



MHRA Author-Date referencing

This information has been adapted from the [MHRA Author-Date 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

MHRA Author-Date referencing style is designed by the Modern Humanities Research Association. Some elements of the standard offer a choice of approaches, and for some of the sources the standard does not provide official guidance. The examples given in this tutorial are based on the University Library's interpretation of the [MHRA Style Guide: Third edition 2013. Reprinted with minor corrections 2015](#). Further details of the MHRA Author-Date style referencing can be found in Section 11.4 of the style guide.

Referencing in the MHRA Author-Date style is a two-part process:

- **Citation in the text:** this is the brief indication of the source within the body of your work immediately following the use of material whether quoted, paraphrased or using the ideas of another piece of work. References in the text are enclosed in parentheses and consist of the surname(s) of the author(s), the publication date and, where necessary, a page reference.
- **Reference list:** a complete list of all the cited references used in your work with full bibliographic details, organised alphabetically by the surname(s) of the author(s), to allow the reader to follow up these references and find the original text.

It is important to be **consistent** and **accurate** citing references. The same set of rules should be followed every time you reference, including the layout and punctuation.

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Citing in the text and bibliography/reference list

Creating an in-text citation

In-text citations are enclosed in parentheses and consist of the surname(s) of the author(s), the publication date and a page reference (where needed). All other details about the publication are given in the reference list/bibliography at the end of your work.

- The citation should be given wherever it is most convenient to make sense of that text, but it must be given before the end punctuation of the sentence.
- It is essential to include the page number of the information you are citing when you are paraphrasing, or directly quoting the materials, e.g. (Smith 2010: 187), or Smith (2010: 187).
- If the author(s) name does not appear in the body of the text, then you should include it in the parentheses along with the date and (if required) page number(s), e.g. (Smith 2010: 187).
- If the author(s) name appears in the text as part of the body of text then it should not be repeated in the in-text citation, e.g. Smith (2010: 187) highlighted...
- If the item you are citing is by two or three authors, you would list all authors using and or &, e.g.
 - (Smith & Jones 2015: 13)... **or** Smith and Jones (2015: 13) noted...

- (Smith, Jones & Wood 2016: 85)...**or** Smith, Jones and Wood (2016: 85) agreed...
- If there are more than three authors, list only the first author's surname followed by 'and others', e.g. (Platt and others 1996: 14-15) **or** Platt and others (1996: 14-15)...
- When an author publishes more than one cited document in the same year, they are distinguished by using a lower-case letter after the date. The letter should be assigned in the reference list as well as in the in-text citation, e.g. (Crystal 1997a: 11), (Crystal 1997b: 46) or Crystal (1997a: 11), Crystal (1997b: 46).
 - The lower-case letter designation is dependent on where the item is placed in the reference list - within the reference list these items should be arranged alphabetically by item title. The first item in the reference list, with the same author published in the same year, should be given the designation a, the second should be b, and so on, e.g. (Crystal 1997a: 11).
- Some authors have the same surname, if this is the case you will need to add initial(s) in order to distinguish that the items you are referencing were written by different people. This should occur in all of your citations, even if the year of publication is different, e.g. (Jones, A. 1979: 38), (Jones, C. 2011: 68).
- You may also wish to refer to more than one item you have used as your information source in your in-text citation. In such instances, you should separate the references with a semi-colon, listing them by date (oldest first), e.g. (Storms 1948: 166-73; Nelson 1982; Burns 2000). If there is more than one work with the same date then list them alphabetically.
- The author of an item may be a corporate author, association, or government agency, e.g. The National Trust.
- Anonymous works, and works that have no identifiable author, should be referred to by the title in the in-text citation.
- If the date of an item is an approximate date, circa should be used. This should be abbreviated to c., e.g. (Smith c. 1944).
- If no date, or approximate date, can be found, use n.d., e.g. (Jones n.d.) for in-text citations
- When providing an in-text citation from an electronic item and the page number/location of the information you are citing is required:
 - If the electronic item is a stable document, i.e. a PDF, you will be able to refer to page numbers you have used in your work, e.g. (Smith 2010: 58).
 - If the item is not a stable document, i.e. web page/html, but the item has numbered sections or paragraphs, you will be able to use these to direct the reader to the information used in your work, e.g. para. 2 of 15 would refer to the second paragraph of 15.

- If the electronic item is not a stable document, i.e. web page/html, and does not have numbered sections or paragraphs, do not infer the location as the item may display differently depending on device/browser used.
- Page numbers should be preceded with p., e.g. p. 12, if you are referring to a single page. You should use pp. for a page range or a selection of pages, e.g. pp. 10-14 or pp. 1, 10, 13.
 - When a page range falls within the same hundred, you should write the page range as follows: pp. 101-23, or pp. 101-09.
 - When a page range falls within the thousands and the last three numbers are not within the same hundred, you should write the page range as follows: pp. 1225-1301.
 - When a page range falls within the thousands and the last three numbers are within the same hundred, you should write the page range as follows: pp. 1061-92.
- If the item you are using is a reprint you will need to acknowledge this in the in-text citation. This can be done by adding the reprint date after the original date of publication, e.g. (Jones 1882 repr. 1990).

Quoting

A quotation is when you use the exact phrase or words of the original author. Try not to over rely on quotations as this may show a lack of understanding of the subject area being studied.

The use of quotations varies considerably from discipline to discipline. If in doubt, check with your tutor or in your course handbook for further guidance.

Short Quotations

Short quotations of up to 40 words in length, or two lines of verse, should be included in the body of the text enclosed in single quotation marks, e.g.

Bybee (2001: 117) noted that 'the degree of semantic relatedness is determined by both the number and the nature of shared features'.

General Rules for Short Quotations

If the quotation is at the end of a sentence the full stop should fall outside the quotation mark, e.g.

Barton (1991: 98) states that the play *As You Like It* is 'the fullest and most stable realization of Shakespearean comic form'. This can be considered...

If the quotation is preceded by punctuation and forms a full sentence the full stop should be included before the punctuation mark. Note the comma before the quote below, this means that the full stop will fall within the quotation mark, e.g.

Wilson (2009: 257) identifies that there is still a labelling issue when it comes to flavourings in food, 'flavours such as vanillin, which occur naturally in food are called "nature identical", the label does not have to state where it comes from.'

You should use double quotation marks to identify a quotation that falls within a quotation, e.g. 'Original quote "quote within quote" original quote'.

Long Quotations

Long quotations are classed as a quote that is over 40 words or two lines of verse. This should be presented as a separate paragraph, which is indented from the body of the text and is not enclosed in quotation marks.

Phillips and Havely (1997: 43) argue that:

Chaucer's own judiciousness about when and where and how densely to place words of French and Latin origins - many of which still had a more learned or exotic air than modern readers immediately realize - amid familiar words is unrivalled among English poets. He can create a courtly French or Ovidian Latin manner in English without simply piling up French or Latin words.

This can be taken to mean...

General Rules for Long Quotations

Long quotations should end with a full stop even if the original does not. However, if there is a question mark or an exclamation mark then this should be used instead.

Quoting Literature

When quoting literature from a play or poem the original spelling and punctuation should be preserved where possible. Quotations and lines of verse in a short quote should be separated by a spaced upright stroke.

Tennyson (1987: 1-2) wrote: "'The fault was mine, the fault was mine" | Why am I sitting here so stunned and still.'

In a long quotation, which is indented in a separate paragraph and not enclosed in quotation marks, the lines of a verse should be reproduced with exact lineage of the original, e.g.

In his poem *Maud*, Tennyson (1987: 1-2) wrote the following passage:

'The fault was mine' –
Why am I sitting here so stunned and still,
Plucking the harmless wild-flower on the hill? –
It is this guilty hand? –
And there rises ever a passionate cry
From underneath in the darkening land –

What it is, that has been done.

(Maud, II, 1-7)

- Where a line of text is indented in the original, it should also be indented in your work as close to the position of the original as possible.
- If a verse quotation starts with a part-line, you should replicate this in your work as close to the position of the original as possible.
- Where a quotation contains both prose and verse, you should indicate the end point of one and the start point of the other.

Prose quotations

Prose quotations from plays should follow the name of the speaker, which should be in small capitals.

Stage directions which are on a line of their own and do not contain any speech should be italicised and indented further than the text/lines of the play.

When stage direction occurs within speech of a character they should be enclosed in parentheses, written in italics and followed by an em space, e.g.

Beckett (1963: 9) makes good use of stage direction, as exemplified by the following passage:

She raises her head, gazes front. Long pause. She straightens up, lays her hands flat on the ground, throws her head back and gazes at zenith. Long pause

WINNIE (*gazing at zenith*) Another heavenly day. (*Pause. Head back level, eyes front, pause...*)

Verse quotations

Verse quotations from plays are normally set with the speaker's name, in small capitals and no punctuation, to the left of the text, e.g.

BOLINGBROKE Patience, good lady; wizards know their times.
Deep night, dark night, the silent of the night,
The time of night when Troy was set on fire,
The time when screech-owls cry, and badogs howl,
And spirits walk, and ghosts break up their graves;
That time best fits the work we have in hand.
Madam, sit you, and fear not.

(Shakespeare, 1994: 14-20)

Quoting in other languages

Quotations in languages other than English should use quotation marks from the MHRA style, e.g. ‘Quote’ rather than «Quote» or „Quote“.

When quoting a piece of text over 40 words it is advisable to use a long dash, known as an em dash (—), to introduce the quote in, for example, French or Russian.

Quoting historical works

Quotations should always be the same as the piece of information you are referring to. However, there are some exceptions.

The forms of the letters *i* and *j*, *u* and *v*, the long s (ſ), the ampersand (&), the Tironian sign (7), the tilde, the superior (superscript) letters in contractions, and other abbreviations are normalised into modern use unless there is a specific reason to keep them, e.g. in full bibliographic descriptions.

For more information, see section 2.4 in [The MHRA Style Guide](#).

Omissions

If part of the quotation is omitted then this should be indicated using an ellipsis, e.g. [...].

It is not necessary to use an ellipsis at the beginning or end of a quotation as almost all quotes are taken from larger context, and this fact will be presumed.

References

Barton, Anne. 1994. ‘As You Like It and *Twelfth Night*: Shakespeare’s “Sense of an Ending”’, in *Essays, Mainly Shakespearean*, ed. by Anne Barton (Cambridge: Cambridge University Press), pp.91-112

Beckett, Samuel. 1963. *Happy Days* (London: Faber and Faber)

Bybee, Joan. 1991. *Phonology and Language Use* (Cambridge: Cambridge University Press)

Shakespeare, William. 1991. *The Second Part of King Henry VI*, ed. by Michael Hattaway (Cambridge: Cambridge University Press) I. 4

Tennyson, Alfred. 1987. ‘Maud’, in *The Poems of Tennyson*, ed. by Christopher Ricks, 2nd edn, 3 Volumes (London: Longman) II

Wilson, Bee. 2009. *Swindled: From Poison Sweets to Counterfeit Coffee - The Dark History of the Food Cheats* (London: John Murray)

Paraphrasing

Paraphrasing is putting someone else’s ideas into your own words. Paraphrasing does not mean just changing an odd word or sentence if the phrasing of the original is still evident. When you paraphrase you should restate the meaning of the original text in your own words. Be sure to cite the reference when you are summarising someone else’s work. This will also require a page number for the in-text citation.

When you paraphrase, it will show that you understand the original material and are able to restate the information in your own words. A paraphrase means that you avoid using too many direct quotations, which can distract from the coherence of the argument you are presenting. You can paraphrase to avoid using quotes that have a tenuous link to the argument you are presenting.

Booth and others (2016: 208-09), give the example of acceptable summarising using Gladwell as their example. This is the quote from Gladwell (2008: 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 of preparation seem to play.'

Below is an unacceptable summary 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 examine the gifted and their careers, they discover that innate talent plays a much smaller role than preparation' (Gladwell 2008: 38)

Below, Booth and others (2016: 208-09) provide an acceptable summary as the meaning of the original has been restated in the author's own words:

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

References

Booth, Wayne C. and others. 2016. *The Craft of Research*, 4th edn (Chicago: University of Chicago Press)

Gladwell, Malcolm. 2008. *Outliers: The Story of Success* (New York: Back Bay Books)

Secondary referencing

This is when you reference one author who is referring to the work of another, and the primary source is not available

Secondary referencing should be avoided if 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 cannot have formed your own view or critically appraised whether the secondary author has adequately presented the original material.

You must make it clear to your reader which piece of information you have read whilst giving details of the original, e.g.

Use 'as cited in' if the author has cited the work of another, e.g. (Ecott 2002 as cited in Wilson 2009).

If the author has directly quoted from an original piece of work then you would use 'as quoted in', e.g. (Cannon 1989 as quoted in Wilson 2009: 269).

Try not to over-rely on quotations, as this may show your lack of understanding of the information. You should summarise the key points you wish to make in your assignment in your own words.

In the reference list you would cite the item you have used to find the material, in the examples above you would reference Wilson in the reference list, e.g.:

Wilson, Bee. 2009. *Swindled: From Poison Sweets to Counterfeit Coffee - The Dark History of the Food Cheats* (London: John Murray)

Creating a reference list

The MHRA Author-Date system requires a complete reference list of all items cited to be placed at the end of your work, this allows the reader to follow up your references. It is presented in alphabetical order by surname of the first author/editor of the work.

Rules about referencing

- If a list contains more than one work by the same author a 2 em dash (—) should be substituted for the name after the first appearance and they should be listed in alphabetical order of title, e.g.

Bryman, Alan. 1995. *Research Methods and Organization Studies*, (London: Routledge)

— 2016. *Social Research Methods*, 5th edn (Oxford: Oxford University Press, 2016)

- If you have cited items written by the same author and published in the same year, they should be arranged in alphabetical order using the title to determine the order. They should be distinguished in your in-text citation by a lower-case letter (using the alphabet for order, e.g. Crystal 1997a, Crystal 1997b). This should also be present in the reference list entry in order to guide your reader to the correct piece of information, e.g.

Crystal, David. 1997a...

— 1997b...

- Any references in your bibliography/reference list where the text runs over two lines or more will need to be formatted with a hanging indent. This means that the first line is set against the margin and any subsequent lines are indented. For example:

Skrelin, Pavel, and Daniil Kocharov. 2014. 'Russian Speech Corpora Framework for Linguistic Purposes' in *Best Practices for Spoken Corpora in Linguistic Research*, ed. by Şükrie Ruhi and others (Newcastle upon Tyne: Cambridge Scholars Publishing), pp. 118-27

- Wherever possible, the details of the reference should be taken from the title page of the publication and not from the front cover, which may be different.

- If an item has two or more authors, the MHRA style guide recommends the following pattern for listing authors: First author surname, Forename(s), and Second Author Forename(s) Second Author Surname. Note, if forenames are not available use the author's initials followed by a full-stop, e.g. Smith, D., and S. Jones.
- You may use 'and' or '&' to separate multiple authors in a reference. Whichever one you choose, you will need to use it for the whole reference list to maintain consistency.
- The names of up to three authors should be given; for works with more than three authors, only the first author name should be given followed by 'and others', e.g. Booth, Wayne C., and others, or Radford, Andrew, and others.
- The author of an item may be a corporate author, e.g. British Broadcasting Corporation.
- Anonymous works are listed under their title; you should ignore any initial definite or indefinite article when placing in alphabetical order, e.g. The Quest for the Holy Grail would be listed under Q.
- If the date is an approximate date, circa should be used. It should be abbreviated to c., e.g. c. 1496.
- If the date cannot be found, 'no date' is abbreviated to n.d. within square brackets, e.g. [n.d.].
- You should capitalise each significant word of the title and subtitle even if they are not capitalised in the source material.
- The titles of works of literature occurring within the titles of an item should be italicized or placed within quotation marks, whichever is deemed most suitable, even if it is not expressed as such on the item.
- If quotation marks are used within the title of an item already enclosed in quotation marks (i.e. for a chapter of a book, journal article etc.), they should be enclosed in double quotation marks, as single quotation marks should have been used to enclose the title itself.
- A colon should separate the title and subtitle, even if it is different to the grammar on the title page.
- The first word after a colon should be capitalised.
- Any detail of publication that is not included in the book but can be determined should be included in square brackets, e.g. [London]. For details that are not certain, include a question mark within parentheses in the square brackets, e.g. [London(?)].
- If any detail of publication cannot be found then the following abbreviations should be used:
 - No place of publication [n.p.].

- No publisher [n. pub.].
- Two letter abbreviations of US states should only be used to avoid confusion with another place, e.g. Cambridge MA would show that it is Cambridge in Massachusetts rather than Cambridge in the UK. If the name of the US state appears in the name of the publisher then omit the state abbreviation.
- Page numbers should be preceded with p., e.g. p. 12, if you are referring to a single page. You should use pp. for a page range or a selection of pages, e.g. pp. 10-14 or pp. 1, 10, 13. However, there is no need to include p. or pp. when referencing a journal article.
 - When a page range falls within the same hundred, you should write the page range as follows: pp. 101-23, or pp. 101-09.
 - When a page range falls within the thousands and the last three numbers are not within the same hundred, you should write the page range as follows: pp. 1225-1301.
 - When a page range falls within the thousands and the last three numbers are within the same hundred, you should write the page range as follows: pp. 1061-92.
- Do not use URL shorteners such as bitly, tinyurl, etc. when quoting the URL in a reference.
- Do not put a full stop at the end of the reference in the bibliography/reference list.
- If the item you are using is a reprint you will need to acknowledge this in the publication details. This can be done in either of two ways:
 - If the reprint is by the same publisher add the reprint date to the original date of publication, e.g. 1995 repr. 2008
 - If the item is printed by a different publisher add the reprint date to the original date of publication as above, and include the publication details of the second publisher after the first using a semi-colon and repr. to separate the two, e.g. (Leipzig: C F. Peters; repr. New York: Dover Press)

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. The main reasoning is that you need to alphabetise your bibliography/reference list and would be unable to do so if they are in a different alphabet. If you are unsure of the correct transliteration you may want to consult with an expert of the language or an international standard to check.

For footnotes, references in the reference list/bibliography

- The author's surname should be written in full roman script. The initials of the author(s) should also be given in roman script.
- 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 in the text

Terao (1998)...
...(Terao 1998).

Example in the bibliography/reference list

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

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 and the language the work is to be written in.

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Ancient or Historical Texts

In print

In the text

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

Euripides (2007)...
...(Euripides 2007)

Homer (1987)...
...(Homer 1987)

In the bibliography/reference list

Author Surname, Forename. Year of publication. *Title of work*, trans. by translator Forename Surname, Series Statement/Edition Statement/Volume Statement (if applicable) (Place of publication: Publisher)

Euripides. 2007. *Hippolytus*, trans. by Ben Shaw (Cambridge: Cambridge University Press)

Homer. 1987. *The Odyssey*, trans. by E. V. Rieu (London: GuildPublishers)

Online

In the text

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

Shakespeare (c. 1622)...

...(Shakespeare c. 1622)

In the bibliography/reference list

Author Surname, Forename, *Title of work*, trans. by translator Forename Surname, Series Statement/Edition Statement/Volume Statement (if applicable) (Place of publication: Publisher, Year of publication), page range used. Supplier/platform/file ebook

Shakespeare, William. c. 1622. *The Most Excellent and Lamentable Tragedie of Romeo and Iuliet: As it Hath Beene fundrie Times Publikely Acted by the Kings Maiesties Seruants at the Globe*, Newly corrected, augmented and amended edn (London: Printed for John Smithwicke, and are to bee sold at his Shop in Dunstances church-yard, in Fleetestreete vnder the Dyall.) Early English Books Online ebook

Notes

- No official guidance for referencing ancient or historical texts available.
- If the full name of the translator is not available, you may use their initial as listed on the title page of the item.
- Quotations should always be the same as the piece of information you are referring to. However, when referring to early historical works there are some exceptions. The forms of the following letters are normalised into modern use:
 - *i* and *j*
 - *u* and *v*
 - The long s (ſ)
 - The ampersand (&)
 - The Tironian sign (7)
 - The tilde
 - The superior (superscript) letters in contractions
 - Other abbreviations
- For more information on when to keep the above letters, see section 2.4 in [The MHRA Style Guide](#).

- If you are directly quoting or paraphrasing you will need to include the page number(s) of where you located the information in the in-text citation, e.g. (Smith 2018: 10) or Smith (2018: 10).
- For more information on in-text citations, referencing multiple authors, paraphrasing, quoting, and creating a bibliography/reference list, see [Citing in the text, bibliography/reference list](#).

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App

In the text

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

campusM (2020) ...
...(campusM 2020).

In the bibliography/reference list

Author or Designer Surname, Forename. Year of publication. *Name of app*, Platform app is available from

campusM. 2020. *iSheffield*, iOS and Android

Notes

- No official guidance for referencing an app available.
- For more information on in-text citations, referencing multiple authors, paraphrasing, quoting, and creating a bibliography/reference list, see [Citing in the text, bibliography/reference list](#).

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Art - in a gallery, museum or online

Work of Art in a Gallery/Museum

In the text

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

Civitali (c. 1496) ...
...(Civitali c. 1496)

Drouais (1786) ...
...(Drouais 1786)

In the bibliography/reference list

Author Surname, Forename. Date. *Title of work*, medium of composition, dimensions (in cm if available), Holding institution, town of holding institution

Civitali, Matteo. c. 1496. *Tabernacle*, carved marble, Victoria and Albert Museum, London
Drouais, Jean-Germain. 1786. *Marius at Minturnae*, oil on canvas, 271 × 365cm, Musée du Louvre, Paris

Work of art online

See [Images and Figures](#)

Notes

- No official guidance for referencing a work of art available.
- The name of the artist, title, date and method of composition should be given as a minimum when referring to a work of art.
- If the date is an approximate date, circa should be used. It should be abbreviated to c. e.g. c. 1496.
- When giving the dimensions of an artwork, give the units in cm. You should also use a multiplication sign (×) rather than a lowercase x.
- Do not use URL shorteners such as bitly, tinyurl, etc. when quoting the URL in a reference.
- For more information on in-text citations, referencing multiple authors, paraphrasing, quoting, and creating a bibliography/reference list, see [Citing in the text, bibliography/reference list](#).

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Bible

Citing a chapter/verse

In the text

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

Naomi's advice to her daughter-in-law (Ruth 2. 22)...

In the bibliography/reference list

Book of the Bible Chapter. Verse

Ruth 2. 22

Notes

- The books of the Bible, e.g. Ruth, Genesis, etc., are not italicised.
- Use roman numerals for numbers of books, e.g. ii Corinthians.

- Use arabic numerals for chapters and verses, and separate the chapter and verse numbers with a full stop, e.g. 2. 22.
- For referencing a sacred text other than the Bible, use the guidance for [Ancient or Historical Texts](#) and include the chapter/verse numbers in the in-text citation rather than the page number of the book.

Citing a whole book

In the text

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

Containing marginal references, this revised version (*The Holy Bible With the Apocrypha: The Revised Version 1927*)...

In the bibliography/reference list

Title. Year. (Place of publication: Publisher)

The Holy Bible With the Apocrypha: The Revised Version. 1927. (Oxford: Oxford University Press)

Notes

- If you are citing a chapter/verse from an annotated book, use the chapter/verse numbers in the in-text citation rather than the page number of the book.
- For referencing a sacred text other than the Bible, use the guidance for [Ancient or Historical Texts](#).
- For more information on in-text citations, referencing multiple authors, paraphrasing, quoting, and creating a bibliography/reference list, see [Citing in the text, bibliography/reference list](#).

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Blog

In the text

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

Nodrum (2017)...
...(Nodrum 2017).

Whittle (2018)...
...(Whittle 2018).

In the bibliography/reference list

Author Surname, Forename. Date. 'Title of Blog Post', *Title of blog* <URL> [accessed Day Month Year]

Nodrum, Maria. 2017. 'The Importance of Being Open to Think in New Ways', *Out of Our Minds* <<https://outofourminds.shef.ac.uk/2017/12/11/oominds-through-the-eyes-of-a-visiting-research-student/>> [accessed 10 August 2018]

Whittle, Sophie. 2018. 'Of Concepts and Kings: Curating a Collection using EEBO-TP', *Linguistic DNA: Modelling Concepts and Semantic Change* <<https://www.linguisticdna.org/author/sophie-whittle/>> [accessed 24 September 2020]

Notes

- No official guidance for referencing a blog available.
- Do not use URL shorteners such as bitly, tinyurl, etc. when quoting the URL in a reference.
- For more information on in-text citations, referencing multiple authors, paraphrasing, quoting, and creating a bibliography/reference list, see [Citing in the text, bibliography/reference list](#).

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Book with a single author

In the text

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

Minchom (2015)...

...(Minchom 2015).

Johnson (2003)...

...(Johnson 2003).

In the bibliography/reference list

Author Surname, Forename. Year of publication. *Title of book*, Series Statement/Edition Statement/Volume Statement (Place of publication: Publisher)

Minchom, Martin. 2015. *Spain's Martyred Cities: From the Battle of Madrid to Picasso's 'Guernica'* (Brighton: Sussex Academic Press)

Johnson, Keith. 2003. *Acoustic and Auditory Phonetics*, 2nd edn (Malden: Blackwell Publishing)

Notes

- The author's name should be given as it appears on the title page.
- The title should be given as it appears on the title page of the item.
- A colon should separate the title and subtitle, even if it is different to the grammar on the title page.
- A series statement needs to be included if the item is part of a numbered series. However, it may be omitted if it is an unnumbered series and the title does not provide important information.
- The edition should be included if it is any edition other than the first, e.g. 2nd edn, rev. edn
- If the work is more than one volume, the number of volumes should be given, e.g. 2 vols
- Foreign items that are more than one volume should use the abbreviation vol. (Note the full stop at the end).
- A book which has more than one place of publication, with a different publisher in each place, should have both places and publishers referred to in the reference, e.g. (Basel: Birkhäuser; Munich: Edition Detail).
- If you are directly quoting or paraphrasing you will need to include the page number(s) of where you located the information in the in-text citation, e.g. (Smith 2018: 10) or Smith (2018: 10).
- For more information on in-text citations, referencing multiple authors, paraphrasing, quoting, and creating a bibliography/reference list, see [Citing in the text, bibliography/reference list](#).

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Book with two to three authors

In the text

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

Figes and Kolonitskii (1999)...

...(Figes and Kolonitskii 1999).

Hanley, Kerr and Waites (1984)...

...(Hanley, Kerr and Waites 1984).

In the bibliography/reference list

Author Surname, Author Forename, and Author Forename Author Surname. Date. *Title of book*, Series Statement/Edition Statement/Volume Statement (Place of publication: Publisher)

Or

Author Surname, Author Forename, Author Forename Author Surname, and (or &) Author Forename Author Surname. Year of publication. *Title of book*, Series Statement/Edition Statement/Volume Statement (Place of publication: Publisher)

Figes, Orlando, and Boris Kolonitskii. 1999. *Interpreting the Russian Revolution: The Language and Symbols of 1917* (New Haven: Yale University Press)

Hanley, D.L., A.P. Kerr, and N.H. Waites. 1984. *Contemporary France: Politics and Society Since 1945*, rev. edn (London: Routledge)

Notes

- The author's name should be given as it appears on the title page.
- The title should be given as it appears on the title page of the item.
- A colon should separate the title and subtitle, even if it is different to the grammar on the title page.
- You should capitalise each significant word of the title and subtitle. The first word after a colon should be capitalised.
- A series statement needs to be included if the item is part of a numbered series. However, it may be omitted if it is an unnumbered series and the title does not provide important information.
- The edition should be included if it is any edition other than the first, e.g. 2nd edn, rev. edn
- If the work is more than one volume, the number of volumes should be given, e.g. 2 vols
- Foreign items that are more than one volume should use the abbreviation vol. (Note the full stop at the end).
- A book which has more than one place of publication, with a different publisher in each place, should have both places and publishers referred to in the reference, e.g. (Basel: Birkhäuser; Munich: Edition Detail).
- If you are directly quoting or paraphrasing you will need to include the page number(s) of where you located the information in the in-text citation, e.g. (Smith 2018: 10) or Smith (2018: 10).
- For more information on in-text citations, referencing multiple authors, paraphrasing, quoting, and creating a bibliography/reference list, see [Citing in the text, bibliography/reference list](#).

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Book with four or more authors

In the text

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

Booth and others (2016)...

...(Booth and others 2016)

Radford and others (2009)...

...(Radford and others 2009).

In the bibliography/reference list

First author Surname, Forename, and others. Year of publication. *Title of book*, Series Statement/Edition Statement/Volume Statement (Place of publication: Publisher)

Booth, Wayne C., and others. 2016. *The Craft of Research*, 4th edn (Chicago: The University of Chicago Press)

Radford, Andrew, and others. 2009. *Linguistics: An Introduction*, 2nd edn (Cambridge: Cambridge University Press)

Notes

- The author's name should be given as it appears on the title page.
- The names of up to three authors should be given in full, for works by more than three authors the name of the first author should be given followed by 'and others'.
- The title should be given as it appears on the title page of the item.
- A colon should separate the title and subtitle, even if it is different to the grammar on the title page.
- You should capitalise each significant word of the title and subtitle. The first word after a colon should be capitalised.
- A series statement needs to be included if the item is part of a numbered series. However, it may be omitted if it is an unnumbered series and the title does not provide important information.
- The edition should be included if it is any edition other than the first, e.g. 2nd edn, rev. edn
- If the work is more than one volume, the number of volumes should be given, e.g. 2 vols
- Foreign items that are more than one volume should use the abbreviation vol. (Note the full stop at the end).
- A book which has more than one place of publication, with a different publisher in each place, should have both places and publishers referred to in the reference, e.g. (Basel: Birkhäuser; Munich: Edition Detail).

- If you are directly quoting or paraphrasing you will need to include the page number(s) of where you located the information in the in-text citation, e.g. (Smith 2018: 10) or Smith (2018: 10).
- For more information on in-text citations, referencing multiple authors, paraphrasing, quoting, and creating a bibliography/reference list, see [Citing in the text, bibliography/reference list](#).

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Book - Chapter in an edited book

In the text

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

Skrelin and Kocharov (2014)...
(Skrelin and Kocharov 2014)

In the bibliography/reference list

Chapter Author Surname, Forename. Date. 'Chapter Title', in *Name of book*, ed. by Editor Forename Surname, Series Statement/Edition Statement/Volume Statement (Place of publication: Publisher), pages used

Skrelin, Pavel, and Daniil Kocharov. 2014. 'Russian Speech Corpora Framework for Linguistic Purposes' in *Best Practices for Spoken Corpora in Linguistic Research*, ed. by Şükrie Ruhi and others (Newcastle upon Tyne: Cambridge Scholars Publishing), pp. 118-27

Notes

- The author/editor's name should be given as it appears on the title page/contents page.
- The title of the book should be given as it appears on the title page of the item.
- The title of the chapter should be given as it appears on the contents page.
- A colon should separate the title and subtitle, even if it is different to the grammar on the title page.
- You should capitalise each significant word of the title and subtitle. The first word after a colon should be capitalised.
- A series statement needs to be included if the item is part of a numbered series. However, it may be omitted if it is an unnumbered series and the title does not provide important information.
- The edition should be included if it is any edition other than the first, e.g. 2nd edn, rev. edn
- If the work is more than one volume, the number of volumes should be given, e.g. 2 vols

- Foreign items that are more than one volume should use the abbreviation vol. (Note the full stop at the end).
- A book which has more than one place of publication, with a different publisher in each place, should have both places and publishers referred to in the reference, e.g. (Basel: Birkhäuser; Munich: Edition Detail).
- If you are directly quoting or paraphrasing you will need to include the page number(s) of where you located the information in the in-text citation, e.g. (Smith 2018: 10) or Smith (2018: 10).
- For more information on in-text citations, referencing multiple authors, paraphrasing, quoting, and creating a bibliography/reference list, see [Citing in the text, bibliography/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:

Halverson (2013)...
...(Halverson 2013)

In the bibliography/reference list

Chapter Author Surname, Forename. Date. 'Chapter Title', in *Name of book*, ed. by Editor Forename Surname, Series Statement/Edition Statement/Volume Statement (Place of publication: Publisher), pages used. Supplier/Platform/File ebook.

Halverson, Sandra L. 2013. 'Implications of Cognitive Linguistics for Translational Studies: Advances in Some Theoretical Models and Applications', in *Cognitive Linguistics and Translation*, ed. by Ana Rojo and Iraide Ibarretxe-Antuñano (Berlin: Walter de Gruyter GmbH), pp. 33-74. ProQuest Ebook Central

Notes

- No official guidance for referencing a chapter/section in an ebook available.
- If the ebook is a stable document, i.e. a PDF, you will be able to refer to page numbers you have used in your work. If the item is not a stable document, i.e. web page/html, but the item has numbered sections or paragraphs, you will be able to use these to direct the reader to the information used in your work, e.g. para. 2 of 15 would refer to the second paragraph of 15. Do not infer line numbers if they are not provided as different browsers or devices can change the display of the document.
- If you are referencing a Kindle edition, you would include this information after the location numbers, e.g. pp. 12-13. Kindle edition.

- The title of the book should be given as it appears on the title page of the item.
- A colon should separate the title and subtitle, even if it is different to the grammar on the title page.
- A series statement needs to be included if the item is part of a numbered series. However, it may be omitted if it is an unnumbered series and the title does not provide important information.
- The edition should be included if it is any edition other than the first, e.g. 2nd edn, rev. edn
- If the work is more than one volume, the number of volumes should be given, e.g. 2 vols
- Foreign items that are more than one volume should use the abbreviation vol. (Note the full stop at the end).
- A book which has more than one place of publication, with a different publisher in each place, should have both places and publishers referred to in the reference, e.g. (Basel: Birkhäuser; Munich: Edition Detail).
- If a particular page within a chapter or article is to be indicated, a full page span should still be given in the first full citation and a reference to the particular page should be added in rounded brackets, e.g. pp. 31-35 (p. 32)
- If you are directly quoting or paraphrasing you will need to include the page number(s) of where you located the information in the in-text citation, e.g. (Smith 2018: 10) or Smith (2018: 10).
- For more information on in-text citations, referencing multiple authors, paraphrasing, quoting, and creating a bibliography/reference list, see [Citing in the text, bibliography/reference list](#).

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Book – Edited

In general, edited books are not cited in the text as they are a collection of chapters written by individual authors collected together in one publication. If you use one or more chapters in your work you should cite the chapter(s) using the guidance for [Book - Chapter in an edited book](#).

In the bibliography/reference list

Editor Surname, Forename. Year. *Title of book*, Series Statement/Edition Statement/Volume Statement (Place of publication: Publisher)

Philips, Helen and Nick Havely (eds.). 1997. *Chaucer's Dream Poetry* (London: Longman)

Notes

- The author/editor's name should be given as it appears on the title page/contents page.
- The title of the book should be given as it appears on the title page of the item.
- The title of the chapter should be given as it appears on the contents page.
- A colon should separate the title and subtitle, even if it is different to the grammar on the title page.
- A series statement needs to be included if the item is part of a numbered series. However, it may be omitted if it is an unnumbered series and the title does not provide important information.
- The edition should be included if it is any edition other than the first, e.g. 2nd edn, rev. edn
- If the work is more than one volume, the number of volumes should be given, e.g. 2 vols
- Foreign items that are more than one volume should use the abbreviation vol. (Note the full stop at the end).
- A book which has more than one place of publication, with a different publisher in each place, should have both places and publishers referred to in the reference, e.g. (Basel: Birkhäuser; Munich: Edition Detail).
- For more information on in-text citations, referencing multiple authors, paraphrasing, quoting, and creating a bibliography/reference list, see [Citing in the text, bibliography/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:

Pennycook (2018)...
...(Pennycook 2018).

In the bibliography/reference list

Author Surname, Forename. Year. *Title of book*, Series Statement/Edition Statement/Volume Statement (Place of publication: Publisher) Supplier/Platform/file ebook

Pennycook, Alastair. 2018. *Posthumanist Applied Linguistics* (London: Routledge). ProQuest Ebook Central

Notes

- If the ebook is a stable document, i.e. a PDF, you will be able to refer to page numbers you have used in your work. If the item is not a stable document, i.e. web page/html, but the item has numbered sections or paragraphs, you will be able to use these to direct the reader to the information used in your work, e.g. para. 2 of 15 would refer to the second paragraph of 15. Do not infer line numbers if they are not provided as different browsers or devices can change the display of the document.
- If you are referencing a Kindle edition, you would include this information after the location numbers, e.g. pp. 12-13. Kindle edition.
- The author/editor's name should be given as it appears on the title page/contents page. The author may be a corporate body or organisation.
- The title of the book should be given as it appears on the title page of the item.
- A colon should separate the title and subtitle, even if it is different to the grammar on the title page.
- A series statement needs to be included if the item is part of a numbered series. However, it may be omitted if it is an unnumbered series and the title does not provide important information.
- The edition should be included if it is any edition other than the first, e.g. 2nd edn, rev. edn
- If the work is more than one volume, the number of volumes should be given, e.g. 2 vols
- Foreign items that are more than one volume should use the abbreviation vol. (Note the full stop at the end).
- A book which has more than one place of publication, with a different publisher in each place, should have both places and publishers referred to in the reference, e.g. (Basel: Birkhäuser; Munich: Edition Detail).
- If you are directly quoting or paraphrasing you will need to include the page number(s) of where you located the information in the in-text citation, e.g. (Smith 2018: 10) or Smith (2018: 10).
- For more information on in-text citations, referencing multiple authors, paraphrasing, quoting, and creating a bibliography/reference list, see [Citing in the text, bibliography/reference list](#).

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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.

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Conference Paper

In print

In the text

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

Ganiaris and Bateman (2004)...
...(Ganiaris and Bateman 2004).

In the bibliography/reference list

Chapter Author Surname, Forename. Year of publication. 'Chapter Title', in *Name of book*, ed. by Editor Forename Surname, Series Statement/Edition Statement/Volume Statement (Place of publication: Publisher), pages of chapter

Ganiaris, Helen, and Nick Bateman. 2004. 'From Arena to Art Gallery: The Preservation of London's Roman Amphitheatre in Situ', in *Preserving Archaeological Remains in Situ?: Proceedings of the 2nd Conference 12-14 September 2001*, ed. by Taryn Nixon, (London: Museum of London Archaeology Service). pp. 198-201

Online

In the text

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

Forbrig and Buchholz (2017)...
...(Forbrig and Buchholz 2017).

In the bibliography/reference list

Chapter Author Surname, Forename. Year of publication. 'Chapter Title', in *Name of book*, ed. by Editor Forename Surname, Series Statement/Edition Statement/Volume Statement (Place of publication: Publisher), pages of chapter. Supplier/Platform/File ebook

Forbrig, Peter, and Gregor Buchholz. 2017. 'Subject-Orientated Specification of Smart Environments', in *Proceedings of the 9th International Conference on Subject-orientated Business Process Management: S-BPM ONE 2017, Darmstadt, Germany, March 30-31, 2017*, ed. by Max Mühlhäuser and Cornelia Zehbold (New York: Association for Computing Machinery). Article 8. ACM Digital Library ebook.

Notes

- No official guidance for referencing a conference paper available.

- If you are referencing a Kindle edition, you would include this information after the location numbers, e.g. pp. 12-13. Kindle edition.
- The title of the book should be given as it appears on the title page of the item.
- A colon should separate the title and subtitle, even if it is different to the grammar on the title page.
- A series statement needs to be included if the item is part of a numbered series. However, it may be omitted if it is an unnumbered series and the title does not provide important information.
- The edition should be included if it is any edition other than the first, e.g. 2nd edn, rev. edn
- If the work is more than one volume, the number of volumes should be given, e.g. 2 vols
- Foreign items that are more than one volume should use the abbreviation vol. (Note the full stop at the end).
- A book which has more than more than one place of publication, with a different publisher in each place, should have both places and publishers referred to in the reference, e.g. (Basel: Birkhäuser; Munich: Edition Detail).
- If the online version is a stable document, i.e. a PDF, you will be able to refer to page numbers you have used in your work. If the item is not a stable document, i.e. web page/html, but the item has numbered sections or paragraphs, you will be able to use these to direct the reader to the information used in your work, e.g. para. 2 of 15 would refer to the second paragraph of 15. Do not infer line numbers if they are not provided as different browsers or devices can change the display of the document.
- For more information on in-text citations, referencing multiple authors, paraphrasing, quoting, and creating a bibliography/reference list, see [Citing in the text, bibliography/reference list](#).

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Conference Proceedings

In print

In the bibliography/reference list

Editor Surname, Forename, ed(s). Year. *Title of book, Series Statement/Edition Statement/Volume Statement (Place of publication: Publisher)*

Nixon, Taryn, ed. 2004. *Preserving Archaeological Remains in Situ?: Proceedings of the 2nd Conference 12-14 September 2001*, (London: Museum of London Archaeological Service)

Online

In the bibliography/reference list

Editor Surname, Forename, ed(s). Year. *Title of book, Series Statement/Edition Statement/Volume Statement* (Place of publication: Publisher, Year of publication). Supplier/platform/file ebook

Mühlhäuser, Max, and Cornelia Zehbold, eds. 2017. *Proceedings of the 9th International Conference on Subject-orientated Business Process Management: S-BPM ONE 2017, Darmstadt, Germany, March 30-31, 2017* (New York: Association for Computing Machinery). ACM Digital Library ebook

Notes

- No official guidance for referencing conference proceedings available.
- The author/editor's name should be given as it appears on the title page/contents page.
- The title of the book should be given as it appears on the title page of the item.
- A colon should separate the title and subtitle, even if it is different to the grammar on the title page.
- A series statement needs to be included if the item is part of a numbered series. However, it may be omitted if it is an unnumbered series and the title does not provide important information.
- The edition should be included if it is any edition other than the first, e.g. 2nd edn, rev. edn
- If the work is more than one volume, the number of volumes should be given, e.g. 2 vols
- Foreign items that are more than one volume should use the abbreviation vol. (Note the full stop at the end).
- A book which has more than more than one place of publication, with a different publisher in each place, should have both places and publishers referred to in the reference, e.g. (Basel: Birkhäuser; Munich: Edition Detail)
- For more information on in-text citations, referencing multiple authors, paraphrasing, quoting, and creating a bibliography/reference list, see [Citing in the text, bibliography/reference list](#).

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Dataset

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 (2019) provided the statistics for...

The statistics show that social divisions within the UK... (The Office for National Statistics, Social Survey Division 2019)

NHS Digital (2015) provided the statistics for obesity, these show...

The statistics show that physical activity...(NHS Digital 2015)

Curwen (2021) conducted experiments to confirm whether synaesthesia...

The data showed that synaesthesia for written musical keys...(Curwen 2021)

In the bibliography/reference list

Author Surname, Forename OR Organisation. Year. 'Title of dataset', Edition (if necessary), Number or Version of dataset (if necessary) <URL> [Date accessed] or <doi>

Curwen, Caroline. 2021. 'Synaesthesia for reading written musical keys', Version 3
<https://figshare.shef.ac.uk/articles/dataset/Synaesthesia_for_written_musical_keys/13140086> [accessed 28 June 2021]

NHS Digital. 2015. 'Statistics on obesity, physical activity and diet, England'
<https://data.gov.uk/dataset/statistics_on_obesity_physical_activity_and_diet_england> [accessed 23 January 2017]

Office for National Statistics, Social Survey Division. 2019. 'Annual Population Survey, April 2015-2016', 6th edn, SN: 8003 <<http://doi.org/10.5255/UKDA-SN-8003-6>>

Notes

- No official guidance for referencing a Dataset available.
- Do not use URL shorteners such as bitly, tinyurl, etc. when quoting the URL in a reference.
- For more information on in-text citations, referencing multiple authors, paraphrasing, quoting, and creating a bibliography/reference list, see [Citing in the text, bibliography/reference list](#).

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Dissertation (Undergraduate or Master's)

In the text

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

Bobcomb (2005)...

...(Bobcomb 2005).

In the bibliography/reference list

Author Surname, Forename. Year. 'Title of thesis' (unpublished master's dissertation, Name of University)

Bobcomb, Paul. 2005. 'An Historical Study of the Development of the Adult Education Unit of the Ministry of Education in Trinidad and Tobago for the Period 1944-2004' (unpublished master's dissertation, University of Sheffield)

Notes

- No official guidance for referencing a dissertation (Undergraduate or Master's) available.
- The US refer to a doctoral dissertation and a master's thesis, in the UK it is referred to as a doctoral thesis and a master's dissertation.
- If you are directly quoting or paraphrasing you will need to include the page number(s) of where you located the information in the in-text citation, e.g. (Smith 2018: 10) or Smith (2018: 10).
- For more information on in-text citations, referencing multiple authors, paraphrasing, quoting, and creating a bibliography/reference list, see [Citing in the text, bibliography/reference list](#).

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Exhibition

Viewed in person

In the text

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

'Beatles to Bowie: The 60s Exposed' (2009-2010)...
...(Beatles to Bowie: The 60s Exposed 2009-2010).

In the bibliography/reference list

Title of Exhibition, date of exhibition, holding institution, place of holding institution

Beatles to Bowie: The 60s Exposed. 15 October 2009 - 24 January 2010. National Portrait Gallery, London

Viewed online

In the bibliography/reference list

Title of Exhibition, date of exhibition, holding institution, place of holding institution <URL> [Date accessed]

Beatles to Bowie: The 60s Exposed. 15 October 2009 - 24 January 2010. National Portrait Gallery, London <<https://www.npg.org.uk/beatles/exhib.htm>> [accessed 31 January 2018]

Notes

- No official guidance for referencing an exhibition available.
- Do not use URL shorteners such as bitly, tinyurl etc. when quoting the URL in a reference.
- Titles of exhibitions should be enclosed in single quotation marks when referred to in the text.
- For more information on in-text citations, referencing multiple authors, paraphrasing, quoting, and creating a bibliography/reference list, see [Citing in the text, bibliography/reference list](#).

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Images and Figures

This guidance is for citing and referencing images and figures that you are **referring** to in your work. If you have **inserted** an image or figure into your work please see the [“Guidance for taught course students inserting images and figures into university work.”](#)

In the text

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

The photograph of the cat (Bridges 2008)...

Drouais (1786) painted the scene...

An earthenware sculpture of a dog (Keegan 1991)...

The table (Paramonov 2018: 185) shows...

The painting shows the effects of intense heat on the structure of a building (Sutherland, 1941).

In the bibliography/reference list

From an online collection/social media site, e.g. Flickr, Instagram, etc.

Artist/Creator Surname, Forename. Year. Title of image/figure, description, Name of site, day and month of publication, <URL> [Date accessed]

Bridges, Derek. 2008. *Man Cat*, digital photograph, Flickr, 22 December, <https://www.flickr.com/photos/derek_b/3145058691/> [accessed 18 January 2018]

From a museum/gallery (either viewed in person or online)

Artist/Creator Surname, Forename. Year. *Title of image/figure*, description (include dimensions in cm if available), [If viewed in person] Holding institution, Location [If viewed online] <URL> [Date accessed]

Drouais, Jean-Germain. 1786. *Marius at Minturnae*, oil on canvas, 271 × 365cm, Musee du Louvre, Paris

Keegan, Steven. 1991. *Newby the Dog*, raku fired earthenware, <<http://collections.vam.ac.uk/item/O155512/newby-the-dog-sculpture-keegan-steven/>> [accessed 23 January 2018]

From a journal

Artist/Creator Surname, Forename. Year. 'Title of image/figure', description, in 'Title of Journal Article' by Author of journal article (if different to Artist/Creator) Forename Surname, *Title of Journal*, Volume.Issue, Page range of article (Page number of image/figure) [If online] <URL>

Paramonov, Viacheslav N. 2018. 'Rural Daily Consumption Levels in Europe in the 1910s', table, in 'The Russian Quality of Life, 1914-1917', *Russian Social Sciences Review*, 59.3, 178-205 (p. 185) <<https://doi.org/10.1080/10611428.2018.1475984>>

From a book/ebook

Artist/Creator Surname, Forename. Year. 'Title of image/figure', description, in *Title of Book* by Author of book (if different to Artist/Creator) Forename Surname, (Place of publication: Publisher), Page number [If online] Supplier/Platform ebook

Sutherland, Graham. 1941. 'Devastation 1941: City, Twisted Girders', painting, in *Reading the Ruins: Modernism, Bombsites and British Culture* by Leo Mellor (Cambridge: Cambridge University Press, 2011), p. 119. Proquest Ebook Central ebook

Notes

- When referencing an ebook you do not need to add the URL, but include the Supplier/Platform at the end of the reference, e.g. Proquest Ebook Central, Google Books, etc.
- In some cases you may need to use the screen name of the creator if their real name is not available, which may be the case with image sharing websites.
- If a person or corporation cannot be identified as the artist/creator, omit the artist/creator and start the reference with the title.
- 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, 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.
- Include a description of the item after the title, e.g. photograph, diagram, table, etc. If it is a painting or drawing you can either describe it as painting or drawing, or if the medium used is available you can use this as the description, e.g. watercolour, oil on canvas, charcoal on paper, etc.
- When giving the dimensions of an artwork, give the units in cm. You should also use a multiplication sign (×) rather than a lowercase x.
- If you are referencing an image or figure from a source other than those listed above, include the details of the source in the usual format for that item type after the details of the image.
- When referencing an image/figure from a journal article, include the page range of the whole article followed by the specific page that the image/figure is on in round brackets, e.g. 104-21 (p. 108).
- Do not use URL shorteners such as bitly, tinyurl etc. when quoting the URL in a reference.
- You don't need to include a citation and reference for any images or figures that you have created yourself. Everything in your work is assumed to be your own work unless you state otherwise, i.e. by citing someone else's work.
- For more information on in-text citations, referencing multiple authors, paraphrasing, quoting, and creating a bibliography/reference list, see [Citing in the text, bibliography/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:

Neuhäuserm (2017)...
...(Neuhäuserm 2017).

In the bibliography/reference list

Author Surname, Forename. Year. 'Title of article', *Title of Journal*, Volume.Issue, page range

Neuhäuserm Rudolf. 2017. 'The International Dostoevsky Society: From the Beginnings to the End of its Existence as an Independent Voluntary Organisation', *Dostoevsky Studies: The Journal of the International Dostoevsky Society*, n.s., 25, 13-42

Notes

- Only include the issue number/month/season of the journal if every issue starts with page 1.
- If you do need to refer to an issue of a journal it would be given as, for example, 3.3. This refers to Volume 3 Part 3 of a journal.
- The volume number should be given in Arabic numerals even if the journal which you are citing prefers the use of Roman numerals, e.g. 12 rather than XII.
- The page range in a journal article is not preceded with pp.
- Only give the main title of the journal, but you can give a subheading or place of publication if it will distinguish the journal from another of the same name.
- Only include the definite or indefinite article at the start of the journal title when the title of the journal is made up of two words, otherwise omit it, e.g. *The Drama Review* would be included as *Drama Review*, whilst *The Economist* would remain unchanged.
- If the journal has restarted its numbering it will have a series number. This should be provided after the title of the journal, e.g. n.s. for new series. For a numbered series you would use the number of the series followed by ser., e.g. 2nd ser.
- If you are directly quoting or paraphrasing you will need to include the page number(s) of where you located the information in the in-text citation, e.g. (Smith 2018: 10) or Smith (2018: 10).
- For more information on in-text citations, referencing multiple authors, paraphrasing, quoting, and creating a bibliography/reference list, see [Citing in the text, bibliography/reference list](#).

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Journal Article with a DOI (Electronic)

A DOI refers to a **D**igital **O**bject Identifier. It provides a stable, persistent link to the article you are referring to. In the MHRA style, a DOI should be presented with <http://dx.doi.org/> before the alphanumeric string, regardless of whether the article presents the DOI in this way.

In the text

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

Paramonov (2018)...

...(Paramonov 2018)

In the bibliography/reference list

Author Surname, Forename. Year. 'Title of Article' *Title of Journal*, Volume.Issue, page range <DOI>

Paramonov, Viacheslav N. 2018. 'The Russian Quality of Life, 1914-1917', *Russian Social Sciences Review*, 59, 178-205 <<https://doi.org/10.1080/10611428.2018.1475984>>

Notes

- Only include the issue number/month/season of the journal if every issue starts with page 1.
- If you do need to refer to an issue of a journal it would be given as, for example, 3.3. This refers to Volume 3 Part 3 of a journal.
- The volume number should be given in Arabic numerals even if the journal which you are citing prefers the use of Roman numerals, e.g. 12 rather than XII.
- The page range in a journal article is not preceded with pp.
- Only give the main title of the journal, but you can give a subheading or place of publication if it will distinguish the journal from another of the same name.
- Only include the definite or indefinite article at the start of the journal title when the title of the journal is made up of two words, otherwise omit it, e.g. *The Drama Review* would be included as *Drama Review*, whilst *The Economist* would remain unchanged.
- If the journal has restarted its numbering it will have a series number. This should be provided after the title of the journal, e.g. n.s. for new series. For a numbered series you would use the number of the series followed by ser., e.g. 2nd ser.
- If you are directly quoting or paraphrasing you will need to include the page number(s) of where you located the information in the in-text citation, e.g. (Smith 2018: 10) or Smith (2018: 10).
- For more information on in-text citations, referencing multiple authors, paraphrasing, quoting, and creating a bibliography/reference list, see [Citing in the text, bibliography/reference list](#).

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Journal Article without a DOI (Electronic)

URL refers to **Universal Resource Locator**, this is the address that you will see in your web browser. If a journal article does not have a DOI (See **Journal Article with a DOI** for a description), you should use this guidance. The [MHRA Style Guide](#) recommends that you look for the shortest form of a URL without long query strings, which is normally a question mark (?) followed by many numbers and letters.

In the text

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

Antonova-Ünlü (2015)...
...(Antonova-Ünlü 2015)

In the bibliography/reference list

Author Surname, Forename. Year. 'Title of Article' *Title of Journal*, Volume.Issue, page range
<URL> [Date accessed]

Antonova-Ünlü, Elena. 2015 'Can the Pro-Drop Parameter Account for All the Errors in the Acquisition of Non-Referential *It* in L2 English?', *Canadian Journal of Applied Linguistics*, 8.1, 21-41
<<https://search.proquest.com/docview/1692719247?accountid=13828>>

Notes

- Only include the issue number/month/season of the journal if every issue starts with page 1.
- If you do need to refer to an issue of a journal it would be given as, for example, 3.3. This refers to Volume 3 Part 3 of a journal.
- The volume number should be given in Arabic numerals even if the journal which you are citing prefers the use of Roman numerals, e.g. 12 rather than XII.
- The page range in a journal article is not preceded with pp.
- Only give the main title of the journal, but you can give a subheading or place of publication if it will distinguish the journal from another of the same name.
- Only include the definite or indefinite article at the start of the journal title when the title of the journal is made up of two words, otherwise omit it, e.g. *The Drama Review* would be included as *Drama Review*, whilst *The Economist* would remain unchanged.
- Do not use URL shorteners such as bitly, tinyurl etc. when quoting the URL in a reference.
- If the journal has restarted its numbering it will have a series number. This should be provided after the title of the journal, e.g. n.s. for new series. For a numbered series you would use the number of the series followed by ser., e.g. 2nd ser.
- If you are directly quoting or paraphrasing you will need to include the page number(s) of where you located the information in the in-text citation, e.g. (Smith 2018: 10) or Smith (2018: 10)
- For more information on in-text citations, referencing multiple authors, paraphrasing, quoting, and creating a bibliography/reference list, see [Citing in the text, bibliography/reference list](#).

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Journal Article - Preprint (Ahead of publication)

A DOI refers to a **D**igital **O**bject Identifier. It provides a stable, persistent link to the article you are referring to. In the MHRA style, a DOI should be presented with <http://dx.doi.org/>

before the alphanumeric string, regardless of whether the article presents the DOI in this way.

In the text

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

Charlson (2018)...
...(Charlson 2018).

Lucia-Casademunt, Cuéllar-Molina and Garcia-Cabrera (2018)...
...(Lucia-Casademunt, Cuéllar-Molina and Garcia-Cabrera 2018).

In the bibliography/reference list

Author(s) Surname, Forename 'Title of Article' *Title of Journal*, Volume.Issue (if available, if not use advance online publication) (Year), page range <DOI>

Charlson, Jennifer, 'Regeneration of Brownfield Land: The Environmental Law Challenges', *Journal of Property, Planning and Environmental Law*, Advance online publication (2018) <<http://dx.doi.org/10.1108/JPEL-12-2017-0038>>

Lucia-Casademunt, Ana M., Deybbi Cuéllar-Molina, and Antonia M.. Garcia-Cabrera, 'The Role of Human Resource Practices and Managers in the Development of Well-being: Cultural Differences in the Changing Workplace', *Cross Cultural & Strategic Management*, Advance online publication (2018) <<http://dx.doi.org/10.1108/CCSM-05-2017-0054>>

Notes

- Only include the issue number/month/season of the journal if every issue starts with page 1.
- If you do need to refer to an issue of a journal it would be given as, for example, 3.3. This refers to Volume 3 Part 3 of a journal.
- The volume number should be given in Arabic numerals even if the journal which you are citing prefers the use of Roman numerals, e.g. 12 rather than XII.
- The page range in a journal article is not preceded with pp.
- Only give the main title of the journal, but you can give a subheading or place of publication if it will distinguish the journal from another of the same name.
- Only include the definite or indefinite article at the start of the journal title when the title of the journal is made up of two words, otherwise omit it, e.g. *The Drama Review* would be included as *Drama Review*, whilst *The Economist* would remain unchanged.
- Advanced online publications, or preprints, will tend to have a DOI. If it does not, you would include the URL in place of the DOI followed by the date you accessed the paper in square brackets e.g. [accessed 19 October 2018].

- For more information on in-text citations, referencing multiple authors, paraphrasing, quoting, and creating a bibliography/reference list, see [Citing in the text, bibliography/reference list](#).

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Lecture notes, lecture recordings, handouts and other unpublished teaching materials

Citing informal or unpublished materials, such as handouts, lecture recordings and lecture notes is not generally recommended. Instead you should look to cite a primary source (such as a textbook or journal article) which describes or summarises the idea you are referring to. You may wish to ask your lecturer for recommended reading.

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Magazine

MHRA guidance states that magazines, which are defined as regular non-scholarly periodicals, should be referenced in the same way as you would reference a [Newspaper Article](#).

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Music – Album

In the text

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

Guardians of the Galaxy: Awesome Mix Vol. 1 (2014)...
...(Guardians of the Galaxy: Awesome Mix Vol. 1 2014)

Hall and Oates (1984)...
...(Hall and Oates 1984)

The Prodigy (1997)...
...(The Prodigy 1997)

In the bibliography/reference list

Artist Surname, Forename, or Band name. Year *Title of Album* (Recording Company, Album Reference (if available)) [medium accessed e.g. on CD, on Vinyl]

Guardians of the Galaxy: Awesome Mix Vol. 1. 2014. (Hollywood Records) [on MP3]

Hall, Daryl and John Oates. 1984. *Big Bam Boom* (RCA, AFL1-5309, 1984) [on vinyl]

Prodigy. 1997. *The Fat of the Land* (XL Recordings, XLCD 121) [on CD]

Notes

- No official guidance for referencing music - album available.

- For more information on in-text citations, referencing multiple authors, paraphrasing, quoting, and creating a bibliography/reference list, see [Citing in the text, bibliography/reference list](#).

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Music - Album Track

In the text

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

The Beatles (1965: Track 7)...
...(The Beatles 1965: Track 7).

Terrell and Gaye (2014: Track 12)...
...(Terrell and Gaye 2014: Track 12).

In the bibliography/reference list

Artist Forename Surname or Band name. Year. 'Title of song', *Title of Album* (Recording Company, Album Reference) [medium accessed e.g. on CD, on Vinyl]

The Beatles. 1965. 'Ticket to Ride', *Help!* (EMI Records, CDP 7464392) [on CD]

Terrell, Tammi, and Marvin Gaye. 2014. 'Ain't No Mountain High Enough', *Guardians of the Galaxy: Awesome Mix Vol. 1* (Hollywood Records) [on MP3]

Mangan, Dan. 2009. 'Road Regrets', *Nice, Nice, Very Nice* (File Under: Music, FUM06) [on CD]

Notes

- No official guidance for referencing music - album track available.
- For more information on in-text citations, referencing multiple authors, paraphrasing, quoting, and creating a bibliography/reference list, see [Citing in the text, bibliography/reference list](#).

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Music – Score

Full Score

In the text

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

Verdi (n.d. repr. 1978)...
...(Verdi n.d. repr. 1978)

In the bibliography/reference list

Composer Surname, Forename. Year of publication. *Title of score*, Forename Surname of editor/translator [if needed], Series Statement/Edition Statement/Volume Statement (Place of publication: Publisher), act/scene number/pages used.

Verdi, Giuseppe. [n.d.] repr. 1978. *Requiem in Full Score*, ed. by Kurt Soldan (Leipzig: C F. Peters; repr. New York: Dover Press)

Item from a score

In the text

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

Loesser (1998)...
...(Loesser 1998).

In the bibliography/reference list

Composer Surname, Forename. Year of publication. 'Title of item', in *Name of score*, Forename Surname of editor/translator/compiler, Series Statement/Edition Statement/Volume Statement (Place of publication: Publisher), pages of section

Loesser, Frank. 1998. 'I've Never Been In Love Before', in *The Black Book: 50 Showstoppers*, comp. by Peter Evans (London: Wise Publications), pp. 80-82

Notes

- No official guidance for referencing a musical score available.
- The name of the composer(s) should be given as it appears on the title page.
- The title should be given as it appears on the title page of the item.
- A colon should separate the title and subtitle, even if it is different to the grammar on the title page.
- A series statement needs to be included if the item is part of a numbered series. However, it may be omitted if it is an unnumbered series and the title does not provide important information.
- The edition should be included if it is any edition other than the first, e.g. 2nd edn, rev. edn
- If the work is more than one volume, the number of volumes should be given, e.g. 2 vols
- Foreign items that are more than one volume should use the abbreviation vol. (Note the full stop at the end).
- A score which has more than one place of publication, with a different publisher in each place, should have both places and publishers referred to in the reference, e.g. (Basel: Birkhäuser; Munich: Edition Detail)

- If the item you are using is a reprint, you will need to acknowledge this in the publication details. This can be done in either of two ways:
 - If the reprint is by the same publisher, add the reprint date to the original date of publication, e.g. 1995 repr. 2008
 - If the item is printed by a different publisher add the reprint date to the original date of publication as above, and include the publication details of the second publisher after the first using a semi-colon and repr. to separate the two, e.g. Leipzig: C F. Peters; repr. New York: Dover Press).
- For more information on in-text citations, referencing multiple authors, paraphrasing, quoting, and creating a bibliography/reference list, see [Citing in the text, bibliography/reference list](#).

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Newspaper Article

In print

In the text

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

Sample (2015)...

...(Sample 2015)

In the bibliography/reference list

Author Surname, Forename. Year. 'Title of article', *Title of Newspaper*, Date of article (Day Month), Section of newspaper (if applicable), page number of article

Sample, Ian. 2015. 'Briton to Blast Off on Mission of a Lifetime', *Guardian*, 15 December, pp. 1, 24-25

Online

In the text

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

Sample (2015)...

...(Sample 2015)

In the bibliography/reference list

Author Surname, Forename. Year. 'Title of article', *Title of Newspaper*, Date of article (Day Month) <URL> [Date accessed]

Sample, Ian. 2015. 'Tim Peake, Britain's First ESA Astronaut Set for Liftoff from Kazakhstan', *Guardian*, 15 December

<<https://www.theguardian.com/science/2015/dec/14/britain-iss-astronaut-tim-peake-international-space-station>> [accessed 26 January 2018]

Newspaper Database, e.g. Nexis

In the text

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

Sample (2015)...
...(Sample 2015)

In the bibliography/reference list

Author Surname, Forename. Year. 'Title of article', *Title of Newspaper*, Date of article (Day Month) <URL of database homepage> [Date accessed]

Sample, Ian. 2015. 'Tim Peake, Britain's First ISS Astronaut, Set for Liftoff from Kazakhstan: Principia Mission to International Space Station Opens UK to Serious Involvement in Human Spaceflight', *Guardian*, 15 December <<https://www.nexis.com>> [accessed 26 January 2018]

Notes

- When citing English newspapers, 'The' or 'A' are normally omitted from the title. The only newspaper this does not apply to is *The Times*.
- The month should always be cited in English even if you are referencing a foreign language newspaper.
- For online articles do not infer page, line or paragraph number unless they are marked on the article as these may differ depending on browser or device used.
- Do not use URL shorteners such as bitly, tinyurl, etc. when quoting the URL in a reference.
- If you are directly quoting or paraphrasing you will need to include the page number(s) of where you located the information in the in-text citation, e.g. (Smith 2018: 10) or Smith (2018: 10).
- For more information on in-text citations, referencing multiple authors, paraphrasing, quoting, and creating a bibliography/reference list, see [Citing in the text, bibliography/reference list](#).

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Plays

In print

In the text

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

Shakespeare (1990)...
...(Shakespeare 1990).

In the bibliography/reference list

Author Surname, Forename. Year of publication. *Title of book*, ed. by Editor Forename Surname, Series statement/Edition statement/Volume statement (Place of publication: publisher, Year).

Shakespeare, William. 1990. *The Tragedy of Macbeth*, ed. by Nicholas Brooke (Oxford: Clarendon Press)

Online

In the text

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

Fletcher (2010)...
...(Fletcher 2010).

Shakespeare (1785)...
...(Shakespeare 1785).

In the bibliography/reference list

Author Surname, Forename. Year of publication. *Title of book* ed. by Editor Forename Surname, Series statement/Edition statement/Volume statement (Place of publication: publisher, Year). Supplier/platform/file ebook

Fletcher, John. 2010. *The Tamer Tamed*, ed. by Lucy Munro (London: A & C Black Publishers), Drama Online

Shakespeare, William. 1785. *Macbeth: A Tragedy. Written by William Shakespeare, with the additions set to music by Mr. Locke and Dr. Arne. Marked with the Variations in the Manager's Book at the Theatre Royal in Drury Lane.* (London: Printed for C. Bathurst, W. and A. Strathan, J.F. & C. Rivington, L. Davis, W. Lowndes, W. Owen & Son, B. White & Son, T. Longman, B. Law, C. Dilly, T. Cadell, T. Payne & Son, J. Robson, G.G.J. & J. Robinson, T. Davies, T. Bowles, R. Baldwin, H.L. Gardner, J. Nicholls, J. Bew, W. Cater, J. Murray, W. Stuart, S. Hayes, W. Bent, S. Bladon, W. Fox, & E. Newbery). Eighteenth Century Collections Online (ECCO) ebook

Notes

- No official guidance for referencing a play available.
- The scene, act, and line numbers should be separated with full stops (.) rather than commas (,).
- Small capital Roman numerals should be used for the numbers of acts, the number of books, and major subdivisions.

- For scenes, cantos, and chapters use Arabic numerals.
- For later references you will be able to use the name of the play along with scene, act and line information.
- For more information on in-text citations, referencing multiple authors, paraphrasing, quoting, and creating a bibliography/reference list, see [Citing in the text, bibliography/reference list](#).

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Podcast

In the text

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

Bragg (2021) discusses the deciphering of hieroglyphics...

The role of Champollion...(Bragg 2021).

Thompson (2021) discusses the history...

The use of blackface in Shakespeare...(Thompson 2021).

The Centre for the History of the Emotions (2017) investigates...

The concept of what is normal...(Centre for the History of the Emotions 2017).

In the bibliography/reference list

Author/Presenter Surname, Forename. Year. *Title of Podcast* (Host site name), Day/Month posted (if available) <URL> [Date accessed]

Bragg, Melvin. 2021. *The Rosetta Stone* (BBC Radio 4), 11 February
<<https://www.bbc.co.uk/programmes/m000s2qd>> [accessed 22 May 2021]

Centre for the History of the Emotions. 2017. *The Museum of the Normal* (Soundcloud)
<<https://soundcloud.com/user-357683788/the-museum-of-the-normal>> [accessed 24 May 2021]

Thompson, Ayanna. 2021. *Blackface: a brief history* (History Extra), 12 May
<<https://www.historyextra.com/period/20th-century/blackface-history-podcast-ayanna-thompson/>> [accessed 18 May 2021]

Notes

- If there is no author or presenter, use the name of the organisation who created it in place of Author/Presenter.
- For more information on in-text citations, referencing multiple authors, paraphrasing, quoting, and creating a bibliography/reference list, see [Citing in the text, bibliography/reference list](#).

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Radio

Episode of a series

In the text

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

'Charlie Brooker' (2018)...
...(Charlie Brooker 2018).

In the bibliography/reference list

'Title of Episode'. Year of broadcast. *Name of series*, Radio Station of Broadcast, Day and Month of original broadcast, Time of broadcast if necessary <URL if available/needed> [Date accessed if needed].

'Charlie Brooker'. 2018. *Desert Island Discs*, BBC Radio 4, 12 January, 9:00am
<<http://www.bbc.co.uk/programmes/b09kx840>> [accessed 31 January 2018]

Programme

In the text

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

Today (2020)...
...(Today 2020)

In the bibliography/reference list

Name of series. Year of broadcast. Radio Station of Broadcast, Day and Month of Original Broadcast, Time of broadcast if necessary <URL if necessary> [Date accessed if necessary].

Today. 2020. BBC Radio 4, 31 August, 6:00am
<<https://learningonscreen.ac.uk/ondemand/index.php/prog/16C47D5B?bcast=132697147>> [accessed 30 September 2020]

Notes

- No official guidance for referencing radio programmes available.
- For more information on in-text citations, referencing multiple authors, paraphrasing, quoting, and creating a bibliography/reference list, see [Citing in the text, bibliography/reference list](#).

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Reference Works

Reference Work Entry - In print

In the text

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

Brown (2004)...

...(Brown 2004)

In the bibliography/reference list

Author of entry Surname, Forename. Year. 'Title of Entry', in *Name of reference work*, ed. by Editor Forename Surname, Series statement/Edition Statement/Volume Statement (Place of Publication: Publisher)

Brown, E. Keith. 2004. 'Generative Grammar', in *The Linguistics Encyclopedia*, ed. by Kirsten Malmkæjrær, 2nd edn (London: Routledge)

Reference Work Entry - Online

In the text

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

Matthews (2014)...

...(Matthews 2014).

In the bibliography/reference list

Author of entry Surname, Forename. Year. 'Title of Entry', in *Name of reference work*, ed. by Editor Forename Surname Series statement/Edition Statement/Volume Statement (Place of Publication: Publisher). Supplier/Platform/File ebook

Matthews, P.H. 2014. 'Zero Anaphora', in *The Concise Oxford Dictionary of Linguistics*, 3rd edn (Oxford: Oxford University Press). Oxford Reference Premium Collection ebook

Reference Work Full - In print

In the bibliography/reference list

Author/Editor Surname, Forename (ed. if editor). Year. *Title of reference work*, Series/Edition/Volume statement (Place of Publication: Publisher)

Malmkæjrær, Kirsten (ed.). 2004. *The Linguistics Encyclopedia*, 2nd edn (London: Routledge)

Reference Work Full - Online

Author/Editor Forename Surname (ed. if editor). Year. *Title of reference work*, Series/Edition/Volume statement (Place of Publication: Publisher, Year of publication). Supplier/Platform/File ebook

Matthews, P.H. 2014. *Oxford Concise Dictionary of Linguistics*, 3rd edn (Oxford: Oxford University Press). Oxford Reference Premium Collection ebook

Notes

- Some reference items will only have an editor listed. If this is the case, use the names of the editors followed by (ed). or (eds). in place of the author(s).
- If the item is a translated item you would place the name of the translator after the title and use the abbreviation trans., e.g. trans by. Louise Maude
- The author/editor's name should be given as it appears on the title page/contents page.
- The title of the book should be given as it appears on the title page of the item.
- The title of the chapter should be given as it appears on the contents page.
- A colon should separate the title and subtitle, even if it is different to the grammar on the title page.
- A series statement needs to be included if the item is part of a numbered series. However, it may be omitted if it is an unnumbered series and the title does not provide important information.
- The edition should be included if it is any edition other than the first, e.g. 2nd edn, rev. edn
- If the work is more than one volume, the number of volumes should be given, e.g. 2 vols
- Foreign items that are more than one volume should use the abbreviation vol. (Note the full stop at the end).
- If you are directly quoting or paraphrasing you will need to include the page number(s) of where you located the information in the in-text citation, e.g. (Smith 2018: 10) or Smith (2018: 10).
- A book which has more than one place of publication, with a different publisher in each place, should have both places and publishers referred to in the reference, e.g. (Basel: Birkhäuser; Munich: Edition Detail).
- For more information on in-text citations, referencing multiple authors, paraphrasing, quoting, and creating a bibliography/reference list, see [Citing in the text, bibliography/reference list](#).

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Reports

In print

In the text

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

United Nations Human Settlement Programme (2005)...
...(United Nations Human Settlement Programme 2005).

In the bibliography/reference list

Author Surname, Forename OR Corporate Author. Year. *Title of report*, Report number (if available) (Place of publication: Publisher)

United Nations Human Settlement Programme. 2005. *Financing Urban Shelter: Global Report on Human Settlements 2005* (London: Earthscan)

Online

In the text

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

Association for Low Countries Studies (2018)...
...(Association for Low Countries Studies 2018)

In the bibliography/reference list

Author Surname, Forename OR Corporate Author. Year. *Title of report*, Report number (Place of publication: Publisher) <URL> [Date accessed]

Association for Low Countries Studies. 2018. *The State of Dutch Studies in the UK and Ireland: A Study into the Provision of Dutch Language and Culture Teaching in Higher Education, 2017-2018* (Sheffield: Germanic Studies, School of Languages and Cultures - University of Sheffield) <<http://alcs.ac.uk/wp-content/uploads/2018/06/The-state-of-Dutch-studies-in-the-UK-and-Ireland-2018-v5-SMALL.pdf>> [accessed 9 October 2018]

Notes

- No official guidance for referencing reports available.
- The author's name should be given as it appears on the title page.
- The names of up to three authors should be given in full, for works by more than three authors the name of the first author should be given followed by 'and others'.
- The title should be given as it appears on the title page of the item.
- A colon should separate the title and subtitle, even if it is different to the grammar on the title page.

- You should capitalise each significant word of the title and subtitle. The first word after a colon should be capitalised.
- A series statement needs to be included if the item is part of a numbered series. However, it may be omitted if it is an unnumbered series and the title does not provide important information.
- The edition should be included if it is any edition other than the first, e.g. 2nd edn, rev. edn
- If the work is more than one volume, the number of volumes should be given, e.g. 2 vols
- Foreign items that are more than one volume should use the abbreviation vol. (Note the full stop at the end).
- A book which has more than one place of publication, with a different publisher in each place, should have both places and publishers referred to in the reference, e.g. (Basel: Birkhäuser; Munich: Edition Detail).
- If you are directly quoting or paraphrasing you will need to include the page number(s) of where you located the information in the in-text citation, e.g. (Smith 2018: 10) or Smith (2018: 10).
- For more information on in-text citations, referencing multiple authors, paraphrasing, quoting, and creating a bibliography/reference list, see [Citing in the text, bibliography/reference list](#).

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Social Media

In the text

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

Peake (2017)...
...(Peake 2017).

The University of Sheffield (2017)...
...(The University of Sheffield 2017)

In the bibliography/reference list

Author Surname, Forename or Organisational name. Date (Year, Day Month). 'Title of Tweet/Facebook post'. (Format, username)

Peake, Tim. 2017, 5 December. 'A good day in the office today - spacewalk training with @Explornaut. Thanks to the amazing divers @esa who keep us safe'. (tweet, @astro_timpeake)

The University of Sheffield. 2017, 6 January. 'Our campus, seen from St. George's Terrace. #shefunilife (Photo by ES KWON)'. (Facebook post)

Notes

- No official guidance for referencing social media available.
- You should keep the spelling and punctuation used in the social media post.
- The title in your reference entry is usually the full social media post (up to 40 words).
- If a post is a retweet or a share then use the original post rather than the shared item.
- Do not use shortened URLs from services such as bitly or tinyurl, even if quoted in a tweet. Replace with the original URL.
- If the name of the creator is not available you may use the screen name of the creator instead.
- Be careful when citing any personal communication that has taken place online. You will need the written consent of anyone who was involved in the communications that have taken place even if you were the recipient of the message, and you may not name individuals in your work. This includes non-public postings such as:
 - Direct messages
 - Posts on someone's Facebook wall
 - Posts to members only groups
 - Online conversations
- For more information on in-text citations, referencing multiple authors, paraphrasing, quoting, and creating a bibliography/reference list, see [Citing in the text, bibliography/reference list](#).

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Thesis

In print

In the text

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

Boon (2014)...
...(Boon 2014)

In the bibliography/reference list

Author Surname, Forename. Year. 'Title of thesis' (unpublished doctoral thesis, Name of University).

Boon, James. 2014. 'Pseudo-factual Discourses and Decentred Textual Realities in Contemporary Fiction' (unpublished doctoral thesis, University of Sheffield)

Online

In the text

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

Di Bari (2015)...
...(Di Bari 2015).

In the bibliography/reference list

Author Surname, Forename. Year. 'Title of thesis' (unpublished doctoral thesis, Name of University) in Database of Name of database <URL> [Date accessed]

Di Bari, Marilena. 2015. 'Improving Multilingual Sentiment Analysis Using Linguistic Knowledge' (unpublished doctoral thesis, University of Leeds) in Database of White Rose eThesis Online <<http://etheses.whiterose.ac.uk/11883/>> [accessed 3 October 2018]

Notes

- The US refer to doctoral dissertation and master's thesis whilst the UK refer to doctoral thesis and master's dissertation. You should refer to the works according to the country, for example, if you are using a US doctoral dissertation you would refer to it as doctoral dissertation in your work.
- Do not use URL shorteners such as bitly, tinyurl etc. when including a URL in your reference.
- If the electronic version is a stable document, such as a PDF, you will be able to refer to page numbers you have used in your work. If the item is not a stable document, i.e. web page/html, but the item has numbered sections or numbered paragraphs, you will be able to use these to direct the reader to the information used in your work, e.g. para. 2 of 15 would refer to the second paragraph of 15. Do not infer line numbers if they are not provided as different browsers or devices can change the display of the document.
- For more information on in-text citations, referencing multiple authors, paraphrasing, quoting, and creating a bibliography/reference list, see [Citing in the text, bibliography/reference list](#).

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Translated Item

In print

In the text

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

Tolstoy (1995 repr. 2008)...
...(Tolstoy 1995 repr. 2008).

In the bibliography/reference list

Author Surname, Forename. Year. *Title of item*, trans. by. Translator Forename Surname
(Place of publication: Publisher)

Tolstoy, Leo. 1995 repr. 2008. *Anna Karenina*, trans. by. Louise Maude and Aylmer Maude,
intro. by W. Gareth Jones (Oxford: Oxford University Press)

Online

In the text

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

Tolstoy (1995)...
...(Tolstoy 1995).

In the bibliography/reference list

Author Surname, Forename. Year. *Title of item*, Translator Forename Surname (Place of
publication: Publisher).

Tolstoy, Leo. 1995. *Anna Karenina*, trans. by Louise Maude and Aylmer Maude, intro. by W
Gareth Jones (Oxford: Oxford University Press) VLeBooks ebook

Notes

- No official guidance for referencing a translated item available.
- The author/translator/editor's name should be given as it appears on the title page.
- Translated by is abbreviated to trans. by.
- Introduction by is abbreviated to intro by.
- The title should be given as it appears on the title page of the item.
- A colon should separate the title and subtitle, even if it is different to the grammar on the title page.
- A series statement needs to be included if the item is part of a numbered series. However, it may be left out if it is an unnumbered series and the title does not provide important information about the item.
- Items which are not written in English and consist of more than one volume should use the abbreviation vol. (Note the full stop at the end).
- A book which has more than one place of publication, with a different publisher in each place, should have both places and publishers referred to in the reference, e.g. (Basel: Birkhäuser; Munich: Edition Detail).

- If the item you are using is a reprint, you will need to acknowledge this in the publication details. This can be done in either of two ways:
 - If the reprint is by the same publisher, add the reprint date to the original date of publication, e.g. 1995 repr. 2008
 - If the item is printed by a different publisher add the reprint date to the original date of publication as above, and include the publication details of the second publisher after the first using a semi-colon and repr. to separate the two, e.g. (Leipzig: C F. Peters; repr. New York: Dover Press).
- For more information on in-text citations, referencing multiple authors, paraphrasing, quoting, and creating a bibliography/reference list, see [Citing in the text, bibliography/reference list](#).

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Video - Database (e.g. Box of Broadcasts)

Episode of a TV Programme

In the text

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

Bernie Clifton's Dressing Room (2018)...
...(Bernie Clifton's Dressing Room 2018).

In the bibliography/reference list

'Title of Episode'. Year of broadcast. *Name of Series*, Channel of Broadcast, Day & Month of broadcast, time of broadcast <Full URL> [Date accessed]

'Bernie Clifton's Dressing Room'. 2018. *Inside No. 9*, BBC2, 9 January, 10.00pm
<<https://learningonscreen.ac.uk/ondemand/index.php/prog/106A1D6B?bcast=131532342>> [accessed 30 September 2020]

TV Programme

In the text

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

Newsnight (2018)...
...(Newsnight 2018).

In the bibliography/reference list

Title of programme. Year of broadcast. Channel of Broadcast, Day & Month of broadcast, time of broadcast <Full URL> [Date accessed]

Newsnight. 2018. BBC2, 4 January, 10:30pm

<<https://learningonscreen.ac.uk/ondemand/index.php/prog/105C0FEA?bcast=125848373>> [accessed 30 September 2020]

Notes

- No official guidance for referencing video - databases available.
- For more information on in-text citations, referencing multiple authors, paraphrasing, quoting, and creating a bibliography/reference list, see [Citing in the text, bibliography/reference list](#).

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Video - Film/Motion Picture

In the text

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

Johnson (2017)...

...(Johnson 2017).

In the bibliography/reference list

Director Surname, Forename, dir. Year of release. *Title of film/motion picture* (Distributor)

Johnson, Rian, dir. 2017. *Star Wars: The Last Jedi* (Walt Disney Studios Motion Pictures)

Notes

- No official guidance for referencing video - film/motion picture available.
- For more information on in-text citations, referencing multiple authors, paraphrasing, quoting, and creating a bibliography/reference list, see [Citing in the text, bibliography/reference list](#).

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Video - Physical Format (DVD, Blu-Ray)

Film/Motion Picture

In the text

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

Branagh (1996)...

...(Branagh 1996).

Scott (2015)...

...(Scott 2015).

In the bibliography/reference list

Director Surname, Forename, dir. Year of release. *Title of film* (Distributor) [on DVD or on Blu-Ray]

Branagh, Kenneth, dir. 1996. *Hamlet* (Sony Pictures Entertainment) [on DVD]

Scott, Ridley, dir. 2015. *The Martian* (20th Century Fox) [on Blu-Ray]

TV programme

In the text

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

The Door (2016)...

...(The Door 2016).

In the bibliography/reference list

'Title of Episode'. Year of release. *Name of series* (Distribution Company) [on DVD or on Blu-Ray]

'The Door'. 2016. *Game of Thrones: The Complete Sixth Series* (Warner Home Video/HBO) [on Blu-Ray]

Notes

- No official guidance for video - physical format available.
- For more information on in-text citations, referencing multiple authors, paraphrasing, quoting, and creating a bibliography/reference list, see [Citing in the text, bibliography/reference list](#).

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Video - Sharing Website (e.g. YouTube)

In the text

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

The University of Sheffield (2017)...

...(The University of Sheffield 2017).

In the bibliography/reference list

Author Surname, Forename. Year. *Title of video*, Type of Source, Title of website, Day & Month of publication, <URL> [Date Accessed]

The University of Sheffield. 2017. *The Arts Tower Paternoster*, online video recording, YouTube, 21 December <<https://www.youtube.com/watch?v=ZYbyaj4G9FM>> [accessed 15 January 2018]

Notes

- No official guidance for referencing video - sharing website available.
- If the name of the creator is not available use the screen name.
- For more information on in-text citations, referencing multiple authors, paraphrasing, quoting, and creating a bibliography/reference list, see [Citing in the text, bibliography/reference list](#).

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Video - Streaming Service (e.g. iPlayer, Netflix)

Note

If you have used a streaming service such as iPlayer to view something recently broadcast on television, use the example given for **Video - Database (e.g. Box of Broadcasts)**. If you are using the streaming service to watch a box set and it has no date of broadcast (such as Television programmes available on 4OD marketed as Box Sets where all episodes are available without a date of broadcast) follow the examples below.

Film/Motion picture

In the text

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

Chazelle (2016)...
...(Chazelle 2016).

Owen (1964)...
...(Owen 1964).

In the bibliography/reference list

Director Surname, Forename, dir. Year of release. *Title of film* (Distributor) <Full URL> [Date accessed]

Chazelle, Damien, dir. 2016. *La La Land*. (Lionsgate)
<<https://www.netflix.com/watch/80095365>> [accessed 11 January 2018]

Owen, Alun, dir. 1964. *A Hard Day's Night* (United Artists Corporation, 1964)
<<https://www.bbc.co.uk/iplayer/episode/b0074q9m/a-hard-days-night>> [accessed 11 January 2018]

Episode of a TV Programme

In the text

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

Chapter Six: The Spy (2017)...
...(Chapter Six: The Spy 2017).

The Red Door (2006)...
...(The Red Door 2006).

In the bibliography/reference list

'Title of Episode'. Year of release. *Name of series* (Distribution Company) <Full URL> [Date accessed]

'Chapter Six: The Spy'. 2017. *Stranger Things 2* (Netflix).
<<https://www.netflix.com/title/80057281>> [accessed 27 October 2017]

'The Red Door'. 2006. *The IT Crowd* (Channel 4 Television Corporation)
<<http://www.channel4.com/programmes/the-it-crowd/on-demand/35925-004>>
[accessed 12 January 2018]

TV Programme

In the text

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

Anjelica Huston on James Joyce: A Shout in the Street (2017)...
...(Anjelica Huston on James Joyce: A Shout in the Street, 2017).

In the bibliography/reference list

Name of TV programme. Year. (Distribution Company) <Full URL> [Date accessed]

Anjelica Huston on James Joyce: A Shout in the Street. 2017. (BBC; Arte; RTE)
<<https://www.bbc.co.uk/iplayer/episode/b09mb966/anjelica-huston-on-james-joyce-a-shout-in-the-street>> [accessed 22 January 2018]

Notes

- No official guidance for referencing video - streaming service available.
- For more information on in-text citations, referencing multiple authors, paraphrasing, quoting, and creating a bibliography/reference list, see [Citing in the text, bibliography/reference list](#).

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Video Game

In the text

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

The game was released by Mojang Studios (2019)...
Minecraft Earth (Mojang Studios 2019) allows the player...

In the bibliography/reference list

Developer or Designer Surname, Forename (if identifiable). Year. Title of video game, Platform

Mojang Studios. 2019. *Minecraft Earth*, iOS

Notes

- No official guidance for referencing video games available.
- For more information on in-text citations, referencing multiple authors, paraphrasing, quoting, and creating a bibliography/reference list, see [Citing in the text, bibliography/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:

Rosen (n.d.)...

...(Rosen n.d.)

In the bibliography/reference list

Author Surname, Forename. Year. 'Title of page', *Name of website* <URL> [Date Accessed]

Rosen, Michael. [n.d.]. 'Michael Rosen Biography', *Michael Rosen* <<http://www.michaelrosen.co.uk/for-adults-biography/>> [accessed 22 January 2018]

Notes

- No official guidance for referencing a web page available.
- The [MHRA Style Guide](#) recommends that you look for the shortest form of a URL without long query strings, which is normally a question mark (?) followed by many numbers and letters.
- Do not use URL shorteners such as bitly, tinyurl etc. when quoting the URL in a reference.
- Sometimes the author of a web page will be a corporate author, place the name of the corporation in the place of Author Forename Surname. The corporation name will be used to determine the place in the bibliography/reference list.
- There is often a copyright statement at the bottom of web pages, e.g. ©2020 The University of Sheffield. The date of copyright is often not an indication of when the

web page was updated, but rather a footer to the website. Look for a date that says Last modified/updated for the year the web page was published/updated.

- If you are unable to find a date of modification/update but can ascertain an approximate date of modification/update, circa should be used. This should be abbreviated to c., e.g. (Smith c. 1990) for in-text citations, or c. 1990 in the bibliography/reference list.
- If no date or approximate date can be found, use no date. This should be abbreviated to n.d., e.g. (Smith n.d.) for in-text citations, or [n.d.] in the bibliography/reference list.
- For more information on in-text citations, referencing multiple authors, paraphrasing, quoting, and creating a bibliography/reference list, see [Citing in the text, bibliography/reference list](#).

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Website

In the text

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

Council of Europe (n.d.)...
...(Council of Europe n.d.).

In the bibliography/reference list

Author of website Surname, Forename. Year. Name of website <URL> [Date accessed]

Council of Europe. [n.d.]. *European Centre for Modern Languages* <<https://www.ecml.at/>> [accessed 15 October 2018]

Notes

- No official guidance for referencing a website available.
- The [MHRA Style Guide](#) recommends that you look for the shortest form of a URL without long query strings, which is normally a question mark (?) followed by many numbers and letters.
- Do not use URL shorteners such as bitly, tinyurl etc. when quoting the URL in a reference.
- Sometimes the author of a web page will be a corporate author, place the name of the corporation in the place of Author Forename Surname. The corporation name will be used to determine the place in the bibliography/reference list.
- There is often a copyright statement at the bottom of websites, e.g. ©2020 The University of Sheffield. The date of copyright is often not an indication of when the website was updated, but rather a footer to the website, look for a date that says 'Last modified/updated' for the year the website was published.

- If you are unable to find a date of modification/update but can ascertain an approximate date of modification/update, circa should be used. This should be abbreviated to *c.*, e.g. (Smith *c.* 1990) for in-text citations, or *c.* 1990 in the bibliography/reference list.
- If no date or approximate date can be found, use no date. This should be abbreviated to *n.d.*, e.g. (Smith *n.d.*) for in-text citations, or [n.d.] in the bibliography/reference list.
- For more information on in-text citations, referencing multiple authors, paraphrasing, quoting, and creating a bibliography/reference list, see [Citing in the text, bibliography/reference list](#).

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Summary

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<https://www.sheffield.ac.uk/library/study/research-skills/referencing>

MHRA Style Guide: <http://www.mhra.org.uk/style>

MHRA Style Guide: Third edition 2013. Reprinted with minor corrections 2015:

www.mhra.org.uk/pdf/MHRA-Style-Guide-3rd-Edn.pdf

Referencing code:

<https://librarydevelopment.group.shef.ac.uk/Assets/pdfs/referencing/referencing-code.pdf>

Guidance for taught course students inserting images and figures into university work:

https://xerte.shef.ac.uk/play.php?template_id=836

Research Skills and Critical Thinking workshops and online tutorials:

<https://www.sheffield.ac.uk/library/study/research-skills/index>

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

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