



Harvard Referencing Style Guide

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	6
Citations	6
Citations (in text).....	6
Citations – Short Quotations from a source.....	6
Citations – Long Quotations from a source	6
Citations - Paraphrasing a book or journal article	7
Citations - Joint or multiple authors	7
Citing several authors who have made similar points in different texts (synthesising).....	7
Citations – Works by the same author, written in the same year.....	8
Citations – Edited book.....	8
Citations – Edited book chapter.....	8
Citations – Kindle eBook	8
Citations - Government body or organisation	8
Citations - Website	9
Secondary citation or referencing.....	9
Reference List.....	10
Act of Parliament	10
App	10
Blog	10
Book (with one author)	10
Book (with two authors).....	10
Book with more than three authors.....	10
Book (edited)	11
Book (information about the edition).....	11
eBook	11
eBook (Kindle edition)	11
Chapter in an edited book	11
Clinical Guideline.....	12

Cochrane Library	12
Command Paper	12
Computer Game	12
Conference (published paper)	12
Dance (live performance)	13
Dance (recording).....	13
Department for Education.....	13
Department of Health and Social Care	13
Dictionary	13
Dissertation/thesis	13
Encyclopaedia	14
Facebook Page	14
Facebook Post.....	14
Film (broadcast).....	14
Film (DVD / video / Blu-ray)	14
Film (streamed)	15
Government publications	15
Hansard.....	15
House of Commons / Lords Paper	15
Image / Artwork (in a book)	15
Image / Artwork (online)	15
Image / Artwork (in a gallery).....	16
Interview (within broadcasts)	16
Journal article (print).....	16
Journal article (online)	16
Journal article (published online before print publication).....	17
Journal article (with more than three authors)	17
Law Report.....	17
Leaflet or pamphlet.....	17
Lecture notes.....	18
Music (online stream)	18
Music (CD / vinyl)	18
Music (individual track on album)	18
Music (compilation album).....	18
Musical (score)	18
National Curriculum.....	18

National Health Service	18
Newspaper article (print)	19
Newspaper article (online).....	19
Ofsted	19
Parliamentary Bill.....	19
Podcast	19
Pre-Print	19
Radio Programme (broadcast)	19
Radio Programme (streamed).....	20
Religious/Sacred text.....	20
Report (print)	20
Report (online).....	20
Statutory Instrument	20
Television Programme (broadcast).....	21
Television Programme (streamed)	21
Website	21
X (formerly Twitter).....	21
YouTube.....	22

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. A British Standard is a set of standards and specifications for the production of goods and services and is published by the British Standards Institute. 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. For most sources the author(s) will be listed first, with the author's family name preceding the author's initials. However, for some sources, including legislation, films, parliamentary Bills, radio and tv programmes and religious texts start with the title, which is not capitalised. Law reports start with the names of the parties in the court case concerned.

Layout and formatting

Information should be taken from the cited source. You should follow the format/layout of the original 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, 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 ...

'Although women in the UK on average live longer than men, women spend a significantly greater proportion of their lives in ill health and disability when compared with men' (Department of Health and Social Care, 2022: 2).

A recent report on women's health by the Department of Health and Social Care (2022) discusses the gender disparity in health outcomes.

Citations – Short Quotations from a source

Quotations are the actual words of an author and short quotations (three lines or less) should be placed in single speech marks. You should also include the 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 – Long Quotations from a source

Quotations over three lines are considered to be long quotations and should be presented as a separate block of text. You should leave a line space immediately before and after the quoted words and indent the text. Long quotations do not need to be enclosed in speech marks. The following examples demonstrate how to present a long quote using a narrative citation (within the main text) and using a parenthetical citation (in brackets at the end).

In discussing the benefits of outdoor learning for children, Lowry (2021: 6) argues that,

giving children well-managed opportunities to discover, learn about and experience the living world is highly beneficial in a number of ways. In addition to enhancing their health, wellbeing and educational outcomes, learning in natural environments can have positive effects on children's resilience, self-esteem, communication skills, team work and behaviour.

In discussing the benefits of outdoor learning for children, it has been argued that,

giving children well-managed opportunities to discover, learn about and experience the living world is highly beneficial in a number of ways. In addition to enhancing their health, wellbeing and educational outcomes, learning in natural environments can have positive effects on children's resilience, self-esteem, communication skills, team work and behaviour (Lowry, 2021: 6).

Citations - Paraphrasing a book or journal article

Paraphrasing is when you sum up an author's work in your 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 citing a book or journal article with two or more authors, the form is:

Skinner, Bywaters and Kennedy (2022) argue that there is a clear link between poverty and child abuse. For more than three authors you would write:

Hughes et al. (2023) maintain that biodiversity loss is driven by inequalities in consumption around the world rather than by an increase in the human population. If the whole of the citation is in brackets, the correct format would be:

The view that climate change was a major factor in the fall of the Roman Empire has been challenged (Erdkamp, 2019).

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 (synthesising)

When more than one author has made a similar point, you can paraphrase the information and cite all the authors. This is sometimes known as synthesising the literature. 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 (Green, 2015; Jones, 2017; Brown, 2020; 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...

In your reference list each source written by the same author in the same year should be in alphabetical order of the title of each work. Using the example above, it would be possible to cite 2020c before 2020a in the text of your work.

Citations – Edited book

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 chapter

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. *Improving the Student Experience: A practical guide for universities and colleges*. London: Routledge. pp. 69-87.

Citations – Kindle eBook

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.

"Cities are not only responsible for a substantial proportion of global warming, but they will also be greatly affected by it in coming decades" (Frankopan, 2023, Introduction).

Citations - Government body or organisation

If you reference an organisation or government body such as World Health Organization, or the Department for Health and Social Care, the first time you mention the organisation give their name in

full, followed by the abbreviation in brackets. From then on you can use the abbreviated version of the name.

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

Citations - Website

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 always try to trace the original reference in the first instance. 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:

Cook (1959, cited in Stakelum, 2023: 25) refers to ...

Note that, Stakelum, not Cook, will go in the bibliography because you have not read Cook's original work: you read about it in Stakelum's book.

In bibliography

STAKELUM, M., 2023. *Understanding Music Education: Exploring Children's Musical Worlds*. London: SAGE.

Reference List

Act of Parliament

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

Carer's Leave Act 2023, Chapter 18 [online]. London: The Stationery Office. Available from: <https://www.legislation.gov.uk/ukpga/2023/18/contents/enacted> [Accessed 13 June 2023].

App

DEVELOPER, Year. Name of app (version) [mobile app, operating system]. [Accessed date].

DUOLINGO, INC., 2023. *Duolingo – Language Lessons* (version 6.226.0) [mobile app, iOS]. [Accessed 15 August 2023].

EVERNOTE CORPORATION, 2023. *Evernote* (version 10.53.1) [mobile app, Android]. [Accessed 15 August 2023].

Blog

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

GREY, C., 2023. Could post-Brexit Britain lead global AI regulation? *Brexit & Beyond* [Blog online]. 9 June. Available from: <https://chrisgreybrexitblog.blogspot.com/2023/06/could-post-brexit-britain-lead-global.html> [Accessed 13 June 2023].

Book (with one author)

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

THOMAS, G., 2023. *How to do your research project: a guide for students*. 4th ed. London: SAGE.

Book (with two authors)

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

MUKHERJI, P. and ALBON, D., 2023. *Research Methods in Early Childhood: An Introductory Guide*. 4th ed. London: SAGE.

Book with more than three authors

For four or more authors, give the name of the first author then 'et al.' in your essay text. However, in your reference list you should list **all** of the authors.

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*. Edition (if not the 1st). Place of publication: Publisher.

STANLEY, S., ed., 2023. *Contemporary social problems in the UK: a comprehensive overview*. Abingdon: Routledge.

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. However, you should not give the date of any reprinting, but should give the year that the edition was first published. Also, you do not have to state if the book is a first edition.

HUGHES, S. J., 2023. *Oxford handbook of perioperative practice*. 2nd ed. Oxford: Oxford University Press.

eBook

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

REINEKE, W. and SCHLÖMANN, M., 2023. *Environmental microbiology* [eBook]. 3rd ed. Berlin: Springer Spektrum. Available from: <https://link.springer.com/book/10.1007/978-3-662-66547-3> [Accessed 15 June 2023].

eBook (Kindle edition)

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

FRANKOPAN, P., 2023. *The Earth Transformed: An Untold History* [Kindle eBook]. London: Bloomsbury.

Chapter in an edited book

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

Cite the **author(s) of the chapter** in your essay text (not the editor(s) of the book); in this case, Kohli and Vedeler are the chapter authors.

KOHLI, J. and VEDELER, J.S., 2023. Social exclusion and disability: Exploring the role of ingroup/outgroup dynamics in employment. In: M. TAKLE, J.S. VEDELER, M.A. SCHOYEN, K. KLETTE-BØHLER and A. FALCH-ERIKSEN, eds. *Citizenship and Social Exclusion at the Margins of the Welfare State*. London: Routledge. pp. 77-91.

Clinical Guideline

AUTHOR, Year. *Title of guidance [Number of guidance if available]* [online]. Available from: URL [Accessed date].

NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE, 2023. *Head injury: assessment and early management [NG232]* [online]. Available from: <https://www.nice.org.uk/guidance/ng232> [Accessed 14 July 2023].

Cochrane Library

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

BRESNAHAN, R., HILL, R. A. and WANG, J., 2023. Perampanel add-on for drug-resistant focal epilepsy. *Cochrane Database of Systematic Reviews* [online]. Issue 4, Art no. CD010961. Available from: <https://doi.org/10.1002/14651858.CD010961.pub2> [Accessed 16 June 2023].

Command Paper

AUTHOR, Year. *Title*, Command number [online]. Place of publication: Publisher. Available from: URL [Accessed date].

FOREIGN AND COMMONWEALTH OFFICE, 2023. *International Sugar Agreement, 1992 Articles for Reform [MS No.4/2023]*, CP825 [online]. London: The Stationery Office. Available from: <https://www.gov.uk/government/publications/international-sugar-agreement-1992-articles-for-reform-ms-no42023> [Accessed 16 June 2023].

Computer Game

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

BLIZZARD ENTERTAINMENT, 2023. *Diablo IV* [DVD]. Xbox Series X. Irvine, Ca.: Blizzard Entertainment.

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. First and last page number(s) of paper. Available from: URL [Accessed date].

FELDMIEIER, P., 2023. Fully Automated Game Testing via Neuroevolution. In: *2023 IEEE Conference on Software Testing, Verification and Validation (ICST), 16-20 April 2023*, Dublin, Ireland [online]. Piscataway, N.J.: Institute of Electrical and Electronics Engineers. pp. 486-488. Available from: <https://dx.doi.org/10.1109/ICST57152.2023.00058> [Accessed 21 June 2023].

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).

Dictionary

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

AUTHOR, Year. *Title*. Edition (if not the first). Volume (if applicable), 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.

GRAF, E. L. S., 2023. *Controls on sediment flux in active mountain ranges*. Unpublished thesis (PhD). University of Edinburgh.

Encyclopaedia

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/entry. In: Encyclopaedia editor(s) **Initials first followed by surnames**, ed. or eds. *Title*, Volume (if applicable), Edition. Place of publication: Publisher. First and last page number(s) of entry.

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, 2023. *Edge Hill University* [Facebook]. Available from: <https://www.facebook.com/edgehilluniversity/> [Accessed 26 June 2023].

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, 2023. *Want to learn a new skill and meet new people? Our Language Centre is re-launching its Evening Language Courses and [...]*. 4 September. Available from: <https://www.facebook.com/edgehilluniversity/> [Accessed 4 September 2023].

Film (broadcast)

Title, Year [medium]. DIRECTOR dir. Country of origin: Production company. Broadcasting organisation and Channel. Date of broadcast. Time of transmission.

Star Trek Beyond, 2016 [broadcast]. JUSTIN LIN dir. USA: Paramount Productions. E4. 9 July 2023. 1840 hrs.

Film (DVD / video / Blu-ray)

Title [medium], Year. DIRECTOR dir. Country of origin: Production company.

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

Film (streamed)

Title, Year [medium]. DIRECTOR dir. Country of origin: Production company. Name of streaming service. Available from: URL [Accessed date].

Jaws, 1975 [online]. STEPHEN SPIELBERG dir. USA: Universal Pictures, Zanuck/Brown Company. Netflix. Available from: <https://www.netflix.com/gb/title/60001220?s=i&trkid=258593161&vlang=en&clip=81105475> [Accessed 3 August 2023].

Government publications

See Report and Report (online).

Hansard

Hansard House name abbreviated (i.e., HC or HL) Deb. vol. number col. number(s), date [online]. Available from: URL [Accessed date].

Hansard HC Deb. vol. 734 col. 933, 22 June 2023 [online]. Available from: <https://hansard.parliament.uk/commons/2023-06-22/debates/79B0372F-7AE3-4276-AF5D-F58CB400F18D/SudanAtrocities> [Accessed 26 June 2023].

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].

UK EXPORT FINANCE, 2023. *Annual Report and Accounts 2022-23*, HC 1354, 2022-23 [online]. London: The Stationery Office. Available from: <https://www.gov.uk/government/publications/uk-export-finance-annual-report-and-accounts-2022-to-2023> [Accessed 28 June 2023].

Image / Artwork (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.

Image / Artwork (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.

SCHMURR, T., 2023. *Paulsplatte viewpoint* [online image]. Available from: <https://www.flickr.com/photos/kewl/52871783584> [Accessed 28 June 2023].

Image / Artwork (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.

Interview (within broadcasts)

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

PHILLIPS-DAVIES, A., 2023. Interview. In: *Today Programme* [broadcast]. BBC Radio 4. 3 August 2023. 0710 hrs.

Journal article (print)

AUTHOR, Year. Title of article. *Title of Journal* (in italics). Volume (Issue number in brackets), First and last page number(s) of the article (p. for a single page, or pp. for a page range).

BEEBEE, T., 2023. Brue Valley Rhynes: treasure troves of the Somerset Levels. *British Wildlife*. 34 (7), pp. 508-513.

Journal article (online)

If the URL is long or if you only have the Digital Object Identifier (DOI) you can use the DOI number to create a persistent URL. A DOI is a permanent identifier for an individual journal article so a URL created from the DOI will not change.

You can create such a URL by adding <https://doi.org/> before the DOI number. For example, an article with the DOI 10.1017/S0047279422000952 will have the URL

<https://doi.org/10.1017/S0047279422000952>. You can also copy a URL from Discover More or from another database, but if you cannot find this, the method outlined above will always work.

AUTHOR, Year. Title of article. *Title of Journal* [online]. Volume number (Issue number in brackets), First and last page number(s) of the article (p. for a single page, or pp. for a page range). Available from: URL [Accessed date].

ABBAS, J. and CHRISP, J., 2023. Working Hard or Hardly Working? Examining the Politics of In-Work Conditionality in the UK. *Social Policy and Society* [online]. 22 (1), pp. 31-52. Available from: <https://doi-org.edgehill.idm.oclc.org/10.1017/S1474746421000294> [Accessed 28 June 2023].

Journal article (published online before print publication)

When an article is accepted for publication by a journal, it is often published 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. Forthcoming should be used after the year of publication to indicate that the article is currently, what is called, in-press.

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

FRANKE, W. and ŻELAŻNIEWICZ, A., 2023 [Forthcoming]. Variscan Evolution of the Bohemian Massif (Central Europe): fiction, facts and problems. *Gondwana Research* [online]. Available from: <https://doi-org.edgehill.idm.oclc.org/10.1016/j.gr.2023.06.012> [Accessed 28 June 2023].

Journal article (with more than three authors)

For four or more authors, give the name of the first author then 'et al.' in your essay text (see Citations – joint or multiple authors). However, in your reference list, you should list all of the authors.

AUTHOR(S), Year. Title of article. *Title of Journal* [online]. Volume number (Issue number in brackets), First and last page number(s) of the article (p. for a single page, or pp. for a page range). Available from: URL [Accessed date].

KOFFMAN, J., BAJWAH, S., DAVIES, J. M, HUSSAIN, J. A., 2023. Researching minoritised communities in palliative care: An agenda for change. *Palliative Medicine* [online]. 37 (4), pp. 530-542. Available from: <https://doi-org.edgehill.idm.oclc.org/10.1177/02692163221132091> [Accessed 3 July 2023].

Law Report

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.

Malik v Henley Homes Plc [2023] EWCA Civ 726.

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.

Barts Health NHS Trust v Dance (2023) 190 BMLR 123.

Leaflet or pamphlet

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

CIVIL AVIATION AUTHORITY, 2023. *Distraction and Interruption in General Aviation Operations, Safety Sense 31*. Crawley: Civil Aviation Authority.

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://open.spotify.com/album/48Ueqq8GF5OiiC6kVCJfcC?si=OQxBND9nQB2NeEfX1iAm5A> [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)

ARTIST, Year. *Title*. In: BAND or ARTIST, *Album Title* [format]. Place of distribution: Record label.

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

Music (compilation album)

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

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

Musical (score)

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

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

National Curriculum

See Report and Report (online).

National Health Service

See Report and Report (online).

Newspaper article (print)

AUTHOR, Year. Title of article. *Full Title of Newspaper*. Date of publication. Page number(s) of the article (p. for a single page, or pp. for a page range).

CLARENCE-SMITH, L., 2023. Ex-Ofsted chief attacks one-word judgments. *The Daily Telegraph*. 17 June. p. 8.

Newspaper article (online)

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

THOMAS, T., 2023. Catastrophic winter pressure on NHS prompted junior doctor strike ballot, says BMA. *The Guardian* [online]. 13 July. Available from: <https://plus.lexis.com/api/permalink/efce85da-d50f-4f74-a1c8-49739201bb0e/?context=1001073> [Accessed 13 July 2023].

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].

Energy Bill [HL], 2023. HL Bill 295, 2022-23 [online]. London: The Stationery Office. Available from: <https://bills.parliament.uk/bills/3311> [Accessed 3 July 2023].

Podcast

Title, Year. Episode number: Episode name (if applicable) [podcast]. Available from: URL [Accessed date].

Scotland Outdoors, 2023. A Cairngorms Journey with Merryn Glover [podcast]. Available from: <https://www.bbc.co.uk/programmes/p0fxk91b> [Accessed 3 July 2023].

Pre-Print

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

RAYMOND, S. N., IZIDORO, A. and KAIB, N. A., 2023. Oort cloud (exo)planets. *arXiv: 2306.11109* [pre-print]. Available from: <https://arxiv.org/abs/2306.11109> [Accessed 3 July 2023].

Radio Programme (broadcast)

Title, Year. Series number, Episode number (if applicable): Episode name (if applicable) [medium]. Broadcasting organisation and Channel. Date of broadcast. Time of transmission.

The Archers, 2023. There's a visitor for Rex, and Susan offers some tough love [broadcast]. BBC Radio Four. 21 August 2023. 1900 hours.

Radio Programme (streamed)

Title, Year. Series number, Episode number: Episode name (if applicable) [medium]. Name of streaming service. Available from: URL [Accessed date].

Ideas with Nahlah Ayed, 2023. What are universities for? [online]. CBC Listen. Available from: <https://www.cbc.ca/listen/live-radio/1-23-ideas/clip/16007535-what-universities-for> [Accessed 7 September 2023].

Religious/Sacred text

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 or reference list...

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

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

Report (print)

AUTHOR, Year. *Title of Report*.

DEPARTMENT FOR EDUCATION, 2023. *Childcare regulatory changes 2023: equality impact assessment*.

Report (online)

AUTHOR, Year. *Title of Report* [online]. Available from: URL [Accessed Date].

HM TREASURY, 2023. *Building a Smarter Financial Services Regulatory Framework for the UK: HM Treasury's Plan for Delivery* [online]. Available from:

<https://www.gov.uk/government/publications/building-a-smarter-financial-services-regulatory-framework-delivery-plan> [Accessed 12 July 2023].

Statutory Instrument

Title of the statutory instrument and year, Abbreviation SI year/number [online]. Place of publication: Publisher. Available from: URL [Date accessed].

The Electronic Money, Payment Card Interchange Fee and Payment Services (Amendment) Regulations 2023, SI 2023/790 [online]. London: The Stationery Office. Available from: <https://www.legislation.gov.uk/ukxi/2023/790/contents/made> [Accessed 12 July 2023].

Television Programme (broadcast)

Title, Year. Series number, Episode number: Episode name (if applicable) [medium]. Broadcasting organisation and Channel. Date of broadcast. Time of transmission.

Brian Cox's Adventures in Space and Time, 2021. Episode 1: Space: How Far Can We Go? [broadcast]. BBC Two. 14 April 2022. 2355 hours.

Television Programme (streamed)

Title, Year. Series number (if applicable), Episode number: Episode name (if applicable) [medium]. Name of streaming service. Available from: URL [Accessed date].

Ancient Egypt by Train with Alice Roberts, 2023. Episode 1 [online]. Channel4. Available from: <https://www.channel4.com/programmes/ancient-egypt-by-train-with-alice-roberts/on-demand/74597-001> [Accessed 14 July 2023].

Quarterback, 2023. Episode 7: Win or Go Home [online]. Netflix. Available from: www.netflix.com/gb/title/81482895?s=i&trkid=14183298&vlang=en&clip=81683682 [Accessed 14 July 2023].

Website

AUTHOR, Year. *Title of document or webpage* [online]. Available from: URL [Accessed date].

AMOS, J., 2023. *James Webb telescope image dazzles on science birthday* [online]. Available from: <https://www.bbc.co.uk/news/science-environment-66179323> [Accessed 12 July 2023].

ROYAL SOCIETY OF CHEMISTRY, 2023. *Long read: Second cohort joins expanded Broadening Horizons programme at taster event* [online]. Available from: <https://www.rsc.org/news-events/articles/2023/jul/broadening-horizons-second-cohort-taster-event/> [Accessed 12 July 2023].

X (formerly Twitter)

AUTHOR, Year. *Title or first ten words of tweet ...* [X]. Date posted. Available from: URL [Accessed date].

CYCLING WEEKLY, 2023. *23.2 million viewers watched the Tour de France Femmes live in 2022* [X]. 18 February. Available from: <https://twitter.com/cyclingweekly/status/1679133773554671616> [Accessed 12 July 2023].

VAN LINGE, T., 2023. *It is important to stress that the coup in #Gabon is different from those in Western Africa [...]* [X]. 30 August. Available from: <https://x.com/thomasvlinge/status/1696820885741596956?=12&t=lgJKwzg585ulnr--w-8EOQ> [Accessed 31 August 2023].

YouTube

AUTHOR, Year. *Title* [Type of medium]. Available from: URL [Accessed date].

NASA, 2023. *Where Does Space Begin? We Asked a NASA Expert* [online video]. Available from: <https://www.youtube.com/watch?v=2aVWZOFrjdc> [Accessed 13 July 2023].

AKPINAR, Z., 2023. *The truth about medical school... Q&A* [online video]. Available from: <https://www.youtube.com/watch?v=YVdiB9vxEXI> [Accessed 13 July 2023].