**Full APA Referencing Handbook**

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**Note:**

Some of the examples used within this guide have been invented by Library Services staff members. Don’t be too alarmed if you click on a URL and it does not take you to the correct website!

**What is referencing?**

The University has adopted the ‘Cite Them Right’ ([www.citethemrightonline.com](http://www.citethemrightonline.com)) style of referencing and according to the co-authors, Graham Shields and Richard Pears, referencing is;

“…the process of acknowledging the sources you have used in writing your essay, assignment or piece of work. It allows the reader to access your source documents as quickly and easily as possible in order to verify, if necessary, the validity of your arguments and the evidence on which they are based. You identify these sources by citing them in the text of your assignment (called citations or in-text citations) and referencing them at the end of your assignment (called the reference list or end-text citations). The reference list only includes the sources cited in your text. It is not the same thing as a bibliography, which uses the same referencing style, but also includes all material, for example background readings, used in the preparation of your work.” (<http://www.citethemrightonline.com/Basics/what-is-referencing>)

**Copyrighted sources**

At present copyright law allows only small extracts of items to be copied legally provided that they are referenced (and following the guidance herein fulfills that perfectly!). Only copy what is completely necessary, and only when the use falls into one or more of the following categories:  
    personal private study;  
    non-commercial research;  
    criticism and review;  
    illustration for instruction;  
    parody pastiche or caricature;  
    or quotation.  
Students’ use will fall under personal private study, criticism and review, illustration, and/or quotation. For further information, go to; [https://intranet.birmingham.ac.uk/copyright](https://owa03.bham.ac.uk/owa/redir.aspx?SURL=FA48pKlGAn73c2-S3urMBAAzoTlODzc60dSqDFL50NYdhcXJ5pvSCGgAdAB0AHAAcwA6AC8ALwBpAG4AdAByAGEAbgBlAHQALgBiAGkAcgBtAGkAbgBnAGgAYQBtAC4AYQBjAC4AdQBrAC8AYwBvAHAAeQByAGkAZwBoAHQA&URL=https%3a%2f%2fintranet.birmingham.ac.uk%2fcopyright)

**Why should I reference?**

Referencing correctly is an important academic skill as it shows the reader of your work the sources you have used to research your topic and gives support and weight to your arguments and conclusions. In summary, there are four good reasons for referencing;

(i) To allow a reader of your work to find and check the sources you have ysed.

(ii) So that you can come back to your own work and know where you found a particular quotation or piece of information.

(iii) To avoid accusations of plagiarism.

(iv) To make you think twice about using outdated and inaccurate books, articles, or websites.

As a general rule you should not put your trust in any resource which does not give references.

**What should I reference?**

The level of referencing will depend on the nature of the piece of work you are writing: a coursework essay for a first-year survey module will probably require less than a third-year dissertation. There is no maximum level of referencing, but do not let referencing become a fetish. If you have worries about the amount of referencing which would be appropriate, seek advice from your module tutor.

As a general minimum, you should include a reference when:

(i) You quote or paraphrase from a primary source or secondary work;

(ii) You make use of a statistic;

(iii) You paraphrase or otherwise refer to the ideas or writings of a named or identifiable author.

For most modules you will not be required to give references for facts that are generally well known (common knowledge) – only at dissertation level is it the guiding rule that ‘every substantive statement requires a reference’. Where facts are contested, and you are taking sides in an argument, you must then indicate the source of your own ideas, and if appropriate acknowledge the opposing camp(s) with references as well.

**How should I reference?**

Using the APA style of referencing, you must acknowledge the source within the text by citing the author’s last name and date of publication in parentheses, e.g. (Jones, 2015). Moreover, you must give full details of each item in an alphabetical reference list at the end of your assignment. You may also include a bibliography, although it is not a necessity.

As of the creation of this handbook, the courses at the University that use the APA style include Psychology and some modules within SportExR. If you are still not completely sure which referencing style to use, consult your tutor or subject advisor.

**Setting out citations;**

Using this method of referencing, the citations in your work *must* be included in the final word count. In-text citations give brief details of the source that you are quoting from or referring to. These citations will then link to the full reference that will be found in the reference list at the end of your work. The reference list is always arranged in alphabetical order by author. If you have cited a work in an appendix, but not in the main body of your text, this should still be included in the reference list.

Footnotes and endnotes are only used in this style if extra information is needed at the bottom of the page, rather than for a reference. Use a superscript number for this.

There are many ways in which citations can be used in your work, but your tutor or supervisor should advise you on which format they prefer.

Your citations should always include the following elements;

1. Author(s) or editor (s) surname/family name
2. Year of publication
3. Page number(s) if required

One author

In-text citation requires that the last name of the author and the year of publication be inserted into the text, for example:

Marks (2011) states that ...

or

...(Marks, 2011)

Two authors

If there are two authors of a work, both should be cited.

Bee and Boyd (2010) state that ...

or

...(Bee & Boyd, 2010)

Note. Link the two authors’ names with and when cited outside parentheses. Link with an ampersand (&) inside parentheses.

Three, four or five authors

If there are three, four or five authors of a work all authors should be cited the first time. Subsequently use et al. after the first author.

(Rolfe, Jasper, & Freshwater, 2010) first cite

(Rolfe et al., 2010) subsequent cites

Note. There is a comma after the second-to-last author.

Six or more authors

The APA insists that up to six authors are listed by name in an in-text citation and use & not and, example Smith, Jones, Cassidy, Grey, Timms & Anders (2006). If there are seven or more authors, use the first author and et al. for the in-text citation, but all authors should be listed in your reference list.

More than one work cited

If you cite two or more works within the same parentheses they should be in alphabetical order of author.

....(Phillips, Ajrouch, & Hillcoat-Nalletamby, 2010; Rolfe, Jasper, & Freshwater,

2010).

Arrange two or more works by the same authors (in the same order) by year of publication. Place in-press citations last. Give the authors’ last names once; for each subsequent work, give only the date.

.... (Davies, 2008, 2010, 2012)

Author with two or more cited works in same year

Use lower case letters (a, b etc.) to distinguish between works published in the same year by the same author (s).

...Hewitt (2010a) states that... this was supported by Hewitt (2010b) ...

The suffixes are assigned in the reference list, where these kind of references are ordered alphabetically by title (of the article, chapter, or complete work).

Authors with the same last name

If a reference list includes publications by two or more primary authors with the same last name, include the first author’s initials in all text citations, even if the year of publication differs. Initials help the reader to avoid confusion within the text and to locate the entry in the list of references.

Davies, H., Brophy, S., Dennis, M., Cooksey, R., Irvine, E., & Siebert, S. (2013).

Patient perspectives of managing fatigue in ankylosing spondylitis, and views

on potential interventions: a qualitative study. BMC Musculoskeletal

Disorders, 14 doi: 16310.1186/1471-2474-14-163

Davies, P. G., Revell, P. A., & Mayston, V. (1986). Demonstration of antiglobulin

activity in the synovial-membrane of patients with rheumatoid-arthritis and

ankylosing spondylitis after pepsin treatment - real or artifact. Annals of the

Rheumatic Diseases, 45(10), 821-826. doi: 10.1136/ard.45.10.821

In-text citation

Among studies, H. Davies et al. (2013) and P. G. Davies, Revel and Mayston (1986)…

**Setting out quotations;**

Quotations should always be relevant to your arguments and used wisely within your text. Overuse of quotations can disrupt the flow of your writing and prevent you from demonstrating your understanding and analysis of the sources you have read. Direct quotations are also counted in the word count.

You can include direct quotes in the following ways, depending on your sentence structure:

For short quotations:

The College Undergraduate Handbook for Undergraduate Students 2011/12 for the

College of Human & Health Sciences states “The risk of cheating is immense, ... a

student aspiring to become a …nurse might find his/her career path being closed

prematurely, if found guilty of cheating” (Swansea University College of Human &

Health Sciences, 2012, p. 24).

Or

Discussing data collection, Matthews and Ross (2010) note that “it is a practical activity, one that has to be carried out with time, spatial and resource constraints” (p.181), and therefore needs careful consideration.

For quotations over 40 words:

If the quotation is 40 words or more (not something that you should expect to do) then do not use quotation marks, but indent the quotation by half an inch on the left margin (in the same position as a new paragraph). Double space the entire quotation. The citation should be included using one of the methods described below (In-Text Citations) with either the page number, paragraph number or the full citation as the final element in the block of text, after the final punctuation mark.

For example

Careful consideration of method is needed with data collection as it

... is a practical activity, one that has to be carried out with time, spatial and resource constraints. It is therefore important to consider how valid social research data can be collected effectively and efficiently within those constraints. The history of social research has included the development of a range of research ‘tools’ to help social researchers to organise and manage the task of data collection. (Matthews & Ross, 2010, p. 181)

**Points to look out for;**

**Capitals**

For a book title, only the first letter of the first word, the first letter of the first word of a subtitle and any proper nouns are capitalised.

**Dates**

The year of publication should be in brackets, followed by a full stop. If there is no date identified, use [n.d.].Dates in references should look like (1989, July 7) and dates in in-text citations look like (July 7, 1989).

**Abbreviations**

Edition – ed.

Revised edition – Rev. ed.

Second edition – 2nd ed.

Editor(s) – Ed. Or Eds.  
Translator(s) – Trans.  
No date – n.d.

Page(s) – p. or pp.  
Volume(s) – Vol. or Vols.  
Number – No.  
Part – Pt.  
Supplement – Suppl.

**Page references**

Page numbers for book chapters are given immediately after the title of the book in round brackets and before publication details.

**Place of publication and publisher**

If there is no place of publication, use [s.I.]. Give the place of publication, followed by the publisher. If it is an American city, give the city name followed by the two-digit abbreviation for the state. If it is a non-US city, give the city name followed by the country name.

**DOIs/URLs**  
Internet sources should be indicated by Retrieved from URL, or doi:  
APA states that it is not necessary to include the name of the database when referencing online journals or ebook collections.

**Edition**The edition information is never italicized. You should always include the edition of your source, unless it is the only edition.

**List of references**

**BOOKS**

*Printed books*

**Printed Book (one author)**

In-text citation:

According to the British consulate (Guy, 2001, p. 37)…

Reference list:

Guy, J. (2001). *The view across the river: Harriette Colenso and the Zulu struggle against imperialism.* Charlottesville, Virginia: University Press of Virginia.

Author/editor

Year of publication (in round brackets)

Title (in italics)

Edition (only include the edition number if it is not the first edition)

Place of publication: publisher

**Printed Book (two or three authors)**

In-text citation:

Research by Banerjee and Watson (2011) suggests…

Reference list:

Banerjee, A., & Watson, T.F. (2011). *Pickard’s manual of operative dentistry* (9th ed). Oxford: Oxford University Press.

Author/editor

Year of publication (in round brackets)

Title (in italics)

Edition (only include the edition number if it is not the first edition)

Place of publication: publisher

**Printed Book (more than three authors)**

In-text citation:

This was proved in ‘Engineering design’ (Dym, Little, Orwin & Spjut, 2009).

Reference list:

Dym, C.L., Little, P., Orwin, E.J., & Spjut, R.E. (2009). *Engineering design: a project-based introduction* (3rd ed). Hoboken, NJ: Wiley.

Author/editor

Year of publication (in round brackets)

Title (in italics)

Edition (only include the edition number if it is not the first edition)

Place of publication: publisher

**Printed Book (book with an editor)**

In-text citation:

This was clearly shown by Al-Sabbagh (2015)…

Reference list:

Al-Sabbagh, M. (ed.). (2015). *Complications in implant dentistry. Series: Dental clinics of North America.* Philadelphia, PA: Elsevier.

Editor

Year of publication (in round brackets)

Title (in italics)

Edition (only include the edition number if it is not the first edition)

Place of publication: publisher

**Printed Book (book with authors *and* editors)**

In-text citation:

Lucas (2004) highlights that…

Reference list:

Lucas, G. (2004). *The wonders of the Universe.* F. Jones, J. Smith & T. Bradley (eds.). London: Smiths.

Author

Year of publication (in round brackets)

Title (in italics)

Editors

Edition (only include the edition number if it is not the first edition)

Place of publication: publisher

**Printed Book (book with no author)**

In-text citation:

It was clear (*Medicine in old age*, 1985, p. 74)…

Reference list:

*Medicine in old age*. (1985). (2nd ed). London: British Medical Association.

Title (in italics)

Year of publication (in round brackets)

Edition (only include the edition number if it is not the first edition)

Place of publication: publisher

**Encyclopaedia Entry**

In-text citation:

It is obvious that (Crystal, 2007, p. 45)…

Reference list:

Crystal, D. (2007). Medical science. In *The Penguin Concise Encyclopaedia* (3rd ed). London: Penguin.

Author  
Year of publication  
Entry title  
In Encyclopaedia name (in italics)  
Edition (if relevant)  
Place of publication: publisher

**Encyclopaedia (full)**

In-text citation:

It is obvious that (Crystal, 2007)…

Reference list:

Crystal, D. (2007). *The Penguin Concise Encyclopaedia* (3rd ed). London: Penguin.

Author  
Year of publication  
Encyclopaedia name (in italics)  
Edition (if relevant)  
Place of publication: publisher

*Electronic books (ebooks)*

**E-Book**

In-text citation:

Wear (2000) suggests…

Reference list:

Wear, A. (2000). *Knowledge and practice in English medicine.* Cambridge: Cambridge University Press. Retrieved from <http://site.ebrary.com/lib/bham/detail.action?docID=5004608>

Author/editor

Year of publication (in round brackets)

Title (in italics)

Retrieved from URL or doi:

*Multi-volume works*

**Multi-Volume Works**

In-text citation:

Jones (1999, p. 7) was clear in his definition…

Reference list:

Jones, D. (Ed.). (1999). *Definitions of life* (Vols. 1-6). London: Pirate Publishers.

Author/editor  
Year of publication  
Title  
Number of volumes  
Place of publication publisher

**Collected Works**

In-text citation:

His collected works (Lee, 1976-1990) explain…

Reference list:

Lee, G. (Ed.). (1976-1990). *Rush: The early years* (Vols. 1-30)*.* Toronto: Toronto Press.

Author  
Date  
Title (in italics)  
Volumes (if relevant)  
Place of publication  
Publisher

*Sacred texts*

**Bible**

In-text citation:

It was found in the Beatitudes (Matthew 5:3-12)…

Reference list:

King James Bible. Matthew 5:3-12.

Source type  
Book of the Bible  
Chapter: verse

**Torah**

In-text citation:

It is said that ‘a righteous man falls down several times and gets up’ (Proverbs 24:16)…

Reference list:

Torah. Proverbs 24:16.

Source type  
Book  
Chapter: verse

**Qur’an**

In-text citation:

‘Nothing is hidden from Allah, whether on Earth or in Heaven’ (Qur’an 14:38).

Reference list:

Qur’an, 14:38: Wordsworth Limited Edition.

Source type  
Surah (or chapter): verse  
Publisher (if relevant)

*More books*

**Ancient Texts**

In-text citation:

The epic tale by Homer (1997)…

Reference list:

Homer. (1997). The Iliad. In J. Davies (trans). London: Dover Publications.

Author  
Year of publication  
Title of book  
Translator (if relevant)  
Place of publication: publisher

**Anthologies**

In-text citation:

In the work (Mead & Tranter, 1991)…

Reference list:

Mead, C. & Tranter, J. (Eds.). (1991). *The Penguin Book of Modern Australian Poetry*. London: Bloodaxe Books.

Authors/editors  
Year of publication  
Title of anthology (in italics)  
Place of publication  
Publisher

**Atlas**

In-text citation:

As illustrated in the text (Wiegand, 2012, p. 37)…

Reference list:

Wiegand, P. (2012). *Oxford School Atlas*.3rd edn. Oxford: Oxford University Press.

Author/editor  
Year of publication  
Title of atlas (in italics)  
Edition (if relevant)  
Place of publication: publisher

**Audiobooks**

In-text citation:

Fry (2004) was emphatic in his description of the beast.

Reference list:

Fry, S. (2004). The Hippopotamus [Audiobook].

Author/Editor  
Year of publication  
Title of audiobook  
Media type

**Book illustrations, figures, diagrams, logos and tables**

In-text citation:

Jones’ painting illustrated his immense skill(Bevin, 1997).

Reference list:

Bevin, A. (1997). *Lost Welsh Treasures.* London, UK: Davies Publishers. (Original work published 1785).

Author  
Year of publication  
Title of book (in italics)  
Place of publication: publisher  
Original work published…

**Bibliographies**

In-text citation:

Lifeson (1981) noted the key research…

Reference list:

Lifeson, A. (1981). *Select bibliographies of Canadian autobiographies*. Toronto: University of Toronto, School of Librarianship.

Author/editor  
Year of publication  
Title of bibliography  
Publication details

**Non-English Works**

In-text citation:

Dell’Isola was very clear in her argument (1934).

Reference list:

Dell’Isola, M. (1934). *Napoléon.* Paris: R. Helleu.

Author  
Year of publication  
Title (in italics)  
Place of publication: publisher

**Historical books in online collections**

In-text citation:

James’ measured plans (1654)…

Reference list:

James, P. (1654). *Ruins of the palace at Thermopylae.* Retrieved from <http://site.ebrary.com/lib/birmingham> (Original work published 1654).

Author/editor  
Year of publication  
Title (in italics)  
Retrieved from  
Original work published…

**Lines in plays/scripts**

In-text citation:

‘I prithee do not mock me fellow student’ (Shakespeare, 1998, 1.2:177)…

Reference list:

Shakespeare, W. (1998). Hamlet. In K. Bryant (ed). London: Penguin.

Author  
Year of publication  
Title  
Editor  
Publication details

**Manuscripts**

In-text citation:

The evidence (Simpson, 1865) points to…

Reference list:

Simpson, J. (1865). 6/57/896 [Manuscript]. Birmingham University Library, Birmingham, UK.

Author  
Year of publication  
Location of manuscript in archive or repository  
Media type  
Name of collection containing manuscript

**Magazine Articles**

In-text citation:

Stevens (2011)…

Reference list:

Stevens, N. (2011, November). Circular motion. *Physics Monthly,* 8-15.

Online article:

Stevens, N. (2011, November). Circular motion. *Physics Monthly.* Retrieved from http://www.physicsmonthly.com/articles/circularmotion

Author  
Year and month of publication  
Title of article  
Title of magazine (in italics)  
Page reference  
IF ONLINE  
Retrieved from…

**Pamphlet/Booklet/Programme**

In-text citation:

The pamphlet (Royal College of Physicians, 2008)…

Reference list:

Royal College of Physicians, British Geriatrics Society, British Pain Society. (2008). *The assessment of pain in younger people: local guidelines* [Pamphlet]. London: RCP.

Author  
Year of publication  
Title (in italics)  
Media type  
Publication details

**Reprints**

In-text citation:

One of the very first historian (Seaman, 1945/1998)…

Reference list:

Seaman, D. (1998). *The king of the truth.* London: B.Y. Jove. (Original work published 1945).

Author  
Year of publication  
Title (in italics)  
Publication details  
Original work published in…

**Translated Works**

In-text citation:

Ludwig (2005)…

Reference list:

Ludwig, E. (2005). *Napoleon.* (E. Paul and C. Paul, Trans.). London: Book Jungle.

Author/Editor (surname followed by initials)

Year of publication (in round brackets)

Title (in italics)

Name of translator, Trans. (in round brackets)

Place of publication: publisher

**JOURNALS**

**Journal articles**

In-text citation:

In their review of the literature (Knapik *et al*., 2015)…

Reference list:

Knapik, J.J., Cosio-Lima, L.M., & Reynolds, K. L. (2015) Efficacy of functional movement screening for predicting injuries in coast guard cities. *Journal of Strength and Conditioning Research, 29*(5): 1157-1162.

Author

Year of publication (in round brackets)

Title of article

Title of journal (in italics)

Volume number (in italics)

Issue (in round brackets), page numbers

**Journal articles (accessed via VLE)**

In-text citation:

In their review of the literature (Knapik et *al*., 2015, p. 87)…

Reference list:

Knapik, J J., Cosio-Lima, L.M., and Reynolds, K.L. (2015) ‘Efficacy of functional movement screening for predicting injuries in coast guard cadets’, *The Journal of Strength and Conditioning Research*, 29 (5): pp. 1157-1162. *EDUC 1028: E-learning.* Available at: <http://intranet.bir.ac.uk>

Author

Year of publication (in round brackets)

Title of article

Title of journal (in italics)

Volume number (in italics)

Issue (in round brackets), page numbers

Available at…

**Pre-publication journal articles**

In-text citation:

Several scientists have encountered a problem in this area (Jones, Kree & Rigby, 2014).

Reference list:

Jones, J., Kree, J., & Rigby, P. (2014) *Aerobic Capacity*. Manuscript submitted for publication.

Author (surname followed by initials)

Year of posting (in round brackets)

Title of the article

Journal title (in italics)

Advance online publication

URL or doi of the journal's home page

**Magazine Articles**

In-text citation:

Stevens (2011)…

Reference list:

Stevens, N. (2011, November). Circular motion. *Physics Monthly,* 8-15.

Online article:

Stevens, N. (2011, November). Circular motion. *Physics Monthly.* Retrieved from http://www.physicsmonthly.com/articles/circularmotion

Author  
Year and month of publication  
Title of article  
Title of magazine (in italics)  
Page reference  
IF ONLINE  
Retrieved from…

**Journal with more than three authors**

In-text citation:

Research (Jennings, Merrell, Thompson & Heinrich, 2015) suggests…

Reference list:

Jennings, H.M., Merrell, J., Thompson, J.L., & Heinrich, M. (2015). Food or medicine? *Journal of Ethnopharmology, 167,* 97-105.

Authors  
Year of publication  
Title  
Journal title  
Journal volume, page numbers

**DIGITAL AND INTERNET**

*The internet*

**Blog**

In-text citation:

No evidence was suggested (Davidson, 2013) in the wake of the bombings.

Reference list:

Davidson, A. (2013, April 16). The Saudi marathon man [Blog post]. Retrieved from http://www.newyorker.com/news/daily-comment/the-saudi-marathon-man

Author (surname followed by initials)

Year and date of post (in round brackets)

Title of post

[Blog post]

Retrieved from URL

**Facebook**

In-text citation:

It is clear that the campus for 2016 will be a hive of activity (University of Birmingham, 2015).

Reference list:

University of Birmingham. (2015, June 18). New for 2016 on campus will be a fabulous library, filled with new and emerging technologies… [Facebook status update]. Retrieved from <https://www.facebook.com/unibirmingham>

Author (surname followed by initials) and [given name is in square brackets]

Year, month, day (in round brackets)

Title of page

[Facebook status update]

Retrieved from URL

**Twitter**

In-text citation:

The University (University of Birmingham, 2015)…

Reference list:

University of Birmingham. [unibirmingham]. (2015, June 13). We hope out alumni are having a great time today at the Alumni Sports Day. [Tweet]. Retrieved from <https://twitter.com/unibirmingham/status/609691694762627072>

Author (surname followed by initials) and/or [Screen name]

Year, month day (in round brackets)

Title of page

[Tweet]

Retrieved from URL

**Wiki**

In-text citation:

Rush originated from the Willowdale neighbourhood of Toronto, Ontario (*Rush (band)*, 2015).

Reference list:

Rush (band). (2015, June 18). Retrieved from Wikipedia: <https://en.wikipedia.org/?title=Rush_(band)>

Title of page  
Year and date last edited  
Retrieved from…

**Google+**

In-text citation:

It is obvious in this day and age (Guild of Students, 2015) that…

Reference list:

Guild of Students, University of Birmingham. (2015, June 4). Ready to move out? Drop off your non-perishable food at our collection trolley, in support of Sparkhill food bank. [Google+ post]. Retrieved from <https://plus.google.com/+guildofstudents/posts>

Author  
Year and date of publication  
Title of page (if not same as author)  
Message  
Media type  
Retrieved from…

**Online newspaper articles**

In-text citation:

The White Rose of Yorkshire is still flying high in the cricket (Hardcastle, 2015).

Reference list:

Hardcastle, G. (2015, June 18). Gale gears up for pivotal spell for Yorkshire. *The Press, York.* Retrieved from <http://www.yorkpress.co.uk/sport/13339665.Gale_gears_up_for_pivotal_spell_for_Yorkshire/>

Author  
Year and date published  
Title of article  
Newspaper it was published in  
Retrieved from…

*Web pages*

**Web Page – individual author**

In-text citation:

It was clear that (Dan Snow, n.d.)…

Reference list:

Dan Snow. (n.d.). *How did so many soldiers survive the trenches?* Retrieved from <http://www.bbc.co.uk/guides/z3kgjxs>

Author

Year the site was published/last updated (in round brackets)

Title of internet site (in italics)

doi: or Retrieved from URL

**Web page – organisation as the author**

In-text citation:

During WW1 (BBC News, 2014)…

Reference list:

BBC News. (2014). *‘Lights out’ ends day of WW1 centenary commemorations.* Retrieved from <http://www.bbc.co.uk/news/uk-28632223>

Author

Year the site was published/last updated (in round brackets)

Title of internet site (in italics)

doi: or Retrieved from URL

**Web page – no authors or titles**

In-text citation:

Thunderstorms have become increasingly common (“Blitzortung.org”, n.d.).

Reference list:

[Blitzortung.org.] (n.d.). Retrieved from <http://www.blitzortung.org/Webpages/index.php?lang=en&page=1>

Description of document  
Year or no date  
Retrieved from…

**Web page – no dates**

In-text citation:

He was seen by many to be a great man (BBC History, n.d.).

Reference list:

BBC History. (n.d.). Duke of Wellington (1769-1852). Retrieved from <http://www.bbc.co.uk/history/historic_figures/wellington_duke_of.shtml>

Name  
(n.d.).  
Title of web page  
Retrieved from…

**Web page – no authors**

In-text citation:

(*Napoleon Bonaparte (1769-1821)*, 2015)…

Reference list:

Napoleon Bonaparte (1769-1821). (2015, July 18). Retrieved from [http://www.bbc.co.uk/history/historic\_figures/bonrte\_napoleon.shtml](http://www.bbc.co.uk/history/historic_figures/bonaparte_napoleon.shtml)

Title of web page  
Year, month day  
Retrieved from…

**Radio and internet radio**

In-text citation:

According to the latest research (In our time, 2015)…

Reference list:

Morris, T. (Producer), & Bragg, M. (Presenter). (2015, January 1). *The Sun* [Radio series episode]. In *In Our Time.* London: BBC Radio 4.

Producer/author/presenter(s)  
Year and date of production  
Title of episode   
Media type  
Series name  
Publication details

**Photographs from the internet**

In-text citation:

The great photograph (Jarvis, 2015)…

Reference list:

Jarvis, C. (2015). *Blue* [Photograph]. Retrieved from <http://www.chasejarvis.com/#s=10&mi=2&pt=1&pi=10000&p=8&a=0&at=0>

Photographer (surname followed by initials)

Year of production (in round brackets)

Title of work (in italics)

[Medium]

Retrieved from URL

**Papers from conference proceedings published on the internet**

In-text citation:

Jones (1999) explained…

Reference list:

Jones D. (1999). ‘Developing big business’. In *Large firms policy and research conference* (University of Birmingham, 1999 December 18-19). Leeds: Institute for Large Businesses. Retrieved from <http://www.bigbusinesses.co.uk/jonesd>

Author  
Year of production  
Title of paper (single quotation marks)  
In title of conference (in italics)  
Location and date of conference  
Publication details  
Retrieved from…

**Television programmes viewed on the internet**

In-text citation:

Napoleon was defeated (BBC Two, 2015)…

Reference list:

BBC Two. (2015, June 17). *Napoleon* [BBC iPlayer]. Retrieved from <http://www.bbc.co.uk/iplayer/episode/b05zq7xf/napoleon-episode-2>

Author/Television channel  
Year, date viewed  
Title of programme (in italics)  
Media type  
Retrieved from…

**Videos or films on YouTube**

In-text citation:

The video produced by the University of Birmingham (2010) shows…

Reference list:

University of Birmingham. (2010, December 15). *The University of Birmingham experience* [YouTube]. Retrieved from <https://www.youtube.com/watch?v=YLxV5L6IaFA>

Creator (surname followed by initials) and/or [Screen name]

Year, month day (in round brackets)

Title of video (in italics)

[Video file]

Retrieved from URL

*Digital repositories*

**Books in digital repositories**

In-text citation:

Several PhD candidates gave useful advice (Davids & Wright, 1999).

Reference list:

Davids, E. & Wright, I. (1999) *Doing referencing.* Birmingham: Reference-works.

Author(s)  
Year of publication  
Titlle of book (in italics)  
Publication details  
Digital repository name

**Conference papers in digital repositories**

In-text citation:

Jones (2003) revoked the theory…

Reference list:

Jones, S. (2003) ‘Is there a correct way to reference?’ *Workshop on referencing in universities,* Main Library, University of Birmingham, UK, 30 March - 2 April 2003.

Author  
Year of publication  
Title of paper (in single quotation marks)  
Title of conference (in tialics)  
Organisation or company  
Location and date of conference

**CD-ROM**

In-text citation:

The music industry has expanded greatly, and the ‘Now That’s What I Call Music’ series has proved this (*Now that’s what I call music 91,* 2015).

Reference list:

Various artists. (2015). *Now that’s what I call music 91* [CD-ROM]. London: EMI Group Limited.

Artist  
Year of production  
Title of CD (in italics)  
Media type  
Production details

**DVD-ROM**

In-text citation:

It was clear (Spielberg, 1998)…

Reference list:

Spielberg, S. (1998). *Saving Private Ryan* [DVD]. Hollywood: Paramount Pictures.

Director  
Year of production  
Title of DVD  
Media type  
Production details

**Computer Games**

In-text citation:

Games such as *Rome: Total War* (The Creative Assembly, 2004)…

Reference list:

The Creative Assembly. (2004). Rome: Total war [Computer video game]. London: The Game Company.

Author  
Year of production  
Title of game  
Media type  
Production details

**Computer Programmes**

In-text citation:

It has been found that (Centres for Disease Control and Prevention, 1994)…

Reference list:

Centres for Disease Control and Prevention. (1994). Epi Info (Version 6) [Computer program]. Retrieved from <http://www.cdcp.com/download.html>

Author  
Year of production  
Title of programme  
Media type  
Retrieved from…

*Personal and virtual learning environments  
Learning support materials*

**Journal articles (accessed via VLE)**

In-text citation:

In their review of the literature (Knapik et *al*., 2015, p. 87)…

Reference list:

Knapik, J J., Cosio-Lima, L.M., and Reynolds, K.L. (2015) ‘Efficacy of functional movement screening for predicting injuries in coast guard cadets’, *The Journal of Strength and Conditioning Research*, 29 (5), pp. 1157-1162. *EDUC 1028: E-learning.* Available at: <http://intranet.bir.ac.uk>

Author

Year of publication (in round brackets)

Title of article

Title of journal (in italics)

Volume number (in italics)

Issue (in round brackets), page numbers

Available at…

**PowerPoint presentations**

In-text citation:

The great presentation (Whittingham, 2014)…

Reference list:

Whittingham, D. (2014). *History of warfare* (PowerPoint presentation). Retrieved from <https://intranet.bham.ac.uk>

Author/presenter  
Year presentation was given  
Title of presentation (in italics)  
Media type  
Module code and module title (if relevant)  
Retrieved from…

**Tutors’ lecture notes in VLEs/intranet**

In-text citation:

The tutor’s work (Whittingham, 2015)…

Reference list:

Whittingham, D. (2015). *Zulu warriors* (lecture notes). Retrieved from <http://intranet.bham.ac.uk>

Tutor  
Year of publication  
Title of notes   
Media type  
Module code and module title (if relevant)  
Retrieved from…

**MEDIA AND ART**

**Newspaper articles**

In-text citation:

Businesses and organisations around York are showing their support (Lewis, 2015).

Reference list:

Lewis, S. (2015, June 18). Rainbow support for York pride. *The Press, York.*

Author (surname followed by initials)

Year and date of publication (in round brackets)

Title of article

Title of magazine (in italics)

Volume number (in italics) - if available

Issue (in round brackets) - if available

Page numbers

*Live performances***Concerts**

In-text citation:

Rush (2015) truly wowed the audience…

Reference list:

Rush. (2015, March 19). *Greatest Hits Tour*. York, UK: Bishopthorpe Social Club.

Artist  
Date of concert  
Title of concert (in italics)  
Location of concert

**Plays**

In-text citation:

It was a spectacular piece of engineering (Smith, 2013).

Reference list:

Smith, D. (Director). (2013, January 18). Romeo and Juliet by William Shakespeare, Theatre Royal, York.

Director  
Date of play  
Title of play  
Location of play

*Visual sources*

**Book illustrations, figures, diagrams, logos and tables**

In-text citation:

Jones’ painting illustrated his immense skill(Bevin, 1997).

Reference list:

Bevin, A. (1997). *Lost Welsh Treasures.* London, UK: Davies Publishers. (Original work published 1785).

Author  
Year of publication  
Title of book (in italics)  
Place of publication: publisher  
Original work published…

**Cartoons**

In-text citation:

Joe Bloggs (2013) highlighted the issue…

Reference list:

Bloggs, J. (2013, January 20) ‘The key issue’ [Cartoon]. *The Times*. Retrieved from <http://www.times.co.uk/world/cartoon/2013/jan/20/bloggs>

Artist  
Date published  
Title of cartoon (in single quotation marks)  
Media type  
Newspaper/Comic title (in italics)  
Publication details (if necessary)  
Retrieved from…

**Comics**

In-text citation:

Dennis the Menace is still going strong (The Beano, 2015).

Reference list:

The Beano. (2015, July 25). *The wrath of Gnasher* (pp. 40-42). London: Beano Publishing.

Artist/Comic  
Date published  
Title of comic (in single quotation marks)  
Page reference (if relevant)  
Publication details

**Display boards**

In-text citation:

It is obvious (*Paintings of John Doe,* 2012)…

Reference list:

*Paintings of John Doe* (exhibition).(2012). Pontefract, UK: Display board at Alex Davids Art Gallery.

Title of exhibition (in italics)  
Year of exhibition  
Location  
Display board at…

**Exhibitions**

In-text citation:

The acclaimed exhibition is one to behold (Tate Modern, 2012)…

Reference list:

Tate Modern. (2012 September 12-2013 January 13). *Pre-Raphaelites: Victorian Avant-Garde*. London.

Art Gallery title (or similar)  
Date of exhibition  
Title of exhibition (in italics)  
Location

**Installations**

In-text citation:

It was clear (Thompson, 2009) that…

Reference list:

Thompson, J. (2009, January 4). *My house*. London: Tate Modern.

Artist  
Date of installation  
Title (in italics)  
Location

**Graffiti**

In-text citation:

The graffiti, ‘Jimmy no!’ (2015) demonstrated…

Reference list:

*Jimmy no!* (2015, June 23) (graffiti). York, UK: 15 West Street.

Title (or brief description)  
Date of graffiti  
Media type  
Location

*Inscriptions*

**On monuments**

In-text citation:

The gravestone of the man (‘Smith’, 2014)…

Reference list:

‘Smith, James’. (2014). Monument inscription, St Andrew’s Churchyard, Bishopthorpe, York, UK.

Name of deceased (in single quotation marks)  
Year of production  
Media type  
Location

**On Buildings**

In-text citation:

The exterior inscription by Stevens (2005)…

Reference list:

Stevens, G. (2005). *Inscription on English Development Centre*. Building inscription, Jubbergate, York, UK.

Author  
Year of inscription  
Inscription on… (in italics)  
Media type  
Location

*Maps*

**Ordnance survey maps**

In-text citation:

Archaeological sites are clearly shown (Ordnance Survey, 2002)…

Reference list:

Ordnance Survey. (2002). *York (sheet 56, 1:50 000)*. Southampton: Ordnance Survey (Landranger series).

Ordnance Survey  
Year of publication  
Title (in italics)  
Sheet number and scale (in italics)  
Place of publication: publisher  
Series

**Geological survey maps**

In-text citation:

The landscape has changed quite considerably (Ordnance Survey, 1988)…

Reference list:

Ordnance Survey. (1988). *Castleford (solid (sheet 16, 1:50 000))*. Southampton: Ordnance Survey (Geological Survey of Great Britain [England and Wales]).

Corporate author and publisher  
Year of publication  
Title (in italics)  
Sheet number and scale (in italics)  
Publication details  
Series

**Online maps**

In-text citation:

The social club is close the playing fields (Ordnance Survey, 2010).

Reference list:

Ordnance Survey. (2010). *Ferry lane (tile sp15nw, 1:10 000).* Retrieved from <http://edina.ac.iuk/digimap/>

Map publisher  
Year of publication  
Title of map section (in italics)  
Tile, scale (in italics)  
Retrieved from…

**Medical images**

In-text citation:

The X-ray (The femur, 2014)…

Reference list:

*The femur.* (2014). Retrieved from <http://www.anatomy.tv/femur>

Image title (in italics)  
Year of publication  
Retrieved from…

**Mood boards**

In-text citation:

The mood board (Smith, 2012)…

Reference list:

Smith, D. (2012). *Hello*. Retrieved from <http://www.flickr.com/photos/hello/57647>

Author  
Year of publication  
Title (in italics)  
Retrieved…

**Packaging**

In-text citation:

The packaging (Mars Incorporated, 2013)…

Reference list:

Mars Incorporated. (2013). *Mars Bar* (wrapper).

Manufacturer  
Year of production  
Title (in italics)  
Media type

**Paintings/drawings**

In-text citation:

Works by Dali (1958)…

Reference list:

Dali, S. (1958). *Madonna* (oil on canvas). London: Tate Gallery.

Artist  
Year of publication  
Title (in italics)  
Media type  
Publication details/location

*Photographs/Images*

**Prints or slides**

In-text citation:

It is ever so clear (Tebow, 2009)…

Reference list:

Tebow, T. (2009). *York at night* (photograph). York: Here and There Publishing.

Photographer  
Year of publication  
Title of photograph (in italics)  
Media type  
Publication details

**Photographs from the internet**

In-text citation:

The great photograph (Jarvis, 2015)…

Reference list:

Jarvis, C. (2015). *Blue* [Photograph]. Retrieved from <http://www.chasejarvis.com/#s=10&mi=2&pt=1&pi=10000&p=8&a=0&at=0>

Photographer (surname followed by initials)

Year of production (in round brackets)

Title of work (in italics)

[Medium]

Retrieved from URL

**Clip art**

In-text citation:

The image of the dinosaur (*Dinosaur*, no date)…

Reference list:

*Dinosaur* (clip art)*.* (no date). Retrieved from <http://www.clipart.co.uk/cgibin/dinosaur>

Title of clip art (in italics)  
Media type  
Year of publication (if relevant)  
Retrieved from…

**Postcards**

In-text citation:

The shore was beautiful (Terrence, no date)…

Reference list:

Terrence, T. (no date). *Tintagel* (postcard). Tintagel, UK: Cornwall Gallery.

Artist  
Year of publication (if relevant)  
Title (in italics)  
Media type  
Publication details

**Posters**

In-text citation:

The image (Severn, no date)…

Reference list:

Severn, J. (no date). *Le Joue* (poster). London: Early Morning Publishers.

Artist  
Year of publication (if relevant)  
Title (in italics)  
Media type  
Publication details

**PowerPoint presentations**

In-text citation:

The great presentation (Whittingham, 2014)…

Reference list:

Whittingham, D. (2014). *History of warfare* (PowerPoint presentation). Retrieved from <https://intranet.bham.ac.uk>

Author/presenter  
Year presentation was given  
Title of presentation (in italics)  
Media type  
Module code and module title (if relevant)  
Retrieved from…

**War Memorial**

In-text citation:

The memorial (Boorman, 1995)…

Reference list:

Boorman, D. (1995). *For your tomorrow*. War memorial, York Minster, Deangate, York, UK.

Name of architect  
Year of production  
Title (in italics)  
Media type  
Location

*Audio-visual information*

**CD-ROM**

In-text citation:

The music industry has expanded greatly, and the ‘Now That’s What I Call Music’ series has proved this (*Now that’s what I call music 91,* 2015).

Reference list:

Various artists. (2015). *Now that’s what I call music 91* [CD-ROM]. London: EMI Group Limited.

Artist  
Year of production  
Title of CD (in italics)  
Media type  
Production details

**DVD-ROM**

In-text citation:

It was clear (Spielberg, 1998)…

Reference list:

Spielberg, S. (1998). *Saving Private Ryan* [DVD]. Hollywood: Paramount Pictures.

Director  
Year of production  
Title of DVD  
Media type  
Production details

**Television - Programmes**

In-text citation:

The Doctor is back with a vengeance (Doctor Who, 2014)…

Reference list:

Doctor Who. (2014, January 28). BBC One Television.

Title of programme  
Year produced  
Channel/Publisher

**Television – Episodes**

In-text citation:

Some Daleks went crazy (*The Doctor Returns*, 2013)…

Reference list:

*The Doctor Returns*. (2013, November 5). Doctor Who (series 35, episode 8). London: BBC One Television.

Title of episode (in italics)  
Date of showing  
Name of series and episode  
Publication details

**Musical scores (sheet music)**

In-text citation:

‘Something for Nothing’ is a song for the ages (Peart, 1976)…

Reference list:

Peart, N. (1976). *Something for nothing.* Toronto: Toronto Sound Studios.

Author  
Year of production  
Title of song (in italics)  
Production details

**Lyrics from songs**

In-text citation:

Peart (1976)…

Reference list:

Peart, N. (1976). A passage to Bangkok [Recorded by Rush]. On *2112* [vinyl]. Toronto: Toronto Sound Studios.

Author  
Year of production  
Title of song and recording artist  
On album (in italics)  
Media type  
Production details

**Liner Notes**

In-text citation:

“I lie awake, staring out at the bleakness of Megadon” (Peart, 1976)…

Reference list:

Peart, N. (1976). [Liner notes]. In *2112* [CD]. Toronto: Toronto Sound Studio.

Author  
Year of production  
Media type  
In album (in italics)  
Media type  
Production details

**Microform**

In-text citation:

Data from Jones (1997)…

Reference list:

Jones, P. (1997). *The Jones collection* (microform). York, UK: Jones Physiological Association.

Author  
Year of production  
Title (in italics)  
Media type  
Production details

**Phonecasts**

In-text citation:

Zuckerberg created his website in 2004 (*A conversation with Mark Zuckerberg*, 2007)…

Reference list:

*A conversation with Mark Zuckerberg* (phonecast). (2007). Retrieved from <http://www.phonecasting.com/Channel/View/Channel.aspx>

Title of phonecast (in italics)  
Media type  
Year of production  
Retrieved from…

**Podcasts**

In-text citation:

It was clear that George Osborne was well out of his depth (Smith, 2015).

Reference list:

Smith, J. (Producer). (2015, June 4). *Yesterday in Parliament* [Audio podcast]. Retrieved from <http://www.bbc.co.uk/programmes>

Author/Producer  
Year and date of publication  
Title (in italics)  
Media type  
Retrieved from…

**Screencasts**

In-text citation:

An online video showed this (*Learning rails the zombie way*, no date)…

Reference list:

*Learning rails the zombie way* (screencast). (no date). Retrieved from <http://www.rubyonrails.org>

Title of screencast (in italics)  
Media type  
Year of publication (if relevant)  
Retrieved from…

**Video Podcasts**

In-text citation:

Bob Saget is clearly a great guy (Butler & O’Rourke, 2014).

Reference list:

Butler, B. & O’Rourke, A. (Producers). (2014, June 20). *Bob Saget: Norm Macdonald Live: Video Podcast Network* [Video file]. Retrieved from https://www.youtube.com/watch?v=peDLWyHegfI

Author(s)/Producer(s)  
Date of production  
Title (in italics)  
Media type  
Retrieved from…

**Film director interviews**

In-text citation:

The directors were incredibly pleased with the outcome (Wachowski, 2003)…

Reference list:

Wachowski, L. (2003). *Interview with L. Wachowski* (interviewed by Laurence Smith on ‘The Matrix Reloaded’ (DVD)). Los Angeles: Warner Brothers Inc.

Name of person interviewed  
Year of interview  
Title (in italics)  
Interviewed by…  
Media type  
Production details

*Reviews*

**Book Review**

In-text citation:

Stevens (2010) thought that the book…

Reference list:

Stevens, H. (2010). ‘Biology of birds’ (review of ‘the birds and the bees’ by David Bills). In *Journal of the History of Biology*, 167, 190-192.

Name of the reviewer  
Year of review  
Title of review (in single quotation marks)  
Review of… by…  
In journal... journal details…

**Drama Review**

In-text citation:

One reviewer (Smith, 2007)…

Reference list:

Smith, U. (2007, July 8). *The big finale* (review of ‘heaven help me’ by Tony Jones). In the ‘review section’ of The Times.

Name of the reviewer  
Date of review  
Title of review (in italics)  
Review of… by…  
In… (insert newspaper title or similar)

**Film review**

In-text citation:

Barnes (1989) believed it was a classic film…

Reference list:

Barnes, J. (1989, October 9). *Citizen Kane* (review of ‘Citizen Kane’, directed by Orson Welles). In ‘Empire’ magazine, pp. 25-29.

Author of review  
Date of review  
Title of review (in italics)  
Directed by…  
In…  
Page reference (if relevant)

**Review of musical performances**

In-text citation:

Jubb (2015) thought that the performance was incredible.

Reference list:

Jubb, A. (2015, March 29). *Absolute magic* (review of ‘Clockwork Angels tour’ by Rush, York, UK). In *The Press* (review section), p. 91.

Name of the reviewer  
Date of review  
Title of review  
Review of… by…  
Location  
Magazine/Newspaper title  
Page reference (if relevant).

*Interview*

**Newspaper Interview**

In-text citation:

Jones (2009) believed…

Reference list:

Jones, K. (2009, July 7). *Interview with Kevin Jones* (interview by Steven Poulter for The Times), p. 88.

Name of person interviewed  
Date of interview  
Title of interview (in italics)  
Interview by… for…  
Page reference (if relevant)

**TV interview**

In-text citation:

Jones was clearly out of his depth (2009)…

Reference list:

Jones, K. (2009, February 5). *Interview with Kevin Jones* (interview by Steven Poulter for Newsnight). London: BBC Two Television.

Name of person interviewed  
Date of interview  
Title of interview (in italics)  
Interview by… for…  
Production details

**Internet interview**

In-text citation:

Jones was clearly out of his depth (2009).

Reference list:

Jones, K. (2009). *Interview with Kevin Jones* (interviewed by Steven Poulter for *Newsnight*). Retrieved from <http://iplayer.co.uk/Newsnight/march7>

Name of person interviewed  
Date of interview  
Title of interview (in italics)  
Interview by… for…  
Production details (if relevant)  
Retrieved from…

**RESEARCH**

*Unpublished or confidential information*

**Confidential information**

In-text citation:

The records they produced Placement hospital, 2014)…

Reference list:

[Placement hospital]. (2014). *[Placement hospital] examination criteria for patients with dementia*. London: [placement hospital].

Anonymised institution/agency (in square brackets)  
Year of report  
Anonymised title (in italics)  
Location  
Publisher is simply the anonymised institution/agency (again, with square brackets)

**Internal reports**

In-text citation:

Recommendations in the report (Hegenbarth, 2014)…

Reference list:

Hegenbarth, L. (2014). *Focus group recommendations*. Internal LGU report: unpublished.

Author/organisation  
Year of report  
Title of report (in italics)  
Internal report (include name of institution)  
Unpublished

*Unpublished academic work*

**Students’ own work**

In-text citation:

The topic of the essay (Jubb, 2014)…

Reference list:

Jubb, A. (2014). *Did the Allies win the battle of the Atlantic because of superior air power?* University of Birmingham: unpublished essay.

Student name  
Year of essay/assignment  
Title of essay/assignment (in italics)  
Module code/title (if relevant)  
Institution  
Unpublished essay/assignment

**Theses/Dissertations**

In-text citation:

It was evident that Gregory (1970) believed that…

Reference list:

Gregory, S. (1970). *English military intervention in the Dutch revolt* (B.A. thesis). Retrieved from <http://findit.bham.ac.uk/>

Author  
Year of publication  
Title of thesis (in italics)  
Degree statement  
Retrieved from…

**Tutors’ handouts**

In-text citation:

The tutor’s handout (Whittingham, 2015)…

Reference list:

Whittingham, D. (2015). *Zulu warriors* (handout). University of Birmingham: unpublished.

Tutor  
Year of publication/creation  
Title (in italics)  
Media type  
Institution  
Unpublished

**Tutors’ lecture notes in VLEs/intranet**

In-text citation:

The tutor’s work (Whittingham, 2015)…

Reference list:

Whittingham, D. (2015). *Zulu warriors* (lecture notes). Retrieved from <http://intranet.bham.ac.uk>

Tutor  
Year of publication  
Title of notes   
Media type  
Module code and module title (if relevant)  
Retrieved from…

*Reports*

*Financial*

**Company annual reports**

In-text citation:

The company expanded massively during the first half of the year (BSkyB Ltd, 2012).

Reference list:

BSkyB Ltd. (2012). *Annual Report 2012*. Retrieved from <http://annualreview2012.sky.com>

Author or organisation  
Year of publication  
Title of report (in italics)  
Retrieved from…

**Financial reports from online databases**

In-text citation:

BSkyB’s profit margin rose by over 7 per cent in the financial year 2011-2012 (Bureau van Dijk, 2013).

Reference list:

Bureau van Dijk. (2013). *BSkyB plc company report*. Retrieved from <http://fame.bvdep.com/bskyb>

Publishing organisation  
Year of publication  
Title of extract (in italics)  
Retrieved from…

*Research*

**Internal reports**

In-text citation:

Recommendations in the report (Hegenbarth, 2014)…

Reference list:

Hegenbarth, L. (2014). *Focus group recommendations*. Internal LGU report: unpublished.

Author/organisation  
Year of report  
Title of report (in italics)  
Internal report (include name of institution)  
Unpublished

**Market research reports from online databases**

In-text citation:

Mintel Oxygen (2014) noticed problems in the market…

Reference list:

Mintel Oxygen. (2014). *Van insurance Wales* (market research report). Retrieved from <http://academic.minteloxygen.com>

Author or organisation  
Year of report   
Title of report (in italics)  
Media type  
Retrieved from…

**Research reports**

In-text citation:

The minimum cost of living in Yorkshire is £15 000 (Friedland, 2009).

Reference list:

Friedland, B. (2009). *A minimum standard for Yorkshire: what people think*. Retrieved from <http://www.jrf.org.uk/yorkshireresearch>

Author (surname followed by initials)

Year of publication (in round brackets)

Title of report (in italics)

Retrieved from URL or doi:

*Genealogical sources*

**Birth, marriage and death certificates**

In-text citation:

Jayne was born in Pontefract (‘Jayne Seaman’, 1966)…

Reference list:

‘Jayne Seaman’. (1966). *Certified copy of birth certificate for Jayne Seaman, 20 December 1966 (application number 5001977/D).* Pontefract Register Office, UK.

Name of person (in single quotation marks)  
Year of event Certified copy of… certificate for… (in italics)  
Full name of person (in italics)  
Date of event (in italics)  
Application number from certificate  
Location of Register Office  
IF ONLINE:  
Retrieved from… URL

**Censuses**

In-text citation:

Mark Jones moved to York in the 1950s (‘Mark Jones’, 1956)…

Reference list:

‘Mark Jones’. *Census return for Leeds Road, Bishopthorpe, York subdistrict, North Yorkshire.* Public Record Office: PRO YO9/3765, folio 89, p. 8. Retrieved from <http://www.ancestry.co.uk>

Name of person (in single quotation marks)  
Year of census

Census return for ... (in italics)

Street, place, county (in italics)

Registration subdistrict (in italics)

Public Record Office:

Piece number, folio number, page number  
OR if you retrieved the certificate online, add:

Retrieved from… URL

**Military records**

In-text citation:

Private Hunsley fought valiantly (‘Richard Hunsley VC’, 2014)…

Reference list:

‘Richard Hunsley VC’. (1956). *Commonwealth War Graves Commission casualty details.* Retrieved from <http://www.cwgc.org/search/casualty/hunsleyvc>

Name of person (in single quotation marks)  
Year published  
Title of publication (in italics)  
Retrieved from…

**Parish registers**

In-text citation:

Alex and Alice’s wedding (‘Alex Jones and Alice Roberts’, 1934)…

Reference list:

‘Alex Jones and Alice Roberts’. (1934). ‘Marriage of Alex Jones and Alice Roberts, 1934 May 5’. In *St Andrew’s Church, Bishopthorpe, York marriage register 1900-1950*. Retrieved from <http://www.genuki.org.uk/bishopthorpe>

Name of person/people (in single quotation marks)  
Year of publication  
Baptism, marriage or burial of ... (in single quotation marks)

Day/month/year of event

Location of parish (in italics)  
Title of register/ details (in italics)  
Retrieved from…

**Wills**

In-text citation:

They inherited a great wealth (*Will of Jamie Blackburn*, 1800).

Reference list:

*Will of Jamie Blackburn of York Abbey, North Yorkshire*.(1800). The National Archives: Public Record Office (catalogue reference: PROB/15/1980).

Title of document  
Year of will  
Name of archive or repository  
Reference number

**Manuscripts**

In-text citation:

The evidence (Simpson, 1865) points to…

Reference list:

Simpson, J. (1865). 6/57/896 [Manuscript]. Birmingham University Library, Birmingham, UK.

Author  
Year of publication  
Location of manuscript in archive or repository  
Media type  
Name of collection containing manuscript

*Scientific and technical information*

*Data*

**Graphs**

In-text citation:

The effects of the atoms (Gray, 2009, p. 87).

Reference list:

Gray, A. (2009). *How to reference scientific papers* (graph). Oxford: Oxford University Press.

Author  
Year of publication Title of book (in italics)  
Place of publication: publisher  
  
**Scientific datasets**

In-text citation:

The data (Shevchenko, 2014)…

Reference list:

Shevchenko, A. (2014). *Na levels holdings.* Retrieved from <http://physics.nist.gov/ajh5>

Author  
Year of publication  
Title (in italics)  
Retrieved from…

**British standards**

In-text citation:

Attic conversions are subject to strict controls (British Standards Institution, 1998)…

Reference list:

British Standards Institution. (1998). *BS5678-9.8: structural use of timber: ceiling binders.* Retrieved from <http://www.standardsuk.com/>

Name of authorising organisation  
Year of publication  
Number and title of standard (in italics)  
Retrieved from…

**Mathematical equations**

In-text citation:

James (2006, p. 1889) noted that…

Reference list:

James, J. (2006). ‘Some functional equations’. *Advances in Algebra*, 315(8): 1880-1899. Retrieved from <http://www.mathematicjournals.co.uk/James>

Author  
Year of publication  
Title of article (in single quotation marks)  
Journal (italics)  
Volume, issue and page numbers (if relevant)  
Retrieved from…

**Patents**

In-text citation:

Fredericks (2012) proposed a solution…

Reference list:

Fredericks, F. (2012). *Vinyl cleaning tool*. In UK Intellectual Property Office Patent no. GB2468906. Retrieved from <http://www.ipo.gov.uk/p/find-publication>

Inventor(s)  
Year of publication/invention  
Title (in italics)  
Authorising organisation  
Patent number  
Retrieved from…

**Requests for Comments**

In-text citation:

A number of comments were made relating to the document (Hoff, 1995).

Reference list:

Hoff, D. (1995). *The Baywatch years* (nos: FYA 19 and RFC 5879). Retrieved from <http://tools.ietf.org/hoff>

Author/editor  
Year of publication   
Title (in italics)  
Document number  
Media type  
Retrieved from…

**Scientific or Technical Reports**

In-text citation:

Jones has found (1997)…

Reference list:

Jones, B. (1997). *Methods in tumour research. Vol 7. Close analysis of case studies* (IARC Scientific Publication no. 46). Manchester, UK: National Agency for Tumour Research.

Author(s)  
Year of publication   
Title of report (in italics)  
Publishing organisation  
Report series and number  
Place of publication: publisher

**LEGAL MATERIAL**

**House of Commons and House of Lords Papers**

In-text citation:

Parliamentary reports for the year included renewable energy (House of Lords, 2004).

Reference list:

House of Lords. (2004). *Electricity from renewables: the first report.* (HL 2003-2004 (19)). London: The Stationary Office.

House of…  
Year of publication   
Title (in italics)  
Paper number  
Publication details

**Hansard**

In-text citation:

Dr Sugar expressed his views quite clearly (HC Deb, 2009)…

Reference list:

House of Commons. (2009). *January 20* *Debate (vol 500, col 1990)*. Retrieved from <http://www.publications.parliament.uk/pa/hcdeb1990>

House of…  
Year of debate   
House of … Debate  
Date of debate (in italics)   
Volume number  
Column number  
Retrieved from…

**Legislation from UK devolved assemblies**

In-text citation:

In the legislation (*Budget (Wales) Act*, 2008)…

Reference list:

*Budget (Wales) Act* (asp 2). (2008). (legislation from Welsh devolved assembly) Retrieved from <http://www.legislation.gov.uk/asp/2008/2/contents>

Title of Act   
asp number  
Year of publication  
Media type  
Retrieved from…

*More legal material*

**Bills from House of Commons/Lords**

In-text citation:

It is clear that the Green Belt Bill (House of Commons, 1999)…

Reference list:

House of Commons. (1999). *Green Belt Bill* (Bills 1999-2000 9). London: The Stationary Office.

House of…  
Year of publication   
Title (in italics)  
Bill number  
Publication details

**Command Papers – Green and White Papers**

In-text citation:

Useful advice (Lord Chancellor’s Department, 2000)…

Reference list:

Lord Chancellor’s Department. (2000). *Government policy on referencing* (Cm 4517)*.* London: The Stationery Office.

Name of committee or Royal Commission  
Year of publication   
Title (in italics)  
Page number  
Publication details

**Law commission reports and consultation papers**

In-text citation:

The report (Crime Commission, 2012)…

Reference list:

Crime Commission. (2012). *Prosecution Appeals* (Law Com No 567, Cm 8906). London: The Stationery Office.

Law commission  
Year of publication   
Title of report or consultation paper (in italics)  
Number of report or consultation paper, Command Paper number (if given)  
Publication details

**Statutory instruments**

In-text citation:

It was made clear (*Terrorism Order*, 2004)…

Reference list:

*Terrorism Order* (SI 2004/3354). (2004). Retrieved from <http://www.legislation.gov.uk/uksi/2004/3354/contents/made>

Name/title (in italics)  
SI year and number  
Year of publication  
Retrieved from…

**GOVERNMENT & EU**

**European Union publications**

In-text citation:

The predicted migration of labour (European Commission, 2007)…

Reference list:

European Commission. (2007). *Making globalisation profitable*. Luxembourg: Office for Official Publications of the European Communities.

Name of EU institution  
Year of publication   
Title (in italics)  
Place of publication: publisher

*Government publications*

**Command Papers – Green and White Papers**

In-text citation:

Useful advice (Lord Chancellor’s Department, 2000)…

Reference list:

Lord Chancellor’s Department. (2000). *Government policy on referencing* (Cm 4517)*.* London: The Stationery Office.

Name of committee or Royal Commission  
Year of publication   
Title (in italics)  
Page number  
Publication details

*Departmental publications*

**Publications of international organisations**

In-text citation:

Reports (International Chamber of Commerce, 2010)…

Reference list:

International Chamber of Commerce, Commission for Air Transport. (2010). *The need for greater liberalization*. Retrieved from <http://www.iccwbo.org/liberalization>

Name of organization or institution  
Year of publication  
Title (in italics)  
Publication details (if relevant)  
Retrieved from…

**COMMUNICATIONS**

*Conferences*

**Full conference proceedings**

In-text citation:

The conference (Institute for Large Businesses, 1999)…

Reference list:

Institute for Large Businesses. (1999). *Large firms policy and research conference* (University of Birmingham, 1999 December 18-19)*.* Leeds: Institute for Large Businesses.

Author/editor  
Year of publication   
Title of conference (in italics)  
Location and date of conference  
Place of publication: publisher

**Individual conference papers**

In-text citation:

Jones (1999) explained…

Reference list:

Jones D. (1999). ‘Developing big business’. In *Large firms policy and research conference* (University of Birmingham, 1999 December 18-19). Leeds: Institute for Large Businesses.

Author of paper  
Year of publication   
Title of paper (in single quotation marks)  
Title of conference (in italics)  
Location and date of conference  
Place of publication: publisher

**Papers from conference proceedings published on the internet**

In-text citation:

Jones (1999) explained…

Reference list:

Jones D. (1999). ‘Developing big business’. In *Large firms policy and research conference* (University of Birmingham, 1999 December 18-19). Leeds: Institute for Large Businesses. Retrieved from <http://www.bigbusinesses.co.uk/jonesd>

Author  
Year of production  
Title of paper (single quotation marks)  
In title of conference (in italics)  
Location and date of conference  
Publication details  
Retrieved from…

*Public communications*

*Electronic*

**Electronic Discussion groups and bulletin boards**

In-text citation:

This was discussed by Jameson (2014)…

Reference list:

Jameson, A. (2014). ‘International queries. *British Business Schools Librarians Group* *discussion list* (2014, March 13). Email retrieved from [lisbusinessschools@gmail.com](mailto:lisbusinessschools@gmail.com)

Author of message  
Year of message  
Subject of the message (in single quotation marks)  
Discussion group or bulletin board (in italics)  
Date posted  
Email retrieved from…

**RSS feeds**

In-text citation:

The library extension will be completed in 2016 (University of Birmingham, 2015).

Reference list:

University of Birmingham. (2015, January 26). *Library opening* (RSS). Retrieved from <https://www.bham.ac.uk/feeds/news/178>

Author/organisation  
Date of Feed   
Title of communication (in italics)  
Media type  
Retrieved from…

*Advertisements & PR*

**Advertisements**

In-text citation:

The advertisement by British Telecom (2012)…

Reference list:

British Telecom. (2012, November 19). *Office relocation gremlins* (advertisement on ITV3 Television).

Author/Organisation  
Date viewed (and year)  
 Title of advert/brief description of advert (in italics)  
Media type

**Press releases and announcements**

In-text citation:

This development (Google Inc., 2015)…

Reference list:

Google Inc. (2015, December 29). *Google Maps changes forever* (press release). Retrieved from <http://www.google.com/intl/en/news>

Author/Organisation  
Date issued   
Title of communication (in italics)  
Media type  
Retrieved from…

**Display boards**

In-text citation:

It is obvious (*Paintings of John Doe,* 2012)…

Reference list:

*Paintings of John Doe* (exhibition).(2012). Pontefract, UK: Display board at Alex Davids Art Gallery.

Title of exhibition (in italics)  
Year of exhibition  
Location  
Display board at…

**Leaflets**

In-text citation:

Barclays Bank plc (no date) provides insurance for many families.

Reference list:

Barclays Bank plc. (no date). *Mortgages* (leaflet obtained in York branch, 2015).

Author  
Date viewed   
Title (in italics)  
Leaflet obtained in…

**Minutes of meetings**

In-text citation:

The library staff committee (2014)…

Reference list:

Library staff committee. (2014). ‘Item 4.2: developing technology’. In *Minutes of library staff committee meeting 24 January 2014*. University of Birmingham: Main Library.

Author  
Year of meeting   
Item being referenced (in single quotation marks)  
Title (in italics)  
Date of meeting (in italics)  
Organisation  
Location of meeting

**Personal communications**

In-text citation:

This was disputed by Smith (2012).

Reference list:

Smith, D. (2012, August 13). Conversation with Steven Jones.

Smith, D. (2012, January 23). Letter to Steven Jones.

Smith, D. (2012, August 14). Email to Steven Jones.

Smith, D. (2012, December 25). Telephone conversation with Steven Jones.

Smith, D. (2012, June 21). Skype conversation with Steven Jones.

Smith, D. (2012, June 14). Text message to Steven Jones.

Smith, D. (2012, December 17). Fax to Steven Jones.

Sender/speaker/author  
Date of communication   
Medium of communication  
Receiver of communication

A **reference list** is the detailed list of references that are cited in your work. Therefore, it includes the full bibliographical information on sources, so that the reader can identify and then locate the source. A **bibliography** is a detailed list of references but also includes background readings or other material that you may have read but not actually cited. Different courses may require just a reference list, just a bibliography, or even both. It is better to check with your tutor first. Both the reference list and the bibliography are located at the end of the work. When using the APA style of referencing, both the bibliography and the reference list are arranged in alphabetical order by the author’s surname, or title (for when there is no author). Usually, the reference list is included in your word count, whereas your bibliography is **not**. However, it is best to check with your subject supervisor or lecturer before beginning your work.

**Sample Reference List**

Banerjee, A., & Watson, T.F. (2011). *Pickard’s manual of operative dentistry* (9th ed). Oxford: Oxford University Press.

Barclays Bank plc. (no date). *Mortgages* (leaflet obtained in York branch, 2015).

European Commission. (2007). *Making globalisation profitable*. Luxembourg: Office for Official Publications of the European Communities.

Guy, J. (2001). *The view across the river: Harriette Colenso and the Zulu struggle against imperialism.* Charlottesville, Virginia: University Press of Virginia.

Smith, D. (2012, December 17). Fax to Steven Jones.

**Sample Bibliography**

*A conversation with Mark Zuckerberg* (phonecast). (2007). Retrieved from <http://www.phonecasting.com/Channel/View/Channel.aspx>

‘Jayne Seaman’. (1966). *Certified copy of birth certificate for Jayne Seaman, 20 December 1966 (application number 5001977/D).* Pontefract Register Office, UK.

Peart, N. (1976). A passage to Bangkok [Recorded by Rush]. On *2112* [vinyl]. Toronto: Toronto Sound Studios.

Various artists. (2015). *Now that’s what I call music 91* [CD-ROM]. London: EMI Group Limited.

**Hints and tips**

**Be aware:** if you don't already know, check with your tutor which referencing style you are expected to use

**Be positive:** used properly, references strengthen your writing, demonstrating that you have spent time researching and digesting material and produced your own opinions and arguments

**Be decisive** about the best way to cite your sources and how you balance your use of direct quotations, paraphrasing and summarising (read about these in the introductory [Basics](http://www.citethemrightonline.com/Basics/) sections of *Cite them right online*)

**Be willing to ask for help:** library/learning resource staff offer support with referencing and academic skills. Subject Advisors can help with finding and using resources and reference software, [http://libguides.bham.ac.uk/subjectsupport/index](https://owa03.bham.ac.uk/owa/redir.aspx?SURL=jI5Rsy-rsblVe2w5hJdDq7uHUTdb6c-VhjGcPzovdRFmQionU5PSCGgAdAB0AHAAOgAvAC8AbABpAGIAZwB1AGkAZABlAHMALgBiAGgAYQBtAC4AYQBjAC4AdQBrAC8AcwB1AGIAagBlAGMAdABzAHUAcABwAG8AcgB0AC8AaQBuAGQAZQB4AA..&URL=http%3a%2f%2flibguides.bham.ac.uk%2fsubjectsupport%2findex); the Academic Skills Centre staff can help with essay writing and the use of citations and references; [http://intranet.birmingham.ac.uk/asc](https://owa03.bham.ac.uk/owa/redir.aspx?SURL=1NWzRuM-K58d94LdLroXdBZKRZ1gtpNL4Ip8RnXJhBFmQionU5PSCGgAdAB0AHAAOgAvAC8AaQBuAHQAcgBhAG4AZQB0AC4AYgBpAHIAbQBpAG4AZwBoAGEAbQAuAGEAYwAuAHUAawAvAGEAcwBjAA..&URL=http%3a%2f%2fintranet.birmingham.ac.uk%2fasc).

**Be organised:** prepare well and keep a record of all potentially useful sources as you find them

**Be prepared:** read the [Basics](http://www.citethemrightonline.com/Basics/) sections of *Cite them right online* before you begin your first assignment

**Be consistent:** once you have established the referencing style required, use it consistently throughout your piece of work

**Be patient:** make time and take your time to ensure that your referencing is accurate

**Be clear:** clarify the type of source you are referencing and check *Cite them right online* for examples

**Be thorough:** check through your work and your references before you submit your assignment, ensuring that your citations all match with a full reference and vice versa.

(*What is referencing and why is it important?* (2015) Available at: <http://www.citethemrightonline.com/Basics/top-ten-tips>)

**FAQs**

**What is the difference between a reference list and a bibliography?**

* A **reference list** is the detailed list of references that are cited in your work. Therefore, it includes the full bibliographical information on sources, so that the reader can identify and then locate the source. A **bibliography** is a detailed list of references but also includes background readings or other material that you may have read but not actually cited. Different courses may require just a reference list, just a bibliography, or even both. It is better to check with your tutor first. Both the reference list and the bibliography are located at the end of the work. When using the APA style of referencing, both the bibliography and the reference list are arranged in alphabetical order by the author’s surname, or title (for when there is no author).

**What do I do if the publication has no date?**

* You simply write ‘n.d.’ in brackets. For example, (Jones, n.d.). Take a look at a further example below;
  + In-text citation:
    - He was seen by many to be a great man (BBC History, n.d.).
  + Reference list:
    - BBC History. (n.d.). Duke of Wellington (1769-1852). Retrieved from <http://www.bbc.co.uk/history/historic_figures/wellington_duke_of.shtml>

**Can I mix referencing styles?**

* No, you should never mix referencing styles. Always be consistent.

**When should I omit page numbers?**

* If you are summarising what an author has argued in a book or article, you do not need to give page numbers.

**Can I cite lots of sources in the same sentence?**

* Yes, but only cite more than one author in the same sentence if they make similar points or use similar methods or evidence. If this cannot be avoided, put the sources in alphabetical order and separate each one with a comma. See the example below;
  + ....(Phillips, Ajrouch, & Hillcoat-Nalletamby, 2010; Rolfe, Jasper, & Freshwater, 2010).

**Are my footnotes included in my word count?**

* Yes, they **are** counted in your word count. However, your bibliography **is not** counted in your word count.

**What are DOIs?**

* DOIs are digital object identifiers – a character string used to uniquely identify a digital object.

**What sources can I legally use?**

* At present copyright law allows only small extracts of items to be copied legally provided that they are referenced. Only copy what is completely necessary, and only when the use falls into one or more of the following categories:  
      personal private study;  
      non-commercial research;  
      criticism and review;  
      illustration for instruction;  
      parody pastiche or caricature;  
      or quotation.  
  Students’ use will fall under personal private study, criticism and review, illustration, and/or quotation. For further information, go to; [https://intranet.birmingham.ac.uk/copyright](https://owa03.bham.ac.uk/owa/redir.aspx?SURL=FA48pKlGAn73c2-S3urMBAAzoTlODzc60dSqDFL50NYdhcXJ5pvSCGgAdAB0AHAAcwA6AC8ALwBpAG4AdAByAGEAbgBlAHQALgBiAGkAcgBtAGkAbgBnAGgAYQBtAC4AYQBjAC4AdQBrAC8AYwBvAHAAeQByAGkAZwBoAHQA&URL=https%3a%2f%2fintranet.birmingham.ac.uk%2fcopyright)

**Further information and useful websites**

A list of sources with examples of in-text citations and how to input them into your reference list:

<https://www.hud.ac.uk/library/finding-info/apa-referencing/>

Similar to the first link, including a lesson on how to correctly format your citations:

<http://library.williams.edu/citing/styles/apa.php>

This link tells you how to create a citation when there is no example to follow for your source type:

<http://blog.apastyle.org/apastyle/2010/12/i-cant-find-the-example-reference-i-need.html>

Probably the most in-depth website for APA (use this website over ‘Cite Them Right’ for the APA style):

<https://owl.english.purdue.edu/owl/section/2/10>

**Any questions?**

If you have a query that is not answered within this Guide, and the answer is still not found on any of the other useful websites that are linked further up, please speak to your tutor or subject advisor. Always check the Cite Them Right Online website for further information if you are still unsure (www.citethemrightonline.com).

**Glossary (from Cite them right online)**

**Bibliography**: A list of all the sources you consulted for your work arranged in alphabetical order by author's surname or, when there is no author, by title. For web pages where no author or title is apparent, the URL of the web page would be used.

**Citation**: The in-text reference that gives brief details (for example author, date, page number) of the source you are quoting from or referring to. This citation corresponds with the full details of the work (title, publisher and so on) given in your reference list or bibliography, so that the reader can identify and/or locate the work. End-text citations are more commonly known as references.

**Common knowledge**: Facts that are generally known. For example, the fact that World War Two ended in 1945 is common knowledge and does not need to be referenced.

**Digital Object Identifier (doi)**: A numbered tag used to identify individual digital (online) sources, such as journal articles and conference papers.

**Direct quotation**: The actual words used by an author, in exactly the same order as in their original work, and with the original spelling.

**Ellipsis**: The omission of words from speech or writing. A set of three dots (...) shows where the original words have been omitted.

**End-text citation**: An entry in the reference list at the end of your work, which contains the full (bibliographical) details of information for the in-text citation.

***et al.***: (From the Latin *et alia* meaning 'and others'.) A term most commonly used (for example Harvard author-date system) for works having more than three authors. The citation gives the first surname listed in the publication, followed by *et al*. For example, (Jones *et al*., 2014).

**In-text citation**: Often known as simply the citation, this gives brief details (for example author, date, page number) of your source of information within your text.

**Paraphrase**: A restating of someone else's thoughts or ideas in your own words. You must always cite your source when paraphrasing.

**Peer-review**: A process used in academic publishing to check the accuracy and quality of a work intended for publication. The author's draft of a book or article is sent by an editor (usually anonymously) to experts in the subject, who suggest amendments or corrections. This process is seen as a guarantee of academic quality and is a major distinction between traditional forms of publishing, such as books and journals, and information in web pages, which can be written by anyone, even if they have no expertise in a subject.

**Plagiarism**: Taking and using another person's thoughts, writings or inventions as your own without acknowledging or citing the source of the ideas and expressions. In the case of copyrighted material, plagiarism is illegal.

**Proper noun**: The name of an individual person, place or organisation, having an initial capital letter.

**Quotation**: The words or sentences from another information source used within your text.

**Reference**: The full publication details of the work cited.

**Reference list**: A list of references at the end of your assignment that includes the full information for your citations so that the reader can easily identify and retrieve each work (journal articles, books, web pages and so on).

**Secondary referencing**: Citing/referencing a work that has been mentioned or quoted in the work you are reading. You may wish to refer to an author's idea, model or dataset but have not been able to read the actual chapter containing the information, but only another author's discussion or report of it.  Similarly you may refer to a primary source, e.g. an author's letters or diary, or a government report, that you have only 'read' as cited or reproduced within another author's text.  This is known as **secondary referencing**because you have not actually read the source, but only someone else's account of it.

***sic***: (From the Latin meaning 'so, thus'.) A term used after a quoted or copied word to show that the original word has been written exactly as it appears in the original text, and usually highlights an error or misspelling of the word.

**Summarise**: Similar to paraphrasing, summarising provides a brief account of someone else's ideas or work, covering only the main points and leaving out the details.

**URL**: The abbreviation for Uniform (or Universal) Resource Locator, the address of documents and other information sources on the internet (for example http://...).

**Virtual learning environment (VLE)**: An online teaching environment (also known as online learning environment – OLE) that allows interaction between tutors and students, and the storage of course documents and teaching materials.

**Index**

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