Harvard referencing
This information has been adapted from the Harvard referencing guide.

Referencing guides are updated regularly in line with guidance from the institution on which the style is based. In order to make sure you are using the most up to date version of this guide, check the University Library’s referencing page for the latest version.

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Introduction

This guide details the Harvard style of referencing based upon the advice given in the book "British Standard BS ISO 690:2010 Information and documentation. Guidelines for bibliographic references and citations to information resources." This is the style of Harvard that The University of Sheffield supports.

Referencing in the Harvard style is a two–part process:

- **Citation in the text:** this is the brief indication of the source within the text of your work immediately following the use of the source whether quoted or summarised.

- **Reference list:** a complete list of all the cited references used in your work with full bibliographic details, to allow the reader to follow up these references and find the original text.

Creating a citation and reference list

Creating a citation

Harvard style referencing is an author/date method. Sources are cited within the body of your assignment by giving the name of the author(s) followed by the date of publication. All other details about the publication are given in the list of references or bibliography at the end.

Citations which are used with direct quotations, or are referring to a particular part of a source, should include the page number in your citation e.g. (Smith 2017, p. 42) or Smith (2017, p. 42).

Tips on citing where page numbers are not present

If a citation does not have page numbers, then you should use the number of the paragraph (if available) e.g. Climate change can refer to local, regional, and global changes in weather (Met Office, 2013, para. 2.).

If the paragraph number is not available, then you may direct the reader to a specific section of the item, and then the number of the paragraph e.g. Using the factor command can...(Gaubatz 2015, Generating Factors, para. 2.).

If the name of the section is long, you may use the first few words of the section in quotation marks, e.g. The value of numbers needs to be random...(Gaubatz 2015, "Random Numbers and Generating" section, para.2.).

Tips for citing

- If the author(s) name appears in the text as part of the body of the assignment, then the year will follow in round brackets, e.g. According to Smith (2017).

- If the author(s) name does not appear in the body of the text, then the name and date should follow in round brackets, e.g. The terminology has been called into question when it was discovered...(Smith 2017).
• The abbreviations *ibid.* and *idem.* should not be used within the Harvard referencing system.

• If more than one of your citations has the same author and year of publication, then you should distinguish between them by using a lower-case letter following the year, e.g. It was discovered that...(Smith 2017a), this was supported by... (Smith 2017b).

• Some authors have the same surname and works published in the same year, if this is the case use their initial to distinguish between them, e.g. When looking at the average income it was found that...(Williams, A. 2009). However, it was also discovered that...(Williams, J. 2009).

• In some instances you may need to cite more than one piece of work for an idea. If this occurs, you should separate the references with a semicolon and cite them in chronological order, e.g. This point has been shown by numerous authors...(Jones 2014; Smith 2017).

• When citing in-text, include the name of up to three authors, if there are more than three authors for the work you are citing then use the name of the first author followed by "et al.", e.g. This was shown to be the case when Taylor et al (2015)...Or, the study shows...(Taylor et al. 2015).

• For items where the author is a corporation, cite the name of the corporation in full e.g. Birdwatching in the woods...(Woodland Trust 2016), unless their abbreviation is well-known e.g. The governance of the network...(BBC 2017).

• If a work is designated as Anonymous, use Anon instead of the creator's name, e.g. The literature suggests that...(Anon 1816).

• If the year of publication is not given, but can be established, it should be supplied. If the exact date is not known or cannot be established, an approximate date followed by a question mark (?), or preceded by ca. should be given. e.g.
  o When discussing matters of...(Hill 2005?).
  o When discussing matters of...(Hill ca. 2005)
  o It was found that...(Hill 21st century).

• If no date, or approximate date can be found, then you would state this, e.g. The ancient text indicated the use of... (Wells no date).

• If you use the date of copyright you should precede the date with any of the following:
  o e.g. The BBC showed that... (cop. 2017)
  o or © e.g. The BBC website used...(©2017)
Quoting

Quoting

Quoting is including a section of a source in your own work using exactly the same words as those used by the original author.

If you are directly quoting from a source, then you should include the page number in your citation.

A short quotation (under two lines), should be within the body of the text and in quotation marks, e.g.

There is still a labelling issue when it comes to flavourings in food, it is noted that, "flavours such as vanillin which occur naturally in food are called ‘nature–identical’. The label does not have to state where it comes from." (Wilson 2009, p. 257).

If the quote is more than two lines, then it should be presented as a new paragraph which is preceded by a colon and indented from the rest of the text. You do not need to use quotation marks, e.g.

Wilson (2009, p. 257) has looked at food flavourings in the UK and makes the following observation about Vanilla:

In Britain, flavours such as vanillin which occur naturally in food are called ‘nature–identical’. The label does not have to state where it comes from. A flavouring only counts as fully ‘artificial’ if it does not occur in nature at all, as is the case with another, stronger vanilla–substitute called ethyl–vanillin (often used in chocolate).

Omitting material from quotations

If you are omitting materials from an original source, use three dots [...] to indicate this, e.g.

Canter and Canter (1992) state that students come to the classroom with "their own needs, their own past experiences and ... their preconceptions of who you are, what your limits will be" (p. 49). It is important to manage the expectations of students effectively.

This does not need to be done at the beginning or end of a sentence.

Reference List


Paraphrasing

Paraphrasing

Paraphrasing is putting someone else’s ideas into your own words. It does not mean changing the odd word or rearranging the sentence. When you paraphrase, you should
restate the meaning of the original text in your own words. Be sure to cite and reference when you are paraphrasing someone else's work, e.g.:

Booth et al. (2016, pp.208-209) give the example of acceptable paraphrasing using Gladwell (2008) as their example:

This this the original quote from Gladwell (2008, p.38)

"Achievement is talent plus preparation. The problem with this view is that the closer psychologists look at the careers of the gifted, the smaller the role innate talent seems to play and the bigger the role preparation seems to play."

Below is an unacceptable paraphrase of the above quote because it follows the original too closely:

Success seems to depend on a combination of talent and preparation. However, when psychologists closely example the gifted and their careers, they discover that innate talent plays a much smaller role than preparation (Gladwell 2008, p.38).

The next is an example of an acceptable paraphrase as the meaning of the original has been restated in the author's own words:

As Gladwell (2008, p.38) observes, summarising studies on the highly successful, we tend to overestimate the role of talent and underestimate that of preparation.

Reference List


Summarising

Summarising means briefly stating the main ideas or arguments of a complete information source or a substantial portion of an information source.

Be sure to cite and reference when you are summarising someone else's work. A citation for a summary should include the author and date, e.g. (Smith 2017) or Smith (2017), but there is no need to include a specific page number.

Secondary Referencing

This is when you reference one author who is referring to the work of another and the primary source is not available (refer to the primary source where it is available). Secondary referencing should be avoided where possible - if you have only read the later publication you are accepting someone else's opinion and interpretation of the author's original intention.

You must make it clear to your reader which author you have read whilst giving details of original term by using 'cited in', e.g. (Ecott 2002, cited in Wilson 2009) or (Cannon 1989, quoted in Wilson 2009, p. 269).
In the reference list you should give details of the item you looked at. Looking at the above examples, you would reference Wilson (2009) in your bibliography/reference list.

Creating a reference list
A reference list is the list of items you have used in your work. Reference lists in Harvard are alphabetical.

General tips for creating a list are:

• If you have distinguished between authors in your citation, you should use the same letter in your reference list to distinguish e.g. (Smith 2017b) will be Smith, S., (2017b). ...

• A reference with one author will appear before a reference with two plus authors, if the first author has the same last name e.g. Smith, S., (2017b) would appear before Smith, S. and Jones, A., (2017)

• Multiple references by the same author or creator are listed in chronological order.

• Corporations are listed using the first proper noun of the name, e.g. Royal Academy of Arts (The).

• For references with more than three authors, list all the authors in the reference list in the order they appear in the source. In some cases, there may be a long list of authors (in medical and scientific papers), if this is the case it is permissible to include the first author followed by et al. See Journal article with many authors for an example.

• Author/Editor names should be given in the following format: Surname, Initials e.g. Smith, F.G.

• Certain types of material, such as encyclopaedias or dictionaries, may not have one person or persons as the main author or editor. These can be referenced by title first e.g. OED online, ©2017. Oxford: Oxford University Press. [Viewed 26 January 2017]. Available from: http://www.oed.com

• Each reference should end in a full stop unless it is a link or DOI.

• Anonymous works should begin with Anon, followed by the date e.g. Anon, (1754). in your reference list.

• If the year of publication is not given, but can be established, it should be supplied.

• If the exact date is not known, an approximate date followed by a question mark (?), or preceded by ca. should be given e.g.
  
  o [2005?].
  o [ca. 2005].
  o [21st century].
• If you use the date of copyright you should precede the date with any of the following:
  o e.g. (cop. 2015).
  o or © e.g. (©2015).
• If no date, or approximate date can be found, then you would use [no date].
• If the item is widely known by, or was originally issued under, a title different from that of the preferred source, the alternative may also be given, in brackets if necessary. E.g.
• If a publisher is not listed or cannot be found, use one of the following (listed in order or preference):
  o Publisher or production company
  o Distributor or issuing body
  o Printer or manufacturer
  o Sponsoring body

Citing and referencing foreign language materials

Citing material from non-roman script e.g. Cyrillic, East Asian languages
• If you are citing materials from non-roman script, you should transliterate the references to roman script. If you are unsure, you may want to consult with an expert of the language or an international standard to check.

For in-text citations
• Spell out the authors' family name, or corporate name, in roman script. If you are unsure of the correct spelling, you may want to consult with an expert of the language to check.

For references in the reference list/bibliography
• The family name of the author should be written in full roman script. The initials of the author(s) should also be given in roman script. The name should be given in the order in the reference.
• The title of the item (article/book/book chapter, etc.) should be given in roman script using the standard conventions for that language.
• The title should be translated into English and placed in square brackets immediately after the romanised title. The words in the square brackets should not use italics.
• The journal title, or title of a book (if it is an edited book), publisher's name all need to be given in roman script, but do not need to be translated. If there is an official English translation, then you may use it especially in cases where it provides greater understanding of the subject or publication.

Example

Terao, M., (1998). *Denai kugi wa suterareru* [The nail that does not stick up may be thrown away]. Tokyo: Fusosha.

Notes

• See more from East Asian Studies on the [Romanisation of East Asian Languages](#).

Materials in roman script

If you are citing materials produced in a language other than English, but in roman script, you may need place a translated title in square brackets after the original title, depending on who the intended audience for your work will be.

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Ancient or Historical Text

In the text

For an in-text citation in your work, you would cite the reference as follows:

Southey (1876) provided a culturally...

The Common-place book (Southey 1876)...

Turpin's (c.1290) manuscript shows...

The Historia Caroli Magni et Rotolandi (Turpin c.1290) records the...

Hobbs (1678) demonstrates an example of...

The demonstration of a social structure can be identified...(Hobbs 1678).

In the bibliography/reference list

Physical item

Surname of creator, Initial(s), (Date). *Title* [Medium if not printed book]. Series title and number (if available). Place of publication or place of holding: Publisher or Holding Institution. Other pertinent information.


Online/Electronic

Surname of creator, Initial(s)., (Date). Title [Medium]. Series title and number (if available). Place of publication or place of holding: Publisher or Holding Institution. [Date Viewed]
Available from: URL. Other pertinent information.


Notes

• If there is no clear title to the item, a popular title may be used if one exists. If a popular title to the image does not exist then you will need to supply the image with a title, in square brackets, proving the following where possible:
  • The subject matter.
  • The name or place of the object depicted, i.e. the person, the building, the location etc.
  • For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.
  • For texts translated from the original see Translated item.

App

In the text

For an in–text citation in your work, you would cite the reference as follows:

campusM (2015) created...
The app iSheffield allows the user...(campusM 2015)

In the bibliography/reference list

Creator., (Year). Name of software. Version. [Software type]. Update or revision date [date of access]. Available from: URL


Notes

• For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

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Art e.g. in an art gallery, museum or online

Work of art in an art gallery

In the text

For an in–text citation in your work, you would cite the reference as follows:

The Mona Lisa by DaVinci (ca. 1503) focuses closely on the subject...
The famous smile on the Mona Lisa (DaVinci ca. 1503) has become...

Mr and Mrs Andrews by Thomas Gainsborough (ca. 1750) portrays...
The painting Mr and Mrs. Andrews (Gainsborough ca. 1750) represents...

In the bibliography/reference list

Surname of artist, initial(s)., (Year). Title [Item type]. At: Place: Holding institution, department (if available), identifier or reference number (if available).


Gainsborough, T., [ca. 1750]. Mr and Mrs Andrews [Oil on canvas]. At: London: The National Gallery, Room 35. NG6301.

Work of art viewed online

In the bibliography/reference list

For an in–text citation in your work, you would cite the reference as follows:

The collage by Moholy–Nagy (1930) uses sandpaper, watercolour, gouache...
La Sarraz (Moholy–Nagy 1930) shows the use of various textures...

Surname, initial(s)., (Year). Title [item type]. At: Place: Holding institution, department (if available), identifier or reference number (if available). [Date viewed]. Available from: URL


Notes

- If there is no clear title to the item, a popular title may be used if one exists. If a popular title to the image does not exist then you will need to supply the item with a title, in square brackets, providing the following where possible:
  - The subject matter
  - The name or place of the object depicted, i.e. the person, the building, the location etc.

- If the year of the image is not available but can be established, then use this as your date.

- If the exact date is not known, an approximate date followed by a question mark (?), or preceded by "ca.", should be used, this should be given in square brackets, e.g.
  - [2005?]
  - [ca. 2005]
  - [20th Century]

- If no date, or approximate date can be found then you would use [no date].

- The original title of a translated information resource, or a translation of the title, may be supplied immediately after the original title, e.g. *Kinderhände im washbecken* [Children’s Hands in Washbasin]

- If the artwork has a popular or traditional title, then you may use this e.g. Mona Lisa

- For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

Blog

In the text

For an in–text citation in your work, you would cite the reference as follows:

Steel (2015) looks to promote...
The promotion of new materials is demonstrated...(Steel 2015)

In the bibliography/reference list

Name of creator Surname, Initial(s)., (Year). Title of blog post. *Title of blog* [online]. Date blog was posted (Day/Month/Year). [Date viewed]. Available from: URL

Book (with a single author)

In the text
For an in–text citation in your work, you would cite the reference as follows:

Bryman (2016) recommends...
Quantitative data is more suited to the study due to... (Bryman 2016).

In the bibliography/reference list

Author Surname, Initial(s)., (Year). Title. Edition (if not first edition). Place of publication: Publisher.


Notes
• For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

Book (with two of three authors)

In the text
For an in–text citation in your work, you would cite the reference as follows:

Wallace and Wolf (2006) found that...
Globalization is a theory that has many concepts... (Wallace & Wolf 2006).

In the bibliography/reference list

Author Surname, Initial(s). and Author Surname, Initial(s)., (Year). Title. Edition (if not first edition). Place of publication: Publisher.


Notes
• For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.
Book (with four or more authors)

In the text
For an in–text citation in your work, you would cite the reference as follows:

Begg et al. (2014) found that...
The elasticity of demand demonstrates...(Begg et al. 2014).

In the bibliography/reference list

Author Surname, Initial(s)., Author Surname, Initial(s)., Author Surname, Initial(s). and Author Surname, Initial(s)., (Year). Title. Edition (if not first edition). Place of publication: Publisher.


Notes

• For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

Book Chapter (in an edited book)

In the text
For an in–text citation in your work, you would cite the reference as follows:

He (1997) found that...
The ethnic relations in China ...(He 1997).
Zheng (1997) looked at the cultural influences...
The culture of western business during the period...(Zheng 1997).

In the bibliography/reference list


Notes

- For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

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Book Chapter/Section (in an Electronic Book)

In the text

For an in–text citation in your work, you would cite the reference as follows:

Becker (2012) identifies...
The research methodology for social policy...(Becker 2012)

In the bibliography/reference list

Chapter Author Surname, Initial(s)., (Year). Chapter of title. In: Editor(s) Initials. Editor(s) Surnames, ed(s). Title of book [online]. Edition (if not first). Place of publication: Publisher. Page numbers. [Date viewed]. Available from: URL or doi:


Notes

- For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

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Book – Edited

In the bibliography/reference list for one editor

Editor Surname, Initial(s). ed., (Year). Title. Edition (if not the first. Place of publication: Publisher.


In the bibliography/reference list for two editors

Editor Surname, Initial(s). and Editor Surname, Initial(s). eds., (Year). Title. Edition (if not the first). Place of publication: Publisher.

In the bibliography/reference list for three editors

**Editor Surname, Initials., Editor Surname, Initials. and Editor Surname, Initial. eds.,** (Year). *Title*. Edition (if not the first). Place of Publication: Publisher.


Notes

- For more information about in–text citation and referencing multiple authors, see [Creating a citation and reference list](#).

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**Book - Electronic**

In the text

For an in–text citation in your work, you would cite the reference as follows:

Walliman (2011) looks at identifying the research problem by...

By refining what information...(Walliman 2011).

In the bibliography/reference list

**Author Surname, Initial(s)., (Year). Title of item [online]. Edition (if not first). Place of publication: Publication. [Date Viewed]. Available from: DOI or URL**


For an e-reader (e.g. Kindle)

**Author Surname, Initial(s)., (Year). Title of item [Model of e-reader]. Edition (if not first). Place of publication: Publication. [Date Viewed]. Available from: Name of website book purchased from**


Notes

- For more information about in–text citation and referencing multiple authors, see [Creating a citation and reference list](#).

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Case Law

No official guidance for referencing case law, court cases, or court reports is available. The examples below have been drawn up from the Oxford University Standard for Citation of Legal Authorities (OSCOLA) referencing style.

In the text
You should use the party names and the year the case was decided.

For an in-text citation in your work, you would cite the reference as follows:

In the case of Radmacher v Granatino (2010) the Supreme Court ruled that... ...when a court grants a decree of divorce, nullity of marriage or judicial separation it has the power to order ancillary relief (Radmacher v Granatino, 2010).

In the reference list

Cases from 2001 onwards

Standard citation

Case name, neutral court citation, law report citation


Standard citation from a publicly available website

Case name, neutral court citation, law report citation. [Date viewed]. Available from: URL


In this example, the law report was published the year after the case was decided.

Cases before 2001

Neutral citations were introduced in 2001 and are not available for older cases. For pre-2001 cases, the abbreviation is often included at the end of the citation

In the reference list

Case name, law report citation, (court abbreviation)

James v Eastleigh BC, [1990] 2 AC 751, (HL)

Notes

• Only use URLs from publicly available websites such as the "British and Irish Legal Information Institute (BAILII)"

• Do not use URLs from databases such as Lexis and Westlaw as these are not publicly available.

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Code

It’s important to acknowledge the source of code just like you would acknowledge the source of any work that is not your own. Referencing correctly will help to distinguish your work from others, give credit to the original author and allow anyone to identify the source. See Referencing Code for guidance. You will need to adapt the guidance to your referencing style.

Conference Papers

In the text

For an in–text citation in your work, you would cite the reference as follows:

Galar et al. (2014) identified that the risks of... SMART risk assessments...(Galar et al. 2014)

Redknap (2004) questioned whether settlements in North Wales...
The geographical location of Anglesey meant that...(Redknap 2004).

Fujikami et al. (2015) identified that in order to improve Fast Device Discovery...
Fast Device Discovery can be aided by...(Fujikami et al. 2015)

In the bibliography/reference list

Physical item

Author(s) of paper Surname, Initial(s)., (Year). Paper title. In: Editor(s) of proceedings initials, Surname. (if known). ed(s) (If editors known). Conference title, full date of conference, place of conference. Place of publication: Publisher, Page numbers.


Online/Electronic

Author(s) of paper Surname, Initial(s)., (Year). Paper title. In: Editor(s) of proceedings initials, Surname (if known). ed(s) (If editors known). Conference title, full date of conference, place of conference [online]. Place of publication: Publisher, Page numbers. [Date viewed]. Available from: URL or doi:

Notes

- The name of the conference should be used as the author if an individual author, or corporate author cannot be identified.

- For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.
If accessed online (via conference website)

**Author of poster surname, initial(s)., (Year). Title of poster [poster]. In: Conference title, full date of conference, place of conference [Online]. [Date viewed]. Available from: URL or doi:**


**Notes**

- For more information about in–text citation and referencing multiple authors, see [Creating a citation and reference list](#).

### Conference Proceedings

In the bibliography/reference list

**Physical item**

*Editor(s) of proceedings Surname, Initial(s). ed(s)., (Year). Title of conference, full date of conference, place of conference. Place of publication: publisher. Volume (if needed).*


**Online/Electronic**

*Editor(s) of proceedings Surname, Initial(s). ed(s)., (Year). Title of conference, full date of conference, place of conference [online]. Place of publication: publisher. Volume (if needed). [Date viewed]. Available from: URL or doi*

Notes

- The name of the conference should be used as the author if an individual author, or corporate author cannot be identified.

- For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

Data Set – Published

In the text

For an in-text citation in your work, you would cite the reference as follows:

The Office for National Statistics. Social Survey Division (2016) provided the statistics for...
The statistics show that social divisions within the UK... (Office for National Statistics. Social Survey Division 2016)

NHS Digital (2015) provided the statistics for obesity, these show...
The statistics show that physical activity...(NHS Digital 2015)

In the bibliography/reference list

Author Surname, Initials., OR Organisation, (Year). Title of Data Set [File type]. Edition (if necessary) Place of Publication: Publisher OR Institutional holding body. Number of data set (if necessary). [Date Accessed]. Available from: URL or doi:


Data Set – Unpublished

In the text

For an in-text citation in your work, you would cite the reference as follows:

Di Marco et al. (2016)...
...(Di Marco et al. 2016).
In the bibliography/reference list

Author Surname, Initial(s)., (Year). Title of Data Set [Data Set]. Place of Holding Organisation: Holding organisation and Name of repository. Version of Data Set (if necessary). [Date Accessed]. Available from URL or doi:


Notes

• Adapted from Force11 Joint Declaration of Data Citation Principles
• For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

Dictionary

Dictionary Entry – Print

In the text

Research (2009) is defined as...
This is the process of...(Research 2009)

Berges (2012) notes that moral development...
Moral development is associated with...(Berges 2012)

For an in–text citation in your work, you would cite the reference as follows:

In the bibliography/reference list

Author of Section Surname, Initial(s)., (Year). Title of entry. In: Editor(s) Surname, Initial(s)., ed(s). Title . Edition (if not first). Place of publication: Publisher. Volume (if applicable). Page numbers.


Dictionary Entry – Online

In the bibliography/reference list

Author of Section Surname, Initial(s)., (Year). Title of entry. In: Editor(s) Surname, Initials. ed(s). Title . Edition (if not first. Place of publication: Publisher. Volume (if applicable). [Date viewed]. Available from: URL or doi:

**Full Dictionary – In Print**

In the bibliography/reference list

*Editor Surname, Initial(s). ed(s.), (Year). Title. Edition (if not first). Place of publication: Publisher. Volume(s) (if applicable).*


**Full Dictionary Online**

In the bibliography/reference list

*Editor Surname, Initial(s). ed(s.), (Year). Title. Edition (if not first). Place of publication: Publisher. Volumes (if applicable.) [Date viewed]. Available from: URL*


**Notes**

- For more information about in–text citation and referencing multiple authors, see [Creating a citation and reference list](#).

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**Dissertation (Undergraduate or Masters)**

In the text

For an in–text citation in your work, you would cite the reference as follows:

Vickers (2008) noted that the impact of technology has changed the way spaces within a library building are provided...

Learning spaces and services provided are changing due to technological advances (Vickers 2008)...

In the bibliography/reference list

*Author Surname, Initial(s)., (Year). Title. Type of qualification (Award and type), Awarding body.*

Notes

- For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

Exhibition

Full exhibition

In the text

For an in–text citation in your work, you would cite the reference as follows:

The exhibition at the National Portrait Gallery curated by Cooper (2013–2014)...
In the exhibition Elizabeth I & Her People (Cooper 2013-2014)...

Beatles to Bowie: the 60's explored (2009–2010) showcased the acts of the 1960's...
Images of music personalities and memorabilia from the 1960's formed a major exhibition in the National Portrait Gallery (Beatles to Bowie: the 60's exposed 2009–2010)...

The exhibition The Age of Abstraction: Women Artists (2016) at Graves Gallery exhibited...
Use of colour, pattern and line have been explored in a recent exhibition (The Age of Abstraction: Women Artists 2016) which delves...

In the bibliography/reference list

Surname of Curator, Initial(s)., (Year). Title of exhibition [Item type]. At: Place: Holding institution, department (if available).


Item type as part of an exhibition

In the text

- For an in–citation in your work, you would cite the reference as follows
The portrait of Elizabeth I by Hilliard (1585)...
The Ermine portrait of Elizabeth I (Hilliard 1585) shows the monarch...

Bebbington (1969) captures David Bowie...
The image of David Bowie (Bebbington 1969)...

In the bibliography/reference list

Artist Surname, Initial(s). Date of artwork. Title of Artwork [Item type]. In: Curator initial. Surname, Date of exhibition. Title of exhibition [Item type]. At: Place: Holding institution, department (if available)


Notes

• If the name of the curator cannot be located, start the reference with the title of the exhibition followed by the date and item type.

• An exhibition may run over the period of two years, if this is the case, you may enter a date range, e.g. 2013–2014.

• For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

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Legislation passed post–1963 are numbered in the year which it received Royal Assent.

In the text

For an in–citation in your work, you would cite the reference as follows:

It is now possible to face up to 7 years imprisonment for supplying psychoactive substances (Great Britain. Psychoactive Substances Act 2016)...

The Psychoactive Substances Act (Great Britain 2016) introduced the ban on...

In the bibliography/reference list

Physical item

Country. Name of act and year. Chapter. Place of publication: Publisher.

Online/Electronic

Country. *Name of act and year*. Chapter [online]. Place of publication: Publisher. [Date viewed]. Available from: URL


Notes

- For more information about in–text citation and referencing multiple authors, see [Creating a citation and reference list](#).

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Government Publication – Act of Parliament pre 1963

Legislation passed pre–1963 was numbered by regnal year of the monarch (number of years since the monarch's ascension).

In the text
For an in–text citation in your work, you would cite the reference as follows:

Police were given powers to...(Great Britain. *Official Secrets Act 1939*)
The Official Secrets Act (Great Britain 1939) joined...

In the bibliography/reference list

Physical item

Country. *Name of act and year*. Regnal year(s), name of monarch, chapter. Place of publication: Publisher.


Online/Electronic

Country. *Name of act and year*. Regnal year(s) name of monarch, chapter [online]. Place of publication: Publisher. [Date viewed]: Available from. URL


Notes

- For more information about in–text citation and referencing multiple authors, see [Creating a citation and reference list](#).
Government Publication – Command Paper

In the text

For an in–text citation in your work, you would cite the reference as follows:

The principles of the Teaching Excellence Framework were introduced as a way for the government to meet their manifesto pledge...(Great Britain. Department of Business, Innovation and Skills 2015)
The Department of Business, Innovation and Skills (Great Britain 2015)...

In a report on the knowledge economy (Great Britain. Department of Business, Innovation and Skills 2016)...
The Department of Business, Innovation and Skills (Great Britain 2016) has stated that...

Challenges facing the NHS...(Great Britain. Department of Health 2016)
The Department of Health (Great Britain 2016) suggests that demand reduction...

In the bibliography/reference list

Physical item

Country. Government Department (at the time of publication)., (Year). Title Paper number. Place of publication: Publisher.


Online/Electronic

Country. Government Department (at the time of publication)., (Year). Title Paper number [online]. Place of publication: Publisher. [Date Viewed]. Available from: URL


Notes

- The numbering of Command Papers is done by running numbers with a prefix which changes as the number gets close to 10,000. The prefixes are listed below:
  - 1868–1869 – 1–4222
  - 1870–1899 – C 1–C 9550
  - 1900–1918 – Cd 1–Cd 9239
  - 1919–1956 – Cmd 1–Cmd 9889
  - 1956–1986 – Cmnd 1–Cmnd 9927
  - 1986–current – Cm 1–

- For more information about in–text citation and referencing multiple authors, see [Creating a citation and reference list](#).

**Government Publication – Government Statistics or Data Set**

In the text

For an in-text citation in your work, you would cite the reference as follows:

The Department of Health (Great Britain 2015) statistics show...

The Deprivation of Liberty Safeguards (Great Britain. Department of Health 2015) show that the trend.

In the bibliography/reference list

Country. Governmental Department., (Year). *Title of Data Set [File Type]*. Edition (if necessary). Place of publication: Publisher or Institutional holding body. Number of data set (if necessary). [Date Accessed]. Available from: URL or doi:


Notes

- For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

Government Publication – Hansard

In the text
For an in–text citation in your work, you would reference the in-text citation as follows:

Discussions of a cross-party group who will look at costal regeneration and development ...(Great Britain, House of Commons 2016)
Costal regeneration was debated in the House of Commons (Great Britain 2016)...

The issue of licence fee has been addressed by The Lord Bishop of Sheffield (Great Britain, House of Lords 2015)
The BBC Charter was debated in the House of Lords (Great Britain 2015)...

In the bibliography/reference list

Physical item

Country. Name of house., (Year). Name [Hansard], (Series, if applicable), Date, Volume, Number (if available), Column. Place of publication: Publisher.


Online/Electronic

Country. Name of house., (Year). Name [Hansard], (Series, if applicable), Date, Volume, Number (if available), Column [online]. Place of publication: Publisher. [Date viewed]. Available from: URL


Notes

- If you are citing more than one column, use cc as the prefix
- If you are referencing older Hansards, you will need to include the series, these are as follows:
- There are 6 different types of numbered columns in Hansard, the letters should appear after the column number as a suffix – these are as follows:
  - No letters – Discussions in the chamber
  - WH – Westminster Hall
  - WS – Written Statements
  - W – Written Answers
  - P – Petitions
For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

Government Publication – House of Lords and House of Commons Papers

In the text

For an in–citation in your work, you would cite the reference as follows:

More than 30 fully funded Marshall Scholarships were awarded during the academic year...(Great Britain. Marshall Aid Commemoration Commission 2016)
The Marshall Aid Commemoration Committee (Great Britain 2016) awarded scholarships...

Affordable housing remains on the agenda for the current government...(Great Britain. Select Committee for Economic Affairs 2016)
The Select Committee for Economic Affairs (Great Britain 2016) looked at the provision of affordable housing...

If the provision of the regulation is broken...(Great Britain. Delegated Powers and Regulatory Reform Committee 2017)
The Delegated Powers and Regulatory Reform Committee (Great Britain 2017) found that maximum penalties could be...

The deficits within the NHS...(Great Britain. Health Committee 2016)
The Health Committee (Great Britain, 2016) found that the deficit within the NHS...

In the bibliography/reference list

Physical item

Country. Government Department or Commission (at the time of publication, if available), (Year). Title Paper number, session. Place of publication: Publisher.


Notes

- For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

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Government Publication – Local Act of Parliament

In the text

For an in–text citation in your work, you would reference the citation as follows:

The infrastructure for the Sheffield tram system included widening of the main dual carriageway (Great Britain. South Yorkshire Light Rail Transit Act 1993)...

Sheffield Supertram lands acquired The South Yorkshire Light Rail Transit Act (Great
Britain 1993) allowed for the acquisition of land to build the Sheffield Supertram system...

The restrictions on pedlars in Leeds (Great Britain, Leeds City Council Act 2013) allows for...
The Leeds City Council Act (Great Britain 2013) introduced fixed penalty notices...

In the bibliography/reference list

Physical item

Country. Name of act and year. Chapter. Place of publication: Publisher.


Online/Electronic

Country. Name of act and year. Chapter [Online]. Place of publication: Publisher. [Date viewed]. Available from: URL


Notes

• For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

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Government Publication – Parliamentary Bills, Amendments and Explanatory Notes

In the text

For an in–text citation in your work, you would cite the reference as follows:

The Digital Economy Bill (Great Britain. House of Commons 2016) has attracted controversy...

The House of Commons (Great Britain 2016) proposed that the BBC could face more regulation from Ofcom...

Increased measures for child safety have been included in amendments to the Crime and Policing Bill (Great Britain. House of Lords 2016)...

The House of Lords (Great Britain 2016) have amended...
The Oil and Gas Authority were transferred regulatory powers from the Secretary of State for Energy (Great Britain. House of Lords 2015)
The House of Lords (Great Britain. House of Lords 2015) note that the Oil and Gas Authority...

In the bibliography/reference list

Physical item

Country. Government Department or Commission (at the time of publication, if available), (Year). Title Paper number, session. Place of publication: Publisher.


Online/Electronic

Country. Government Department or Commission (at the time of publication, if available), (Year). Title Paper number, session [online]. Place of publication: Publisher. [Date Viewed]. Available from: URL


Notes

• For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.
Government Publications – Statutory Instruments

In the text
For an in–text citation in your work, you would reference the citation as follows:

The Police (Amendment) (No.2) Regulations (Great Britain 2006) introduced changes...
Conflicts of interest for Police Officers should be reported to their senior...(Great Britain. The Police (Amendment)(No.2) Regulations 2006)

In the bibliography/reference list

Physical item

Country. Name of Statutory Instrument Number. Place of publication: Publisher.


Online/Electronic

Country. Name of Statutory Instrument Number [online]. Place of publication: Publisher. [Date viewed]. Available from. URL


Notes

• For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

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Government Publication – Other Official Publications

In the text
For an in–text citation in your work, you would cite the reference as follows:

The ongoing decommissioning of nuclear plants in scheduled...(Great Britain, Office for Nuclear Regulation 2016)
The Office for Nuclear Regulation (Great Britain 2016) have set out their strategic aims...
The funding of care must be provided by either NHS or the local authority...(Great Britain. Department of Health 2016).
The Department of Health (Great Britain 2016) found that funding...
In the bibliography/reference list

Physical item

Country. Government Department or Office (At time of publication, if available), (Year). Title and date. Place of Publication: Publisher.


Online/Electronic

Country. Government Department or Office (At time of publication, if available), (Year). Title and date[online]. Place of Publication: Publisher. [Date viewed]. Available from: URL or doi:


Notes

• For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

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Government Publication – Votes and Proceedings

In the text

For an in–text citation in your work, you would cite the reference as follows:

A negative resolution instrument for immigration was presented (Great Britain, House of Commons 2016)...

Negative resolution papers presented before the House of Commons (Great Britain 2016) included the...
In the bibliography/reference list

**Country. House., (Year). Title and full date paper number, session [online]. Place of Publication: Publisher. [Date viewed]. Available from: URL**


Notes

- For more information about in-text citation and referencing multiple authors, see [Creating a citation and reference list](#).

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Image – Online (e.g. Flickr)

Online image (e.g. Flickr) with full details

In the text

For an in-text citation in your work, you would cite the reference as follows:

Sunblocker by Schlamann (2015) depicts the lionfish...
The image Sunblocker shows the lionfish...(Schlamann 2015)

The image Ladybower Plughole by Andy_C (2005) shows the overflow...
The overflow of the Ladybower reservoir can be seen in the image Ladybower Plughole (Andy_C 2005)

In the bibliography/reference list

**Artist surname, Initial(s)., (Year). Title of image [Type of image]. [Date viewed]. Available from: URL**


Online image without a clear title

In the text

For an in-text citation in your work, you would cite the reference as follows:

The beach huts in the image by Ren_7 (2010) depict...
The beach huts shown in the image (Ren_7 2010) are typical of those at British resorts
The image from NASA Johnson Space Center (2015) shows the Earth as observed from...
The image of Earth (NASA Johnson Space Center 2015)

Pluto as seen by the New Horizons Spacecraft (NASA Johnson Space Center 2015) shows the surface...
The surface of the dwarf planet Pluto by NASA Johnson Space Center (2015) ...

In the bibliography/reference list

Artist surname, Initials., (Year). [Title of image] [Type of image]. [Date viewed]. Available from: URL.


Online image without a clear date

In the text

For an in–text citation in your work, you would cite the reference as follows:

The Spicebush Swallowtail Butterfly as photographed by Murawski (ca. 2008) shows...
The image of the Spicebush Swallowtail Butterfly (Murawski ca. 2008)

In the bibliography/reference list

Artist surname, Initials., (Year). Title of image [Type of image]. [Date viewed]. Available from: URL


Notes

• In some cases you may need to use the screen name of the creator if their real name is not available, this can be the case with image sharing websites
• If there is no clear title to the image, a popular title may be used if one exists. If a popular title to the image does not exist then you will need to supply the image with a title, in square brackets, proving the following where possible
  o The subject matter.
  o The name or place of the object depicted, i.e. the person, the building, the location etc.
• If the year the image was taken is not available but can be established, then use this as your date.
• If the exact date is not known, an approximate date followed by a question mark (?), or preceded by "ca." should be used, this should be given in square brackets e.g.
  o [2005?]
  o [ca. 2005].
  o [20th century].
• If no date, or approximate date can be found then you would use [no date].
• For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

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Image – Original (e.g. poster or photograph in an art gallery, personal photograph)

In the text
For an in–text citation in your work, you would cite the reference as follows:

The photograph of a broken window by Lynch (no date) shows the reflection...
The shard of glass in the photograph (Lynch no date) shows the reflection...
The rabbit paintings in the photograph in the photograph by McNulty (2010)...
The photograph shows paintings and imagery of rabbits in an apartment (McNulty 2010).
The painting by Kashiki (2008) shows a person who is in the middle of a creative process...
The creative process of creating art is visualised in the painting (Kashiki 2008) which shows...

In the bibliography/reference list

Artist surname, Initials., (Year). Title of image [Type of image]. In: Author initial(s), Author Surname, Year (if different from image). Title.. Edition (if not first). Place of publication: Publisher. Page number.


Notes

- If there is no clear title to the image, a popular title may be used if one exists. If a popular title to the image does not exist then you will need to supply the image with a title, in square brackets, proving the following where possible
  - The subject matter.
  - The name or place of the object depicted, i.e. the person, the building, the location etc.

- If the year the image was taken is not available but can be established, then use this as your date.

- If the exact date is not known, an approximate date followed by a question mark (?), or preceded by "ca." should be used, this should be given in square brackets e.g.
  - [2005?]
  - [ca. 2005].
  - [20th century].

- If no date, or approximate date can be found then you would use [no date].

- For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

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**Information Sheet**

In the text

For an in-text citation in your work, you would cite your reference as follows:

The Solid System allows...(Applied Biosystems ©2008)
Applied Biosystems (©2008) manufacture...

The Boots decongestant tablet...(Boots Pharmaceuticals 2014).
Boots Pharmaceuticals (2014) recommend that their decongestant...
The patient information leaflet for Doxycycline recommends (Kent Pharmaceuticals Ltd. 2013)...

Kent Pharmaceuticals Ltd (2013) indicate that Doxycycline...

In the bibliography/reference list

Physical item

Corporate Author or Author Surname, Initial(s)., (Year). Title of Fact Sheet. Place of publication: Publisher. Publication Number.


Online/Electronic

Corporate Author or Author Surname, Initial(s)., (Year). Title of Fact Sheet [online]. Place of publication: Publisher. Publication Number. [Date Viewed]. Available from: URL.


Notes

- For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

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Journal Article – Print

In the text
For an in–text citation in your work, you would cite the reference as follows:

Austin (2009) argues that periodical conflict may be expected...
It can be assumed that pickpocketing...(Austin 2009)

In the bibliography, in the reference list

Author of article Surname, Initial(s)., (Year). Title of article. Journal title. Volume in bold(Issue), page range.


Notes

• For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

Journal Article with a DOI (Electronic)

What is a DOI?
If you are unsure if the article you are looking at has a DOI, please see the following page: DOIs and URLs which gives an explanation of the identifier.

In the text
For an in–text citation in your work, you should cite the reference as follows

Dobson (2006) identified that the depiction...
The stereotypical portrayal of cultures...(Dobson 2006).

In the bibliography/reference list

Author of article Surname, Initial(s)., (Year). Title of article. Title of journal [online]. Volume in bold(Issue), Page range. [Date viewed]. Available from: doi:


Notes

• For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

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Journal Article without a DOI (Electronic)

In the text
For an in–text citation in your work, you would cite the reference as follows:

Ashby (1999) identified Zappa’s style...  
The melodies in Zappa’s work...(Ashby 1999).

In the bibliography/reference list

Author of article Surname, Initial(s)., (Year). Title of article. Title of journal [online]. Volume in bold(Issue), Page range. [Date Viewed]. Available from: URL


Notes

• For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

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Journal Article – Preprint (Ahead of Publication)

In the text
For an in–text citation in your work, you would cite the reference as follows:

Lichtenthaler (2016) demonstrated an innovation–based view...  
Complex relationships that appear in companies...(Lichtenthaler 2016)

In the bibliography/reference list

Author Surname, Initial(s)., (Year). [Forthcoming]. Title of Article. Title of journal [online]. Volume in bold(Issue), Page range (if available). [Date viewed]. Available from: URL or doi:


Notes

• For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

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Journal Article with many authors

In some fields, such as medicine and physics, an article may have hundreds of authors, in such cases it may be impractical to list each one. You would reference as follows:

In the text
For an in–text citation in your work, you would cite the reference as follows:

Abbott et al. (2016) observed gravitational waves...
The first observation of a binary black hole merger included...(Abbott et al. 2016)

In the bibliography/reference list

Physical item
First or lead author of article Surname, Initial(s)., et al., (Year). Title of article. Journal title. Volume in bold(Issue), page range.


Online/Electronic
First or lead author of article Surname, Initial(s)., et al., (Year). Title of article. Title of journal [online]. Volume in bold(Issue), Page range. [Date viewed]. Available from: doi:


Notes

• For references with more than three authors, list all the authors in the reference list in the order they appear in the source. In some cases, there may be a long list of authors (in medical and scientific papers), if this is the case it is permissible to include the first author followed by et al.

• For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.
Journal Article with page numbers

In the text
For an in-text citation in your work, you should cite the reference as follows

- Nagle, Reiner, and Wolf (2015) found that adapting difficulty... ...the enjoyability of games can depend on the design elements (Nagle, Reiner & Wolf 2015)

In the bibliography/reference list

Author of article Surname, Initial(s)., (Year). Title of article. Title of journal [online]. Volume in bold(Issue), Page range. [Date viewed]. Available from: doi:


Notes

- For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

Magazine

Guidance from the British Standard, BS ISO 690:2010 suggests that magazines should be referenced as a Journal Article.

In order to locate some of the information required for you may need to look at the following locations:

- The front of the magazine near the barcode
- The back of the magazine near the barcode
- The table of contents
- The publication information, which is normally written in very small text near the front of the magazine, or near the back of the magazine. This usually contains contact emails and copyright statements as well.
Maps

In the bibliography/reference list

Physical item

Name of creator or creator Surname, Initial(s)., (Year). Title of map. [Map designation. Map scale]. Edition (if needed). Place of publication: Publisher. Date (Day and Month) if needed. Additional information if needed


Online/Electronic

Name of creator or creator Surname, Initial(s)., (Year). Title of map [Map designation. Map scale.] Place of publication: Publisher. Date (Day and Month) if needed. [Date viewed]. Available from: URL


Google Maps., (2015). [Information Commons, Sheffield. Street view]. Google. [Viewed 2 June 2017]. Available from: https://www.google.co.uk/maps/@53.3811141,-1.484649,3a,75y,90t/data=!3m6!1e1!3m4!1scligK3ySg1CJnl9EBfduyQl2e0I7i13312!8i6656?hl=en


Notes

- For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.
Message Board

In the text
For an in-text citation in your work, you would cite your reference as follows:

TownByTheSea (2016) discusses network connectivity issues on Xubuntu...
Network connectivity issues in the software...(TownByTheSea 2016)

In the bibliography/reference list
Username or Surname of creator, initial(s)., (Year). Title of message. In: *Title of host message system (required if applicable)* [medium designation]. Date message was sent [Date message viewed]. Available from: URL Path: (if needed).


Notes

• For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

Music – Album (Physical Format)

In the text
For an in-text citation in your work, you would cite your reference as follows:

• The controversy caused by the album by The Prodigy (1997)...
The track listing on The Fat of the Land (The Prodigy 1997)...

• The Beatles (1967) produced the self-titled album...
The album known as the White Album (The Beatles 1967) was the follow up album...

• Recorded by Queens of the Stone Age (2002)...
The album Songs for the Deaf (Queens of the Stone Age 2002) featured the guest drummer...

In the bibliography/reference list


Notes

- If the item is widely known by, or was originally issued under, a title different from that of the item, the alternative title may also be provided in brackets if necessary. E.g. *The Beatles [The White Album]*.

- For more information about in-text citation and referencing multiple authors, see [Creating a citation and reference list](#).

Music - Album Track (Physical Format)

In the text

For an in-text citation in your work, you would cite your reference as follows:

- Howlett, Flint, and Maxim Reality (1997) wrote the song...
- The song Breathe (Howlett, Flint, and Maxim Reality 1997) demonstrated...
- The writing of Lennon and McCartney (1968)...
- While My Guitar Gently Weeps (Lennon and McCartney 1968) is a...
- Jett and Fowley (1976) song Cherry Bomb...
- The song Cherry Bomb (Jett and Fowley 1976) is used within the film...

In the bibliography/reference list

Surname(s), Initial(s) of songwriter or composer., (Year). Title of song. In: Name of Artist., (Year if different to the recording) Title of Album [Format]. Edition (if needed). Place of Publication: Record Label. Reissued in Year as Record label (if applicable).


Notes

- If the item is widely known by, or was originally issued under, a title different from that of the item, the alternative title may also be provided in brackets if necessary. E.g. *The Beatles [The White Album]*.

- For more information about in-text citation and referencing multiple authors, see [Creating a citation and reference list](#).
Music – Digital formats

Full album

In the text

For an in-text citation in your work, you would cite your reference as follows:

- Pink Floyd's (1977) Animals album...
- Animals (Pink Floyd 1977) shows political statements...
- Hardwired...to Self-Destruct is the latest album by Metallica (2016)...
- Hardwired...to Self-Destruct (Metallica 2016)...

In the bibliography/reference list


For an album track

In the text

For an in-text citation in your work, you would cite your reference as follows

- Waters' (1977) song Sheep describes the political...
- The song Sheep (Waters 1977) is a view on political followers...
- Hetfield and Ulrich (2016) wrote the son Moth into Flame...
- Moth into Flame (Hetfield and Ulrich 2016) was used as part of...

In the bibliography/reference list

Surname(s), Initial(s) of songwriter or composer., (Year). Title of song. In: Name of Artist., (Year if different to the recording) Title of Album [Format]. Edition (if needed). Place of Publication: Record Label. [Date Accessed]. Available from: Name of platform (if applicable).

Music Score

In the text
For an in-text citation in your work, you would cite the reference as follows:

   Bowie (1998) used the...
   The score represents (Bowie 1998)...

   Busoni (1992) represented the...
   The piano concerto...(Busoni 1992)

   Wagner’s score (1900) shows...
   Tristan and Isolde (Wagner 1900) represents...

In the bibliography/reference list

Composer Surname, Initial (s), (Date). Title of score [Medium]. Notes on version (including librettists, editors, translators) if applicable. Edition (if applicable). Place of publication: Publisher.


Notes

   For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

Newspaper Article

In the text
For an in-text citation in your work, you would cite the reference as follows:

   Sample (2014) highlights the research which has taken place...
   The research was reported in the national news...(Sample 2014)
In print

In the bibliography/reference list

Author Surname, Initial(s)., (Year). Title of Article. *Title of newspaper*. Date (Day, Month). Page range.


Online/Electronic

In the bibliography/reference list

Author Surname, Initial(s)., (Year). Title of article. *Title of Newspaper* [online]. Date (Day Month). Date updated (Day Month Year, Time). Page number (if available). [Date viewed]. Available from: URL


Newspaper database e.g. Nexis

In the bibliography/reference list

Author Surname, Initial(s)., (Year). Title of article. *Title of newspaper*. Name of database [online database]. Date (Day/Month). Date updated (Day, Month, Year, Time if available). Page number (if available). [Date viewed]. Available from: URL.


Notes

- For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

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Patent

In the text
For an in-text citation, you would cite the reference as follows:

GE Medical Systems Global Technology Company, LLC (2017) patented the...
The helical gradient coil demonstrates...(GE Medical Systems Global Technology Company, LLC 2017).

United States of America as represented by the Administrator of the National Aeronautics and Space Administration (2010) show the gimbaled...
The gimbaled-shoulder design...(United States of America as represented by the Administrator of the National Aeronautics and Space Administration, 2010).

In the bibliography/reference list

Applicant of patent., (Year patent granted). Title of patent. Name of inventor (if applicable). Date patent granted (if applicable). Date of application. Official patent series Patent Serial Number.


Notes

• If using a patent retrieved from Espacenet you will need to ensure you use the correct patent code as they are not all European Patents. A European patent will have a code that begins with EP.

• For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

Plays

In the text
Shakespeare (2007) displays the tragedy...
Romeo and Juliet (Shakespeare 2007) uses...

Shakespeare (1631) shows the use of...
...The Taming of the Shrew (Shakespeare 1631)...

Last reviewed: July 2020
Review date: Summer 2021
In the bibliography/reference list

Individual play

Author surname, Initial(s). (Year or Publication). Title of play. Edition (if needed). Edited by full name. Place of publication: Publisher.


In an anthology/complete works

Author of play surname, Initial(s)., (Year of publication). Title of play In: Editors initial(s), editors surname. Title of book. Edition (if not first edition). Place of publication: Publisher. Page numbers.


If accessed online

Author surname, initial(s)., (Year of publication). Title of play [online]. Edition (if not first). Place of publication: Publisher. [Date viewed]. Available from: URL or doi: Other pertinent information (if needed).


Notes

• When directly quoting from a play, you should use Act.Scene:Line e.g. (Shakespeare 2007, 2.1:176-179)
• For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

**Presentation**

**In the text**
For an in-text citation in your work, you would cite the reference as follows:

- Grant (2016) demonstrates the issues...
The artworks expresses the...(Grant 2016).

- Sciamanna, Bazela, and Bullingham (2016) presented the work surrounding
The case study within the presentation focused on...(Sciamanna, Bazela, and Bullingham 2016).

**In the bibliography/reference list**
Surname of presenter, Initial(s). (Year of presentation). *Title of presentation* [medium].
Name of event OR Module Code, Module Title. Date of presentation (Day and month). [Date viewed]. Available from: URL

- Grant, V., (2016). *Voice, agency and the medical arts* [PowerPoint presentation].
December. [Viewed 22 May 2017]. Available from: https://www.slideshare.net/missvagrant/voice-agency-and-the-medical-arts?qid=a182e432-dc5c-4cf0-a7bb-8a1acea1d416&v=&b=&from_search=7


**Notes**
• For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

**Radio**

**In the text**
For an in-text citation in your work, you would reference as follows:

- World at One (2017) provided the update on...
The new head judge...(World at One 2017)

- The Desert Island Discs (Ed Sheeran 2017) played the song...
The discussion of fame and the impact...(Desert Island Discs, Ed Sheeran 2017)
The Hours (Episode 1 2017) premiered on...  
The story has been retold for radio (The Hours, Episode 1 2017).

In the bibliography/reference list

Original Broadcast

*Title of programme*, (Year of transmission). Transmitting organisation or channel. Date of transmission, time of transmission.


Original broadcast as part of a series

*Title of show, episode number (if available), episode title (if available)*, (Year of transmission). Transmitting organisation or channel. Date of transmission, time of transmission.


Broadcast accessed via online/database/streaming service

*Title of programme [online]*, (Year of transmission). Transmitting organisation or channel. Date of transmission, time of transmission (if available). [Date Accessed]. Available from: URL or name of streaming service/database.


Original broadcast as part of a series accessed via online/database/streaming service

*Title of show, episode number (if available), episode title (if available) [online]*, (Year of transmission). Transmitting organisation or channel. Date of transmission, time of transmission. [Date Accessed]. Available from: URL or name of streaming service/database.


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Reports

In the text

For an in-text citation in your work, you would cite the reference as follows:

Johnson and Fitzpatrick (2007) note that street users...
Enforcement areas for the problem...(Johnson & Fitzpatrick 2007)

The Joseph Rowntree Foundation (2015) reported that...
...the supply of new homes would need to be sustainable (Joseph Rowntree Foundation 2015).

J Sainsbury (2016) acknowledged the amount of food waste...
Supermarkets are aware of the waste created due to...(J Sainsbury 2016).

Snowdon (2017) looked at the cost of healthy eating...
It was found that the cost of a healthy diet...(Snowdon 2016).

In the bibliography/reference list

Physical item

Author Surname, Initial(s) or Corporate Author., (Year of publication). Title of report. Paper number [if applicable]. Place of Publication: Publisher.


Online/Electronic

Author Surname, Initial(s) or Corporate Author., (Year of publication). Title of report Paper number (if applicable) [online]. Place of Publication: Publisher. [Date Viewed]. Available from: URL or doi:


Notes

• For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

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Sculpture

In the text

For an in-text citation in your work, you would cite the reference as follows:

Williams and Williams (2006) created the design for the Interst–Elephant...
The Interst–Elephant sculpture (Williams & Williams 2016) was displayed as part of the Herd of Sheffield Collection...

Giacometti’s (1955) sculpture...
The Bust of Diego (Giaccommetti 1955) represents...

Keegan’s (1991) sculpture shows the use of raku–fired earthenware...
The sculpture Newby the Dog (Keegan 1991)...

The sculpture of Neptune and Triton by Bernini (ca. 1622) shows the use of...
The marble sculpture of Neptune and Trident (Bernini ca. 1622)...

In the bibliography/reference list

Physical item

Surname of artist, initial(s)., (Year). Title [Item type]. At: Place: Holding institution, department (if available), identifier or reference number (if available).


Online

Surname of artist, initial(s)., (Year). Title [Item type]. At: Place: Holding institution, department (if available), identifier or reference number (if available). [Date viewed]. Available from: URL


Notes

- If there is no clear title to the item, a popular title may be used if one exists. If a popular title to the image does not exist then you will need to supply the item with a title, in square brackets, proving the following where possible
  - The subject matter
  - The name or place of the object depicted, i.e. the person, the building, the location etc.

- If the year of the image is not available but can be established, then use this as your date.

- If the exact date is not known, an approximate date followed by a question mark (?), or preceded by "ca.", should be used, this should be given in square brackets, e.g.
  - [2005?]
  - [ca. 2005]
  - [20th Century]

- If no date, or approximate date can be found then you would use [no date].

- The original title of a translated information resource, or a translation of the title, may be supplied immediately after the original title, e.g. *Kinderhände im waschbecken [Children’s Hands in Washbasin]*

- If the artwork has a popular or traditional title, then you may use this e.g. Mona Lisa

- For more information about in–text citation and referencing multiple authors, see *Creating a citation and reference list*.

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Social Media

In the text

For an in–text citation you would cite the reference as follows:

Uni Shef Lib (2017) celebrated the opening of the...
The anniversary of the Western Bank Library was marked on social media (Uni Shef Lib 2017).
University of Sheffield Library (2017) marked the first library opening at the university...
The first library at the University opened in 1909 (University of Sheffield Library 2017).
In the bibliography/reference list:

Name of creator surname, initials [Screen name if applicable], (Year). [Title of message - up to 40 words] [Medium]. Date of post. [Date accessed]. Available from: URL [Private access if privacy settings are in place].


Notes

- You are not required to ask permission from anyone involved in the post/conversation, before using them in your work, but you may wish to do so as a courtesy. You are only required to do so if the conversation occurred in a private context (locked Twitter accounts, members only forums etc.).

- You may need to provide a title for the social media post if there is not one provided, you will need to supply the item with a title, in square brackets, providing a title using up to the first 40 words of the post.

- For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

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Standards e.g. British Standards

In the text

For an in-text citation in your work, you would cite the reference as follows:

The British Standards Institution (2017) have produced updated guidelines...
The use of BS 8888:2017 (British Standards Institution 2017)...
The ASTM (2012) standard...
The standard specification for...(ASTM 2012).
The National Institute for Clinical Excellence [NICE] (2015) guideline...
...the guideline stipulates...(National Institute for Clinical Excellence [NICE] 2015).
In the bibliography/reference list

Physical item

Corporate Author., (Year of publication). Title of Standard Number of Standard. Place of publication: Publisher.


Online/Electronic

Corporate Author., (Year of publication). Title of Standard Number of standard [online]. Place of publication: Publisher. [Date viewed]. Available from: DOI or URL


Notes

• For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

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Thesis (PhD) – Print

In the text

For an in–text citation in your work, you would cite the reference as follows:

Wilson (2014) notes that whilst Rage Against the Machine signed with a major record label, their music still hold the intended meaning to the audience... Popular music is still relevant to society when it makes a political statement even though the artist may be signed to a major record label... (Wilson 2014).
In the bibliography/reference list

**Author Surname, Initial(s)., (Year). Title. Type of qualification (Award and type), Awarding body.**


Notes

- For more information about in-text citation and referencing multiple authors, see [Creating a citation and reference list](#).

**Thesis (PhD) – Electronic**

In the text

For an in-text citation in your work, you would cite the reference as follows:

Tomlinson (2009) found that differing amounts of grip... Moisture can affect grip when examining... (Tomlinson 2009).

In the bibliography/reference list

**Author Surname, Initial(s)., (Year). Title. Type of qualification (Award and type), Awarding body. [Date viewed]. Available from: URL**


Notes

- For more information about in-text citation and referencing multiple authors, see [Creating a citation and reference list](#).

**Translated Item**

In the text

For an in-text citation in your work, you would cite the reference as follows:

Tolstoy (2008) explores the story of... Anna Karenina (Tolstoy 2008) tells the story of...

Homer (1997) presents the tale... The Odyssey (1997) demonstrates...

Dostoyevsky (2006) shows the dilemmas... The character of Raskolnikov... (Dostoyevsky, 2006).
In the bibliography/reference list

Physical item

Author Surname, Initials., (Date of publication). Title of item. Edition (if needed). Translated from the (language) by (Translators full name). Place of Publication: Publisher.


Online/Electronic

Author Surname, Initials., (Date of publication). Title of item [online]. Edition (if needed). Translated from the (language) by (Translators full name). Place of Publication: Publisher. Date updated [Date viewed]. Available from:


Notes

- The year of publication is for that specific item, this is due to different translations of the same item available.

- You may not need to add the language the item is translated from, include the language if appropriate.

- For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

Unpublished item

In the bibliography/reference list

For an in-text citation in your work, you would cite the reference as follows:

   Hall (2011) noted that the changes...
   ...the changes that occurred meant...(Hall 2011).

In the bibliography/reference list

Author Surname, initial(s) or Corporate author., (Date). Title of item. Place of holding organisation: Holding organisation. [Unpublished item].

Notes

- For more information about in–text citation and referencing multiple authors, see [Creating a citation and reference list](#).

**Video – Database e.g. Box of Broadcasts**

**Current Affairs Programme/Documentary**

In the text

For an in–text citation in your work, you would cite the reference as follows:

- Al Murray's Great British War Movies (2014) focuses on the genre... (Al Murray's Great British War Movies 2014)
- Newsnight (2017) focused on... (Newsnight 2017).

In the bibliography/reference list

*Title of TV show Series, Episode number (if applicable).*, (Year of original broadcast). Name of transmitting organisation/channel. [Medium]. Date of transmission. Time of transmission. [Date Viewed]. Available from: Name of database.


**Film**

In the text

For an in–text citation in your work, you would cite the reference as follows:

- Pirates of the Caribbean: On Stranger Tides (2011) saw a departure... (Pirates of the Caribbean: On Stranger Tides 2011).

In the bibliography/reference list

*Title of film.*, (Year of release in country of production). [Medium]. Director of film (Full name). Place of production: Production Company. Date of transmission, time of transmission. [Date viewed]. Available from: Name of database.

**TV Episode from a series**

In the text

For an in-text citation in your work, you would cite the reference as follows:

In the episode 'The Agreement Dissection' (The Big Bang Theory 2016)...
Sheldon and Leonard disagree about the conditions of the roommate agreement (The Big Bang Theory, The Agreement Dissection 2016)

In the bibliography/reference list

*Title of TV show Series, Episode number (if applicable), Name of Episode (if applicable),* (Year of original broadcast). [Medium]. Name of transmitting organisation/channel. [Medium]. Date of transmission. Time of transmission. [Date Viewed]. Available from: Name of database.


**Notes**

- For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

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**Video – Physical Format**

**Film/One off documentary**

In the text

For an in-text citation in your work, you would cite the reference as follows:

Black Swan (2010) used imagery to represent...
The hidden images contained in the film...(Black Swan 2010)

The premise of Captain America: The Winter Soldier (2014)...
The use of green screen in the film (Captain America: The Winter Soldier 2014)...

In the bibliography/reference list

*Title of Film/Documentary,*, (Year of release in the country of production). [Medium].
Director of film (Full name). Place of production: Production Company


TV Episode from a series

In the text

For an in-text citation in your work, you would cite the reference as follows:

The detectives Bulk and McNulty revisit and old crime scene...(The Wire, Old Cases 2002)

...in the episode Old Cases (The Wire 2005)

The episode uses visions to reveal the events...(Game of Thrones, The Door 2016)

..In The Door (Game of Thrones 2016) we see the visualisation of...

In the bibliography/reference list

*Title of TV show Series, Episode number (if applicable), Name of Episode (if applicable),*, (Year of release in country of production). [Medium]. Director of Episode (full name). Place of production: Production Company.


Notes

• For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

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Video – Streaming Service

Current Affairs Programme

In the text

For an in-text citation in your work, you would cite the reference as follows:

Panorama: Trump's first 100 days (2017) chronicles...

The first 100 day of Donald Trump's presidency (Panorama: Trump's first 100 days 2017)...

In the bibliography/reference list

*Title of programme, Series (if applicable), Episode Number (if applicable), Title of episode (if applicable),*, (Year of original broadcast). Name of transmitting organisation/channel. [Medium]. Date of transmission, time of transmission. [Date Viewed]. Available from: Name of streaming service.


**Film**

In the text

For an in-text citation in your work, you would cite the reference as follows:

Hunt for the Wilderpeople (2016) chronicles...
The film highlights the relationship...(Hunt for the Wilderpeople 2016).

The film Children of Men (2006)...
The dystopian future portrayed in the film (Children of Men 2006)...

In the bibliography/reference list

**Title of film.**, (Year of release in country of production). [Medium]. Director of Film (Full name). Place of production: Production Company. [Date viewed]. Available from: Name of streaming service.


**TV Episode from a series**

In the text

For an in-text citation in your work, you would cite the reference as follows:

The Vanishing of Will Byers (Stranger Things 2016) uses aspects of...
The monster makes a first appearance...(Stranger Things, The Vanishing of Will Byers 2016)

In Cooper's Dream (Twin Peaks 1990) the stage is set for...
Agent Cooper visit the Log Lady (Twin Peaks, Cooper's Dream 1990) which represents...

In the bibliography/reference list

**Title of TV Programme, Series (if applicable), Episode Number (if applicable), Title of episode (if applicable).**, (Year of original broadcast/release). Director of episode (full name). Place of production. Production Company. [Date viewed]. Available from: Streaming Service.


Notes

- For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

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Video – Sharing Website (e.g. YouTube)

Film

In the text

For an in-text citation in your work, you would cite the reference as follows:

MarvelStudiosUK (2016) have...
Doctor Strange (MarvelStudiosUK 2016) shows the...

In the bibliography/reference list

Name of Channel., (Year of release in country of production). Title of Film [Medium]. Director of Film (full name). Place of production: Production Company. [Date Viewed]. Available from: URL


TV Episode from a series

In the text

For an in-text citation in your work, you would cite the reference as follows:

NBCUniversalTVUK (2015) Parks and Recreation episode...
Parks and Recreation episode The Johnny Karate Super Awesome Musical Explosion Show (NBCUniversalTVUK 2015)...

In the bibliography/reference list

Name of channel., (Year of original broadcast). Title of TV show Series, Episode Number, Name of Episode [medium]. Directed by (Full name). Place of production: Production company. [Date viewed]. Place of production: Production Company. [Date viewed]. Available from: URL

User uploaded content

In the text

For an in-text citation in your work, you would cite the reference as follows:

uniSheffieldLib (2016) produced the video which looks at Open Access...
The main benefit of Open Access...(uniSheffieldLib 2016)

GameofThrones (2017) trailer for the new series...
The series 7 promotion Long Walk (GameofThrones 2017)...

In the bibliography/reference list

Name of Channel., (Date of upload). Title of video [online]. Title of website. [Date viewed]. Available from: URL


Notes

• For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

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Web page

In the text

For an in–text citation in your work, you would cite the reference as follows:

The Met Office (2013) explains the climate...
Climate is the...(Met Office 2013)

In the bibliography/reference list

Author of section Surname, Initial(s)/corporate author., (Year). Title of part [online]. Name of website. [Date viewed]. Available from: URL

Website

In the text
For an in–text citation in your work, you would cite the reference as follows:

Rosen (2005) uses the website...
The website contains poetry...(Rosen 2005)

World Bank Group (©2015)...
The website...(World Bank Group ©2015)

In the bibliography/reference list

Author of website Surname, Initial(s)., (Year). Name of website. [Date viewed]. Available from: URL


Notes

• For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

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Summary

You have reached the end of this resource.

Why not look at some of our other Information and Digital Literacy resources?

Book onto a webinar: Information and Digital Literacy Webinars.

Take an online tutorial: Information and Digital Literacy Tutorials.

Visit our FAQs: Library FAQs

Get in touch: library@sheffield.ac.uk

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Full URLs

Harvard referencing guide:
https://www.librarydevelopment.group.shef.ac.uk/referencing/harvard.html

British Standard BS ISO 690:2010 Information and documentation. Guidelines for bibliographic references and citations to information resources:
http://find.shef.ac.uk/SFD_VU2:LSCOP_SFD:44SFD_ALMA_DS61229177400001441

Romanisation of East Asian Languages:
https://www.sheffield.ac.uk/seas/currentstudents/assessedwork/romanization

Force11 Joint Declaration of Data Citation Principles: https://www.force11.org/group/joint-declaration-data-citation-principles-final

DOIs and URLs: https://apastyle.apa.org/style-grammar-guidelines/references/dois-urls

Referencing Code:
https://librarydevelopment.group.shef.ac.uk/Assets/pdfs/referencing/referencing-code.pdf

Information and Digital Literacy Webinars:
https://www.sheffield.ac.uk/library/infoskillsworkshops

Information and Digital Literacy Tutorials: https://www.sheffield.ac.uk/library/idlt

Library FAQs: https://libraryhelp.shef.ac.uk/

University Library's referencing page: https://www.sheffield.ac.uk/library/idlt/referencing

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Review due: Summer 2021