



# Harvard Referencing Style Guide

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## Learning Services Guide

# Table of Contents

Harvard Referencing Style Guide .....	5
What is referencing?.....	5
What is a reference? .....	5
General guidance .....	5
Alphabetical order.....	5
Layout and formatting.....	5
Incomplete references – no author / anonymous.....	5
Incomplete references – no date .....	5
Citations .....	6
Citations (in text).....	6
Citations - Quotations from a book or journal article.....	6
Citations - Paraphrasing a book or journal article.....	6
Citations - Joint or multiple authors .....	6
Citing several authors who have made similar points in different texts.....	7
Citations – Works by the same author, written in the same year .....	7
Citations – Edited books.....	7
Citations – Edited book chapters.....	7
Citations - Government bodies or organisations.....	7
Citations - Websites.....	7
Secondary citation or referencing .....	8
Reference List.....	9
Acts of Parliament .....	9
Apps .....	9
Blogs .....	9
Book (with one author) .....	9
Book (with two authors).....	9
Books with more than three authors .....	9
Book (edited).....	10
Book (chapter in an edited book).....	10
Book (information about the edition).....	10
eBook .....	10
eBook (Kindle edition) .....	10
Broadcasts .....	10
Broadcasts (interviews within) .....	11
Broadcast online (iPlayer/All4).....	11
Chapter in an edited book .....	11
Cochrane Library .....	11

Command Paper .....	11
Computer Games .....	12
Conference (published paper) .....	12
Dance (live performance) .....	12
Dance (recording).....	12
Department for Education.....	12
Department of Health and Social Care .....	12
Dictionaries.....	12
Dissertation/thesis .....	13
Encyclopaedias .....	13
Facebook Page .....	13
Facebook Post.....	13
Film.....	13
Film (on DVD / video / Blu-ray) .....	13
Government publications .....	13
Hansard .....	14
House of Commons/Lords Paper .....	14
Images in a book .....	14
Images (online).....	14
Images (in a gallery) .....	14
Journal article .....	14
Journal article (online) .....	15
Journal article (published online before print publication).....	15
Journal article (with more than three authors) .....	15
Law Reports .....	15
Leaflets and pamphlets .....	15
Lecture notes.....	16
Music (online stream) .....	16
Music (CD/vinyl) .....	16
Music (individual track on album) .....	16
Music (compilation album).....	16
Musical (score) .....	16
National Curriculum.....	16
National Health Service .....	16
Newspaper article.....	16
Newspaper article (online).....	17
Ofsted .....	17
Parliamentary Bill.....	17

Podcasts.....	17
Pre-Print .....	17
Religious/Sacred texts.....	17
Report.....	18
Report (online).....	18
Statutory Instrument .....	18
Twitter.....	18
Websites.....	18
YouTube.....	18

*This guide is based on the British Standard ISO 690:2010 Information and documentation - Guidelines for bibliographic references and citations to information resources.*

# Harvard Referencing Style Guide

The purpose of this guide is to provide a brief introduction to referencing in the British Standard Harvard style used at Edge Hill University. This guide is based on the British Standard ISO 690:2010 Information and documentation and the layout of this guide has been informed by Harvard style conventions currently being followed in UK Universities.

Unless your department or tutor has advised otherwise, you should follow the advice provided in this guide.

## What is referencing?

Referencing is the way that you acknowledge your use of other people's work or ideas. Whenever you summarise, refer to, or quote from an author's work, you must acknowledge (cite) your information source.

## What is a reference?

There are two parts to a reference:

- A **citation** goes in the main text of your work and acts as a flag to indicate that you are using someone else's ideas.
- A **reference** gives the full details of where the information came from. This goes in an alphabetical list at the end of your work.

## General guidance

- You need to reference every time you use, or refer to, another person's work within your own.
- Check your module handbook or speak to your tutor to check you are using the right style.
- Make use of online style guides and toolkits available.
- Keep a record of all your sources – this will make writing them all up much easier.
- It is important that your referencing is consistent.

## Alphabetical order

A bibliography/reference list should be presented in alphabetical order, with the author's family name preceding the author's initials.

## Layout and formatting

Information should be taken from the cited source. You should follow the format/layout on the document or information source, this includes things like spelling and capitalisation.

## Incomplete references – no author / anonymous

If you cannot identify an author, corporate author, organisation, or the item does not appear to have an author, use Anon. However, in most cases, it is important that you identify the source of any evidence you include in your work. Therefore, you may wish to consult your tutor about using references that cannot be verified.

## Incomplete references – no date

If you want to cite a source of information but are unable to identify a date, you may replace the year with the letters n.d. which simply means no date.

# Citations

## Citations (in text)

A citation goes in the main body text of your work and acts as a 'flag' indicating that you are using someone else's ideas. The author's family name (or name of organisation) and year of publication are cited in the text of your work and the full details of the source are included in a reference list or bibliography at the end of the assignment.

Reading is a part of learning and becomes easier with practice. 'Readers become more proficient the more that they practice' (Eron, 2019: 48).

Eron (2019) suggests that practice can improve reading ability and ...

## Citations - Quotations from a book or journal article

Quotations are the actual words of an author and should be in speech marks. You should include a page number.

Smyth (2020: 62) argues that 'this is an extremely complex process, and no one factor alone can provide a satisfactory explanation.'

It has been suggested that 'this is an extremely complex process, and no one factor alone can provide a satisfactory explanation' (Smyth, 2020: 62).

## Citations - Paraphrasing a book or journal article

Paraphrasing is when we sum up an author's work in our own words. This can be done two ways, either is correct.

Turner (2019) argues that academic writing is important.

It has been suggested that academic writing is important (Turner, 2019).

## Citations - Joint or multiple authors

If you are referencing a book or journal article with two or more authors, the form is:

Smith and Jones (2020) or Smith, Jones and Bloggs (2020).

For more than three authors you would write:

Smith et al. (2020).

If the whole of the citation is in brackets, the correct format would be (Smith et al., 2020).

The phrase, 'et al.' is an abbreviation of the Latin et alia and means 'and others'. As et al. is an abbreviation, it is important to always include the full stop at the end.

## Citing several authors who have made similar points in different texts

In text citations with more than one source use a semi colon to separate the authors.

There has been much debate about parents' right to discipline their children (see for example, Green, 2015; Jones, 2017; Brown, 2020 and Smith, 2020).

## Citations – Works by the same author, written in the same year

If an author has produced several reports or articles in the same year, distinguish between them by adding lower-case letters:

Recent studies by Broad (2020a, 2020b, 2020c) seem to suggest...

## Citations – Edited books

If you are referencing the book in general, or from the editor's introduction / summary, then you cite the editor of the book in your essay text.

Morgan (2012) suggests that student experience in higher education has...

Then in your reference list / bibliography:

MORGAN, M., ed., 2011. *Improving the Student Experience: A practical guide for universities and colleges*. London: Routledge.

## Citations – Edited book chapters

When referencing a specific chapter in an edited book you cite the author of the chapter in your essay text (not the editor of the book); in this case Krause:

It is important to employ a wide range of communication tools to engage with students (Krause, 2012).

Then in your reference list / bibliography:

KRAUSE, K., 2012. Arrival and orientation. In: M. MORGAN, ed., 2011. *Improving the Student Experience: A practical guide for universities and colleges*. London: Routledge. pp. 69-87.

## Citations - Government bodies or organisations

If you reference an organisation or government body such as World Health Organization, the Departments for Education or Health and Social Care, the first time you mention the organisation give their name in full with the abbreviation in brackets, from then on you can abbreviate the name.

The World Health Organization (WHO) (2020) suggests that.....

## Citations - Websites

If there is no named author, use the name of the website. For example:

Shelter (2019) have campaigned against.....

## Secondary citation or referencing

If you want to cite a source within a source, you should try to trace the original reference. If this is not possible, you should acknowledge both sources in the text, but only include the item you actually read in your reference list.

### *In assignment text*

Freire (1972, cited in Vella, 2002: 6) refers to ...

Note that, Vella, not Freire, will go in the bibliography because you have not read Freire's original work: you read about it in Vella's book. *In bibliography*

VELLA, J., 2002. *Learning to Listen, Learning to Teach: The Power of Dialogue in Educating Adults*. San Francisco: Jossey-Bass.



# Reference List

## Acts of Parliament

*Name of Act Year, Chapter number* [online]. Place of publication: Publisher. Available from: URL [Accessed date].

*Coronavirus Act 2020, Chapter 7* [online]. London: The Stationery Office. Available from: <http://www.legislation.gov.uk/ukpga/2020/7/contents> [Accessed 2 April 2020].

## Apps

DEVELOPER, Year. Name of app (version) [mobile app]. Available from: URL

DUOLINGO, INC., 2019. Duolingo – Language Lessons (version 6.61.0) [mobile app]. Available from: <https://apps.apple.com/us/app/duolingo-language-lessons/id570060128>.

EVERNOTE CORPORATION, 2020. Evernote (version 8.24.6) [mobile app]. Available from: <https://play.google.com/store/apps/details?id=com.evernote&hl=en>

## Blogs

AUTHOR, Year. Title of the posting. *Title of the site*. [Blog online]. Day & month of posting. Available from: web address [Accessed date].

FLINDERS, M. and DIMOVA, G., 2020. Bringing in the experts: blame deflection and the COVID-19 crisis. *LSE: British Politics and Policy*. [Blog online]. 3 April. Available from: <https://blogs.lse.ac.uk/politicsandpolicy/bringing-in-the-experts-blame-deflection-and-the-covid-19-crisis/> [Accessed 3 April 2020].

## Book (with one author)

AUTHOR, Year. *Title* (in italics). Edition (if not the 1st). Place of publication: Publisher.

GREETHAM, B., 2019. *How to Write Your Undergraduate Dissertation*. 3rd ed. London: Red Globe Press.

## Book (with two authors)

GRIFFITH, R. and DOWIE, I., 2019. *Dimond's Legal Aspects of Nursing: A Definitive Guide to Law for Nurses*. 8th ed. Upper Saddle River, NJ: Pearson.

## Books with more than three authors

For four or more authors, give the name of the first author then 'et al.' in your essay text. 'Et al.' abbreviates a Latin phrase which means 'and others'. Please note that et al. is always punctuated with a full stop. You should list all the authors in your reference list.

JACKSON, H., TEMPLE, D., KELLY, B., CRAIGS, K. and FUENTES, L., 2019. *Introduction to Electric Circuits*. 10th ed. Oxford: Oxford University Press.

## Book (edited)

EDITOR(S), ed. or eds., Year. *Title*. Place of publication: Publisher.

EMOND, A., ed., 2019. *Health for All Children*. 5th ed. Oxford: Oxford University Press.

## Book (chapter in an edited book)

CHAPTER AUTHOR and initials., Year of chapter. Title of chapter. In: EDITOR **initials first followed by surname** with ed. or eds. *Title of book*. Place of publication: Publisher. First and last page numbers of chapter.

KRAUSE, K., 2011. Arrival and orientation. In: M. MORGAN, ed. *Improving the Student Experience: A practical guide for universities and colleges*. London: Routledge. pp. 69-87.

## Book (information about the edition)

You should include information about the edition of a book where it is given. This is because different editions of books may contain different material or have different page numbering.

GOODMAN, S., 2019. *Psychology & Sociology in Nursing*. 3rd ed. London: Learning Matters.

## eBook

AUTHOR, Year. *Title of book* [eBook]. Edition (if not the 1st). Place of publication: Publisher. Available from: URL [Accessed date].

KNEALE, P.E., 2019. *Study skills for Geography, Earth and Environmental Science students* [eBook]. 4th ed. London: Routledge. Available from: <https://ebookcentral.proquest.com/lib/edgehill/detail.action?docID=5741677> [Accessed 4 June 2020].

## eBook (Kindle edition)

If you need to use a direct quotation from an eBook that does not have page numbers, use the chapter number or section heading in your in-text citation instead.

AUTHOR, Year. *Title of book* [Kindle eBook]. Edition (if not the 1st). Place of publication: Publisher.

BROWNE, K.J., 2019. *An Introduction to Sociology* [Kindle eBook]. 5th ed. Cambridge: Polity Press.

## Broadcasts

*Title*. Year. Broadcasting organisation and Channel. Date of broadcast. Time of transmission.

*The One Show*. 2020. Episode number (if applicable). BBC1. 15 May. 1900 hrs.

*Walking with Elephants*. 2020. Episode 3. Channel 4. 24 May. 2115 hrs.

## Broadcasts (interviews within)

INTERVIEWEE, Year. Interview. In: *Name of programme*. Broadcasting organisation and channel. Date of broadcast. Time of broadcast.

COFFEY, T., 2020. Interview. In: *Today Programme*. BBC Radio 4. 19 May. 0812 hrs.

## Broadcast online (iPlayer/All4)

*Title*. Year. Broadcasting organisation and channel [type of medium]. Date of broadcast. Time of broadcast. Available from: URL [Accessed date].

*Panorama: Coronavirus: When Will We Be Safe*. 2020. BBC One [online]. 4 May. 19:30 hrs. Available from: <https://www.bbc.co.uk/iplayer/episode/m000hybb/panorama-coronavirus-when-will-we-be-safe> [Accessed 19 May 2020].

*Joe Lycett's Got Your Back*. 2020. All4 [online] 15 May. 20:00 hrs. Available from: <https://www.channel4.com/programmes/joe-lycetts-got-your-back/on-demand/70400-006> [Accessed 19 May 2020].

## Chapter in an edited book

CHAPTER AUTHOR surname and initials., Year of chapter. Title of chapter. In: EDITOR **initials first followed by surname** with ed. or eds. after the last name. *Title of book*. Edition (if not the 1st). Place of publication: Publisher. First and last page numbers followed by full stop.

Cite the author of the chapter in your essay text (not the editor of the book); in this case, Brown.

BROWN, F., 2019. Playwork. In: A. BROCK, P. JARVIS and Y. OLUSOGA, eds. *Perspectives on Play: Learning for Life*. 3rd ed. Abingdon: Routledge. pp. 272-289.

## Cochrane Library

AUTHOR(S), Year. Title of article. *Cochrane Database of Systematic Reviews* [online]. Issue number, article number. Available from: URL [Accessed date].

NG, C., MAJOR, G. and SMYTH, A.R., 2021. Timing of pancreatic enzyme replacement therapy (PERT) in cystic fibrosis. *Cochrane Database of Systematic Reviews* [online]. Issue 8, art no. CD013488. Available from: <https://doi.org/10.1002/14651858.CD013488.pub2> [Accessed 10 August 2021].

## Command Paper

AUTHOR, Year. *Title*, Command no [online]. Place of publication: Publisher. Available from: URL [Date accessed].

FOREIGN AND COMMONWEALTH OFFICE, 2020. *The Antarctic Treaty: Measures adopted at the Forty-second Consultative Meeting held at Prague, Czech Republic, 1 – 11 July 2019*, CP247 [online]. London: The Stationery Office. Available from: <https://www.gov.uk/government/publications/the-antarctic-treaty-measures-adopted-at-the-42nd-consultative-meeting-2019> [Accessed 17 June 2020].

## Computer Games

AUTHOR or ORIGINATOR, Year. *Title* [Medium of item, i.e. DVD, CD or online]. Platform (Xbox, PS3 etc.) Place of Publication: Publisher.

ELECTRONIC ARTS, 2019. *FIFA 20* [DVD]. Xbox One. Redwood City, Ca.: Electronic Arts Inc.

## Conference (published paper)

AUTHOR, Year. Title of paper. In: EDITOR (if applicable), *Title of conference*, date of conference. location of conference [online]. Place of publication: Publisher. Page number(s). Available from: URL [Accessed date].

ASHJAEI, M. and GIRS, S., 2020. Dynamic Resource Distribution using SDN in Wireless Networks. In: *2020 IEEE International Conference on Industrial Technology (ICIT)*, 17-18 April 2013, Buenos Aires [online]. Piscataway, N.J.: Institute of Electrical and Electronics Engineers. pp. 967-972. Available from: <https://dx.doi.org/10.1109/ICIT45562.2020.9067117> [Accessed 2 June 2020].

## Dance (live performance)

NAME (of the choreographer), Year of première. *Title*. [Place of performance. Date].

OSSERMAN, W., 2020. *Combustion*. [Theater for the New City, New York. 11 March 2020].

## Dance (recording)

NAME (of the director/producer). use 'dir.' or 'prod.' as appropriate. Year published /first transmission. *Title of video or programme* [Type of medium, e.g. Video]. Production company or Publisher [further details to identify dance works].

LOCKYER, B. dir., 1979. *Sadler's Wells Royal Ballet* [Video]. BBC TV in association with R.M. Productions Munich. [Les Patineurs, Ashton; Pineapple Poll, Cranko].

## Department for Education

See Report and Report (online).

## Department of Health and Social Care

See Report and Report (online).

## Dictionaries

When you are quoting a definition from a dictionary, if there is no identifiable author then use the publisher as the author.

AUTHOR, Year. *Title*. Place of publication: Publisher.

SIMPSON, J.A. and WEINER, E.S.C., eds. 1989. *The Oxford English Dictionary*. 2nd ed. Vol. 9, Oxford: Oxford University Press.

CHAMBERS, 2014. *The Chambers Dictionary*. 13th ed. London: Chambers Harrap.

## Dissertation/thesis

AUTHOR, Year. *Title*. Designation (Level, e.g. MSc, PhD). Institution.

FLEETWOOD, L., 2019. *The vertical globe: altitude and science in the exploration of the Himalaya, 1800-1850*. Unpublished thesis (PhD). University of Cambridge.

## Encyclopaedias

If an encyclopaedia entry has a named author, then the format for a chapter in a book should be used with the addition of the encyclopaedia volume number where appropriate.

AUTHOR, Year. Title of chapter. In: Encyclopaedia editor(s) INITIALS FIRST FOLLOWED BY SURNAMES, ed. or eds. *Title*, Volume (if applicable), Edition. Place of publication: Publisher. Page nos.

DRAKE, P.P., 2013. Dividend discount models. In: F.J. FABOZZI, ed. *Encyclopedia of financial models*, Vol. 2. Hoboken: John Wiley & Sons. pp. 3-14.

## Facebook Page

AUTHOR, Year. *Title of page* [Facebook]. Available from: URL [Accessed date].

EDGE HILL UNIVERSITY, 2021. *Edge Hill University* [Facebook]. Available from: <https://www.facebook.com/edgehilluniversity/> [Accessed 20 December 2021].

## Facebook Post

Use the title of the post, if it has one. If the post has no title, use the text of the post. If the post has more than 20 words, use the first 20 words followed by [...].

AUTHOR, Year. *Title of post* [Facebook]. Date posted. Available from: URL [Accessed date].

EDGE HILL UNIVERSITY, 2021. *Our campus is designed around you. With food, lecture halls, accommodation and entertainment all in one place, you'll never [...]*. 19 December. Available from: <https://www.facebook.com/pg/edgehilluniversity/posts/> [Accessed 20 December 2021].

## Film

*Title* [film]. Year. DIRECTOR (use dir.) Place of production: Production company.

*Aliens* [film]. 1986. JAMES CAMERON dir. USA: Twentieth Century Fox.

## Film (on DVD / video / Blu-ray)

*Title* [medium]. Year. DIRECTOR (use dir.) Country of origin: Production company.

*Gladiator* [DVD]. 2000. RIDLEY SCOTT dir. USA: Universal, DreamWorks, Scott Free Productions.

## Government publications

See Report and Report (online).

## Hansard

*Hansard* Name of House abbreviated (i.e. HC or HL) Deb. vol. number col. number(s), date [online]. Available from: URL [Date accessed].

*Hansard* HC Deb. Vol. 676 col. 136, 12 May 2020 [online]. Available from: <https://hansard.parliament.uk/Commons/2020-05-12/debates/7B585642-7EC5-456E-8CFF-AC3605AF5473/Covid-19EconomicPackage> [Accessed 17 June 2020].

## House of Commons/Lords Paper

GOVERNMENT DEPARTMENT/COMMITTEE/ORGANISATION, Year. *Title*, House name abbreviated (i.e. HC or HL) series number, parliamentary session [online]. Place of publication: Publisher. Available from: URL [Accessed date].

NATIONAL AUDIT OFFICE, 2020. *Palace of Westminster Restoration and Renewal Programme*, HC 315, 2019-21 [online]. London: The Stationery Office. Available from: <https://www.nao.org.uk/report/palace-of-westminster-restoration-and-renewal/> [Accessed 18 June 2020].

## Images in a book

ARTIST, Year. Title of work [material type]. In: AUTHOR, Year. *Title*. Place of publication: Publisher.

POLLOCK, J., 1950. Number 22 [enamel on masonite]. In: A. TINKER, 2006. *A Century of Art: Creative Display and Activities Inspired by Twentieth Century Art*. Dunstable: Belair.

## Images (online)

ARTIST, Year. *Description or title of image* [online image]. Available from: URL [Accessed date].

Note: If you do not know who created the image, begin the reference with the subject and/or title of the image.

BLANKEN, R., 2020. *Great Grey Owl* [online image]. Available from: <https://www.flickr.com/photos/robblanken/49617184267> [Accessed 5 June 2020].

## Images (in a gallery)

ARTIST, Year. *Title of work* [material type]. At: Town/City: Gallery.

TURNER, J. M.W., 1849. *The Wreck Buoy* [oil on canvas]. At: Liverpool: Sudley House.

## Journal article

AUTHOR, Year. Title of article. *Title of Journal* (in italics). Volume (Issue number in brackets), Pages where article starts and ends (p. or pp.)

BARKHAM, P., 2020. Rewilding childhood. *British Wildlife*. 31 (4), pp. 265-269.

## Journal article (online)

AUTHOR, Year. Title of article. *Title of Journal* [online]. Volume number (Issue number in brackets), pp. page numbers. Available from: URL [Accessed date].

HELLSTRÖM, L. and BECKMAN, L., 2020. Adolescents' perception of gender differences in bullying. *Scandinavian Journal of Psychology* [online]. 61 (1), pp. 90-96. Available from: <https://doi-org.edgehill.idm.oclc.org/10.1111/sjop.12523> [Accessed 9 June 2020].

## Journal article (published online before print publication)

Many journal publishers, when they accept an article for publication, publish that article online first. The publication of the article in a print issue can occur up to two years later. This means that the online article will not have a volume number, an issue number, or page numbers until it has been published in an issue of the journal.

AUTHOR, Year. Title of article. *Title of Journal* [online]. Available from: URL [Accessed date].

BUSEMEYER, M.R., RATHGEB, P. and SAHM, A.H.J., 2021. Authoritarian values and the welfare state: the social policy preferences of radical right voters. *West European Politics* [online]. Available from: <https://doi-org.edgehill.idm.oclc.org/10.1080/01402382.2021.1886497> [Accessed 10 August 2021].

## Journal article (with more than three authors)

If more than three authors, give the name of the first author then 'et al.' in your essay text. 'Et al.' means 'and others'. You should list all of the authors in your reference list.

LEVEY, R., BALL, L., CHABOYER, W. and SLADDIN, I., 2020. Dietitians' perspectives of the barriers and enablers to delivering patient-centred care. *Journal of Human Nutrition and Dietetics* [online]. 33 (1), pp. 106-114. Available from: <https://doi-org.edgehill.idm.oclc.org/10.1111/jhn.12684> [Accessed 11 May 2020].

## Law Reports

If the law report does not have a volume number, encase the year in square brackets. This highlights that the year is required to find the case.

*Parties in the case* [Year] Abbreviation of law report Page.

*Simawi v Haringey LBC* [2019] EWCA Civ 1770.

If the law report does have a volume number, encase the year in round brackets.

*Parties in the case* (Year) Volume number Abbreviation of law report Page.

*JK v A Local Health Board* (2020) 171 BMLR 184.

## Leaflets and pamphlets

AUTHOR, Year. *Title*. Place of publication: Publisher.

METROPOLITAN POLICE, 2019. *The Little Leaflet of Cyber Advice*. London: Metropolitan Police Service.

## Lecture notes

For guidance on the use of lecture notes in your assignment please speak to your tutor.

## Music (online stream)

ARTIST, Year. *Title* [format]. Place of distribution: Record label. Available from: URL [Accessed date].

ASH, 2018. *Islands* [audio stream]. London: Infectious Music. Available from: <https://www.spotify.com/uk/> [Accessed 9 June 2020].

## Music (CD/vinyl)

ARTIST, Year. *Title* [format]. Place of distribution: Record label.

ALVVAYS, 2014. *Alvvays* [CD]. London: Transgressive Records.

DAVIS, M., 1959. *Kind of blue* [vinyl]. Columbia: CBS.

## Music (individual track on album)

GALLAGHER, N., 1994. Shakermaker. In: OASIS, *Definitely maybe* [CD]. Manchester: Creation Records.

## Music (compilation album)

ORA, R., 2014. I Will Never Let You Down. In: *NOW That's What I Call Music! 88* [CD]. London: UMTV.

## Musical (score)

NYMAN, M., 2003. *Pieces from the Piano* [score]. UK: Music Sales Ltd.

BRITTEN, B., 1980. *Eight folk song arrangements for high voice and harp* [score]. O. ELLIS, ed. London: Faber Music.

## National Curriculum

See Report and Report (online).

## National Health Service

See Report and Report (online).

## Newspaper article

AUTHOR, Year. Title of article. *Full Title of Newspaper*. Date of publication. Page number.

HOYLE, A., 2014. I'm aware that my life is uncertain. *The Daily Telegraph*. 21 July. pp. 20–21.



## Newspaper article (online)

AUTHOR, Year. Title of document or page. *Name of newspaper* [type of medium]. Date of publication. Available from: URL [Accessed date].

WOOLCOCK, N., 2020. A quarter of head teachers ready to quit. *The Times* [online]. 3 June. Available from: <https://link-gale-com.edgehill.idm.oclc.org/apps/doc/A625590765/STND?u=edge&sid=STND&xid=d06856bf> [Accessed 10 June 2020].

## Ofsted

See Report and Report (online).

## Parliamentary Bill

*Title*, Year. House name abbreviated to HC or HL Bill number, parliamentary session [online]. Place of publication: Publisher. Available from: URL [Accessed Date].

*Fire Safety Bill*, HC Bill 121, 2019-21 [online]. London: The Stationery Office. Available from: <https://bills.parliament.uk/bills/2730> [Accessed 19 June 2020].

## Podcasts

AUTHOR OR BROADCASTER, Year. Title of episode. *Title of podcast* [podcast]. Available from: URL or name of app [Accessed date].

STEPHEN, M. and MCILWRAITH, E., 2021. The River Tay: Mark and Euan explore Scotland's longest river from Kenmore to Dunkeld. *Scotland Outdoors* [podcast]. Available from: <https://www.bbc.co.uk/programmes/p09nsdjx> [Accessed 9th August 2021].

## Pre-Print

AUTHOR, Year. Title of article. *Name of pre-print server: article number* (if this exists). [Pre-print]. Available from: URL [Accessed date].

BOUKROUCHE, R., LICHTENBERG, T. and PIERREHUMBERT, R.T., 2021. Beyond runaway: initiation of the post-runaway greenhouse state on rocky exoplanets. *arXiv: 2107.14150* [pre-print]. Available from: <https://arxiv.org/abs/2107.14150> [Accessed 10 August 2021].

## Religious/Sacred texts

When you quote from the Bible, Quran, Torah or any sacred text, the required elements are:

*Citation in assignment text...*

Name of religious text: Book version. Sura or Chapter: Verse

'In the beginning, God created the heavens and the earth' (The Holy Bible: Genesis. 1:1)

Note: Convention dictates that you do not use page numbers with religious/sacred texts.

*Reference in bibliography...*

*Name of religious text*: Book version, Date. Location: Publisher.

*The Holy Bible*: New international Version, 1979. London: Hodder & Stoughton.

## Report

AUTHOR, Year. *Title of Report*.

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