How to Reference in LSBU Harvard Style

About this guide

The Harvard System (also called the Author - Date System) is the preferred referencing method for most LSBU departments. Other referencing styles include APA (Psychology), OSCOLA (Law) and IEEE Numeric (Electrical Engineering). If you’re not sure which style to follow, please check your module guides or speak to your lecturers.

If you look at other Harvard Referencing guides available in print or online, you may notice variation between them. The important thing is to be consistent and to follow any specific instructions from your lecturers.

Throughout the guide, you will see advice in Best Practice boxes.

Contents

Why do we need to reference? .................................................................................................................................................. 6

1. The two stages of the Harvard system ........................................................................................................................................... 6
   1.1 In-text citation ............................................................................................................................................................................. 6
   1.2 Reference list .................................................................................................................................................................................. 6

2. Citing references within the text (In-text citations) ...................................................................................................................................... 6
   2.1 Work by a corporate author (for example, an organisation) .................................................................................................... 6
   2.2 Work with multiple authors ......................................................................................................................................................... 7
   2.3 Multiple references with the same author and publication year .............................................................................................. 7
   2.4 Multiple references for the same idea or concept ..................................................................................................................... 7
   2.5 Citing a direct quote ................................................................................................................................................................. 7
   2.6 Secondary referencing ............................................................................................................................................................. 8

3. Format of the list ............................................................................................................................................................................ 8
   3.1 The reference list ........................................................................................................................................................................ 8
   3.2 The bibliography .................................................................................................................................................................. 9

4. General style guidelines for references ......................................................................................................................................... 9

5. Missing information ...................................................................................................................................................................... 9
   5.1 No date ................................................................................................................................................................................ 9
   5.2 No author ........................................................................................................................................................................... 9
   5.3 No page numbers ............................................................................................................................................................. 10
6. Referencing works in languages other than English ....................................................... 10
7. Translated works ........................................................................................................ 10
8. General guidelines for referencing online resources ...................................................... 10
   8.1 Long URLs .............................................................................................................. 11
9. Referencing tools ......................................................................................................... 11

How to reference different sources .................................................................................. 12

10. Books .......................................................................................................................... 12
    10.1 Print book .............................................................................................................. 12
    10.2 Edited book .......................................................................................................... 12
    10.3 Chapter in an edited book .................................................................................... 12
    10.4 E-book .................................................................................................................. 13
    10.5 Dictionary or reference book ............................................................................... 13

11. Journals ....................................................................................................................... 14
    11.1 Online journal article .......................................................................................... 14
    11.2 Print journal article ............................................................................................. 15

12. Newspapers .................................................................................................................. 15
    12.1 Print newspaper article ....................................................................................... 15
    12.2 Online newspaper ............................................................................................... 15

13. Magazine articles ........................................................................................................ 16

14. Web pages ................................................................................................................... 16
    14.1 Webpage with author .......................................................................................... 16
    14.2 Web blogs ............................................................................................................ 17

15. Social media sites e.g. Facebook, Twitter ................................................................... 17

16. Mobile Apps ................................................................................................................ 17

17. Government documents ............................................................................................. 18
    17.1 Inquiries ............................................................................................................... 18
    17.2 Green (consultation) and White (policy statements) papers ................................ 18
    17.3 Legal cases .......................................................................................................... 18
    17.4 Act of Parliament (UK Statute) ......................................................................... 19
    17.5 Bill ....................................................................................................................... 20
    17.6 Departmental report ........................................................................................... 20
    17.7 House of Commons and House of Lords papers .............................................. 20
    17.8 Hansard ................................................................................................................ 21
    17.9 Referencing international government documents ............................................. 21

18. Reports ......................................................................................................................... 22
    18.1 Market Research Report ....................................................................................... 22
    18.2 Financial report ..................................................................................................... 22
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.3</td>
<td>Bloomberg data</td>
<td>23</td>
</tr>
<tr>
<td>18.4</td>
<td>Company report</td>
<td>23</td>
</tr>
<tr>
<td>19.</td>
<td>Health-specific sources</td>
<td>23</td>
</tr>
<tr>
<td>19.1</td>
<td>Cochrane systematic reviews</td>
<td>23</td>
</tr>
<tr>
<td>19.2</td>
<td>British National Formulary (BNF)</td>
<td>23</td>
</tr>
<tr>
<td>19.3</td>
<td>NICE guidance</td>
<td>24</td>
</tr>
<tr>
<td>20.</td>
<td>Confidential information</td>
<td>24</td>
</tr>
<tr>
<td>21.</td>
<td>Conference proceedings</td>
<td>24</td>
</tr>
<tr>
<td>21.1</td>
<td>Print conference paper</td>
<td>24</td>
</tr>
<tr>
<td>21.2</td>
<td>Online conference paper</td>
<td>25</td>
</tr>
<tr>
<td>22.</td>
<td>Dissertations and theses</td>
<td>25</td>
</tr>
<tr>
<td>22.1</td>
<td>Print dissertation/ thesis</td>
<td>25</td>
</tr>
<tr>
<td>22.2</td>
<td>Online dissertation/ thesis</td>
<td>25</td>
</tr>
<tr>
<td>23.</td>
<td>Standards</td>
<td>26</td>
</tr>
<tr>
<td>24.</td>
<td>Patents</td>
<td>26</td>
</tr>
<tr>
<td>25.</td>
<td>Films, TV, podcasts and online videos</td>
<td>26</td>
</tr>
<tr>
<td>25.1</td>
<td>Films/DVDs</td>
<td>26</td>
</tr>
<tr>
<td>25.2</td>
<td>TV or radio broadcast</td>
<td>26</td>
</tr>
<tr>
<td>25.3</td>
<td>TV or radio broadcasts on Box of Broadcasts</td>
<td>27</td>
</tr>
<tr>
<td>25.4</td>
<td>Podcasts</td>
<td>27</td>
</tr>
<tr>
<td>25.5</td>
<td>Online video</td>
<td>27</td>
</tr>
<tr>
<td>26.</td>
<td>Live performances</td>
<td>28</td>
</tr>
<tr>
<td>26.1</td>
<td>Play</td>
<td>28</td>
</tr>
<tr>
<td>26.2</td>
<td>Dance</td>
<td>28</td>
</tr>
<tr>
<td>27.</td>
<td>Illustrations/artworks/diagrams/figures</td>
<td>28</td>
</tr>
<tr>
<td>27.1</td>
<td>Online image</td>
<td>28</td>
</tr>
<tr>
<td>27.2</td>
<td>Image found within a book/journal/web article</td>
<td>28</td>
</tr>
<tr>
<td>27.3</td>
<td>Artwork/Exhibit on location</td>
<td>29</td>
</tr>
<tr>
<td>28.</td>
<td>Maps</td>
<td>29</td>
</tr>
<tr>
<td>29.</td>
<td>Interviews</td>
<td>29</td>
</tr>
<tr>
<td>30.</td>
<td>Lecture notes/handouts</td>
<td>30</td>
</tr>
<tr>
<td>31.</td>
<td>LSBU Virtual Learning Environment (VLE) materials</td>
<td>30</td>
</tr>
<tr>
<td>32.</td>
<td>Emails</td>
<td>30</td>
</tr>
<tr>
<td>33.</td>
<td>Further help</td>
<td>31</td>
</tr>
</tbody>
</table>
Why do we need to reference?

Referencing is an essential academic skill. You need to reference in order to:
show evidence of your research
support your arguments and analysis
allow readers to identify and locate the sources you’ve used
acknowledge the work and ideas of others.

If you do not reference properly, you will lose marks and risk plagiarising the work of others. Plagiarism is the act of passing off someone else’s work as your own and is a form of cheating.

NOTE: You need to acknowledge others’ work, even if you’re paraphrasing or putting their work or ideas into your own words.

1. The two stages of the Harvard system

1.1 In-text citation

When you refer to someone’s work in your essay, you need to include an in-text citation. This is normally the surname(s) of the author(s) and the year their work was published.

The citation usually comes at the end of a sentence in brackets:

Example: …although other authors have denied this (Hartley, 2019).

Or, if you include the author’s name as part of the sentence, put the year of publication immediately after in brackets:

Example: … Hartley (2019) declared that …

If you use a direct quote, include the page number. See 2.5 for examples of citing direct quotes.

1.2 Reference list

Include a list of full references at the end of your essay under the title ‘Reference list’. These references should be arranged alphabetically, normally by author. See sections 4 onwards for instructions. Make sure that your in-text citations have corresponding references in the reference list and vice versa.

2. Citing references within the text (In-text citations)

2.1 Work by a corporate author (for example, an organisation)

If the work is written by a corporate author, include the name of the corporation: Example: (Nursing and Midwifery Council, 2017)
2.2 Work with multiple authors

If there are one or two authors, then you need to mention one or both names in the in-text citation, for example, ………(Patel and Jones, 2019).

For three authors or more, put et al. after the name of the first author in the in-text citation.

Example: ... Anderson et al. (2018) concluded that ...

Et al. is an abbreviation of the Latin et alia meaning “and others”.

You will still need to reference all authors in your reference list at the end of your work.

2.3 Multiple references with the same author and publication year

Documents with the same author and publication year can be distinguished from each other by putting a letter after the year in both the in-text citations and reference list.

Example: ... (Williamson, 2019a), (Williamson, 2019b) etc. ...

2.4 Multiple references for the same idea or concept

When you use multiple references to back up an idea the in-text citations should be written in chronological order and separated with a semi-colon.

Example: ... as multiple authors confirm (Brown, 1998; Chandra, 2001; Smith, 2009; Yates, 2019) ...

2.5 Citing a direct quote

If you quote the exact words directly from a text you must use quotation marks to indicate this. The author(s) and date must be stated, and if available the page number.

Example: ... Jackson (2020, p. 575) declared that “This is the finest example of postmodernism ...”

For a long quote (over 40 words), indent the text and leave a line space before and after the quote rather than using quotation marks.

Example:

Pears and Shields provide the following definition:

Plagiarism is a term that describes the unacknowledged use of someone’s work. This includes material or ideas from any (published or unpublished) sources, whether print, web-based (even if freely available) or audio-visual. Using the words or ideas of others without referencing your source would be construed as plagiarism and is a very serious academic offence. (Pears and Shields, 2018, p. 1).
You can leave out any section of a quote as long as you make this clear by inserting an ellipsis (...).

Example: Flinders (2019, p. 71) comments that, “When MPs had an operational grievance they were encouraged to direct their question ... directly to the agency”.

2.6 Secondary referencing

If you want to cite a work which is referenced in another work, you should try and track down the original. However, if this isn’t possible, make it clear in your text where you found the information and only include a reference to the document you’ve read.

Example: Dunn (2008), as cited by Campbell and Muncer (2018), believed ... or

Dunn (2008) revealed that ... (cited in Campbell and

Muncer, 2018) or

... (Dunn, 2008, cited in Campbell and Muncer, 2018).

Your reference list will include a reference to Campbell and Muncer’s work, but not to Dunn’s.

3. Format of the list

3.1 The reference list

The reference list should only contain the details of sources you’ve cited in your work.

Put all your references in one list under the heading ‘Reference list’. Do NOT list resources by type.

List references in alphabetical order by the authors’ surnames/names of corporate authors or by the first letter of the reference. However, if you are referring to a corporate author that starts with 'The' e.g. The Guardian, list in alphabetical order by the first word after 'The' e.g. The Guardian would be listed under ‘G’.

If you are citing two or more sources by the same author, they should be listed in chronological order of the year of publication.

Works by the same author, published in the same year can be distinguished from each other by putting a letter after the year of publication.

Example:
3.2 The bibliography

You may be asked to compile a bibliography as well as/instead of a reference list, especially if you’re undertaking a long piece of research such as a dissertation or thesis. A bibliography lists all the sources used in your research even if you did not cite them in your work.

If you are required to provide both, the bibliography comes after the reference list and follows the same format. Please check with your lecturer as to requirements.

4. General style guidelines for references

Place a colon (:) after the short title, before a sub-title.
Example:

Begin titles with a capital letter. The rest of the title should be in lowercase, unless it contains a proper noun (the name of a place, person or thing). The exceptions are journal and newspaper titles which should have all major words capitalised.

The title of a source should be italicised. NOTE the title of a chapter in an edited book and the title of an article in a journal or newspaper are not italicised. See 10.3 for a chapter in an edited book, and 11 for journal articles.

The place of publication is a city or town, not the country. Only include the first place acknowledged.

5. Missing information

5.1 No date

If you cannot find a year of publication, insert [no date] in the reference.
Example:

In-text citation: (National Down Syndrome Society, no date)

5.2 No author

If there is no named author and no corporate author, start the reference with the title of the source.

Example:
If you want to cite a website which has no author or title, cite the website’s title. However, be very wary of citing web pages that have little information about the author and their credentials.
5.3 No page numbers

When citing a direct quote, if there are no page numbers, use the paragraph no., chapter no. or the % (on an e-book reader) instead.

Example: (Smith, 2018, para 4).

6. Referencing works in languages other than English

First check with your lecturer if it’s acceptable for you to reference works in other languages. Otherwise, reference the work in the same way you would reference a work in the English language.

7. Translated works

Include the name of the translator after the title of the work Format: Author’s surname, Initials. (Year of publication) Title of the book. Translated by - Initials Surname of translator(s). Place of publication: Publisher.

Example:

In-text citation: (Cohen and Benton, 2014)

8. General guidelines for referencing online resources

In general, if an online source is also available in print then just follow the guidelines for referencing the print version. This is particularly advisable for e-books and e-journal articles on LSBU subscription databases.

If an online resource doesn’t have the same publication information of a print version, or you’re unsure whether it is available in print, include the URL and the date you accessed the source in the reference list. e.g. ... Available from: URL [Accessed day month year].

Alternatively, if a source has a Digital Object Identifier (DOI), include this in place of the URL in the reference list. You don’t need to include date of access as the DOI is a permanent identifier. (See 11.1 Journals for further information about DOIs).
NOTE: the in-text citation for an online resource has the same format as for a print resource i.e. name of author(s) and year of publication, followed by the page number if including a direct quote e.g. (Smith, 2019).

8.1 Long URLs

If an online source has a long URL (e.g. longer than one line), it is acceptable to shorten the URL up to the first forward slash.

9. Referencing tools

LSBU subscribes to Refworks. This is a referencing tool which will generate references for you. However, you will need to spend time learning how to use this tool. You will also still need to check that the references generated are accurate and adhere to the LSBU Harvard style.

If you’d like help with using Refworks, please contact askalibrarian@lsbu.ac.uk
How to reference different sources

Any materials you find in an LSBU database, including the library catalogue, can be referenced as though they were a print version.

10. Books

10.1 Print book

Format:
Author’s surname, Initials. (Year of publication) Title of book. Edition if later than the first e.g. 2\textsuperscript{nd} ed. Place of publication: Publisher.

Example:

In-text citation: (Moore et al., 2018)

Finding the year of publication in a book:
If the year of publication is not clear look for the latest copyright date. This is next to the copyright sign © usually on the reverse of the title page. Do not use a reprint date.

10.2 Edited book

Format:
Editor’s Surname, Initials. (ed.) or (eds.) (Year of publication) Book title. Edition if later than the first e.g. 2\textsuperscript{nd} ed. Place of Publication: Publisher.

Example:

In-text citation: (Ezra, 2020)

NOTE: if you are referencing a chapter or essay in an edited book see the following guidelines in 10.3 below.

10.3 Chapter in an edited book

Format:
Author’s surname, Initials. (Year of publication) Title of the chapter, in: Editor’s surname, Initials. (ed.) or (eds.) Title of the book. Edition if later than the first e.g. 2\textsuperscript{nd} ed. Place of publication: Publisher, page range of chapter.

Example:

In-text citation: (Gaskell, 2018)
10.4 E-book

If an e-book doesn’t have the same publication information as a print version, or you’re unsure whether it is available in print, include the URL and the date you accessed the source. e.g. … Available from: URL [Accessed day month year].

Format:
Author’s surname, Initials. (Year of publication) Title of e-book. Edition if later than the first e.g. 2nd ed. Place of publication if available: Publisher if available. Available from: URL [Accessed date].

Example:

If you are accessing an e-book on an e-book reader, you may find it helpful to mention this in your reference, especially if you’re directly quoting from it.

Format:
Author’s surname, Initials. (Year of publication) Title of book. Edition if later than the first e.g. 2nd ed. Place of publication: Publisher. [Name of e-book reader edition].

Example:

If no pagination is available use the information you do have to cite a direct quote e.g. loc, %, or chapter.

Example in-text citation: (James, 2019, 34%)

10.5 Dictionary or reference book

Format:
Title of book (Year of publication) Edition if later than the first e.g. 2nd ed. Place of publication: Publisher.

Example:

If referencing an online reference book, include the URL and date accessed instead of place of publication and the publisher.
11. Journals

11.1 Online journal article

Digital object identifier (DOI)

DOIs were introduced in 2000. A DOI is unique to a source and can be added to a reference in place of the URL and accessed date. A reader can find the location of a source by copying and pasting its DOI into a search engine, such as Google Scholar. As DOIs are permanent identifiers, unlike URLs, you do not need to include date of access in the reference.

If there is a DOI available put it at the end of the reference.

Format:
Author’s surname, Initials. (Year of publication) Title of the article, Title of the Journal, volume number (issue number), page range of the article. DOI: DOI number.

Example:

In-text citation: (Serebryannikov, 2010)

If there is no digital object identifier (DOI):

If the article is from a LSBU database — reference as a print version.
If the article is from the open web, such as Google Scholar or ResearchGate, add Available from: URL [Accessed date].

Example:

In-text citation: (Doljin and Fuss, 2015)
11.2 Print journal article

Details for referencing a journal article can normally be found on the first page of the article.

Format:
Author’s surname, Initials. (Year of publication) Title of the article, *Title of the Journal*, volume number (issue number), page range of the article.

Example:

In-text citation: (Moore et al., 2012)

12. Newspapers

12.1 Print newspaper article

The format is similar to that of a journal article except that you provide the specific date the article was published instead of a volume and issue number. You also need to indicate if your reference is from a particular section of the paper.

Format:
Author’s surname, Initials. (Year of publication) Title of article, *Title of Newspaper*, (details of supplement if relevant), Day Month published, page number(s).

Example:

In-text citation: (Tobin, 2010)

Format for newspaper article with no author:
*Title of Newspaper* (Year of publication) Title of article, Day Month published, page number(s).

Example:
In-text citation: (*The Guardian*, 2010)

12.2 Online newspaper

Format:
Author’s surname, Initials. (Year of publication) Title of article, *Title of Newspaper*, (details of supplement if relevant), day month. Available from: URL [Accessed day month year].
Example:

In-text citation: (Topham, 2014)

13. Magazine articles

The format is similar to that of a journal article and newspaper article. If no volume or issue number is available, include the date the article was published.

Format:
Author’s surname, Initials. (Year of publication) Title of article, Title of Magazine, (details of supplement if relevant), day month published or just month or issue number, page number(s).
If referencing an online magazine article, include the URL and date accessed.

Example:

14. Web pages

It’s best to start your research by using LSBU databases before searching the free web. Remember that anyone can publish anything on the web, so you will need to evaluate the quality and reliability of a web page or web document before you refer to it in your assignments.

14.1 Webpage with author

Format:
Author’s surname, Initials. or name of organisation (year published or last update) Title of web page/document. Available from: URL [Accessed day month year].

Example:

In-text citation: (Burke, 2018)
14.2 Web blogs

NOTE: blogs are often anonymous and many authors just use their first names or pseudonyms.

Format:
Author’s surname, Initials. or pseudonym (Year of posting or last update) Title of blog entry, Title of blog, month day of posting. Available from: URL [Accessed day month year].

Example:

In-text citation: (Baker, 2014)

15. Social media sites e.g. Facebook, Twitter

Format:
Author’s surname, Initials or username (Year published) Title of message, Title of site, day and month of post. Available from: [Accessed day month year]

Example:

In-text citation: (Smith, 2012)

16. Mobile Apps

Format:
Originator/author’s surname, Initials or Corporate author if ascertainable otherwise use the title. (Year or release date). Title of app [Mobile app]. Version no. Available from: URL [Accessed day month year].

Example:

In-text citation: (NHS Choices, 2017)
17. Government documents

Reports known by their title rather than by the Department or the author. Major papers are known by the name of the chair of the committee which produced them, for example, The Hutton Report. However, they must be referenced from the exact information within the publication, even if lengthy.

You can refer to these documents by their popular title in your work, but they must be referenced correctly as per this guide.

E.g. The Stephen Lawrence Inquiry (Macpherson, 1999) state that ...

The in-text citation then points to the full reference in your Reference List:

17.1 Inquiries

Format:
Author’s surname, Initials. (Year of publication) *Title of inquiry* (Parliamentary or Command Paper number). Available from: URL. [Accessed day month year].

Example:

In-text citation: (Leveson, 2012)

17.2 Green (consultation) and White (policy statements) papers

Format:
Name of committee or Royal commission (Year of publication) *Title of paper*. Place of publication: Publisher (Paper number).

Example:

In-text citation: (Department for Education and Skills, 2005).

17.3 Legal cases

Legal cases are reported in law reports. The titles of law report series and law journals are often represented as abbreviations in references for legal materials (e.g. WLR for Weekly Law Reports).

If the case was heard before 2001 it will not have a neutral citation, so use Option 1. If a case was heard after 2001 in any division of the UK High
Court, it will have a neutral citation, so use Option 2.

**Option 1**

(No neutral citation)

Format:
Names of parties (year) volume number abbreviation for name of report and first page of report

Example:
*R v Edward (John)* (1991) 1 WLR 2017

In-text citation: The case of *R v Edward (John)* (1991) ....

**Option 2**

Neutral citations
Neutral citations were introduced in the UK in 2001 for judgments from all divisions of the High Court. This is so the judgment of the case can be written up quickly for online resources. If the case is important, the details and commentary will be published months later in a law report. You must include both the neutral citation and the law report details in your reference.

A neutral citation looks like this:

[2017] EWHC 368 (Ch)

(year)The High Court Number of case heard in that court during that year (the division of the High Court)

Format:
Name of parties [year] abbreviation of court case number, (year) volume number abbreviation for name of report and first page of report

Example:

In-text citation: The case of *Joseph v Spiller* [2010] ...

**17.4 Act of Parliament (UK Statute)**

Format:
*Name of Act (c. chapter number).* Place of publication: Publisher.

Example:
*Housing Act 1996 (c.52).* London: HMSO.

In-text citation: The statute (*Housing Act 1996*) laid down ...
17.5 Bill

NOTE: House of Lords bill number should appear between round brackets. House of Commons numbers should appear between square brackets.

Format:
Parliament. House of Commons or Lords (Year of publication) *Title of bill*. Place of publication: Publisher [(Bills number)].

Example:

In-text citation: (Parliament. House of Commons, 2013)

Example:

17.6 Departmental report

**Best Practice**
If the Department has a long title, to save on words use the full title in your first in-text citation, and abbreviate it thereafter. E.g. Department for Culture, Media and Sport (2016) (referenced as DCMS (2016) hereafter)

Format:
Author’s surname, Initials. or Name of government department (year of publication) *Title of report*. Place of publication: Publisher.

Example:

In text citation: (Department of Health, 2019)

Most government documents are found online, and should be referenced:


In-text citation: Department for Culture, Media and Sport (2016)

17.7 House of Commons and House of Lords papers

**Best Practice**
Find the citation details via this useful website http://www.parliament.uk/business/publications/committees/recent-reports/

NOTE: House of Lords number should appear between round brackets. House of Commons numbers should appear between square brackets.

Format:
Parliament. House of Commons or Lords. Name of Committee if relevant (Year of publication) *Title of paper*, [(HC or HL years of sessions and paper number)]. Place of publication: Publisher.
Example:

In-text citation: (Parliament. House of Commons, 2004).

Example:

In-text citation: (Parliament. House of Lords, 2010).

If you find the papers online add the URL and the Accessed date in place of the Publisher’s details.

Example:


17.8 **Hansard**

Format:
HC or HL Deb date of debate, volume number, column number. Available from: URL [Accessed day month year].

Example:

In-text citation: (HL Deb 6 May 2014)

17.9 **Referencing international government documents**

If referencing government publications from multiple countries, include the country in brackets after the department’s name.

Example:

In-text citation: (Department of Health (Australia), 2011)
18. Reports

Format:
Author’s surname, Initials. or name of organisation (Year of publication)
Title of report. Edition if later than the first e.g. 2nd ed. Place of Publication: Publisher.

Example:

In-text citation: (Vickers et al., 2017)

If you find the report online, the reference would be:

Example:

In-text citation: (World Health Organisation, 2015)

18.1 Market Research Report

The library subscribes to a number of online market databases such as Mintel. Below is an example of how to reference these online reports.

Format:
Author’s surname, Initials. or Name of Organisation (Year of publication)
Title of report. Edition if later than the first e.g. 2nd ed. Available from: URL [Accessed day month year].

Example:

In-text citation: (Mintel, 2017)

18.2 Financial report

Format:
Author’s surname, initials or Name of Organisation (Year of publication)
Title of report. Edition if later than the first e.g. 2nd ed. Available from: URL [Accessed day month year].

Example:

In-text citation: (Bureau Van Dijk, 2017)
18.3 Bloomberg data


In-text citation: (Bloomberg, 2018)

18.4 Company report

Format:
Author’s surname, Initials. or name of organisation (Year of publication) Title of report. Edition if available. Available from: URL [Accessed day month year].

Example:

In-text citation: (Tesco PLC, 2019)

19. Health-specific sources

19.1 Cochrane systematic reviews

Format:
Surname, Initial(s). or Name of Organisation (Year of publication) Title of the review. *Source Name*. Issue number. Available from: full URL [Accessed day month year].

Example:

In-text citation: (Griffiths et al., 2007)

19.2 British National Formulary (BNF)

Example:

---

**Best Practice**
Although the web version is hosted by NICE, the content is still compiled by the Joint Formulary Committee.

In-text citation: (Joint Formulary Committee, 2017)

### 19.3 NICE guidance

**Best Practice**
Write the corporate author’s name in the text in full the first time you use it. You can use the acronym NICE in subsequent in-text citations.

If you go to a sub-section of the guidance, you can still use the format above. You don’t need to mention each subheading as long as you provide the URL to the page with the specific section you are using.

Format:
Corporate author’s name (Year of publication or update if there has been an update) *Title of guidance: type of guidance and [its letter-number combination]*. Available from: URL [Accessed day month year].

Example:

In-text citation: (National Institute for Health and Care Excellence (NICE), 2017)

### 20. Confidential information

If information is not in the public domain e.g. school or hospital procedural documents, anonymise the author and title. For example use ‘Placement school’ or ‘NHS Trust’ in place of the name.

Format:
Anonymised institution/agency (year) *Anonymised title* [Confidential document].

Example:
NHS Trust (2016) *Disciplinary policy* [Confidential document].
In-text citation: (NHS Trust, 2016).

### 21. Conference proceedings

#### 21.1 Print conference paper

Format:
Author’s surname, Initials. (Year of publication) *Title of conference paper*, in: *Title of conference*, Location, date of conference. Place of publication: Publisher, page range of paper.

Example:
In-text citation: (Ming and Liang-Heng, 2008)

Alternatively, if the article has a digital object identifier (DOI), include this in place of the URL and date of access. See section 11.1 for more information about DOIs.

21.2 Online conference paper

Format:

Example:

In-text citation: (Lahti, 2010)

22. Dissertations and theses

22.1 Print dissertation/thesis

Format:
Author’s surname, Initials. (Year submitted) Title of dissertation/thesis. Level of award, Location of awarding institution if not clear from name: Name of awarding institution.

Example:

In-text citation: (Smith, 2014)

22.2 Online dissertation/thesis

Format:
Author’s surname, Initials. (Year submitted) Title of dissertation/thesis. Level of award, Location of awarding institution if not clear from name: Name of awarding institution. Available from: URL [Accessed date month year].

Example:
23. Standards

Format:
Name of organisation (Year of publication) Standard number: Title of standard. Place of publication: Publisher.

Example:

In-text citation: (British Standards Institution, 2016)

24. Patents

Format:
Inventor’s surname and initials or organisation. (Year of publication) Title of patent document. Country/region patent number.
If found online include - Available from: URL [Accessed day month year]
Example:
Philip Morris Inc. (1983) Optical perforating apparatus and system. US patent 4404452 A. Available from:

In-text citation: (Philip Morris Inc., 1981)

25. Films, TV, podcasts and online videos

25.1 Films/DVDs

Format:
Title of film/DVD (Year of release) [Film/DVD]. Directed by Director’s name. Place of distribution: Distribution company.

Example:

In-text citation: (The artist, 2012)

25.2 TV or radio broadcast

Format:
Title of broadcast (Year of broadcast) [Type of broadcast]. Channel, date of broadcast.

Example:
In-text citation: (Treasures of the Anglo Saxons, 2012)

If the broadcast is an episode in a series the format would be:
Title of episode (Year of release) Title of programme, series and episode numbers. [Type of broadcast]. Channel, date of broadcast.
Example:
This is England (2012) Simon Schama’s Shakespeare, series 1, episode 1. [TV programme]. BBC2, 22 June.

In-text citation: (This is England, 2012)

25.3 TV or radio broadcasts on Box of Broadcasts

Format:
Title of broadcast (Year of broadcast) [Type of broadcast]. Channel, episode, date of broadcast. Available from: Box of Broadcasts. http://bobnational.net [Accessed day month year].

Example:

In-text citation: (Treasures of the Anglo Saxons, 2018)

25.4 Podcasts

Format:
Author or presenter’s surname, Initials. (year that the site was last updated) Title of the podcast. [Podcast]. Day/month of posted message. Available from: URL [Accessed day month year].

Example:

In-text citation: (Flintoff et al., 2017)

25.5 Online video

Format:
Author’s surname, Initials or username (year created/uploaded) Title of video. Available from: URL [Accessed day month year].

Example:

In-text citation: (Stanford Humanities, 2011)

Best Practice
Although podcasts can be downloaded on to portable devices, you should reference where it was published or displayed for download rather than give the device as a source.
26. Live performances

26.1 Play

Format:
*Title* by Author (Year of performance) Directed by director’s name [Location. Date seen].

Example:

In-text citation: *(A small family business, 2014)*

26.2 Dance

Format:
Choreographer’s surname, initials. (Year of premiere) *Title* [Location. Date seen].

Example:
Khan, A. (2013) *iTMOi* [Sadler’s Wells, London. 11 June 2014].
In-text citation: (Khan, 2013)

27. Illustrations/artworks/diagrams/figures

27.1 Online image

Format:
Author’s surname, Initials. (Year published/uploaded/created) *Title* [Format e.g. Photograph]. Available from: URL [Accessed day month year].

Where the author is not known, begin the reference with the *Title of the work*.

Example:

In-text citation: (Christensen, no date)

27.2 Image found within a book/journal/web article

If you want to refer to an image found within a source, for example, an illustration inside a book or a photo within an online article, and the author of the work is also the creator of the image, just reference the source and put the page number and/or figure number (if available) where you found the visual resource in the in-text citation.

If the image is by a different author, include information about the original creator in the body of your work and just reference the book etc.
in which you found the image in your reference list.

Example of an in-text citation to an illustration found in a book:
... Barker’s illustration (Whittle, 2015, p. 176, fig. 10.5) shows a young girl leaving the village ...

NOTE: for the above example, you’d only include a reference to Whittle in the Reference list.

If you are copying and pasting an image from an online article, also include the caption/details of creator where available and put the in-text citation to the source underneath.

27.3 Artwork/Exhibit on location

If you viewed an illustration/artwork/photograph/exhibit etc. on location e.g. at a gallery, reference the work as follows:

Format: Creator’s name, Initials. (Year produced) Title of the work. [Type e.g. Oil on Canvas]. Place, Location [Viewed day month year].

Example:

In-text citation: (Fragonard, 1766).

28. Maps

Format: Author’s name, Initials (Year) Title of map/postcode, scale [Map]. Place of publication: publisher.

If referencing an online map include the URL and date accessed in place of the place of publication and publisher.

Example:

In-text citation: (Ordnance Survey, 2019)

29. Interviews

If you have conducted an interview as part of your research, include a transcript and full details of the interview in an appendix rather than referencing it in the reference list. NOTE: Make sure you have the permission of the interviewee before making the transcript available to others.
If you’ve read or listened to an interview conducted by another person then reference the publication or broadcast following the guidelines for that format.

30. Lecture notes/handouts

NOTE: It is important to check with your lecturer if referencing class notes is appropriate for your assignment.

Format:
Author’s surname, Initials. (Year produced) Title of handout/lecture. [description and name of course, module code]. Name of teaching establishment, Date of lecture.
Example:

In-text citation: (Smith, 2019)

31. LSBU Virtual Learning Environment (VLE) materials

For chapters and articles that have been scanned and uploaded onto LSBU VLE, reference them as print resources.

For lecturer’s note/handouts. Follow guidelines in section 30 above and include the following at the end:
Available from: https://vle.lsbu.ac.uk/ [Accessed day month year].

Example:

In-text citation: (Smith, 2019)

32. Emails

Format:
Sender’s surname, Initials. (Year sent) Message subject. Personal email to: name of recipient, day and month of message.

Example:

In-text citation: (Beam, 2018)
33. Further help

Visit the LLR Referencing site on Moodle for glossaries, interactive lessons, quizzes, guides etc.  https://vle.lsbu.ac.uk/course/view.php?id=21372

Please contact the Information Skills Librarians if you have any enquiries – askalibrarian@lsbu.ac.uk

Updated by LLR: January 2020