University of Brighton

Referencing Guidance

Based on **Pears, R. and Shields, G. J. (2016) *Cite them right: the essential referencing guide*. London: Palgrave Macmillan (Palgrave study skills).**

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Referencing Guidance

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General guidance

References are necessary to substantiate and acknowledge the source of the literature that you present in your work. For example you may reference literature in order to:

- Support the use of factual information
- Illustrate a point of discussion / argument
- Present a theoretical perspective
- Present an argument or counter argument
- Support your own argument or counter argument

Under no circumstances should another person's material or ideas be presented without acknowledging them as the source – failure to do is deemed as plagiarism and your work will be referred for academic misconduct.

A **reference list** details in alphabetical order (by surname) all the references you have referred to directly in your work. **This is required at the end of your work.**

A **bibliography** details in alphabetical order (by surname) all the literature of relevance to your work that you have read but which you have not referred to directly in your work. This is **not** required at the end of your work.

The particular referencing style you should use is the **Harvard Style** of referencing. There are many variations of the Harvard style and the version used for this course is based on the guidance in **Pears, R. and Shields, G. J. (2016)** ***Cite them right: the essential referencing guide*****. London: Palgrave Macmillan (Palgrave study skills).**

The Harvard style of referencing requires you to give two kinds of information:

(a) a citation within the main text and (b) a full list of references at the end of your text which includes detailed publication information.

Where to find publication information

Do not depend on the cover of the book. The title page should always be consulted for details of the author, full title and volume number if there is one. The date, edition, place of publication and publisher are usually found on the back of the title page. Remember you can always check your online library account for a record of the books you have taken out. This will also contain the publishing details of the book.

How to use in-text citations

Indirect (paraphrasing / summarising other authors' ideas)

When you are referring to someone else's work but **not quoting it directly**, you should give just the **surname of the author(s)** followed by the **year of publication**, all in brackets, with a comma between the surname and year, e.g.:

..... It has been argued that good and poor readers are taught differently (Jones, 2016). Or…

Jones (2016) argued that good and poor readers were taught differently.

Note: use of just the **surname and year** is a simplified version of Cite Them Right.

Direct (quoting another author word for word)

To avoid any accusation of plagiarism it is particularly important to distinguish your own text from direct quotations from another author. When you quote **directly** from someone else's text, you still include the name and date as above, but you should also give the **page reference**.

If the quotation is less than a line long, it can be included in the body of your text in inverted commas (single). Any longer quotations, should be set out separately, indented, without the use of inverted commas.

Examples of direct quotes

Referencing a short quotation **in the line of text**

For Jones, who favours a phonic approach, the text for the beginning reader must expose children to 'the sense appeal of alliteration, onomatopoeia, rhyme and rhythm' (2012, p.45).

Referencing a longer quotation **as an indented block**

Children also showed different ways of making sense of the reading process:

> Children in the study convincingly demonstrated that learning is linked to a person's individuality. They all exhibited likenesses in their physical, emotional and intellectual functioning.
> (Smith, 2015, p.56)

Writing style

If you have already identified the author immediately before your quotation do not include the author's name in your citation, e.g:

Slobin makes the distinction between 'notions that are obvious to the sense and those which, on the contrary, can only be learned through language' (2017, p.24).

How to use this guide

This guide will give examples of how to reference different types of sources, (e.g. books, journal articles). For each type of reference there is an example of an **indirect in-text citation** and the **reference list**. If the source you have used is not included in the guide or if you need some more help there are copies of the 'Cite them right' book in the Library.

In the examples that follow, the punctuation and italicisation should be followed exactly. The use of *ibid* is not accepted in this referencing style. Generally, the latest edition of the work should be referenced unless a specific reason is identified in the text for using an older reference.

Section 1 – Books (printed and Ebooks)

Citation order:

- Author / editor
- Year of publication (in round brackets)
- Title (in italics)
- Place of publication: Publisher
- Series and volume number (where relevant)

Book with one author

In-text citation:

This argument was countered by Luck (2015) …

It can be argued that education is a right for all pupils (Luck, 2015).

Reference list:

Luck, M. (2015) *Your student research project*. Aldershot: Gower.

Book with two or three authors

In-text citation:

McCarthy and Hatcher (2002) suggest that…
Presentation skills are important (McCarthy and Hatcher, 2002).

Reference list:

McCarthy, P. and Hatcher, C. (2002) *Presentation skills: the essential guide for students.* London: Sage.

Book with four or more authors

In-text citation: (first author is listed followed by *et al.*)
This was proved by Davies *et al*. (2014)…
It is apparent that … (Davies *et al*., 2014).

Reference list:

Davies, D. Howe, A., Collier, C.,Digby, R., Earle, S. and McMahon, K. (2014) *Teaching science and technology in the early years (3-7)*. London: Routledge.

Book with editor (i.e. an edited collection of material with no author listed on the title page, as above for number of editors)

In-text citation:

This argument was countered by Gold (2015)
It is apparent that … (Gold, 2015).

Reference list:

Gold, N. (ed.) (2005) *Teamwork: multi-disciplinary perspectives*. Basingstoke: Palgrave Macmillan.

Book with later edition (as above for number of authors)

In-text citation:

This argument by Doherty and Brennan (2014)…
It is apparent that … (Doherty and Brennan, 2014).

Reference list:

Doherty, J. and Brennan, P. (2014) *Physical education 5-11: a guide for teachers*. 5th edn. London: Routledge. (Primary 5-11 series).

Electronic books (ebooks)

When an ebook looks like a printed book, with publication details and page numbers, you should reference as a printed book.

Section 2 – Book chapters or sections of edited books

Citation order:

- Author of the chapter/section (surname followed by initials)
- Year of publication (in round brackets)
- Title of chapter/section (in single quotation marks)
- 'in' plus author/editor of book
- Title of book (in italics)
- Place of publication: publisher
- Page reference

In-text citation: (as above for number of authors)
This argument was countered by Smith (2012) …
It is apparent that … (Smith, 2012).

Reference list: (as above for number of authors)

Smith, B.C. (2012) 'Managing change', in Jones, S.M. (ed.) *The management handbook*. Lancaster: MTP, pp. 83–95.

Section 3 – Journal articles (printed and electronic)

Journal articles may be available only in print, available only online or available in both print and online. When you reference a journal article it is important to reference the version you are using.

Citation order:

- Author (surname followed by initials)
- Year of publication (in round brackets)
- Title of article (in single quotation marks)

- Title of journal (in italics – capitalise first letter of each word in title, except for linking words such as and, of, the, for)
- Issue information, that is, volume (unbracketed) and, where applicable, part number, month or season (all in round brackets)
- Page reference (if available)
- Available at: URL (if required) (Accessed: date) OR doi (if available)

Journal article printed and electronic with one author
In-text citation:
This argument was countered by Seymour (2013) …

It is apparent that … (Seymour, 2013).

Reference list:
Seymour, A. (2013) 'A qualitative investigation into how problem-based learning impacts on the development of team-working skills in occupational therapy students', *Journal of Further and Higher Education*, 37(1), pp. 1–20.

Journal article printed and electronic with two or three authors
In-text citation:
Jackson, Sibson and Riebe (2014) suggest that…

It is apparent that … (Jackson, Sibson and Riebe, 2014).

Reference list:
Jackson, D., Sibson, R., and Riebe, L. (2014) 'Undergraduate perceptions of the development of team-working skills', *Education + Training*, 56(1), pp. 7–20.

Journal article printed and electronic with four or more authors
In-text citation: (first author is listed followed by *et al.*)
In their review of evidence McGoldrick *et al.* (2013)…
It is apparent that ... (McGoldrick *et al.,* 2013).

Reference list:
McGoldrick, N. B. *et al.* (2013) 'Implementing a Multidisciplinary Program for Developing Learning, Communication, and Team-Working Skills in Second-Year Undergraduate Chemistry Students', *Journal of Chemical Education*, 90(3), pp. 338–344.

Journal article electronic with DOI (as above for number of authors)
A **Digital Object Identifier (DOI)** is a numbered tag used to identify individual digital (online) sources, such as journal articles and conference papers.

In-text citation:

Chan's review article (2015)…

It is apparent that … (Chan, 2015).

Reference list: (as above for number of authors)
Chan, A. (2015) 'Codes of practice', *International Nurse Online*, 13(1), pp.45-56. doi: 10.1024/574515821458.

Journal article electronic with no print equivalent (as above for number of authors)
In-text citation:
The review article by Philip and Dawes (2015)…
This study (Philip and Dawes, 2015)….

Reference list:
Philip, K. and Dawes, D. (2015) 'Humour in nursing', *British Journal of Nursing*. 9(10), pp.35-40. Available at: http://www.tryfindingthisonline.com/full/1564 (Accessed 01 April 2018).

Section 4 – Multiple references

Multiple references within an **In-text citation** should be listed **chronologically** (earliest date first) and separated by semicolons e.g. (Shaw, 2011; Gordon *et al.,* 2013; Harper and Lee, 2013). If published in the same year, they should be listed alphabetically.

Multiple references by the same author published in the same year should be distinguished by adding lower case letters (a, b, c etc.) after the year.

In-text citation:
Foyle (2016a) proposed that…

It has been argued by Foyle (2016b) that…

Reference list:
Foyle, J. (2016a) *Principles of nursing practice*. London: Routledge.

Foyle, J. (2016b) *Best practice guidance for nurses.* London: Routledge.

Section 5 – Internet sources

Citation order:

- Author / organisation
- Year that the site was published /last updated (date in brackets)

- Title of web page (in italics)
- Available at: URL
- (Accessed: date)

Web page with named author

In-text citation:

Patel (2016) clearly identifies…

Reference list:

Patel, J. (2016) 'Software is still eating the world', *TechCrunch*. Available at: http://social.techcrunch.com/2016/06/07/software-is-eating-the-world-5-years-later/ (Accessed: 26 July 2018).

Web pages with organisations as author

In-text citation:

Data published by the Joseph Rowntree Foundation (2018)

Reference list:

Joseph Rowntree Foundation (2018) *JRF*. Available at: https://www.jrf.org.uk/ (Accessed: 26 July 2018).

Blogs/vlogs

Citation order:

- Author of message
- Year that the site was published/last updated (in round brackets)
- Title of message (in single quotation marks)
- Title of internet site (in italics)
- Day/month of posted message
- Available at: URL
- (Accessed: date)

In-text citation:

Smith (2018) commented that…

Reference list:

Smith, K. (2018) 'The guerrilla cyclists solving urban problems | Kieran Smith', *The Guardian*, 11 May. Available at: https://www.theguardian.com/environment/bike-blog/2018/may/11/the-guerilla-cyclists-solving-urban-transport-problems (Accessed: 23 August 2018).

Podcasts/vodcasts

Citation order:

- Author/presenter
- Year that the site was published/last updated (in round brackets)
- Title of podcast (in italics)
- [Podcast]
- Day/month of posted message
- Available at: URL
- (Accessed: date)

In-text citation:

As exemplified by the doomed tidal energy project (Private Eye, 2018).

Reference list:

Private Eye (2018) *Private Eye | Lagoons and Lawsuits*.[Podcast]. July 2018. Available at: http://www.private-eye.co.uk//eyeplayer/play-343 (Accessed: 26 July 2018).

Section 6 – Research reports

Citation order:

- Author or organisation
- Year of publication (in round brackets)
- Title of report (in italics)
- Place of publication: publisher
- OR if accessed on the internet:
- Available at: URL
- (Accessed: date)

Reports printed

In-text citation:

The report by Brighton Council for Voluntary Service (1991)…

Reference list:

Brighton Council for Voluntary Service (1991) *Brighton Council for voluntary service. 1991 annual report.* Brighton: BCfVS.

Reports electronic

In-text citation

It is claimed that over £3.4 million of health and social care costs were avoided (RNIB, 2017).

Reference list

RNIB (2017) *Demonstrating the impact and value of vision rehabilitation*. Available at: https://www.rnib.org.uk/professionals/knowledge-and-research-hub/research-reports/early-reach-research/rehab-cost-avoidance (Accessed: 12 September 2018).

Section 7 – Government publications

Statutes (Acts of Parliament)

Citation order:

- Title of Act including year and chapter number (in italics)
- Country/jurisdiction (only if referencing more than one country's legislation
- Available at: URL
- (Accessed: date)

In-text citation:

Recent changes to school management (Education Act 2011).

Reference list:

Education Act 2011, c. 21 (UK). Available at: http://www.legislation.gov.uk/ukpga/2011/21/contents/enacted (Accessed: 17 July 2018).

*****If you are accessing the PDF version, reference using the link to the PDF. e.g. *Education Act 2011*, c. 21 (UK). Available at: http://www.legislation.gov.uk/ukpga/2011/21/pdfs/ukpga_20110021_en.pdf (Accessed: 17 July 2018).

Departmental Reports

Citation order:

- Name of government department
- Year of publication (in round brackets)
- Title (in italics)
- Place of publication: publisher
- Series (in brackets) – if applicable

OR if viewed online:

- Available at: URL
- (Accessed: date)

In-text citation:

Information sharing practices need to be improved (Department for Education, 2016).

Reference list:

Department for Education (2016) *Memorandum of Understanding between Ofsted and the Department for Education on sharing information on notifiable incidents*. Available at: https://www.gov.uk/government/publications/safeguarding-children-and-young-people-memorandum-of-understanding-between-ofsted-and-dfe (Accessed 07 September 2018).

Section 8 – Newspaper articles

Citation order:

- Author/byline
- Year of publication (in round brackets)
- Title of article (in single quotation marks)
- Title of newspaper (in italics – capitalise first letter of each word in title, except for linking words such as and, of, the, for)
- Edition if required (in round brackets)
- Day and month
- Page reference (if available)
- Available at: URL (if required) (Accessed: date) OR doi (if available)

National newspaper article printed or electronic

In-text citation:

In their article about Tory cuts, Coates (2015)…

It is apparent that ... (Coates, 2015).

Reference list:

Coates, S. (2018) 'Tories face ‘snatcher’ jibes with cuts to nursery milk', *The Times*, 24 Jul7, p. 2.

Section 9 – Unpublished material

Theses

Citation order:

- Author

- Year of submission (in round brackets)
- Title of thesis (in italics)
- Degree statement
- Degree-awarding body

If viewed online:

- Available at: URL
- (Accessed: date)

In-text citation:

As Spenceley discusses (2008)
The role of the educator is (Spenceley, 2008)

Reference list:

Spenceley, L.M.E. (2008) *Visions and Veils - the influences on the views of the role of the educator in further education examined*. PhD thesis. Nottingham Trent University. Available at: https://ethos.bl.uk/OrderDetails.do?did=1&uin=uk.bl.ethos.493095 (Accessed: 11 September 2018).

*****Or if you are using a printed copy:
Spenceley, L.M.E. (2008) *Visions and Veils - the influences on the views of the role of the educator in further education examined*. Unpublished PhD thesis. Nottingham Trent University.

Section 10 – Television programmes

Citation order:

- Title of programme (in italics)
- Year of broadcast (in round brackets)
- Name of channel
- Broadcast date (day/month)

Note you do not have to include where you have watched this, i.e iplayer, SkyGo etc.

In-text citation:

Cooking programmes such as this year's Great British Bake Off (2018)..

Reference list:

The Great British Bake Off (2018) Channel 4 Television, 06 September.

Section 11 – Film on DVD or Blu-ray

Citation order:

- Title of film (in italics)
- Year of distribution (in round brackets)
- Directed by
- [DVD] or [Blu-ray]
- Place of distribution: distribution company

In-text citation:

A dystopian future is depicted in the film *12 Monkeys* (1995).

Reference list:

Twelve Monkeys (1995) Directed by T, Gilliam. [DVD]. UK: Universal Pictures.

Section 12 – Secondary references (citing from another source)

You may be referring to a source that is mentioned or quoted in another piece of literature. This is known as secondary referencing. It is important and preferred that you cite and reference the primary source of your information. For example, if you read about research conducted by Jones (primary source) in a book by Smith (secondary source) you should try to locate the original work by Jones. This will ensure that Smith has not misquoted or misrepresented another author's work. If you cannot locate the original work you cannot include it in your reference list and you can only cite it in the text.

In-text citation:

Jones (2004, cited in Smith 2016) provides a much needed…

Reference list:

If you are unable to access and read the primary source this will remain as cited only in the text and the secondary source is included in the reference list according to reference type.

Smith, K. (2016) 'Staff Crisis?, *British Journal of Education*, 34(1), pp-45-56.

Section 13 – Resources

For detailed guidance and further examples of how to present sources in your reference list, please use the following text. It is available in all of the university libraries.

Pears, R. and Shields, G. (2016) *Cite them right: the essential referencing guide*. 10th edn. London: Palgrave.