This section of the Guide explains how to write in-text citations.

The basic principle is to give the surname of the author or the corporate author and the year of publication in brackets (author date), plus the page number if you **quote** or **paraphrase**, or if you **summarise** information on a specific page of the source.

### How do I format in-text citations?

1. Give the **author's surname**, or the corporate author, organisation, artist, or editor if there is no author (e.g. Smith).
2. Give the **year** the source was produced (e.g. 2006).
3. Give the **page numbers** if you **QUOTE** the exact words of the source or if you **PARAPHRASE** them, which means to re-phrase them. Also give **page numbers** if you are doing a **SUMMARY** of a particular part of an argument on a specific page. However, if you are summarising what an author has argued in an **entire** book or article, you do not need to give page numbers.

- Example of citing a **quote** or **paraphrase**:  
Aitken argues that land fill sites are 'not cost efficient' (2006: 48).
- Example of **summarising an entire book or article**:  
A recent study reveals new information about child poverty in Scotland (Weir 2007).
- Example of **summarising a point made on two consecutive pages of a book or article**:  
The book provides examples of how the eating habits of parents directly influence children (Taylor 2006: 19-20).

## I. In-text Citations: Frequently Asked Questions

### 1. What should I do if I can't find the date on a web site?

It is acceptable to estimate a web site date, but if you do write 'c.' in italics, which is short for the Latin term *circa*, meaning 'approximately'. Example:

There are many software packages for detecting plagiarism (Referencing *c.* 2006).

If you do not want to estimate the date, write 'n. d.' which means no date. Example:

Students are gaining increasingly high grades (National Student Forum n. d.).

### 2. How should I cite an author's name?

You have two options, and you should vary your practice throughout your academic paper.

**Option 1:** If you mention the author's name in your own writing just give the date (and page number if you quote, paraphrase, or summarise specific information) in your in-text citation. Example: MacDonald (2007: 66) maintains that in recent years Inverness has become Britain's fastest growing city.

**Option 2:** If you do not mention the author's name in your writing give the author's surname and date (and the page number if you quote, paraphrase, or summarise specific information) in your in-text citation. Example: Wavelets are an effective means of disease detection (Qureshi 2006: 95).

### 3. Where in the sentence should I put in-text citations?

You can either place in-text citations near the start of your sentences, or near the end. Be aware that writers in different disciplines follow different practices in this regard. Writers in the Sciences often put in-text citations near the start, whereas writers in the Arts tend to put in-text citations near the end of sentences. Talk to your module tutor about the conventions in your own discipline.

### 4. Can I cite lots of sources in the same sentence?

Readers need to know exactly who made each point you have borrowed as you advance your own argument, so only cite more than one source in the same sentence if they make EXACTLY the same point. Example:

Shaw (2001: 15) argues that therapists are losing their skills. Similarly, Higgins (2004: 72) maintains that there has been a decrease in skills development.

If you cannot avoid citing more than one source because various authors all argue the same point, put the sources in chronological order starting with the oldest and separate each one with a comma. Example:

Health informatics will radically change the nature of the National Health Service by the year 2010 (Brown 2002: 3, Padda 2005: 14, and Lee 2006: 44).

### 5. How do I cite a single source with multiple authors using *et al.*?

For up to three authors, give all the authors' surnames in your in-text citation. Example: Cox, Patel, and Pavliotis (2004) discuss Britain's future adoption of the euro.

However, if there are more than three authors use *et al.* which is short for '*et alii*' meaning 'and the others' in Latin. Like all foreign phrases, you should put *et al.* in italics. Note that there is a full stop after *al.* because it is an abbreviation (a shortened form of the original word). Remember that although only one surname is given, you are referring to multiple authors, so the next verb in your sentence must agree. Example:

Fletcher *et al.* (2006: 88) suggest that in this century global climate change has caused billions of dollars worth of damage.

### 6. Does the full stop go before or after in-text citations?

Even when quoting, do not use a full stop until AFTER your in-text citation in brackets because the in-text citation is part of your sentence. Example:

Bevan posits that vitamin E has 'life-changing' effects' (2006: 8).

### 7. When should I use italics?

Put the title of a print publication in italics (do not use bold or underline). Note that the physical item that you hold in your hand must be italicised, including all books, journals, etc. so that readers can see at a glance which physical sources you have cited. Example: Dickens wrote many novels, but *Hard Times* (1854) is the most interesting from a philosophical perspective.

Put all foreign words in italics, including *et al.*

**Do not** use italics for the title of journal articles or book chapters. Instead use single quotation marks. Note that the article or chapter sits within a publication and it must sit within single quotation marks. Example:

Peterson's recent article on oncology entitled 'Meningioma Detection' makes a real contribution to cancer research (2006: 21-9).

**Do not** use italics when quoting. Instead, use either double or single quotation marks, and whichever you choose be consistent throughout your document. Example:

Although there are many approaches to disaster planning the Smartson model ensures both 'effectiveness and efficiency' (Smartson 2004: 65).

## 8. When should I give page numbers?

Give a page number in your in-text citation when you **QUOTE** or **PARAPHRASE** a source because this enables readers to locate the exact passage you have cited for their own use, or to check that you have quoted or re-phrased the source accurately. Also give page numbers when you **SUMMARISE** a point that appears on a specific page or pages of a source. Example of a quote: Crude oil price rises have been 'alarming' (Brown 2006: 5).

## 9. When should I omit page numbers?

If you are summarising what an author has argued in an **entire book or article**, you do not need to give page numbers. Example: Fielding has undertaken new research into alternative therapies (Fielding 2006).

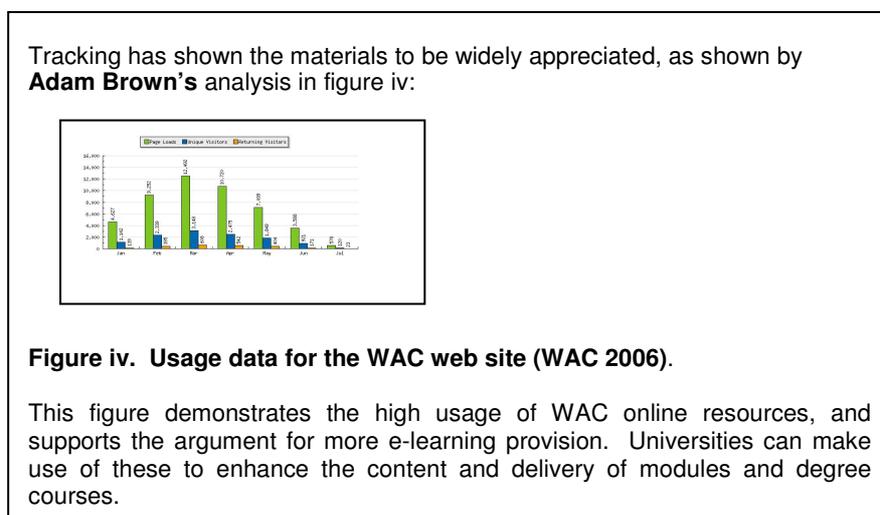
## II. In-text Citations: Numerical Data

Every time you borrow a date, statistic or other numerical data from a source, give an in-text citation. Example:

The number of heart attacks has risen dramatically in recent years and there has been an increase of 10% since 1992 (Department of Health 2005: 65).

If you present numerical data visually, label it as a **figure** or **table** and include a **List of Figures or Tables** in your Contents Page. If the figure is from a printed source you must give the page number in your in-text citation. In your own writing explain who compiled the data because the in-text citation only tells readers your source. Give the figure a title and an in-text citation with the author or corporate author and date of the source in brackets.

Example of how to cite a Figure in your paper:



**Figure 1 In-text citation of numerical data**

### III. In-text Citations: Printed Written Sources

#### 1. A whole book

Give the author's surname and the year of publication in brackets. Example:  
Applied research has boosted pedagogical practice (Morrison 2006).

#### 2. A chapter or essay by a particular author in an edited collection of essays

If your source is just one chapter within a collection of essays by various different authors, give an in-text citation for the author of the chapter you want to cite, but give the date of the book. Example:

Recent developments in the field of pedagogical research have revolutionised teaching practice (Taylor 2006: 47).

#### 3. Multiple authors

For up to three authors, give all the authors' surnames in your in-text citation. Example:  
Cox, Patel, and Pavliotis (2004) discuss Britain's future adoption of the euro.

However, if there are more than three authors use *et al.* which is short for 'et alii' meaning 'and the others' in Latin. Like all foreign phrases, you should put *et al.* in italics. Note that there is a full stop after *al.* because it is an abbreviation (a shortened form of the original word). Remember that although only one surname is given, you are referring to multiple authors, so the next verb in your sentence must agree. Example:

Fletcher *et al.* (2006: 88) suggest that in this century global climate change has caused billions of dollars worth of damage.

#### 4. A corporate author

Sometimes sources are produced by an organisation, not individuals. This is known as a corporate author. Give an in-text citation as usual but cite the organisation as the author. Example:

It is essential to plan for emergencies (Disaster Agency 2006).

#### 5. A journal article

Give the surname of the author of the article and the year the journal was published in brackets. Example:

Evidence-based practice has many positive effects (Smithson 2006).

#### 6. A personal communication or letter

Give the surname of the person you are citing and the date in brackets. In your own writing give the full name of the person you are citing. Example:

In a personal communication, Andrew Stapleton explained that he is 'completely against' recent moves to close the local accident and emergency unit (Stapleton 2006).

#### 7. A book in the Bible or other sacred text

Within brackets give the title of the book in place of the author, then give the chapter number. Add a colon, then give the verse. Example:

David was a mighty warrior (2 Kings 10:3).

#### 8. A Government Bill

When it is a UK government Bill, in your own writing within brackets write 'HC Bill' or 'HL Bill' and in new brackets give the Parliamentary Session, then give the Bill serial number in square brackets. Note that every time a Bill passes through Parliament it is re-numbered.

Give an in-text citation within brackets with 'HC' for House of Commons or 'HL' for House of Lords then the date and page number if appropriate. Example:

It was revealed today in the House of Commons (HC Bill (2000-1) [30]) that vehicle tax is likely to be revised (HC 2001: 56).

In the case of a Scottish Parliament Bill, follow the same procedure. Example:

Those campaigning for healthier diet for Scottish schoolchildren will have been encouraged by the emphasis on the responsibilities of local authorities in the provision of school meals (SP Bill (2005-6) [68]).

## 9. Hansard official report of a Parliamentary debate

In your own writing within brackets write 'HC Deb.' or 'HL Deb.' and in new brackets give the Parliamentary Session, then outside these brackets give the volume number, add a comma, then write 'col.' for the column number, and state the column number. Give an in-text citation within brackets with 'HC' for House of Commons or 'HL' for House of Lords then the date and page number if appropriate. Example:

Patten hounded the Prime Minister (HC Deb. (2000-1) 203, col. 346) over international debt (HC 2001: 42).

## IV. In-text Citations: Electronic Written Sources

Follow the same practice as when you cite printed sources by giving the **author** and **date**, but no page number is required for online sources.

### 1. Electronic texts

For any source accessed online including an electronic journal article, electronic book, electronic lecture notes, an email etc. give the author's surname or the corporate author and the date in brackets. Example:

White noise has been under-researched (Wallace 2006).

### 2. A web site

Give the corporate author and the date in brackets. **DO NOT** give the full web address (called the URL) in your in-text citation because this goes in the List of References. Example:

There are many software packages for detecting plagiarism (Referencing c. 2006).

If you cannot find the date on a web site it is acceptable to estimate the date, but if you do, write 'c.' in italics, which is short for the Latin term *circa*, meaning 'approximately'. Example:

There are many software packages for detecting plagiarism (Referencing c. 2006).

If you cannot find the date and you do not want to estimate it, write 'n. d.', which means no date. Example:

Students are gaining increasingly high grades (National Student Forum n. d.).

### 3. An email list (JISCMail or Listserv)

Give the surname of the author of the email you wish to cite and the date of the email in brackets. Example:

Neurological rehabilitation has been under-funded for years (Lango 2005).

### 4. A blog

Give the surname of the author of the blog and the date it was written. Example:

Chaos theory has impacted seriously on literature as well as science (Richards 2006).

### 5. A broadcast accessed electronically or a podcast

Give the corporate author and the date in brackets. Example:

Contemporary politicians are more image-conscious than ever (BBC 2005).

## V. In-text Citations: Electronic Visual Sources

### Warning!

There is usually a copyright issue when you wish to reproduce a work of art from either a printed or an internet source. This will be stated on the image itself or in the introductory material. Follow the guidelines given in your source. Often reproduction for use in academic assignments which are not formally published is acceptable. If in doubt, ask your module tutor.

Every time you borrow a picture, painting, photograph, diagram, or other image from a source, give an in-text citation. Label it as a **figure** and include a **List of Figures** in your Contents Page. If the figure is originally from a printed source you can give the page number in your in-text citation. In your own writing, explain who the artist is, because the in-text citation only tells readers your source. Give the figure a title and an in-text citation with the author or corporate author and date of the source in brackets. Discuss the significance of the figure in full.

Example of how to cite a Figure when the source is accessed online:

All students require strong writing skills, as the diagram created by **Martha Simmons** shows in Figure i:



**Figure i. Writing Skills (Writing Centre 2006).**

Simmons' figure indicates why students must work on enhancing their written communication skills. The figure outlines seven important reasons why academic writing matters, and suggests how students might approach their own acquisition of better writing skills.

### Figure 2 In-text citation of an image accessed electronically

#### 1. DVD or video accessed electronically

Give the director's surname as the author, or the corporate author if appropriate, then the date in brackets. Example: Dance is an effective form of therapy (Newton 2006).

## VI. In-text-Citations: Printed Visual Sources

### Warning!

There is usually a copyright issue when you wish to reproduce a work of art from either a printed or an internet source. This will be stated on the image itself or in the introductory material. Follow the guidelines given in your source. Often reproduction for use in academic assignments which are not formally published is acceptable. If in doubt, ask your module tutor.

Every time you borrow a picture, painting, photograph, diagram, or other image from a source, give an in-text citation. Label it as a **figure** and include a **List of Figures** in your Contents Page. If the figure is from a printed source you must give the page number in your in-text citation. In your own writing, explain who the artist is, as the in-text citation only tells readers your source. Give the figure a title and an in-text citation with the author or corporate author and date of the source in brackets. Discuss the significance of the figure in full. Example of how to cite a Figure from a printed source:

The best preserved Broch is arguably the Broch of Mousa in Shetland, as depicted here in a painting from the early 1800's by **David Henry Parry** in Figure ii:



**Figure ii. Broch of Mousa (Anderson 2005: 24).**

Out of a total of 500 broch sites throughout Scotland, Shetland is home to around 120. Parry's illustration shows Mousa as it looked when occupied.

### Figure 3 In-text citation of a printed image

#### 1. A DVD, video, or film

See the DVD or VHS video itself for details if there is too much confusing material on the case. Give the surname of the director as the author and the date of release in brackets.

Example:

The recent adaptation of *The Merchant of Venice* is a radical interpretation (Radford 2004).

#### 2. A video recording (from TV)

Give the corporate author and the year in brackets. Example:

Farmers are required to diversify in order to survive (ITV 2005).

## VII. In-text Citations: Spoken Sources

Follow the same practice as when you cite written sources by giving the author or corporate author, the date, and page numbers if appropriate.

### 1. A Lecture

**Warning!**

It is not regarded as good practice to reference a lecture you have attended. The general advice is **not to** do this, and the guidance in this section is purely to explain how to do it, not to sanction doing so. If you want to reference a lecture, check first with your module tutor.

In your own writing, indicate that you are referring to a lecture. Write an in-text citation as normal, giving the surname of the lecturer as the author and the year the lecture was delivered in brackets. Example:

According to a lecture delivered as part of the mechanical engineering module 163ENG, engineering has changed fundamentally since 1945 (McMaster 2006).

### 2. An interview you have conducted or a conversation

In your own writing, indicate that you are citing a face-to-face interview you have conducted or a conversation by introducing the full name of the person you have interviewed. In your in-text citation give the surname of the interviewee and the date in brackets. Example:

In a personal interview conducted by Sarah Murphy, Angus Rae, Manager of the Loch House, stated that he was 'shocked and surprised by the committee's decision' (Rae 2006).

If your assignment must be **anonymous** you can call yourself 'the author'. Example:

In a personal interview conducted by the author, Angus Rae, Manager of the Loch House stated that he was not pleased by the committee's unexpected decision (Rae 2006).

Note that you must use quotation marks to indicate the exact words spoken by the interviewee. If you paraphrase the comment you do not need quotation marks, but you must give an in-text citation.

### 3. An interview conducted by another person

In your own writing, indicate that you are citing an interview someone else has conducted, and give the full name of the interviewee so that it is clear whose words you are citing. In your in-text citation give the surname of the interviewee and the date in brackets. Example:

In an interview conducted by Scott Laing, Mary Donaldson, Director of the Rural Housing Association, stated that she was 'delighted at the prospect of meeting the First Minister' (Donaldson 2006).

### 4. A radio broadcast or sound recording

Give the corporate author and the year in brackets. Example:

Political life has changed since the election of New Labour (Radio 4 2005).

## VIII. In-text Citations: Secondary Sources

### Warning!

Do not rely on using secondary sources if you can help it because this can suggest that you do not have the research skills to locate the original source. It is possible that the source you are interested in has been misquoted or misunderstood by the writer you are reading, so you should read the original to prevent repeating any errors.

Secondary sources are 'second hand' sources. If you are reading a source in which another source is cited, first **try to find the original**. Check in the footnotes, bibliography, or List of References in the source to find information about the original. If you cannot find the original in your college library, check the library catalogue, and speak to library staff about borrowing a copy from another library.

- **In-text citation option 1:** If you can obtain the original source, read it and cite the original as normal. Example:  
Concern about climate change is becoming a 'force for good' in international politics (Patel 2004: 88).
- **In-text citation option 2:** If you cannot find the original source, cite it as a secondary source. Within brackets give the surname of the author whose original work you have not read and the date of the secondary source. Write 'cited in' and give the surname of the author whose work you have read (the original) and the date. Add a colon, then give the page number of the source you have read to help readers locate the passage. Example:  
Concern about climate change is becoming a 'force for good' in international politics (Patel 2004 cited in Brown 2005: 6).

## Part Two: The relationship between in-text citations and the List of References

An in-text citation gives formal recognition of a source you have used. To 'cite' means to refer to a source in the main body of your academic paper. An 'academic paper' is the scholarly term for an essay, assignment or other document. The List of References provides sufficient information for readers to locate each source you have cited. To 'reference' means to enter full details of a source in this list, which you then put on a separate page at the **end** of your academic paper.

The List of References is organised alphabetically according to the surname of the author or corporate author. Every line after the first should be indented so that author stands out. There is a line of space between each entry.

Figure 4 shows a sample page from an academic paper with the List of References page superimposed. This figure shows that these two elements are linked, and that they each start with the same author or corporate author and date. A source should only appear **once** in the List of References even if there are many in-text citations for that source in your paper.

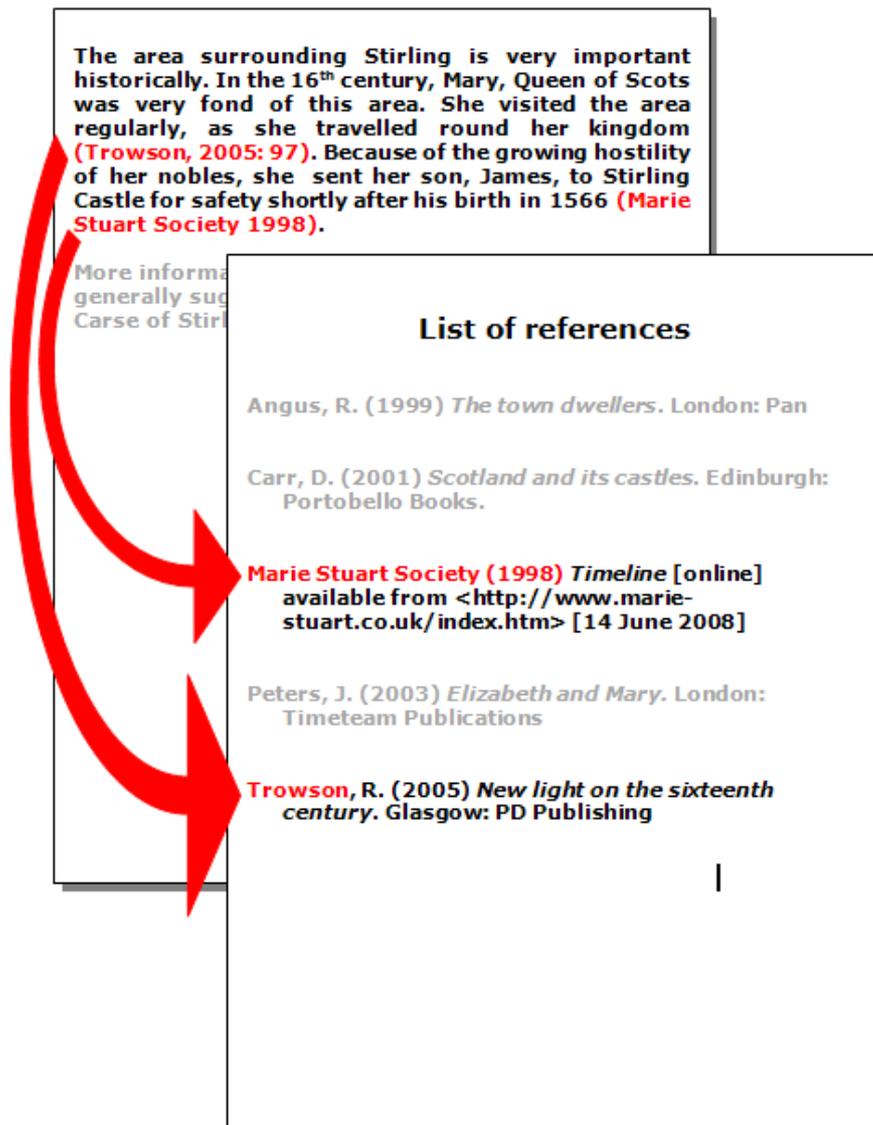


Figure 4 The two elements in a sample paper

## An example of in-text citations

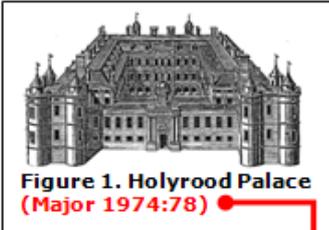
Figure 5 shows in-text citations in the main body of an academic paper. This sample paper is about Mary, Queen of Scots. You must give in-text citations each time you borrow ideas, information, images, or numerical data from a source in order to display **intellectual honesty** about the sources you have used.

**Mary, Queen of Scots returned to Scotland in 1561, and abdicated in 1567. Discuss the reasons for the political turbulence of this period.**

There are various reasons for the political unrest in Scotland during this period. (Smith 2006). Morrison suggests the emergence of the new religion and Knox were major factors (1997: 57)

It is true that, while Mary recognised the new church, she did not allow it full establishment, and she herself continued to celebrate Mass, to the horror of John Knox and others (Marie Stuart Society 1998). However, the reasons are more complex than this.

Mary tried hard to make friends with the English Queen Elizabeth 1, and sided with the moderate nobles in Scotland. When an attempt to form an alliance with Spain through marriage failed, she married her second cousin Henry, Lord Darnley in 1565, at Holyrood Palace, shown in figure 1:



**Figure 1. Holyrood Palace (Major 1974:78)**

**In-text citation of a summary:**

Give the author's surname and the year of publication. Here the source is **summarised**, so no page numbers are given (the writer has **summed up** the general argument made throughout the source). Note that the full stop goes after the in-text citation in brackets.

**In-text citation of a paraphrase:**

Give the author's surname and the year of publication. Here the source is **paraphrased**, so a page number is given (the writer has **re-phrased** a specific idea that can be found on a particular page in the source). Note the colon before the page number [:].

**In-text citation of a web page:**

Give the name of the organisation which produced the web site as the author. This is known as a corporate author. Give the date that the site was produced or last updated if this is provided

**An in-text citation of an image from a printed source:**

Label every image as a Figure, as shown. (Label numerical data as a table). Give the author, date, and page number if the figure or table comes from a printed source.

Figure 5 In-text citations

This writer has undertaken independent research and learnt how to cite and reference with skill. By marshalling evidence from other sources you can advance your own **original argument** in a convincing way to become a scholarly and authoritative writer. Make sure you credit the **intellectual property** of other scholars.

## An example of the List of References

Figure 6 shows a sample List of References. It demonstrates that sources are referenced differently depending on the type, and there is a special format for books, journal articles, online journal articles, web sites, etc. See the Contents Page of this Guide for a list of different types.

The List of References is organised alphabetically according to the surname of the author or corporate author. Every line after the first should be indented so that author stands out. There is a line of space between each entry. Make just one list and **do not** divide the entries into separate categories. There is no full stop at the end of each entry. Put the List of References on a separate page at the end of your paper, but if you include an Appendix this goes after the List of References.

**List of References**

Abrahams, B. (2000) *The City and the Citizens*.  
Edinburgh: Edinburgh University Press

Carr, S. (1955) *The Cityscape*. Glasgow: Collins

Centre for Academic Writing (2005) *The List of References Illustrated*  
[online] available from <<http://home.ched.coventry.ac.uk/caw/harvard/index.htm>> [20 July 2005]

Padda, J. (2003) 'Creative Writing in Edinburgh' *Journal of Writing Studies* 3, (2) 44-59

Smith, A. (2006) 'Academic Writing Today' *Journal of Scholarly Writing*  
[online] 2, (1) 89-93. Available from <<http://writing.com/academic/scholarship-journal.htm>> [25 May 2006]

**A book:** give the author's surname and initials, then the year in brackets followed by the title in italics and then a full stop. Give the place of publication, a colon, and lastly the publisher.

**A visual source:** Reference as you would a written source. For instance, if you reproduce a photograph from a book, give a complete reference for that book. If you do not, you may be accused of plagiarism.

**A web page:** give the name of the organisation which produced the web page as the author. This is known as a corporate author. Give the year the web page was created or last updated in brackets if this is provided. If not, you can write 'n. d.' in brackets for 'no date', or use 'c.' in italics (meaning *circa*) to give an approximate date. Give the web page title in italics, write [online] then write 'available from' and the full web page address starting with < and ending with >. Finally, give the date you accessed the web page in square brackets. **A visual source:** a figure or table from a web site must also be referenced in this way.

**A print journal article:** give the author's surname and initials followed by the year the journal was produced in brackets. Put the article title then a full stop within single quote marks. Give the journal title in italics, then the volume followed by a comma, then the issue number in brackets if there is one. Lastly, give all the pages of the article.

**A journal article accessed online:** give a journal article entry as normal but add [online] after the journal title. At the end add a full stop, write 'Available from' and give the full web address followed by the date of access in square brackets.

Figure 6 The List of References

## Part Three: The List of References

This section of the Guide explains how to write the List of References. The basic principle is that the entries in this list must **link** with the in-text citations by starting with the same author and date.

### 1. How do I format the List of References?

1. Give the **author**, corporate author, organisation, artist, or editor (e.g. Smith, E. ).
2. Give the year of publication as the **date** (e.g. 2006).
3. Give the **edition** if appropriate (eg. 3rd edn. or rev. edn.).
4. Give the **editor** if appropriate in addition to the author (e.g. ed. by Jones, S. T.).
5. Give the **title** in italics followed by a full stop (e.g. *Particle Physics: Recent Developments.*).
6. Give the **translator** if appropriate in addition to the author (e.g. trans. by Lango, J. P.).
7. Give the **series** title, number, or other information if appropriate (e.g. series 2).
8. Give the cite of publication as the **place** (e.g. London).

### I. List of References: Frequently Asked Questions

#### 1. What is the difference between the List of References and a Bibliography?

A List of References gives full information for sources you have cited. A bibliography is a list of all the sources you have read.

Bibliographies are **not** normally used in the UHI Harvard Reference Style, but your module tutor **may** ask you to include one.

#### 2. What should I do if I list more than one source by the same author?

If you list different sources by the same author which are produced in the same year, label the first source a, the second b, etc. in chronological order with the oldest first. Use ---. instead of repeating the author's name. Example:

##### List of References

Smith, J. (2002a) *Education and online learning: Teaching in the Internet age.* London: Online Learning Press

---. (2002b) *Psychological aspects of learning.* London: Learning Press

---. (2002c) *Teaching and teaching styles.* Oxford: Oxbridge Publishing

#### 3. How do I find the date in a book?

The three places to look for information are: the front cover, the title page, and the reverse of the title page. The date used is the **edition** date, not the date of reprints. However, if the book has been **revised** or it is the **2nd** or **3rd** edition etc. you must record that as the content and page numbers may be different from the original. See below for detailed guidelines.

#### 4. How should I reference a first, second, etc. or revised edition?

Give the author's surname and initials, the date of the edition you are using in brackets, then write '2nd edn.' or '3rd edn.' as appropriate. Give the title in italics followed by a full stop, then the place of publication followed by a colon then the publisher. Example:

Dudley, P.R. (2001) 2nd edn. *Wavelets in computing: an efficient means of conducting research*. Oxford: Oxford University Press

#### 5. How do I find the place of publication in a book?

You can find the city of publication either on the title page of a book or the reverse of the title page. If more than one city is given, reference only the first city. Note that the **PLACE** comes before the PUBLISHER in your reference, just as PL comes before PU in the alphabet.

#### 6. Where should I put an editor?

If there is only an editor, give the editor's name instead of the author and write 'ed.' in brackets, then give the date in brackets and the title in italics followed by a full stop. Finally, give the place of publication followed by a colon then the publisher. Example:

Edwards, J. P. (ed.) (2006) *Translation theory since 1945*. Oxford: Oxford University Press

#### 7. What do I do if I have both an editor and an author?

If a source has both an author and an editor, give the author's surname and initials as usual and the date in brackets, then write 'ed. by' and give the editor's surname and initials, followed by the title in italics then a full stop. Finally, give the place of publication followed by a colon then the publisher. Example:

Archer, A. (2005) ed. by Bukhari, P. A. *Temperature analysis in children*. Oxford: Oxford University Press

#### 8. Where should I put a translator?

If there is also an author, the surname and initials of the translator go after the title preceded by 'trans. by'. Example:

Bharvagva, S. A. (2006) *The art of translation and the translation of art*. trans. by Burrows, M. K. Cambridge: Cambridge University Press

If the author is also the translator, enter the author as normal and also give the translator after the title. Example:

Colorado, J. A. (2006) *Economic theory in the Mexican context: recent developments on the ground*. trans. by Colorado, J. A. Oxford: Oxford University Press

#### 9. What should I do if I cannot find an author in a printed source?

It is difficult to assess the quality of your reference if you cannot find the author. Check with your tutor that they will accept an anonymous source.

If it is acceptable, write 'Anon.' instead of the author. Example:

Anon. (1940) *Analytical research in beauty therapies*. London: Calderdon Press

## II. List of References: Numerical Data

Every time you borrow a picture, painting, photograph, diagram, or other image from a source, give a List of References entry which links with your in-text citation. Reference the source as normal according to the type. Example of a whole book:

Abrahams, D. (2006) 2nd edn. ed. by Kahn, H. *Systems recognition for students*. trans. by Humphries, J. London: Macmillan

### III. List of References: Printed Written Sources

#### 1. A whole book

Give the author's surname and initials then the year in brackets, then the title in italics followed by a full stop. Finally, give the place of publication followed by a colon then the publisher. Example:

Dagorne, F. G. (2003) *French cultural developments: a feminist perspective*. London: Macmillan

#### 2. A chapter or essay by a particular author in an edited collection of essays

Sometimes you need to reference only one chapter from a book which contains many chapters which are written by different authors. In this case, give the surname and initials of the author of the chapter you want to reference, then the year the book was published in brackets. Put the title of this chapter followed by a full stop within single quotation marks. Write 'In' and give the title of the book in italics followed by a full stop. Write 'ed. by' and give the surname and initials of the editor. Finally, give the place of publication followed by a colon then the publisher. Example:

Aggarwal, B. (2005) 'The declining British bird population.' In *A guide to contemporary ornithology*. ed. by Adams, G. London: Palgrave: 66-99

#### 3. A book with multiple authors

If your source has more than one author, record them all in the order they are given. For each author put the surname first followed by the initials. Put a comma between each author. When you are giving in-text citations you can use *et al.* for more than three authors, but in the List of References you should give all the authors in order to credit them fully. Example:

Edwell, R., Ambrose, A., and Baker, C. (2002) *European politics since 1997*. London: Routledge

#### 4. A book produced by an organisation (a corporate author)

Give the name of the organisation as the author then the year of publication in brackets followed by the title in italics and then a full stop. Finally, give the place of publication followed by a colon then the publisher. Example:

British Medical Association, Board of Science and Education (1980) *Alternative medicine reviewed*. London: Harwood Academic, 6

#### 5. A print journal article

Give the author's surname and initials then the year in brackets then put the title of the article followed by a full stop within single quotation marks. Give the title of the journal in italics then the volume number followed by a comma, then give the issue number in brackets if there is one. When you are giving in-text citations you can use *et al.* for more than three authors, but in the List of References you should give all the authors in order to credit them fully. Example:

Potter, F., Pavliotis, M., Kiran, D., Qureshi, H. A., and Ball, R. (2005) 'White noise and particle behaviour.' *Journal of Mathematics and Physics* 2, (1) 67-81

#### 6. A report

Give the author's surname and initials or the corporate author then the year in brackets. Write the title of the report in italics, the series number if appropriate, then a full stop. Finally, give the place of publication followed by a colon then the publisher. Example:

Department of Health Committee of Dietetics (2006) *A report on dietary health no. 41*. London: Stationary Office

## 7. An unpublished booklet

Give the author's surname and initials or the corporate author then the date in brackets. Give the title in italics followed by a full stop. Write 'Unpublished booklet' then add a full stop and give the place it was produced. Example:

Anderson, G. (2006) *Guide to writing reports*. Unpublished booklet: Inverness City Council

## 8. A newspaper article

Give the author's surname and initials and the date in brackets, then put the title of the article followed by a full stop within single quotation marks. Give the title of the newspaper in italics, then the exact date, a colon and finally the page numbers. Example:

Rankin, E. (2002) 'Biology is Britain's best discipline.' *The Independent* 20 July: 4-5

## 9. A conference paper within conference proceedings

Give the author's surname and initials then the year in brackets. Put the title of the paper followed by a full stop within single quotation marks. Write 'In' then give the surname and initials of the editor of the Conference Proceedings followed by 'ed.' in brackets. Give the title of the Conference Proceedings in italics followed by a comma, then give the title of the Conference followed by a full stop within single quotation marks. Write 'Held' and then give the full date of the Conference then write 'at' and give the place. Finally, give the place of publication followed by a colon then the publisher and all the page numbers of the paper. Example:

Macdonald, A. (1990) 'Child development and the internet.' In Turner, P. (ed.) *Proceedings of the Highland Conference on Local Childcare Provision*, 'Child development: Preparing for the future.' Held March 7-9 1990 at Perth College. Stirling: Golden Lion Publishing: 8-20

## 10. Conference proceedings

Give the organisation as the author then the date in brackets. Put the title of the conference followed by a full stop within single quotation marks. Give the conference location then the title of the conference proceedings in italics then a full stop. Give the surname and initials of the editor or organiser followed by 'ed.' in brackets. Finally, give the place of publication followed by a colon then the publisher. Example:

EWCA (2004) 'Conference on International Writing Centres.' Halkidiki (2005) *Translation as a metaphor in academic writing*. Tokay, D. (ed.) Istanbul: Sabanci University Press

## 11. A thesis or dissertation

Give the author's surname and initials then the year in brackets. Give the title in italics followed by a full stop. Write 'Unpublished PhD thesis' or 'Unpublished dissertation' as appropriate then add a comma and give the name of the University. Example:

Murray, J. (2007) *Learning through literacy*. Unpublished PhD thesis, University of Aberdeen.

## 12. A UK patent

Give the originator (company or designer) followed by a full stop. Give the year in brackets then the title of publication in italics followed by a full stop, then give the series designation.

Example: Walk-on Inc. (2000) *Non-slip stiletto heel*. BG 3356754

## 13. An international patent

If the patent does not originate in the UK follow the same format as above, but indicate the origin after the title by writing 'European Patent' or other information as appropriate, then give the series designation. Example:

Borg Warner Inc. (2005) *Control devices for clutches and / or gear actuators of an automated gearbox or an automatic transmission*. European Patent EP 1519081 –2005-03-30

#### **14. A standard**

Write 'British Standards Institution' as the corporate author then give the date in brackets. Give the title in italics followed by a full stop. Write 'BS' then give the full standard number and date. Finally, give the place of publication followed by a colon then the publisher. Example:

British Standards Institution (2004) *Quality assurance: frameworks for success*. BS EN ISO 8005: 2004. London: British Standards Institution

#### **15. A Statutory Instrument**

Give the title in italics followed by a full stop. Give the year in brackets then write 'SI' and give the statutory instrument number followed by a full stop. Give the place of publication, a colon, then the publisher. Example:

*National Emergency Regulations*. (2002) SI 2002/4651. London: HMSO

#### **16. A technical paper**

Give the name of the author or corporate author then the date in brackets. Put the title of the paper followed by a full stop within single quotation marks. Write 'Paper no.' and give the full paper number followed by a full stop. Give the conference title, a comma, then the dates of the conference followed by a comma then the location followed by a full stop. Give the surname and initials of the conference organiser then the organising body. Example:

Society of Automotive Engineers (2004) 'Airbag benefits, airbag costs.' Paper no. 2004-01-0840. SAE 2004 World Congress Exhibition, 3 August – 3 November 2004, Detroit. Smithson, J. S. Penn. Society of Automotive Engineers

#### **17. A personal communication or letter**

Give the surname and initials of the person you are referencing and the date in brackets. Give the title in italics (you may have to make one up) then write the type of communication in square brackets. State who the communication was addressed to, then give the exact date in square brackets. Example:

Angus, S. (2006) *Local development planning* [letter] to Patterson, P. H. [30 May 2006]

#### **18. An encyclopaedia entry**

Give the author's surname and initials then the year in brackets and put the title of the entry followed by a full stop within single quotation marks. Write 'In' and then the title of the encyclopaedia in italics followed by a comma, then write 'vol.' and give the volume number, a comma, then the edition. Give the place of publication, a colon, then the publisher. Example:

Pavliotis, G. (2000) 'Dairy farming.' In *The New Encyclopaedia Britannica*, vol. 20, 3rd edn. London: Woodfords

#### **19. A dictionary**

Give the title of the dictionary as the corporate author then the date in brackets. Write 'vol.' and the volume number, a comma then the edition. Finally, give the place of publication followed by a colon then the publisher. Example:

The Oxford English Dictionary (2001) vol. 3, 2nd edn. Oxford: Clarendon

#### **20. A book in the Bible or other sacred text**

Give the name of the Book of the Bible, the version of the Bible, then the date in brackets. Give the edition if appropriate, then the editor or translator if appropriate. Finally, give the place of publication followed by a colon then the publisher. Example:

2 Kings. King James Version of the Bible (1960) rev. edn. ed. by Samuels, F. London: Macmillan

## 21. A House of Commons / Lords Report

Give the name of the House as in your in-text citation then the date in brackets. Then write 'Great Britain Parliament' and give details of the committee if appropriate followed by a full stop. Give the title in italics and the report number followed by a full stop. Give the place of publication followed by a colon then the publisher. Finally, within brackets give the paper details, the number, and the Parliamentary Session if appropriate. Example:

House of Lords (2005) Great Britain Parliament Select Committee on Science and Technology. *Complementary and alternative medicine 6th report of the Select Committee on Science and Technology*. London: Stationery Office. (HL paper; 123; Session 2003-4)

## 22. A UK Government Bill

Give the name of the House as in your in-text citation then the date in brackets. Then write 'Great Britain Parliament' followed by a full stop. Give the complete title of the Bill in italics followed by a full stop. Give the place of publication followed by a colon then the publisher. Finally, within brackets give the Bill details and number if appropriate. Example:

House of Commons (2005) Great Britain Parliament. *Children (leaving care): A Bill to make provision about children and young persons who are being, or have been looked after by a local authority; to replace section 24 of the Children Act 1989; and for connected purposes*. London: Stationery Office (Bill: Great Britain. Parliament. House of Commons; 124)

## 23. A Scottish Parliament Bill

Write 'Scottish Parliament' and the date. Give the complete title of the Bill in italics followed by a full stop. Give the place of publication followed by a colon then the publisher. Finally, within brackets give the Bill details and number if appropriate. Example:

Scottish Parliament (2006) *Schools (Health Promotion and Nutrition) (Scotland) Bill*. (SP Bill 68)

## 24. An Act of Parliament

Write 'Act of Parliament' as in your in-text citation then the date in brackets. For the UK Parliament, then write 'Great Britain Parliament' followed by a full stop. Give the complete title of the Act in italics with the date followed by a full stop. Give the chapter number. Finally, give the place of publication followed by a colon then the publisher. Example:

Act of Parliament (1990) Great Britain Parliament. *National Health Service and Community Care Act 1990. Chapter 19*. London: HMSO

## 25. Scottish Parliament Act

Write Scottish Parliament Act as your in-text citation, then the date in brackets. To reference, write Scottish Parliament, date, followed by the full title in italics. Example:

Scottish Parliament (2007) *Crofting Reform etc. Act 2007 (asp 7)*. Edinburgh: Stationery Office.

## 26. A Government Green or White Paper

Write 'Green Paper' or 'White Paper' as in your in-text citation then the date in brackets. Then write 'Great Britain.' and give the Government Department if relevant followed by a full stop. Give the complete title of the paper in italics followed by a full stop. Give the place of publication followed by a colon then the publisher. Finally, within brackets give the paper number. Example:

Green Paper (1998) Great Britain. Department of Health. *Our Healthier Nation: A Contract for Health*. London: Stationery Office (Cm 3854)

## 27. Hansard official report of a Parliamentary debate

Write 'Hansard' as in your in-text citation then the date in brackets. Give the complete title of the debate in italics followed by a full stop. Give the Parliamentary Session in brackets, then the volume number, a comma, then write 'col.' and give the column number. Example:  
Hansard (2001) *House of Commons Debate*. (2000-1) 203, col. 346

## 28. An official report of a Parliamentary debate in a Standing Committee

Write 'Standing Committee' as in your in-text citation then the date in brackets. Give the complete title of the debate in italics followed by a full stop. Give the title of the debate in italics followed by a full stop. Give the Parliamentary Session in brackets, then give the volume number, a comma, then write 'col.' and give the column number. Example:  
Standing Committee (2004) *Securities Bill Debate*. (2004-5) 10, col. 71

## IV. List of References: Electronic Written Sources

Referencing electronic sources is an emerging area, so be prepared to use your own judgment when referencing unusual sources not listed below. Refer to the **ABC of Successful Referencing** outlined in the Introduction to this Guide. The basic rule if you are referencing a source you have accessed online is to give the same information as you would for a printed source, but add three pieces of information:

- Write 'online' in square brackets after the title of the source like this: [online]
- Give the **full** web address (the URL) starting and ending with chevrons like this:  
<http://factual.com>
- Give the date you accessed the online source in square brackets like this: [3 July 2006]

### 1. An electronic journal article

If you have accessed a journal article online, reference it as a print journal but also add information to enable your reader to locate this source online. However, if you are using a PDF version you have downloaded you can usually treat this as a print journal article for referencing purposes, but check with your module tutor whether this is acceptable.

Give the author's surname and initials then the year in brackets. Put the title of the article followed by a full stop within single quotation marks. Give the title of the journal in italics then write 'online' in square brackets. Give the volume number followed by a comma, then the issue number in brackets if there is one, and finally, give all the page numbers of the article followed by a full stop. Write 'Available from', and give the full web site address starting with < and ending with >. Finally, give the date of access in square brackets. Example:  
Dhillon, B. (2004) 'Should Doctors Wear Ties?' *Medical Monthly* [online] 3, (1) 55-88.  
Available from <http://hospitals/infections/latest-advice/htm> [20 April 2006]

### 2. A web site (or other online media)

Give the author's surname and initials or the name of the organisation that produced the web site as a corporate author. Give the year it was created or last updated in brackets. Give the title in italics (you may need to make up an appropriate title), then write 'online' in square brackets. Write 'available from' and give the full web site address starting with < and ending with > then write the date of access in square brackets. Example:  
Centre for Academic Writing (2006) *The List of References Illustrated* [online]. Available from <http://home.ched.coventry.ac.uk/caw/harvard/index.htm> [20 July 2006]

It is acceptable to estimate a web site date, but if you do, write 'c.' in italics, which is short for the Latin term *circa*, meaning 'approximately'. If you do not want to estimate the date you can write 'n. d.' which means no date.

### 3. An electronic book

Give the surname and initials of the author then the year in brackets and the title in italics. Write 'online' in square brackets, then give the edition if appropriate, the place of publication, a colon, then the publisher followed by a full stop. Write 'Available from' and give the full web site address starting with < and ending with > then the date of access in square brackets. Example:

Innes, V. (2005) *An introduction to human anatomy* [online] 4th ed. London: Adam Arnold. Available from <<http://anatomy/introduction/human/htm>> [27 March 2006]

### 4. Electronic lecture notes or transcript

#### Warning!

It is not regarded as good practice to reference a lecture you have attended. The general advice is **not to** do this, and the guidance in this section is purely to explain how to do it, not to sanction doing so. If you want to reference a lecture, check first with your module tutor.

Give the surname and initials of the lecturer and the year in brackets. Give the title of the lecture in italics (you may need to make up an appropriate title), then write 'online lecture' in square brackets and 'delivered for' then state the module or special occasion. Write 'on' and give the exact date, then write 'at' and give the place the lecture was delivered. Write 'available from' and 'give the full web address starting with < and ending with >' then give the date of access in square brackets. Example:

Brodie, K. L. (2007) *Palliative care development for cancer patients* [online lecture] delivered for module 182NUR on 31 September 2007 at Heriot-Watt University, available from <[http://modules\\_downloads.nursing.modules/htm](http://modules_downloads.nursing.modules/htm)> [6 January 2008]

### 5. An email

Give the author's surname and initials then the date in brackets. Give the author's email address then the date in brackets. Give the author's email address in brackets then the title of the email in italics (use the 'subject' header or make up an appropriate title). Put 'email to' and the give surname and initials of the addressee in square brackets. Give the email address of this addressee in brackets then the exact date the email was sent in square brackets. Example:

Macrae, E. (2007) ([Eilidh.Ann.Macrae@uhi.ac.uk](mailto:Eilidh.Ann.Macrae@uhi.ac.uk)) *How to Harvard* [email to J Murray] ([J.Murray@hotmail.com](mailto:J.Murray@hotmail.com)) [20 October 2007]

### 6. An email list (JISCMail or Listserv)

Give the author's surname and initials then the date of the email in brackets. Put the subject of the email followed by a full stop within single quotation marks. Give the exact date of the email and then the title of the email discussion list in italics. Write 'online' in square brackets followed by a full stop. Write 'Available from' and give the full web address of the email discussion list starting with < and ending with > then give the date of access in square brackets. Example:

Lango, J. (2004) 'Neuro-rehab in Warwickshire.' (30 May 2004) *Psychiatric Nursing* [online]. Available from: <<http://www.jiscmail.ac.uk/psychology/training/neurorehabilitation/Warwickshire>> [30 May 2005]

## 7. An item from an electronic database

Give the author's surname and initials then the year in brackets and put the title of the article followed by a full stop within single quotation marks. Give the title of the journal in italics then write 'online' in square brackets. Give the volume number followed by a comma then the issue number in brackets if there is one, followed by all the page numbers of the article. Add a full stop then give details of the electronic database. Finally, give the date of access in square brackets. Example:

Edwards, P. (1999) 'Music for the masses.' *Contemporary Sounds* [online] 3, (2) 33-51. CINAHL, Ovid Technologies Inc. [28 August 2006]

**Be careful** when using electronic databases. Give full details so that a reader can locate **exactly** the source you have used. It is not sufficient to give vague information about the database in general.

## 8. A report accessed electronically

Give the author's surname and initials or the corporate author then the year in brackets. Write the title of the report in italics and give the number if appropriate, then write 'online' in square brackets. Give the place of publication, a colon, then the publisher. Add a full stop, then write 'Available from' and give the full web address starting with < and ending with >, then give the date of access in square brackets. Example:

Health Scotland (2005) *BCG and your baby: protecting babies against TB* [online]

Edinburgh: Health Scotland. Available from

<<http://www.healthscotland.com/documents/320.aspx>> [19 August 2008]

## 9. A blog

Give the author's surname and initials then the year in brackets and the title in italics followed by a full stop (you may need to make up an appropriate title). Give the exact date the blog was written in brackets, then the web site or other forum. Finally, give the date of access in square brackets. Example:

Smith, J. (2006) *Fantasy Discussion Forum*. (16 May 2006) orkat.com [4 October 2006]

## 10. A CD ROM

Give the name of the corporate author then the year in brackets and the title in italics followed by a full stop. Write 'CD-ROM' in square brackets, then give the place of publication, a colon, then the publisher, and finally, give the date of access in square brackets. Example:

Forum for Universities in Scotland (2000) *Teaching and learning*. [CD ROM] Edinburgh: Higher Education Scotland [3 October 2004]

## 11. A broadcast accessed electronically or a podcast

If you access a radio or TV broadcast online using the Listen Again facility or you wish to reference a podcast, reference the broadcast in the normal way but then add all the information to enable your reader locate this source online. Give the title of the broadcast in italics then the year in brackets. Write 'online' in square brackets then give the station or channel followed by a full stop. Give the date, month, year, a colon, then the time of the broadcast. Give the full web address starting with < and finishing with > then the date of access. Example:

*Give me a voice* (2008) [online] Radio Scotland. 12 August 2008:11:00  
<<http://www.bbc.co.uk/programmes/b00cy991>> [13 August 2008]

## V. List of References: Electronic Visual Sources

Every time you borrow a picture, painting, photograph, diagram, or other image from a source, give a List of References entry which links with your in-text citation. Reference the source as normal according to the type. Example of a web site:

Centre for Academic Writing (2006) *The List of References Illustrated* [online] available from <<http://home.ched.coventry.ac.uk/caw/harvard/index.htm>> [20 July 2006]

### 1. A DVD or video accessed electronically

Give the title of the DVD or video in italics then give the date the electronic source was created or updated in brackets. Write 'online DVD' or 'online video' in square brackets then write 'available from' and give the full web address starting with < and ending with > then give the date of access in square brackets. Example:

*Dance Extravaganzas* (2006) [online DVD] available from <[http://movement\\_dance.international.imaginary.com](http://movement_dance.international.imaginary.com)> [23 July 2006]

## VI. List of References: Printed Visual Sources

Every time you borrow a picture, painting, photograph, diagram, or other image from a source, give a List of References entry which links with your in-text citation. Reference the source as normal according to the type. Example of a whole book:

Peters, J. (2006) *Artists of the twentieth century*. London: Macmillan

### 1. An unusual visual source

Be prepared to use your own judgment when referencing unusual visual sources not listed below. Refer to the **ABC of Successful Referencing** outlined in the Introduction to this Guide. Make sure you also give the material type in square brackets, and if appropriate the place of publication or exhibition and the publisher. Be consistent throughout your paper. Example:

Saunders, O. F. (1990) *Pop art and society's discontents* [sculpture in ice] London: Henderson

<p><b>Remember</b> that with visual sources your reader may need to know the material type, so indicate whether the source is a painting, photograph, sculpture, drawing, etching, lithograph, linocut, ceramic, woodcut, glass, etc.</p>
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### 2. A work of art, photograph, illustration or diagram in an exhibition

Give the artist's surname and initials then the year in brackets followed by the title in italics. Give the **material type** in square brackets, then write 'held at' and give the location of the gallery or exhibition. Example:

Allen, P. (2000) *Apples and pears* [ceramic] held at Scottish Gallery of Modern Art, Edinburgh

### 3. An exhibition catalogue

Give the surname and initials of the artist and the date in brackets then the title of the exhibition in italics followed by a full stop. Give the place, a colon, then the gallery. Example:

Henderson, T. (2005) *The udder*. Oxford: MOMA

### 4. A DVD, video, or film

Give the surname and initials of the director, the date of release in brackets, then the title of the DVD or film in italics followed by a full stop. Give the material type in square brackets then give the place of release followed by a colon (if there are many places just give the first) then the production company. Example:

Larg, F. (2001) *William Shakespeare's The merchant of Venice*. [DVD] UK: Shylock Trading

## 5. A video recording (from TV)

Give the corporate author and the date in brackets then the title in italics and the material type in square brackets. Then give the exact date then a colon and the time in square brackets.

Example:

BBC (2005) *Pedigree Cattle* [VHS video] [27 March 2005: 20:00]

## 6. A music score

Give the surname and initials of the composer then the year in brackets followed by the complete title in italics then a full stop. Write 'ed. by' or 'arranged by' and give the surname and initials of the editor or arranger if appropriate. Finally, give the place of publication followed by a colon then the publisher. Example:

Keith, F. (2002) *Symphony no. 3, A minor, op. 42*. ed. by Weir, A. Stirling: Stirling University Press

## 7. A map

Give the surname and initials of the cartographer, compiler, editor, copier, or engraver then the year in brackets followed by the title in italics and a full stop. Give the scale of the map then a full stop. Finally, give the place of publication followed by a colon then the publisher.

Example:

Wilson, J. (2005) *Moray Cycle Paths*. 1:40000. Elgin: Mearns Guides

## 8. An Ordnance Survey map

Write 'Ordnance Survey' then the year in brackets followed by the title in italics and a full stop. Give the sheet number then a full stop. Give the scale of the map then a comma, then the series. Example:

Ordnance Survey (2007) *Loch Lomond and Inverary*. Sheet 56. 1:500000, Landranger Map Active Series

## 9. An exhibition stand

Give the name of the author (or the corporate author) which produced the stand, then the year of the exhibition in brackets. Give the title of the stand in italics followed by a full stop. State the material type in square brackets followed by a full stop. Write 'Exhibited at' then put the name of the exhibition followed by a full stop within single quotation marks. Give the location of the exhibition followed by a comma, and finally, the exact date of the exhibition. Example:

Centre for Learning Excellence (2007) *The Scottish Shared Services Agenda*. [Poster display and projected web site]. Exhibited at the 'Learning and Teaching Environments' Conference. University of Glasgow, 12 August 2007

## 10. An individual item on an exhibition stand

Give the surname and initials of the author (or the corporate author) which produced the item, then the year this item was produced in brackets. Give the title of the item in italics followed by a full stop. State the material type in square brackets. Write 'displayed as part of an exhibit by' then give the author or corporate author of the exhibition stand followed by a full stop. Write 'Exhibited at' then put the name of the exhibition followed by a full stop within single quotation marks. Give the location of the exhibition followed by a comma, and finally, the exact date of the exhibition. Example:

Allen, A. (2005) *The Coventry University Harvard Reference Style Guide*. [Booklet] displayed as part of an exhibit by the Centre for Academic Writing. Exhibited at the 'Learning and Teaching Environments' Conference. University of Glasgow, 12 August 2007

## VII. List of References: Spoken Sources

Follow the same practice as when you cite written sources by giving the author or corporate author, the date, and page numbers if appropriate. Remember that with audio sources your reader may need to know the format, so indicate whether the source is a CD, DVD, VHS video, 35mm film, audiocassette, etc.

### 1. A Lecture

**Warning!**

It is not regarded as good practice to reference a lecture you have attended. The general advice is **not to** do this, and the guidance in this section is purely to explain how to do it, not to sanction doing so. If you want to reference a lecture, check first with your module tutor.

Give the surname and initials of the lecturer and the year in brackets. Give the title of the lecture in italics followed by a full stop (you may have to make up a title). Write 'Lecture delivered for' and state the module or occasion, then give the exact date and the place the lecture was delivered. Example:

Mcmaster, R. (2006) *Engineering since 1945*. Lecture delivered for Mechanical Engineering module 163ENG on 3 May 2006 at UHI Lews Castle College.

### 2. An interview you have conducted or a conversation

To reference a face-to-face interview that you have conducted yourself or a conversation, give the surname and initials of the interviewee then the date in brackets. Give the title of the interview or conversation in italics (you may have to make one up). Write 'interview by' and either the name of the interviewer or write 'the author' in square brackets if your paper must be anonymous. Finally, add a comma then give the exact date.

Rae, A. (2006) *Manager of Loch House* [interview by S. Murphy] Fort William, 6 June 2006

### 3. An interview conducted by another person

Give the name of the interviewee then the date of the interview in brackets. Give the title of the interview in italics (you may need to make up an appropriate title), then write 'interview by' and the name of the interviewer in square brackets. Give the place and exact date of the interview followed by a full stop. Then write 'In' and give a full reference as normal for this source in which the interview has been published. Example of a whole book:

Miles, D. (2006) *Transatlantic politics and music* [interview by A. Scott Thurso 22 June 2006. In McKay, R. (2006) *Music and politics: Interviews with local people*. London: Politics Press

### 4. A radio broadcast

Give the corporate author and the date in brackets. Give the title in italics followed by a full stop. Give the exact date, a colon, and the time of the broadcast. Example:

Radio 4 (2005) *The big debate*. 3 April 2005: 20:00

### 5. A sound recording

Give the surname and initials of the artist or speaker then the year in brackets followed by the title in italics then a full stop. Write the material type in square brackets then the place of publication, a colon, and the publisher. Example:

Strange, L. (2005) *Understanding Fresian cows*. [CD] London: Jones

## VIII. List of References: Secondary Sources

Secondary sources are 'second hand' sources. If you are reading a source in which another source is cited, first **try to find the original**. Check in the footnotes, bibliography, or List of References in the source to find information about the original. If you cannot find the original in your college library, check the catalogue, and speak to library staff about borrowing a copy from another library.

**In-text citation option 1:** If you can obtain the original source, read it and cite the original as normal

**In-text citation option 2:** If you cannot find the original source, cite it as a secondary source:

### 1. A secondary reference in a book

Give full publication details of the original source as normal ending with a full stop. Then write 'Cited in' and give full publication details of the source you have actually read. Finally, add a colon then give the page number of the source you have actually read. Example:

Duncan, P. (1984) *Scotland in the Middle Ages*. Glasgow: Scholar Press. Cited in Brown, D. (2005) *Court politics in Medieval Scotland*. London: Historic Press: 66

### 2. A secondary reference in a journal

Give full publication details of the original source as normal ending with a full stop. Then write 'Cited in' and give full publication details of the source you have actually read. Finally, add a colon then the page number of the source you have actually read. Example:

Mason, J. (2000) 'Health and mental processes.' *Journal of Mental Health Studies* 3 (2) 44-59. Cited in Coe, R. , Davies, D. , and Murray, P. (2001) 'Developments in mental health' *International Health Studies* (1) 55-69: 60