Abertay University

Guide to Harvard Referencing

2016-2017

1. Introduction to referencing

Referencing at Abertay

Most Abertay programmes and modules will require you to use the Harvard system of referencing. However if you are taking psychology modules, you will need to use the APA (American Psychological Association) style. For law modules use the OSCOLA (Oxford University Standard for Citation of Legal Authorities) style.

You will normally be shown these styles in class, either by your subject tutor or by a librarian.

There is also a referencing section in the **StudySkills@Abertay** module on **Blackboard** (https://blackboard.abertay.ac.uk) which all students and staff can access, both on and off campus, from the Library website.

If you don't see an example of what you need to reference in this booklet, or in the Blackboard module, you can ask for help at the **Support Enquiry Zone** on Level 1 of the Library.

What is Harvard referencing?

The Harvard system (sometimes referred to as the Name and Date system), is just one of several different methods and styles of referencing. The University has adopted the Harvard System as the 'house style', and it should be used in course works, essays and projects, reading lists and other University publications.

In the Harvard System the author's name and year of publication are given in the text of the document in round brackets, e.g. (Cottrell 2013). This is called 'citing in-text' and there is more information on pp.4-6.

Full bibliographic details of each reference are then given in a list of references and possibly a bibliography at the end of the document. For example:

Reference list

Cottrell, S. 2013. *The study skills handbook*. 4th ed. Basingstoke: Palgrave Macmillan.

O'Leary, Z. 2010. *The essential guide to doing your research project*. London: Sage.

If you are interested in using RefWorks reference management software to store your references and create reference lists, email library@abertay.ac.uk or visit Supporting You > Referencing help > RefWorks on the library website.

Bibliographies and reference lists

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

All your written work should have a list of references, and major pieces of work may also require a full bibliography. Your tutor will tell you if a bibliography is required.

The Harvard system requires that your references are **listed in alphabetical order by author, and in the same line**. The layout is the same for both reference list and bibliography.

What is a bibliography?

A bibliography is a list, which includes the references, but may also contain details of other documents you have consulted but have not mentioned directly in your work.

More than anything, listing your references gives anyone reading your work the option to read more on the subject. It also reassures your lecturers that you've read up on the subject and have applied that knowledge to your work.

What is the reference list?

A list of references refers to the documents, e.g. books, journals and web pages, which have been referred to and quoted from in writing the report or coursework.

Every document, electronic or paper, that you use should be included. Anything you have cited in text should appear in your reference list, and everything in your reference list should be cited in text.

> Write your reference first, as that requires you to identify author, title, date etc. Then it is easy to identify the information you require for the in-text citation.

General advice on the reference list (and bibliography)

- Your reference list should be arranged A-Z by author.

- Write the surname or family name first, followed by initials for the first or given names. e.g. Moran, J., Hull, V. and Wheeler, D.

- If the author has more than one first name, e.g. John Adam Michael Johnson, you would initialise them all, e.g. Johnson, J.A.M.

- Multiple authors are linked with **and** not &.

- If there is no author you need to use Anon. e.g. Anon. 2001.

- **One, two or three authors** write them all out e.g.
Moran, J., Hull, V. and Wheeler, D. 2013.

- **Four or more authors** you can write the first one followed by 'et al'. ('et al' is short for the Latin 'et alii' meaning and others) e.g.
Smith, J., et al. 2013.

- Anything produced by an organisation is referred to as having a **corporate author,** e.g. Abertay University, Royal College of Nursing, Food Standards Agency. These should be listed alphabetically.

- If the **author is a government department** it is necessary to add the prefix 'Great Britain' because many countries, including the USA, have government departments with the same names, e.g.
Great Britain. Department of the Environment. 1990. *This common inheritance: Britain's environmental strategy*. London: HMSO.

- If a book has an **editor or editors**, use the abbreviation ed. (singular) or eds. (plural) after the name e.g.
Moran, J., Hull, V. and Wheeler, D. eds. 2013.

- **Can't find the year the item was published,** use 'no date' in square brackets e.g.
Moran, J., Hull, V. and Wheeler, D. [no date].

- **More than one place of publication**, use the first place mentioned or the UK.

- Use a town or city as place of publication, not a country. If it is a town or city in the USA, add the abbreviation for the state e.g. Boston, MA. This information can usually be found on the reverse of the title page of a book.

Citing references in-text

Whenever you use information from a journal, book or website it is vital that you cite the material within your work in addition to providing a list of references at the end.

How do I cite references in-text?

You need to include the author or creator's surname and the date of publication (in brackets). **If you are quoting the exact words** or referring to a chart or graph **then you should also include the page number**. These in-text citations then link to the full references in your list at the end of your document.

General advice on in-text citation

- The author's name must be the same as you use in the full reference you include at the end of your document.

- **Personal authors** – use the surname(s) only e.g. (Black 2013) (Ross and Gordon 2013). If you are using a direct quotation you should add the page number e.g. (Black 2013, p. 45) (Ross and Gordon 2013, p.256).

- **Multiple authors – up to 3** write them all out, e.g. (Brown, Green and White 2013).

- **Multiple authors – 4 or more** include the first then 'et al.' e.g. (Hamilton et al. 2012).

- **Corporate authors –** include the full name e.g. (Abertay University 2014) – not abbreviated.

- **Missing authors –** if you have decided to use Anon. in your full reference, then you must include this in your in-text citation e.g. (Anon. 1896) - but before using Anon check whether there might be a corporate author responsible for the work.

- **Missing date –** either (Smith [no date]) or (Smith [2012?]).

- **More than one reference by the same author(s) with the same date of publication**, use 'a' for the first, 'b' for the second, etc. e.g. (Smith 1993a) for the first citation then (Smith 1993b) for the next one.

- **More than one reference by the same author(s) with different dates of publication**, arrange them chronologically, separated by a comma e.g. Homelessness was shown to have increased as a result of the change in legislation (Williams 1991, 1994).

- **Citing more than one author's work in an in-text citation**. You can do this by including them all in the same brackets e.g. (Smith 1993, Williams 1991).

- **Direct quote from a website or an e-book with no page numbers**. Give a paragraph number or similar to help pinpoint your quotation.

- **Legal cases –** When you cite for the first time you should give the full case name and reference (Barry George v R. 2007. EWCA Crim 2722). Subsequent references should be party names and year (Barry George v R. 2007) unless you refer to several cases that include the same parties in which case you should still continue to use the full citation.

Quoting directly from the book, journal or website

Direct quotations from a document should be in quotation marks, e.g.

Perhaps artists need to feel politically motivated against oppressive regimes in order to etch their identity clearly against a social and political reality they deplore. After all, "In a dark time, the eye begins to see" (Roethke 1966, p.239).

If it is a long quotation, and you want to leave out part of it, you can replace the words omitted with an ellipsis …

"The Simpsons overshadows most every other television program in its biting satire of American life. The show appeals to children and adults alike…" (Kubey 2004, p.137).

Paraphrasing (rewriting what has been said in the book, journal or website)

There are several ways to include a paraphrase in your text, e.g.

- Historically, periods of famine, and carbohydrate and protein malnutrition, have been associated with significant increases in crime and violence (Anon. 1981).
- …the market for all types of reduced-calorie foods was estimated at £1.5 billion in 1994 (Economist Intelligence Unit 1994).
- By using a mathematical model (Bilbrey and Rawls 1968), we could project…
- Nevertheless, Lautenbach (2001) presents an array of evidence that handwashing by all health care workers is performed at very low rates. In the 11 studies reviewed, rates of handwashing ranged from 16 to 81 percent; only two studies noted compliance levels above 50 percent.
- Fine and Wright (1991) discuss the failings of current health education models which are based on the concept of the 'trickle down' of nutritional information.
- Bilbrey et al. (1968) developed a technique for…
- Several theories have been proposed for measuring soil water potential (Adcock 1988, Bilbrey and Rawls 1968a,b, Dobbins 1981, Ferguson and Fox 1979, Fox 1991, Lennon et al. 1992, Watson et al. 1985). These theories allow for…
- Smith (1958), Brown (1964) and Jones (1992) all believe that…

Remove your in text citation – does your sentence still make sense? This might help you decide whether you need to include name and date or just date in brackets.

Referencing secondary sources

Often, when reading books and journals, you will find authors quoting from, or making reference to another author's work. If at all possible you should try and read the original material, but if that is not possible, make sure you mention both the original and secondary source in your text and in your reference list.

Citing secondary references in text

You can make reference to the secondary source in the text of your document, as long as you remember to provide details of both sources; the one you are referring to and the one you consulted. To indicate that the secondary source was referred to in the original work, you can use either of the phrases - **cited in**: or **quoted in**:

Cited in means that information from the secondary source is referred to; **quoted in** means that there is a quotation from the secondary source included.

Greenhalgh (2006, **quoted in** Jesson, Matheson and Lacey 2011, p.130) states that …

<div align="center">**Or**</div>

Meta-analysis can be defined as "a specialised type of systematic review ... used for quantitative studies" (Greenhalgh 2006, **cited in** Jesson, Matheson and Lacey 2011, p.129).

Secondary references in your list of references

Book title italicised

Greenhalgh, T. 2006. How to read a paper: the basis of evidence-based medicine. Oxford: Blackwell. Quoted in: J.K. Jesson, L. Matheson and F.M. Lacey. 2011. *Doing your literature review: traditional and systematic techniques*. London: Sage.

Rowden, R. 1987. The extended role of the nurse. Nursing 3(14): pp.516-517. Cited in: T. Last, 1992. Extended role of the nurse in ICU. *British Journal of Nursing* 1(13): pp.672-675.

Journal title italicised

Web document italicised

Wainwright. L. 2012. Urm… Trion were giving away PS3s to journalists at the GMAs. Not sure why that's a bad thing? [twitter post]. Quoted in: E. Kain. 2012. *Video game journalist Robert Florence leaves Eurogamer after libel complaints*. Available from: http://www.forbes.com/sites/erikkain/2012/10/25/video-game-journalist-robert-florence-leaves-eurogamer-after-libel-complaints/ [Accessed 5 December 2014].

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2. Referencing books

Referencing books (print & e-books)

Because of the increasing availability of e-books which are identical to the print edition, print and e-books are referenced the same way when all the details such as the publication date, publisher, edition and page numbers are available.

What do I need to include?

- **Author(s) or editor(s).** If a book has an editor rather than an author this should be quite clear from the title page, where the words editor(s) or edited by should appear beside the person's name.

- **Year of publication.**

- **Title in italics.** The first letter of a book title is always put in capitals, with each of the following words written in lower case - unless a proper noun is used, (e.g. Scotland, Microsoft, Barack Obama).

- **Edition number** if it is a 2nd ed., 3rd ed. etc. or if it is a revised edition Rev. ed. Only mention the edition if it is clearly stated on the document.

- **Place of publication.** It is not necessary to include a place of publication for e-books.

- **Publisher.**

You should be able to find all this information on the book's front or back cover or the first few pages before the list of contents. You could also check the catalogue record for the book at http://librarysearch.abertay.ac.uk

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In-text citation
(McMillan and Weyers 2012)

Reference

Hair, J.F., et al. 2011. *Essentials of business research methods*. 2nd ed. London: M.E. Sharpe, Inc.

McMillan, K. and Weyers, J. 2012. *The study skills book*. 3rd ed. Harlow: Pearson.

Ouellette, L. ed. 2013. *The media studies reader*. New York, NY: Routledge.

Smith, P.B. [no date]. *Waulking cloth in the Scottish Highlands: songs and chants*. Edinburgh: Henderson and Black.

Downloadable e-books e.g. Kindle

On some e-devices (e.g. Kindle, Kobo. etc.) specific page numbers are not available. If you have used a quote from a book downloaded onto your personal e-device then instead of the page number use the information you have (loc, %, chapter). You can also indicate in the reference list that this was a book on an e-device.

In-text citation
Kremers (2009, 67%) points out that "A game whose defining goals …"

Reference
Kremers, R. 2009. *Level design theory, concept and practice.* Kindle ed. A.K. Peters.

If you are not using quotes from the book and the e-book on your device is essentially the same as the print book, then just reference your e-book as you would the print edition and follow the example given on the previous page.

Book Chapters

- **Author(s)** of the individual chapter/article.

- **Publication date** of the book and the individual chapter/article (this may be the same as the book date).

- **Title of the chapter**/article.

- **In: Editor(s)** of the book.

- **Title** of the book in *italics*

- **Place and publisher.**

- **Publication date** of the individual chapter/article (this may be the same as the book date.

- **Inclusive page numbers.**

| Chapter authors | Chapter date | Chapter title | Book editors |

Silverman, B. and Weintraub, L. 1984. The high risk infant. In: J. Howe and M.E. Armstrong, eds. *The handbook of nursing.* New York, NY: Wiley. 1994, pp.223-252.

| Book title | | Chapter pages |
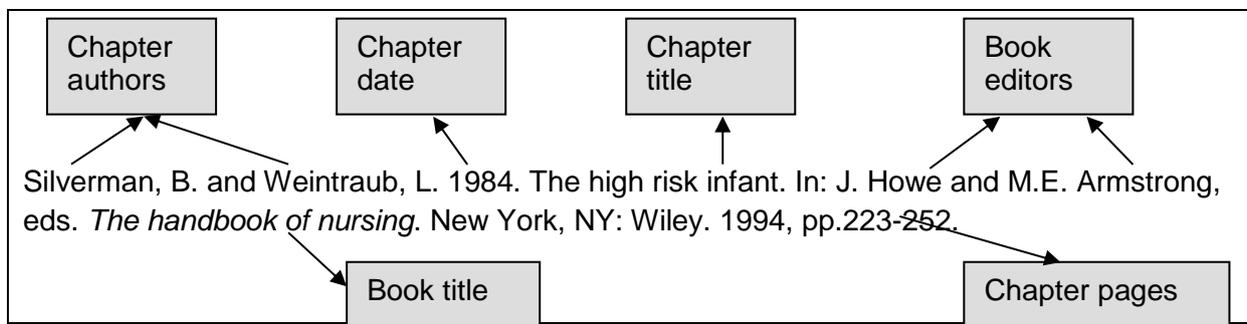
In-text citation
(McCarthy 2013)

Reference
McCarthy, A. 2013. From screen to site. In: L. Ouellette. ed. *The media studies reader.* New York, NY: Routledge. 2013, pp.144-155.

3. Referencing journal and newspaper articles

Journal articles

What do I need to include?

- **Author(s)** of the article.

- **Year of publication.**

- **Title of the article.** The first letter of the first word of a journal article is capitalised, with each of the following words written in lower case - unless a proper noun is used, (e.g. Scotland, Microsoft, Barrack Obama)
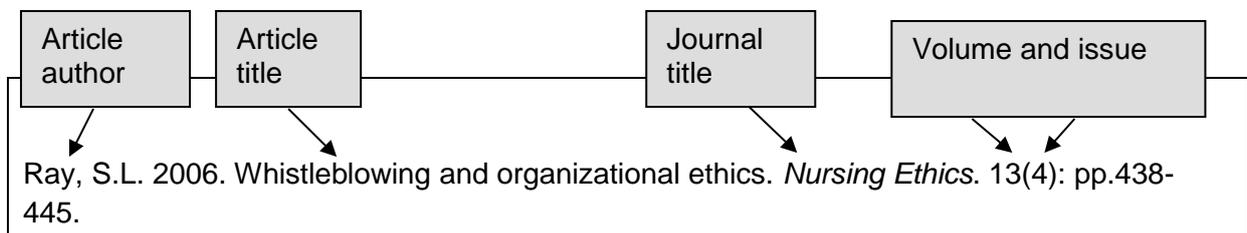
- **Title of the journal** (not abbreviated), in *italics.* Every keyword in the title of a journal is capitalised except words like 'and', 'of', 'for', which are not keywords. 'The' would be capitalised only if it is the first word of the journal title.

- **Volume number.** Do not include the word 'volume'.

- **Part or issue number,** or month of publication. Issue or part number appears as a number in brackets. If there is no number you can include a month or other description e.g. (Jan), (Spring).

- **Inclusive page numbers.** Page numbers - include all, preceded by 'p.' (single page) or 'pp.' (multiple pages)

Article author	Article title		Journal title	Volume and issue

Ray, S.L. 2006. Whistleblowing and organizational ethics. *Nursing Ethics.* 13(4): pp.438-445.

In-text citation
(Loes, Salisbury and Pascarella 2015)

Reference
Loes, C.N., Salisbury, M.H. and Pascarella, E.T. 2015. Student perceptions of effective instruction and the development of critical thinking: a replication and extension. *Higher Education.* 69(5): pp.823-838.

In press articles

In press articles have no volume, issue or part numbers provided so you reference these slightly differently from normal online articles. Most will have a **doi** and you should use this in your reference if it is available along with an access date. (A doi is a persistent link to the article's location on the Internet).

In-text citation
Balomenou and Garrod [in press] reported that …

Reference
Balomenou, N. and Garrod, B. [in press]. A review of participant-generated image methods in the Social Sciences. *Journal of Mixed Methods Research*. Available from: doi:10.1177/1558689815581561 [Accessed 5 August 2015].

Online Journals where there are no page numbers

There are an increasing number of journals which are only published online. These journals do not have page numbers like a traditional print journal. Most will have a doi.

To reference these articles you need to include:

- **Author.**

- **Year of publication.**

- **Article title.**

- **Journal title** (in italics).

- **Volume number.**

- **Issue number** (if there is one).

- **Available from:** use doi if there is one; if not use the URL.

- **Accessed date.**

In-text citation
(Drews 2013)

Reference
Drews, C. 2013. Using wind setdown and storm surge on Lake Erie to calibrate the air-sea drag coefficient. *PLoS ONE.* 8(8). Available from: doi:10.1371/journal.pone.0072510 [Accessed 16 August 2013].

Newspaper articles

Where no author is given use the title of the newspaper for the author, e.g. The Independent.

In-text citation

Not everyone believes it is a one-horse race. According to the Liberal Democrat Simon Hughes, "We can overtake the Tories and beat the incumbent Mayor. He is no longer the folk hero returning from exile. He is the very present politician who will have a record we believe we can take him on over." (Woolf 2003, p.5).

Reference

Woolf, M. 2003. Liberal democrats select Hughes to stand in election for London's Mayor. *The Independent*. 6 March: p. 5. Available from: http://proquest.umi.com/pqdweb?Did=000000301030261&Fmt=3&Deli=1&Mtd=1&Idx=8&Sid=9&RQT=309 [Accessed 13 March 2003].

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4. Referencing electronic materials

Referencing websites

When you write a reference for a website, just as for a book or journal article, you have to ensure that you record enough information to enable someone to identify and find the website you have used. You need:

- **Author(s) or creator(s)** of the document or web page.

- **Date of publication**. This often appears in the copyright statement at the foot of the document so could be the current year. However, specific documents on a website may have their own publication dates.

- **Document title**. If you are referencing the home page of an organisation and the page does not have an obvious title, then you can leave it out.

- **Available from**: URL, e.g. Available from: http://www.globaljustice.org.uk. Excessively long URLs may be shortened as long as the route remains clear, e.g. http://www.globaljustice.org.uk Path: Resources> Food

- **Date of access** in square brackets.

When citing in text follow the same rules as for any document i.e. author and date – not a URL.

Entire website

In-text citation
(Sport England 2014)

Reference
Sport England. 2014. Available from: http://www.sportengland.org/ [Accessed 22 August 2014].

Specific page or document on a website

In-text citation
SEPA (2009) recommend that…

Reference
Scottish Environment Protection Agency. 2009. *Sustainable urban drainage systems*. Available from:
http://www.sepa.org.uk/water/water_regulation/regimes/pollution_control/suds.aspx
[Accessed 10 March 2013].

Blogs

> **In-text citation**
> Controversy over windfarms remains a live issue. Ryan (2007) reports that...
>
> **Reference**
> Ryan, A. 2007. *Killala windfarm causing a storm*. [blog].18 December. Available from: http://www.wind-watch.org/news/ [Accessed 20 December 2012].

Podcasts

> **In text citation**
> According to Myers (2007), monthly cholesterol checks should be undertaken, especially where there is a family history...
>
> **Reference**
> Myers, B. 2007. *Check up cholesterol*. [podcast]. Medical Matters. BBC Radio 4. December 13. Available from: http://www.bbc.co.uk/radio/podcasts/medmatters/ [Accessed 19 December 2007].

Twitter

- **Author** (or username if real name unknown).

- **Year** of entry.

- **The full tweet** (in italics).

- **Medium** [twitter post].

- **Date of post** (day month).

- **Available from**.

- **Date of access** in square brackets.

> **In-text citation**
> On a visit to Margate, Fry (2012) noted…
>
> **Reference**
> Fry. S. 2012. *So, this is Margate, is it? Certainly plenty of fish and chip shops*. [twitter post]. 22 June. Available from: http://twitter.com/#!/stephenfry/. [Accessed 26 June 2012].

Wikis

> **In-text citation**
> Access to specialist software remains a hot topic, as is noted by Pacione (2007)...
>
> **Reference**
> Pacione, M. 2007. *IT facilities & labs.* University of Abertay Dundee wiki, Programme Executives: CCT. Available from: http://wiki.abertay.ac.uk/pages/viewpage.action?pageId=5374229 [Accessed 18 December 2007].

5. Referencing audio-visual materials

Audio

In-text citations
(The Cure 1989)

(Mozart [no date])

Reference

The Cure. 1989. *Disintegration*. [sound recording]. London: Fiction Records.

Mozart, W.A. [no date]. *Symphony no. 38 in D major*. [sound recording]. London: Polydor.

DVD extras

In-text citation
Extras which offer mere company promotion e.g. *The art of spirited away* (2003) fails to satisfy today's sophisticated viewer.

Reference
The art of spirited away. 2003. [DVD extra]. Directed by Brent Zacky. Burbank, CA: Buena Vista Home Video.

Films

You need to include reference to the film title, year, material type (e.g. film), director, and production details. For production details, put the location and the name of production organisation.

In-text citation
(*Chicken run* 2000).

Reference
Chicken run. 2000. [animated film]. Directed by Peter Lord and Nick Park. Bristol: Aardman.

Film screenshots

In-text citation
(*Chicken run* 2000).

Reference *Chicken run*. 2000. [screenshot from animated film]. Directed by Peter Lord and Nick Park. Bristol: Aardman

Images

All illustrations, photographs, maps, diagrams and graphics including those downloaded from the Internet should be referenced and cited in text.

If the image comes from a book, just give the full book reference – your in-text citation should include the page where the image itself may be located (e.g. the above image 'Goats in the Spanish heartland' is found on p.15 of the following title): Quick, A. 2006. *Travels with my father*. Cupar: Imaginary Press. Put your citation directly above, under or next to the image.

For other image references, you need to include:

- **Artist/Originator/Photographer.**

- **Year** or [no date].

- **Title of work** (in italics).

- **Medium/Material type** [in square brackets] e.g. illustration, map, table, engraving, photograph, online image.

- **Location** or place of publication (including catalogue number if relevant).

- **Publisher** (if appropriate).

- **If an online image**, include Available from: and the URL and [Accessed date].

In-text citation
Goats in the Spanish Heartland (Quick 2006, p.15).

Bacterial Blight on Cassava (Shaw 2009).

Reference

Wilson, A. C.1890. *The Overgate, Dundee*. [photograph]. Dundee: Dundee City Council, Central Library, Photographic Collection.

Shaw, M. 2009. *Bacterial blight on cassava*. [online image]. Available from: http://bio.ltsn.ac.uk/imagebank/search/ImageDesc.aspx?IDvalues=3172 [Accessed 28 May 2009].

Sound Files

Downloaded from the internet

In-text citation (Lovelock 2007) **Reference** Lovelock, J. 2007. *The common cold unit recordings*. [audio file]. Available from: http://sounds.bl.uk/View.aspx?item=021M-C1038X0016XX-0100V0.xml. [Accessed on 10 December 2012].

From a CD

In-text citation (Top Format Productions [no date]) **Reference** Top Format Productions. [no date]. *Strike FX 2 production elements*. [CD]. Top Format Productions.

TV advertisement

In-text citation (Coca Cola 2006) **Reference** Coca Cola. 2006. Santa handing bottles of coke to a girl every year at Christmas until she turns into a woman. [television advertisement]. ITV3. Screened 01/12/2006-25/12/2006.

TV and radio recordings

- **Title of programme** (in *italics*).

- **Year** of publication.

- **Medium** [in square brackets].

- **Name of channel.**

- **Date of transmission** (day/month).

In-text citation TV game shows exist in a variety of formats (Shop Till You Drop 1997). **Reference** *Start the Week*. 2001 [radio broadcast]. BBC Radio 4. 12 February. Interview with Derek Cooper. In: *The food programme.* 2001. [radio broadcast]. BBC Radio 4. 4 March.

YouTube videos

In-text-citation
Cats have a strange affinity with pianos, as demonstrated in the footage of Nora (Burnellyow 2007) which has become cult viewing.

Reference
Burnellyow. 2007. *Nora: practice makes perfect*. Available from: http://uk.youtube.com/watch?v=TZ860P4iTaM [Accessed 18 December 2007].

6. Referencing computer games, programmes and software

Computer games

Most of the information you need will be found on the game packaging, in the credits or in the manual. If you still cannot find the name of the developer use Anon.

In-text citation (Half-life 2001) **Reference** *Half-life*. 2001. [computer game]. Sony PlayStation 2. Sierra Studios.

Computer software

In-text citation (National Instruments Corporation 2002) **Reference** National Instruments Corporation. 2002. *LabVIEW.* [software]. Version 6.0. Available on CD ROM. Austin, TX: National Instruments Corporation.

Source code

You need to include the following information

- **Author** (if given) – can be individual(s) or corporation.

- **Date** (if given).

- **Title of program** (in italics and capitalised).

- **Version** (in round brackets).

- **Form** e.g. Source code (in square brackets).

- **Availability**, either: a) distributor OR b) URL and date accessed if downloaded from the internet.

In-text citation (Smith 2011) **Reference** Smith, J. 2011. *GraphicsDrawer source code.* (Version 2.0). [source code]. Available from: http://www.graphicsdrawer.com [Accessed 6 December 2012].

7. Referencing unpublished or confidential materials

Emails and Letters

All emails and letters are considered 'personal communications', and as such, are not listed in the final list of references (as they are untraceable), although you can refer to them within the body of your coursework.

If they are cited in the text of your report, you need to:

- Give the communicator's **surname and initials**

- Include the phrase **pers. comm.** in the textual reference

- Give the **exact date** of the communication

In-text citation

According to an email received from Tim Jones of Network Rail, discussions about safety on the railways is already taking place (Jones, T. 2004. pers. comm., 5 March)

or

In a letter received from Peter Simon, a sales director at PC Globe, on 5 March 2004, it was suggested that unless UK companies improved their products, an increase in market share was unlikely.

Interviews – unpublished

Conversations, in person, on the phone, over Skype or on FaceTime are considered to be unpublished interviews and as such, are not listed in the final list of references, although you can refer to them within the body of your coursework

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In-text citation

During a phone call with Jim Black, head of external communications at Lloyds Group, on 20 October 2016, the bank's strategy on supporting SMEs was revealed to include…

Internal company documents and reports used on work placement

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In-text citation
Abertay Engineering (2014) report a 10% reduction in back injuries following the introduction of….

Reference
Abertay Engineering. 2014. *Health and safety report.* Unpublished.

Important – usually you will be able to name the organisation. However, if you have been requested by your host institution to keep all information from reports confidential you will not be able to use their name in your citation.

In-text citation
An internal report by the host organisation (2014) pointed to serious health and safety violations…

Reference
Host Organisation (2014) *Health and safety report.* Unpublished.

Lecture notes

All notes taken by a student at a lecture / tutorial are considered 'personal communications', and are not listed in the final list of references (as they are untraceable), although you can refer to them within the body of your coursework.

In-text citation

According to a personal source, discussions about safety on the railways is already taking place (Campbell, I.T. 2000. pers. comm., 5 March).

In a lecture for Transport Policy (TRP 205), presented on 5 March 2000 at the University of Abertay Dundee, I.T. Campbell suggested...

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8. Referencing other sources

Board games

In-text citation
(Othello 2012)

Reference
Othello. 2012. [board game]. John Adams Leisure Ltd.

British Standards

In-text citation
(British Standards Institution 1990)

Reference
British Standards Institution. 1990. *BS 5605:1990, Recommendations for citing and referencing published material.* London: BSI.

Company accounts

In-text citation
(Tesco 2012)

Reference
Tesco PLC. 2012. *Annual report and accounts.* London: Tesco PLC.

Conference papers

Include the following information:

- **Author(s)**

- **Year** of publication**.**

- **Title of individual paper**

- **Editor of proceedings** (if appropriate)

- **Title of conference** - capitalise all initial letters.

- **Location** of conference

- **Date** as month and day

- **Place** and **publisher** (print only)

- **Page numbers** (if available)

- **If an online article** include Available from: and the URL and [Accessed date].

Individual paper within edited conference proceedings

In-text citation
(Silver et al 1991)

Reference
Silver, K., et al. 1991. Electronic mail: the new way to communicate. In: D.I. Raitt, ed. *9th International Online Information Meeting.* London, December 3-5. Oxford: Learned Information. pp.323-330.

Individual paper published online

In-text citation
(Mao, Li and Xue 2009)

Reference
Mao, X., Li, Z. and Xue, Y. 2009. Emotional gaze behaviour generation in human-agent interaction. In: *Proceedings of the 27th International Conference Extended Abstracts on Human Factors in Computing Systems.* Boston, MA, April 4-9. pp.3691-3696. Available from: http://dl.acm.org/citation.cfm?id=1520340.1520556&col [Accessed 9 June 2009].

EU secondary legislation material (regulations, directives, decisions)

It is essential that the core information is included: type of legislation, specific number as indicated by the document and year of enactment as well as date passed - this information should be in the legislation title. To locate page numbers, the official journal reference indicates the start page, i.e. L 170/1

In-text citation
(European Commission Council Directive 2009/48/EC).

Reference
European Commission. 2009. Directive 2009/48/EC of the European Parliament and of the Council of 18 June 2009 on the safety of toys. *Official Journal of the European Union* L170/1, 30.6.2009, pp.1-37.

Forewords

In-text citation
"Discerning the causes of 'drink driving' in the United States is not as easy as you might think, and the findings are not always obvious" (Zimrig 1988, p.3).

Reference
Zimrig, F. E. 1988. Foreword. In: J.B. Jacobs, ed. *Drunk driving: an American dilemma.* Chicago: University of Chicago Press. 1989, pp.1-4.

Legal Cases

In-text citation
In the first instance (Barry George v R. 2007. EWCA Crim 2722). Subsequently (Barry George v R. 2007).

Reference
Barry George v R. 2007. EWCA Crim 2722. Available from:
http://www.casetrack.com/crimeline/2007-243-5 [Accessed 11 April 2011].

Market Research Reports

In-text citation
The cake market grew 3.6% in 2013 from the previous year (Key Note 2014).
According to Key Note (2014), in 2013 the cake market grew 3.6% from the previous year.

Reference
Key Note. 2014. *Biscuits and cakes market update.* Available from:
http://www.keynote.co.uk/market-intelligence/view/product/10983/biscuits-%26-cakes?medium=download [Accessed 15 August 2014].

Patents

In-text citation (Wetting 1995) **Reference** Wetting, W. 1995. *Fluke board variant of surf board - has extension in shape of lobe of dolphin's tail attached by joint to underside of board*. DE4412911-A1

Policy documents

The author is quite likely to be a corporate author - an organisation or body rather than an individual person or persons.

In-text citation (Physical Activity Task Force 2002) **Reference** Physical Activity Task Force. 2002. *Let's make Scotland more active: a strategy for physical activity - a consultation*. Edinburgh: Scottish Executive. Institution of Civil Engineers. 2010. *Policy Position Statement - Eco-towns*. ICE. Available from: http://www.ice.org.uk/Information-resources/Document-Library/Policy-Position-Statement---Eco-towns [Accessed 10 August 2010].

Poetry

If the poem is from an edited anthology

In-text citation
The poem *Ode to a nightingale* by Keats (Wain 2003, p.265) ...

Reference
Wain, J. 2003. *The Oxford anthology of English poetry volume II: Blake to Heaney*. Oxford: Oxford Paperbacks.

If it is from an anthology just of poems by one poet

In-text citation
The poem *Ode to a nightingale* by Keats… (2007, p.193).

Reference
Keats, J. 2007. *Selected poems: Keats*. London: Penguin Classics.

If it is from the internet

In-text citation
The poem *Ode to a nightingale* by Keats (Poetry Foundation 2012).

Reference
Poetry Foundation. 2012. *Ode to a nightingale by John Keats*. Available from: http://www.poetryfoundation.org/poem/173744 [Accessed 6 December 2012].

Sacred texts

When you are quoting from a sacred text e.g. the Bible, the Torah or the Qur'an, the suggested elements for a citation are:

- Name of religious text

- Book. Sura or Chapter: Verse

- Convention dictates that you do not use page numbers.

The Bible

In-text citation
(Luke 6: 20-26)

Reference list
Luke 6: 20-26, Holy Bible. King James Version.

The Qur'an

In-text citation
(Qur'an 8: 12)

Reference list
Qur'an 8: 12 (2014) Translated by N.J. Dawood. London: Penguin.

The Torah

In-text citation
(Shemot 3: 10)

Reference list
Torah. Shemot 3: 10.

Statutes or Acts

In-text citation
To cite the Act: (Freedom of Information (Scotland) Act 2002), to cite a specific section follow with **s** and the section number: (Freedom of Information (Scotland) Act 2002 s3)

Reference
Freedom of Information Act. 2000 c.36.. Available from:
http://www.opsi.gov.uk/acts/acts2000/ukpga_20000036_en_1. [Accessed 31 January 2008].

Theses

In-text citation
Research performed by McDougall (2013) demonstrates that…

Reference
McDougall, K. 2013. *Exothermic co-composting of sewage solids cake*. PhD thesis. Abertay University.

Times 100 Business Case Studies

The **author** should be the name of the company or organisation or individual who produced the study. The **date** is the most current copyright date from the website. The **title** is the name of the actual case study. The **publication** (in italics) is *The Times 100 business case studies*. **N.B it is important that you also indicate the edition number**. Insert the URL of the actual case study, not the Times 100 web address. Give the date you accessed it.

In-text citation
There is more to effective communication than simply conveying information (Kelloggs 2012).

Reference
Kelloggs. 2012. Devising a communications plan. *The Times 100 business case studies: edition 17.* Available from:
http://businesscasestudies.co.uk/kelloggs/devising-a-communications-plan/ [Accessed 20 August 2014].

9. Referencing Quick Guide

For examples of other materials, see pages 7-28 of this guide. The in-text citation examples below are for paraphrasing only, for direct quotations include page numbers as well as the author and year, e.g. (O'Leary 2010, p.101). Further examples of in text citation appear pages 4-6. Also see the Library Referencing section in the StudySkills@Abertay Module on Blackboard (https://blackboard.abertay.ac.uk)	
Books	**In-text citation** (McMillan and Weyers 2012) **Reference list** Hair, J.F., et al. 2011. *Essentials of business research methods.* 2nd ed. London: M.E. Sharpe, Inc. McMillan, K. and Weyers, J. 2012. *The study skills book*. 3rd ed. Harlow: Pearson. Ouellette, L. ed. 2013. *The media studies reader.* New York, NY: Routledge.
Book chapters	**In-text citation** (McCarthy 2013) **Reference list** McCarthy, A. 2013. From screen to site. In: L. Ouellette. ed. *The media studies reader.* New York, NY: Routledge. 2013, pp.144-155.
British Standards	**In-text citation** (British Standards Institution 2011) **Reference list** British Standards Institution. 2011. *BS 31100 : 2011 : risk management : code of practice and guidance for the implementation of BS ISO 31000.* London: BSI.

Computer games	**In-text citation**
	(Bioshock Infinite 2013)
	Reference list
	Bioshock Infinite. 2013. [computer game]. XBox 360. Take 2 Interactive.
Images	**In-text citation**
	Dante's dream on the death of Beatrice (Rosetti 1871)
	Reference list
	Rosetti, D.G.1871. *Dante's dream on the death of Beatrice*. [oil on canvas]. Liverpool: Walker Art Gallery. Accession Number WAG3091.
	Jun. 2011. *Overtake!* [online image]. Available from: https://www.flickr.com/photos/biker_jun/6047112580 [Accessed 10 August 2015].
Journals (print or electronic)	**In-text citation**
	(Loes, Salisbury and Pascarella 2015)
	Reference list
	Loes, C.N., Salisbury, M.H. and Pascarella, E.T. 2015. Student perceptions of effective instruction and the development of critical thinking: a replication and extension. *Higher Education*. 69(5): pp.823-838.
Journals (in press articles)	**In-text citation**
	Balomenou and Garrod [in press] reported that …
	Reference list
	Balomenou, N. and Garrod, B. [in press]. A Review of Participant-Generated Image Methods in the Social Sciences. *Journal of Mixed Methods Research*. Available from: doi:10.1177/1558689815581561 [Accessed 5 August 2015].

Secondary sources	**In-text citation**
	(Gourlay 2006, quoted in Jesson, Matheson and Lacey 2011)
	Reference list
	Greenhalgh, T. 2006. How to read a paper: the basis of evidence-based medicine. Oxford: Blackwell. Quoted in: Jesson, J.K., Matheson, L. and Lacey, F.M. 2011. *Doing your literature review: traditional and systematic techniques.* London: Sage.
	McKenna, P. 2009. I can make you sleep. Ealing: Bontam Press. Cited in: McMillan, K. and Weyers, J. 2012. *The study skills book.* 3rd ed. Harlow: Pearson.
Websites	**In-text citation**
	(Sport England 2015)
	Reference list
	Sport England. 2015. Available from: http://www.sportengland.org/ [Accessed 8 August 2015].
Web documents	**In-text citation**
	(Wucher 2015)
	Reference list
	Scottish Parliament Information Centre. 2014. *Mental health in Scotland.* Available from: http://www.scottish.parliament.uk/ResearchBriefingsAndFactsheets/S4/SB_14-36.pdf [Accessed 5 August 2015].
	Wucher, J. 2015. *Visual tools for debugging games.* Available from: http://www.gamedev.net/page/resources/_/technical/game-programming/visual-tools-for-debugging-games-r3976 [Accessed 11 August 2015].
Also see the Library Referencing section in the **StudySkills@Abertay** Module on **Blackboard** (https://blackboard.abertay.ac.uk).	
Further advice from the **Support Enquiry Zone** on Level 1 of the Library.	

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