

How to reference sources

| Type of resource | Format | Bibliography Example | In text example |
|-----------------------------|---|--|--|
| Book (1 author) | FAMILY/SURNAME, Initials. (Publication year in brackets) <i>Book title - italicised or underlined</i> . Series title and volume if applicable. Edition – if not the first. Place of publication: publisher. | NEVILLE, C. (2010) <i>The Complete Guide to Referencing and Avoiding Plagiarism</i> . 2nd Ed. Maidenhead: Open University Press. | Neville (2010) argues that... "Quotation" (Neville, 2010, p.76) |
| Book (2 to 3 authors) | FAMILY/SURNAME, Initials., FAMILY/SURNAME, Initials. and FAMILY/SURNAME, Initials. (Publication year in brackets) <i>Book title - italicised or underlined</i> . Series title and volume if applicable. Edition – if not the first. Place of publication: Publisher | BRADBURY, I., BOYLE, J. and MORSE, A. (2002) <i>Scientific Principles for Physical Geographers</i> . Harlow: Prentice Hall. Note: Use either "and" or "&" between authors' names as dictated by the book's own presentation. | Bradbury, Boyle and Morse (2002)... As noted by Bradbury, Boyle and Morse (2002) "Quotation" (Bradbury, Boyle and Morse, 2002, p.51) |
| Book (4 or more authors) | It is discretionary as to whether you list all authors and also whether you use 'et al.' or 'and others' as below: FAMILY/SURNAME, Initials. et al. or and others. (Publication year in brackets) <i>Book title - italicised or underlined</i> . Series title and volume if applicable. Edition - if not the first. Place of publication: Publisher. | CAMPBELL, N. A. et al. (2008) <i>Biology</i> . 8 th Ed. London: Pearson. | (Campbell et al., 2008).... "Quotation" (Campbell et al., p.76) |

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|--|---|---|--|
| Book (Editor/s) | FAMILY/SURNAME, Initials. (ed.) or (eds.) – in brackets for editor(s). (Publication year in brackets) <i>Book title</i> - italicised or underlined. Series title and volume if applicable. Edition – if not the first. Place of publication: Publisher. | FONTANA-GIUSTI, G. (ed.) (2008) <i>Designing Cities for People: Social, Environmental and Psychological Sustainability</i> . London: Earthscan. | (Fontana-Giusti, 2008) |
| Chapter in an edited book | FAMILY/SURNAME, Initials of the author writing the chapter. (Publication year in brackets) Title of chapter. In: FAMILY/SURNAME, Initials. of author or editor of book (ed.) or (eds.). <i>Book title</i> - italicised or underlined. Series title and volume if applicable. Edition – if not the first. Place of publication: Publisher. | MARSHALL, W. A. (1975) The Child as a Mirror of his Brain's Development. In SANTS, J. & BUTCHER, H. J. (eds.). <i>Development Psychology</i> . Aylesbury, Bucks: Hazell Watson & Viney Ltd. | As noted by Marshall (1975).... "Quotation" (Marshall, 1975, p.76) |
| Corporate authors (groups, committees, companies) | Includes publications by Government departments, Committees: COUNTRY. NAME OF ISSUING BODY. (Year of publication in brackets) <i>Title of publication</i> – in italics or underlined. Place of publication: Publisher. (Report Number – if applicable in brackets). | GREAT BRITAIN. DEPARTMENT OF ENERGY. (1977) <i>Tidal Power Barrages in the Severn Trent Estuary: Recent Evidence on their Feasibility</i> . London: H. M.S. O. (Energy Papers 23) | The Great Britain Department of Energy (1977) concluded that... "Quotation" (Great Britain, Department of Energy, 1977, p.12) |
| E-Book | FAMILY/SURNAME, Initials. (Publication year in brackets) <i>Book title</i> - italicised or underlined. [Online] Series title and volume if applicable. Edition - if not the first. Place of publication: Publisher. Available from – URL. [Accessed: date]. | SADLER, P. (2003) <i>Strategic Management</i> . [Online] Sterling. VA Kogan Page. Available from: http://www.netlibrary.com/reader/ . [Accessed: 6 th May 2012]. | Sadler (2003) argues that..... "Quotation" (Sadler, 2003, p.18) |

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|-------------------------------------|--|---|--|
| Films [DVD], [VHS], [Blu-ray Disc] | <p><i>Title - in italics or underlined.</i> (Year of distribution in brackets) Material type. Directed by – name of director(s). [Format of source in square brackets] Place of distribution: Distribution company.</p> | <p><i>Chicken Run.</i> (2000) Animated Film. Directed by Peter Lord and Nick Park. [VHS] UK: Pathe Distribution.</p> <p><i>Requiem for a Dream.</i> (2000) Film. Directed by Darren Aronofsky. [DVD] UK: Momentum Pictures.</p> | <p>If you refer to a film in the body of your work, the title will need to be underlined or placed in italics:</p> <p>...the animation movement (<i>Chicken Run</i>, 2000)</p> <p>...this is highlighted by Harry's character in the film <i>Requiem for a Dream</i> (2000).</p> |
| Journal article (electronic/online) | <p>If you are referencing a journal from an online database service which is password accessible only i.e. EBSCO you can shorten the URL to the home page of the database service. If you are accessing a journal article directly and for free from the internet, you will need the entire URL.</p> <p>Author(s) of article's FAMILY/SURNAME, Initials. (Publication year in brackets) Title of article. <i>Title of journal - italicised or underlined.</i> [Online in square brackets] Name of Database the article is from if appropriate. Volume number (Part number/month in brackets). p. followed by the page numbers of the article. Available from: URL. [Accessed: followed by the date viewed in square brackets].</p> | <p>WILSON, J. (1995) Enter the Cyberpunk librarian: future directions in cyberspace. <i>Library Review</i>. [Online] Emerald Database 44 (8). p.63-72. Available from: http://www.emeraldinsight.com. [Accessed: 30th January 2012].</p> | <p>Wilson (1995) argues that.....</p> <p>"Quotation" (Wilson, 1995, p.66)</p> |

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| Journal article (printed) | Author(s) of article's FAMILY/SURNAME, Initials. (Publication year in brackets) Title of article. <i>Title of journal - italicised or underlined</i> . Volume number (Part number/month in brackets). p. followed by the page numbers of the article. | TREFTS, K. & BLACKSEE, S. (2000) Did you hear the one about Boolean Operators? Incorporating comedy into the library induction. <i>Reference Services Review</i> . 28 (4). p.369-378. | Trefts and Blacksee (2000) argue that.... "Quotation" (Trefts and Blacksee, 2000, p.376) |
| Newspaper (online) | Author(s) of article's FAMILY/SURNAME, Initials. (Publication year in brackets) Title of article. <i>Title of Newspaper - italicised or underlined</i> . [Online in square brackets] Name of Database article is from if appropriate. Day and month of the article. Page number of the article if applicable. Available from: URL. [Accessed: followed by the date viewed in square brackets]. | RANDERSON, J. (2008) Researchers find fish that can count up to four. <i>The Guardian</i> . [Online] 26 th February. p.14. Available from: http://theguardian.co.uk . [Accessed: 22 nd May 2012]. | Randerson (2008) argues that.... "Quotation" (Randerson, 2008, p.14) |
| Website | Author of website FAMILY/SURNAME, Initials or WEBSITE name if no author is available. (Year - in brackets) <i>Title of website in italics or underlined</i> . Any numbers if necessary or available if website is part of a series. [Online in square brackets] Available from: URL. [Accessed: followed by date in square brackets]. | BBC NEWS. (2008) <i>Factory gloom worst since 1980</i> . [Online] Available from: http://news.bbc.co.uk/1/hi/business/7681569.stm . [Accessed: 19 th June 2012]. | ...as reported by the BBC (2008) "Quotation" (BBC, 2008) |