Referencing guidelines

It is important for you to be able to read and interpret a reference, and to know how to write one. There are no absolute rules for setting out references, but certain information must be given. The information given here shows referencing in the Harvard style but different styles of referencing are used in different disciplines, so that the accepted conventions in, say, the biological sciences may be different from those in electronic engineering. Ask your supervisor or your liaison librarian for guidance if you are not sure what style your department prefers - and above all please **use the style advised by your department.**

Further examples to support the information given below can be found in the following text, stocked in the bookshop and the library:

Pears, R. A and Shields, G. (2010) *Cite them right: the essential referencing guide*. **8th ed. Basingstoke: Palgrave Macmillan.**

What to Reference

You must always give a reference in the text during, or directly after, each sentence or short section in which you draw upon or summarise someone's work or ideas.

Initially, when referring to a particular source, you simply give:

- the author (s) surname (either in the text or in brackets)
- the date of publication (in brackets)
- page number if quoting directly or referring to a point clearly located on a particular page

Full details are listed alphabetically in the bibliography/references at the end.

a) If you are using a book with a single author you simply give the author's surname and date of publication in the text. Include the page number if appropriate.

e.g. Those involved in club culture tend to differentiate themselves from a constructed notion of 'mainstream culture' (Thornton, 1995)

e.g. According to Thornton (1995, p.99), those involved in club culture tend to differentiate themselves from a constructed notion of 'mainstream culture'.

b) If you are citing several works by an author from the same year, distinguish them by adding "a, b, c,....." to the year

e.g. Two recent studies by Smith (2006a, 2006b) have raised interesting questions …

c) If you are summarising several pieces of work, list them in alphabetical order.

e.g. Smith's (1992) work has been criticised by a number of writers (Brown 2004, Douglas 1999, Peake, 2000).

d) If there are more than three authors, cite the first author's surname followed by 'et al' (meaning 'and all the rest').

e.g. Barnevik et al (2000) argue that the EU enlargement process may have lost its way

e) If you are using a secondary source (i.e. you use a quote that you read in the work of another author).

It is always preferable for you to find, read and reference from the original source, especially if you make repeated references to it. However, occasionally it will be necessary to rely upon someone else's summary. Give the author of the point you wish to reference, followed by 'cited in' and the normal reference for the book or article in which you saw the work cited. Your text must make it clear that you have not read the original work. In your list of references you should only include the reference where you read about the original work.

e.g. Stan Cohen argues that, prior to the moral panics about mods and rockers in the mass media, there was very little violence or rivalry between the two groups (Cohen, cited in Thornton, 1995, p.120).

The Reference List

Books

• author's surname (comma, initials, full stop)

• year of publication (in brackets)

• title of book (in *italics*)

• edition

• place of publication (colon :)

• name of publisher

Examples:

Hodkinson, P. (2002) *Goth: identity, style and subculture*. Oxford : Berg.

Bender, D.A. and Bender, A.E. (1999) *Bender's dictionary of nutrition and food technology* . 7th edn. Cambridge: Woodhead Publishing .

N.B. Where more than one edition of a book exists, it is essential to cite the edition you have used.

Edited Books

• editor's surname (comma, initials, full stop)

• year of publication (in brackets)

• title of book (in *italics*)

• edition

• place of publication (colon :)

• name of publisher

e.g. Wrigley, N. and Lowe, M.S. (eds.) (1996) *Retailing, consumption and capital: towards the new retail geography*. Harlow : Longman.

Book Illustrations, Diagrams or Tables

• author's surname (comma, initial, full stop)

• year of publication (in brackets)

• title of book (in *italics*)

• place of publication: Publisher

• page reference of illustration

• Illus./fig./table (whichever one is appropriate)

e.g. Weil, D.N. (2009) *Economic growth.* 2nd edn. London: Addison Wesley, p.188, fig.~

Electronic Books (eBooks)

• author's surname (comma, initials, full stop)

• year of publication (in brackets)

• title of book (in *italics*)

• name of e-book collection

• [online]

• Available at: URL

• (Accessed: date)

e.g. Riley, M., Ladkin, A. and Szivas, E. (2002) *Tourism employment: analysis and planning.* Ebrary [Online]. Available at: http://site.ebrary.com/lib/surreyuniv (Accessed: 10 July 2009).

Chapters in Edited Books

• Chapter author's surname (comma, initials, full stop)

• year of publication (in brackets)

• title of chapter (between single inverted commas ' '),

• in:

• editor(s) of book: surname, initials, followed by (ed.) or (eds.)

• title of book (*italics*)

• edition or volume number

• place of publication:

• name of publisher

• page numbers

e.g. Mann, S. H. (1977) 'The use of social indicators in environmental planning', in: Altman, I. and Wohlwill, J. F. (eds.) *Human behaviour and environment: advances in theory and research*. Vol. 2. London : Plenum. pp. 307-330.

Chapters in Online Books

• chapter author's surname (comma, initial, full stop)

• year of publication (in brackets)

• title of chapter (between single inverted commas ' '),

• in:

• editor(s) of book: surname, initials, followed by (ed.) or (eds.)

• title of book (*italics*)

• edition or volume number

• place of publication:

• name of publisher

• page numbers

• name of ebook supplier in *italics*

• [online]

• Available at: URL

• (Accessed date)

e.g. Hales, C. (2005) "Managerial roles", in Cooper, C.L. (ed.) *Blackwell encyclopedia of management*. 2nd edn. Oxford: Blackwell, vol.11, pp.224-226. *Blackwell Reference Online* [Online]. Available at: http://www.blackwellreference.com (Accessed: 10 July 2009).

Dictionaries

• title of dictionary (in *italics*)

• date of publication (in brackets)

• edition

• place of publication (colon :)

• name of publisher

e.g. *Concise Oxford Dictionary* (2003) 4th edn. Oxford : Oxford University Press.

Government departmental publications

• country

• name of department

• year of publication (in round brackets)

• title of publication (in *italics*)

• place of publication: publisher

• series (in brackets) - if applicable.

If referencing an online version replace Place of publication: publisher with:

• [Online]

• Available at: URL

• (Accessed: date)

e.g. Great Britain. Department of Health (2008) *Health inequalities: progress and next steps* [Online]. Available at: http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidan ce/DH_085307 (Accessed: 18 June 2010)

Publications written by corporate bodies or organisations

• corporate author

• year of publication (in brackets)

• title (in *italics*)

• place of publication: publisher

e.g. Nursing and Midwifery Council (NMC) (2008) *The code: standards of conduct, performance and ethics for nurses and midwives.* London: Nursing and Midwifery Council.

Conference Proceedings

• author's surname (comma, initials, full stop)

• year of publication (in brackets)

• title of conference paper (between single inverted commas ' ')

• title of conference proceedings (in *italics*)

• location and date of conference

• place of publication: publisher

• page numbers

e.g. O'Shea, J. (1998) 'Unbalancing the authentic/partnering tradition: Shobana Jeyasingh's "Romance with footnotes"'. *Society of Dance History Scholars Proceedings.* University of California, Riverside, 15-17 November. Birmingham: Society of Dance History Scholars, pp.117-126.

Unpublished Works and Dissertations

• author's surname (comma, initials, full stop)

• year of publication (in brackets)

• title of work / dissertation

• Unpublished PhD/MA/MSc thesis / type of work

• place where the work was completed

e.g. Claid, E. (1998) *Yes, no, maybe: the practice of illusion in dance theatre performance.* Unpublished PhD thesis, University of Surrey.

Journal Articles

• author's surname (comma, initials, full stop)

• year of publication (in brackets)

• title of article (between single inverted commas ' ')

• title of journal (in *italics*)

• volume number and issue/ part number e.g. 28(5)

• page numbers of the article

e.g. Lievrouw, L. (2001) 'New media and the pluralization of live-worlds: a role for information in social differentiation', *New Media and Society*, 3(1), pp. 7-28.

E-Journals

• author's surname (comma, initials, full stop)

• year of publication (in brackets)

• title of article (between single inverted commas ' ')

• title of journal (in *italics*)

• volume number and issue, page numbers

• name of collection (in *italics*)

• [online]

• Available at :URL of web page

• (Accessed: date)

e.g. Lievrouw, L. (2001) 'New media and the pluralization of live-worlds: a role for information in social differentiation', *New Media and Society*, 3(1), pp. 7-28. *Sage Premier 2008* [Online] Available at http://nms.sagepub.com/ (Accessed: 10 July 2009)

Newspaper and Magazine Articles

• author

• year of publication (in round brackets)

• title of article (in single quotation marks)

• name of newspaper/magazine (in *italics*)

• edition if required (in round brackets)

• day and month

• page reference

e.g. Old, D. (2008) 'House price gloom', *Evening Chronicle* (Newcastle edn), 26 June, p.25.

Electronic Newspaper Articles

• author's surname (comma, initials, full stop)

• year of publication (in brackets)

• title of article (between single inverted commas ' ')

• name of newspaper/magazine (in *italics*)

• date (day, month)

• page(s)

• location within host.

• [online]

• Available at :URL of web page

• (Accessed: date)

e.g. Smith G. (2008) 'Foul food: can the Government protect us from killer bugs?' *The Independent* 10 January p.1 *Infotrac Full Text Newspaper Database* [Online] Available at: http://infotrac.london.galegroup.com/itweb/surrey http://infotrac.london.galegroup.com/itweb/surrey (Accessed 10 July 2009)

Other Internet Sources

Web Sites

• author/editor's surname (comma, initials, full stop) or name of organisation

• year that the site was published/last updated (in brackets)

• title of internet site (*italics)*

• Available at: URL

• (Accessed: date)

e.g. BBC (2009) *Young resent 'negative images'.* Available at: http://news.bbc.co.uk/1/hi/education/7820245.stm (Accessed: 10 July 2009).

Blogs

Many authors give first names or aliases. Use the name they have used in your reference

• author of message (comma, initials, full stop)

• year of publication or last update (in brackets)

• title of message (in single inverted commas)

• title of internet site (*italics*)

• day/month of posted message

• Available at: URL

• (Accessed: date)

e.g. Peston, R. (2009) 'Why banks must be allowed to die', *Peston's Picks*, 26 June. Available at: http://www.bbc.co.uk/blogs/thereporters/robertpeston/2009/06/ (Accessed: 10 July 2009)

Podcasts

• Author'/presenter

• year that the site was published / last updated (in round brackets)

• title of podcast (in single quotation marks)

• Title of internet site (in italics)

• [Podcast]

• Day/month of posted message

• Available at: URL

• (Accessed: date)

e.g. Verity, A. and Clark, M. (2010) 'BA losses', *Wake up to money* [Podcast]. 5 February. Available at: http://www.bbc.co.uk/podcasts/series/money (Accessed: 25 July 2010).

YouTube

• Screen name

• date of broadcast (in brackets)

• title of item (*italics*)

• Available at: URL

• [Accessed: date]

e.g. MoonWalkerJackson (2009) *Michael Jackson you are not alone*. Available at: http://www.youtube.com/watch?v=2JNv-c7wSjc (Accessed: 14 July 2009)

Media sources

Television programmes

• title of programme (italics)

• year of transmission (in brackets)

• name of channel

• date of transmission (day/ month)

e.g. *Little Britain* (2005) BBC Two Television, 23 June.

DVD/Video Recordings/Blu-ray

• title (in *italics*)

• year of distribution (in brackets)

• director

• [DVD] or [Video] or [Blu-ray]

• place of distribution: distribution company

e.g. *Fahrenheit 9/11* (2004). Directed by Michael Moore [DVD] Burbank, California :
Columbia Tristar.

Sound Recording

• Musical artist (surname, initial)

• Date of release

• Title of track (between single inverted commas ' ')

• Title of album (*italics*)

• CD

• Place of distribution: distribution Company.

e.g. Robbie Williams (1997) 'Let me entertain you', *Life thru a lens* . [CD] London: Chrysalis
Records.

Sample Reference list

The reference list, or bibliography, is arranged alphabetically by author, and within each
separate author's name, chronologically. If the dates are not known, then they are listed
alphabetically by title. To make it easier to find references, it is usual to put the date of
publication immediately after the author's name.

References are normally single spaced but separated by a double space.

Ayres, R. (1999) *The essence of professional issues in computing*. London: Prentice Hall.

Bainbridge, D. I. (2000) *Introduction to computer law*. London: Pearson Education.

Green, A. (2004a) *Growth through reason*. Oxford: Oxford University Press.

Green, A. (2004b) *Trends in reasoning*. New York: McGraw-Hill.

Lloyd, I.J. (1977) *Information Technology*. London: Butterworth.

Nielsen, N. and Winskel, G. (1996) 'Petri nets and bisimulation' *Theoretical Computer Science*, 153(1-2), pp. 211-244.

Privacy Rights Clearing House. (2009) Privacy and the internet: travelling in cyberspace safely (Factsheet 18). Available at: http://www.privacyrights.org/fs/fs18-cyb.htm (Accessed: 14 July 2009)

Shields, M.W. (1985) 'Concurrent machines' *Computer Journal*, 28(5), pp. 449- 465.

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