



**HAVERING COLLEGE OF  
FURTHER & HIGHER  
EDUCATION**

**Guide to the Harvard System  
of Referencing**

**4th edition (2019)**

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## **1.1 INTRODUCTION**

Referencing is a skill that needs to be developed by all students as part of their academic growth. Referencing demonstrates the student's depth of reading and the ability to critically evaluate and appraise existing knowledge. When writing an assignment it is good academic practice to include references to other people's ideas and writings, in order to support one's own arguments and theories or to provide examples of practice. These references can come from a number of sources e.g. books, journals, the internet etc. and it is important that these sources are acknowledged. There are several reasons for citing accurate references:

- To acknowledge ideas and works of others e.g. text, music, performances etc.;
- To show the breadth and depth of reading and research;
- To allow the cited references to be easily found by the reader;
- To meet the academic standards required by a course of study;
- To avoid accusations of plagiarism or other academic offences.

## **1.2 Definitions**

### **1.2.1 Citation**

A citation is a quotation from another person's work and can be direct or indirect.

#### **1.2.1.1 Direct citation**

A direct citation is a verbatim quote from the text and should be reproduced using quotation marks around the relevant text. If the quotation is longer than 3 lines of text, do not use quotation marks, but indent from both margins of the main body of your work and cite the author, date and page number details.

#### **1.2.1.2 Indirect citation**

Indirect citations, also known as paraphrasing, occur when you do not actually quote from the text, but paraphrase or summarise the author's ideas, arguments or intentions. In such instances, you must cite the author and date, but you are not required to include the page number. See section 6.2 for examples.

### **1.2.2 Reference**

A reference tells the reader the source of the citation e.g. book, journal, website etc.

### **1.2.3 Bibliography**

A bibliography is a list of all the works consulted during the writing of an assignment. It **must** include the titles of the sources referenced, but can also include wider reading and research. It is always arranged in alphabetical order by the author's surname and includes information from websites which should not be listed separately.

## **1.3 Plagiarism**

Plagiarism occurs when there is a failure to acknowledge that work is not one's own, whether this is by repeating individual sentences or copying and pasting whole paragraphs, pictures, figures or tables etc.

Plagiarism is seen as an academic offence and carries penalties under the College's Procedures for Academic Offences associated Amber Plagiarism Reference Tariff.

### **1.3.1 Anti-plagiarism software**

Students are advised that the College VLE, Moodle, gives them access to anti-plagiarism detection software. This is called TurnItIn. Work can be submitted in advance of the deadline to check it meets the relevant requirements. Tutors or LRC staff can provide further details regarding the use of TurnItIn.

## 1.4 Referencing Systems

Havering College of Further and Higher Education and its partner awarding bodies expect students to use the HARVARD system. This will be explained in detail later on in this booklet.

## 1.5 Just before you start

***Do not leave the task of compiling a bibliography as the very last thing to do.***

Start to produce a bibliography as the work develops. Build the bibliography as new sources are accessed. This can be done by using index cards, a spreadsheet or any other method whichever is preferred.

Remember to record all the documents which are read.

Note down:

- Who is responsible for the document. Is it a personal author or organisation?
- When was the document published or, for electronic documents, made available?
- What is the title of the book, article, website etc?
- If it's an article, note the article title and journal title
- If it's a chapter, note the chapter title and book title
- Locational information: publisher's details for books; volume and pages for journals
- If it's a website identify which part of the site you are viewing, URL and date on which it has been accessed
- For electronic sources, note the date accessed and take a printed copy or screen shot of the front page.

However you cite and reference, remember to be consistent throughout your work. If you require any assistance with citing, please ask in the LRC for further guidance.

## 1.6 FURTHER POINTS TO NOTE

### 1.6.1 Layout

It should be remembered that the Harvard system lays down standards for the order and content of information in the reference, not the format or layout on the page. Many variations of layout are acceptable provided they are used consistently.

Students are advised to keep a paper copy or screen shot of the front page of any electronic items cited in any coursework.

For advice on the layout of assignments or dissertations, see the LRCs Help & Support pages on the VLE.

### 1.6.2 General comments

The quality of a written piece of work is enhanced when the author has paid attention to the referencing detail. Not only does it enable the marker/ examiner to identify the breadth and depth of the author's understanding of the topic in hand, it also enables readers in general to access the information referred to.

### 1.6.3 Additional reading

For more information and detailed referencing of materials not covered above, please refer to:

Neville, C. (2016) *The complete guide to referencing and avoiding plagiarism* 3rd ed. Maidenhead: Open University Press.

NB. This title is also available as an eBook via the LRC iPAC.

Pears, R. & Shields, G. (2016) *Cite them right* 10th ed. Basingstoke: Palgrave MacMillan

## 2 Books

There is a standard format for the presentation of details as shown below:

- Author(s) surname(s) and initials
- Year of publication of edition referred to (not printing or impression)
- Full title of book/thesis/dissertation (including subtitle) in italics
- Edition of book (if not first edition)
- Place of publication
- Name of publisher

Citation example:

“There is always a risk element when children are being creative in play,” states Andrews (2012, p.106).

Reference example:

Andrews, M. (2012) *Exploring play for early childhood studies*  
London: Learning Matters

## 2.1 Books without an author

Note if the author appears in the book as Anon (anonymous) use this as the author and include in your bibliography, however if there is no author and anon. is not used, proceed as described below and alphabetise under the first proper word of the title.

- Title *in italics*
- Year of publication (in brackets)
- Edition of book (if not first edition)
- Place of publication
- Name of publisher

Citation example:

“Because even though McQueen had finished in last place, he had shown everyone what a real champion is made of.” *The world of cars* (2009, p. 43)

Reference example:

*The world of cars* (2009) Bath: Parragon.

**Note** This would appear under “W” in the alphabetised bibliography.

## 2.2 Books without a date

Proceed as for books with a date, but put n.d. representing *no date*, in the date field.

- Author(s) surname(s) and initials
- Year of publication of edition referred to (not printing or impression)
- Full title of book/thesis/dissertation (including subtitle) in italics
- Edition of book (if not first edition)
- Place of publication
- Name of publisher

Citation example:

“Even during World War I there were discussions on the balance of street lighting and public safety.” Loe and McIntosh (n.d. p. 27)

Reference example:

Loe, D. and McIntosh, R. (n.d.) *Reflections on the last one hundred years of lighting in Great Britain* London: The Society of Light and Lighting

## 2.3 Several works by one author

Where you have several works by one author written over one year, these can be differentiated by adding a lower case letter after the date, remember that this also must be consistent with any citing in your text. In your bibliography, you do not need to repeat the surname.

In general, works by the same author should be displayed in chronological order, earliest first.

Citation example:

### *Indirect*

Thompson (2002a) emphasises the importance of remembering that each person we deal with is part of complex network of agencies.

### *Direct*

“...loss is a broad concept and does not relate solely to losses brought about by death.” Thompson (2002b, p.1)

Reference example:

Thompson, N. (2002a) *Building the future: social work with children, young people and their families* Lyme Regis: Russell House

Thompson, N. (2002b) *Loss and grief: a guide for human services practitioners* Basingstoke: Palgrave MacMillan

## 2.4 Books with four or more authors

When a book has been written by multiple authors, it is permissible to abbreviate the author's details in citations and references.

For two or three authors, write out in full, e.g. Jones and Ahmed or Jones, Ahmed and Williams.

- The first Author only surname and initials, followed by *and others* or *et al*
- Year of publication of edition referred to (not printing or impression)
- Full title of book/thesis/dissertation (including subtitle) in italics
- Edition of book (if not first edition)
- Place of publication
- Name of publisher

Citation example:

### *Indirect*

Bor et al. (2009) illustrate the importance of timing in bereavement counselling.

Reference example:

Bor, R. et al. (2009) *Counselling in healthcare settings: a handbook for practitioners* Basingstoke: Palgrave Macmillan

## 2.5 Books by corporate authors

### ***Explanation.***

An organisation may be the 'author' of a work, instead of a named individual.

- Name of organisation, government department, association etc.
- Year of publication of edition referred to (not printing or impression)
- Full title of book/thesis/dissertation (including subtitle) *in italics*
- Edition of book (if not first edition)
- Place of publication
- Name of publisher

Citation example:

“...window heads should be above standing eye height. Sills, normally, should be below the eye level of people seated.” S.L.L. (2012, p.118)

Reference example:

The Society of Light and Lighting (2012) *The SLL code for lighting*  
London: The Society of Light and Lighting

## 2.6 Books which are edited

### Explanation.

Books with an editor(s) which **do not** have chapters written by individual authors (see section 2.7).

- Author(s) surname(s) and initials, followed by ed. or eds.
- Year of publication of edition referred to (not printing or impression)
- Full title of book/thesis/dissertation (including subtitle) in italics
- Edition of book (if not first edition)
- Place of publication
- Name of publisher

Citation example:

Bochel and Daly (2014, p. 269) "...demonstrate how education changes in recruitment in the higher education sector had unforeseen consequences."

Reference example:

Bochel, H. and Daly, G. eds. (2014) *Social policy* 3rd ed. Abingdon: Routledge

## 2.7 Full reference for chapters of edited books (also poems and short stories)

### ***Explanation.***

Chapters written by individual authors and an overarching editor is present.

- Chapter author(s) surname(s) and initials
- Year of publication (of chapter, if known)
- Title of chapter (**in bold**)
- Place the word 'In'
- Editor(s) first name/ initials and surname(s) of the book, placing ed. or eds. after the last name
- Year of publication (of book)\* [see note in green box.]
- Title of the book (including subtitle or the chapter) *in italics*
- Edition of the book (if not the first)
- Place of publication
- Name of publisher
- Page numbers if relevant, first page and last page e.g. pp. 3-8

Citation example:

Churchill (1932 p. 26) points out that "...food is at present obtained almost entirely from the energy of the sunlight."

Reference example:

Churchill, W. (1932) **Thoughts and adventures** In B. Dixon (ed.) (1989) *From creation to chaos: classic writings in science* London: Cardinal pp.24-27.

### **Note \***

The date of the article is presumed to be the same date as that of the book, unless it clearly states otherwise, as in the example above.

## 2.8 eBooks

- Author(s) surname(s) and initials
- Year of publication of edition referred to (not printing or impression)
- Full title of book/thesis/dissertation (including subtitle) in italics
- Type of medium should be indicated by square brackets, e.g. [e-book]
- Edition of book (if not first edition)
- Place of publication
- Name of publisher
- Available from: followed by the website address/URL
- Date accessed with the date given in square brackets
- The eBook's DOI (digital object identifier) or where you downloaded the eBook from, if there if no DOI

You may wish to distinguish between eBooks available from the college library which are password protected on a database e.g. Dawsonera and eBooks freely available on the internet e.g. from Project Gutenberg, eBooks read on a specific device e.g. a Kindle or Kobo and pdfs which are freely available e.g. Government reports.

Citation example:

Trevithick (2005, online) identifies twenty different interviewing skills.

Reference example: [College eBook]

Trevithick, P. (2005) *Social work skills: a practice handbook* [eBook] 2<sup>nd</sup> ed. Maidenhead: Open University Press

Available from: <http://www.dawsonera.com/depp/reader/protected/external/AbstractView/S9780335228140> [Accessed on 11 June 2014]

Full reference example: [Kindle version]

Trevithick, P. (2005) *Social work skills: a practice handbook* [Kindle version] 2<sup>nd</sup> ed. Maidenhead: Open University Press

[Accessed on 11 June 2014 from Amazon.com]

## 2.9 Journal articles (may also be called periodicals or magazines)

### Paper-based

- Author(s) surname(s) and first name initials
- Year of publication
- Title of article
- Name of journal, *in italics*
- Volume number, **in bold**
- Issue number in brackets (-)
- Page numbers, first page and last page e.g. pp. 3-8 of the entire article.

Note the page referencing is pp, (multiple pages) unlike a citation within the text of your essay, which will be for a single page.

Citation example:

#### *Indirect*

Sweeney and Creaner (2014) found that many people being supervised did not know how to make effective use of the supervision process.

Reference example:

Sweeney, J. and Creaner, M. (2014) What's not being said? Recollections of nondisclosure in clinical supervision while in training *British Journal of Guidance and Counselling* **Vol. 42** (2) pp. 211-224.

## 2.9.1 Journal articles taken from an electronic source

Use this form of referencing when you have used materials from an online source.

- Author(s) surname(s) and first name initials
- Year of publication
- Title of article
- Name of journal *in italics*
- Type of medium should be indicated in square brackets
- Volume number **in bold**
- Issue number and/or date in brackets (-)
- Page numbers, only if these are part of the webpage presentation.
- Available from, URL and other location and source details, which would help to retrieve the article.
- Accessed or cited date in square brackets

Citation example:

Akos, Cockman and Strickland (2007) [online] point out that “...before a new topic is introduced...”

Reference example:

Akos, P., Cockman, C.R. and Strickland, C.A.  
(2007) Differentiating classroom guidance *Professional School Counseling* [online] **Vol. 10**(5) (June 2007), pp. 455-464  
Available from: [http://find.galegroup.com/itx/infomark.do?contentSet=IAC-Documents&docType=IAC&type=retrieve&tabID=T002&prodId=ITOF&docId=A165780641&userGroupName=hav\\_jisc&version=1.0&searchType=BasicSearchForm&source=gale](http://find.galegroup.com/itx/infomark.do?contentSet=IAC-Documents&docType=IAC&type=retrieve&tabID=T002&prodId=ITOF&docId=A165780641&userGroupName=hav_jisc&version=1.0&searchType=BasicSearchForm&source=gale)  
[Accessed on 21 May 2014]

## 2.10 Newspaper articles

If you know the name of the journalist (byline), use them as the author.

- Author(s) surname(s) and first name initials
- Year of publication in brackets
- Title of article
- Name of newspaper, *in italics*
- Date, day and month
- Page numbers of article

Citation example:

“Multigeneration houses in Germany, known as Mehrgenerationenhaus could provide a solution to care problems in countries with ageing populations.” (Oltermann, 2014, p. 23)

Reference example:

Oltermann, P. (2014) Could care gap be closed by uniting young and old? *The Times* 2 May, p. 23.

## 2.10.1 Newspaper articles without an author

If the author is unknown, use the article title.

- Title of article
- Year of publication (in brackets)
- Name of paper, *in italics*
- Date, day and month
- Page number of article

Citation example:

“Digital downloads continue to threaten high street music retailers.” (Entertainment Briefing, 2017, p40)

Reference example:

Entertainment briefing (2017) *The Independent* 20 January, p.40

## 2.10.2 Online newspaper articles

- Author(s) surname(s) and first name initials
- Year of publication (in brackets)
- Title of article
- Name of newspaper, *in italics*
- Online [in square brackets]
- Website address
- Access date [in square brackets]

Citation example:

### *Direct citation*

“Analysis of the sewage system of London reveals it has the highest cocaine use out of 42 European cities.” Saul (2014) [online]

### *Indirect citation*

Stuart Broad is the latest international sportsman to have made an ill-considered tweet. (Culley, 2014) [online]

Reference example:

Saul, H. (2014) London is the cocaine capital of Europe.

*The Independent* 28 May 2014 [online]. Available from:

<http://www.independent.co.uk/news/uk/home-news/london-is-the-cocaine-capital-of-europe--and-use-of-the-drug-peaks-on-a-tuesday-9444107.html> [Accessed on 28 May 2014]

Culley, J. (2014) Broad warned after tweet about Pakistan off-spinner Saeed Ajmal. *The Independent* 28 May, p. 62.

[online] Available from: [http://go.galegroup.com/ps/retrieve.do?](http://go.galegroup.com/ps/retrieve.do?sgHitCountType=None&sort=DA-SORT&inPS=true&prodId=SPN.SP01&userGroupName=hav_jisc&abID=T004&searchId=R1&resultListType=RESULT_LIST&contentSegment=&searchType=AdvancedSearchForm&currentPosition=1&contentSet=GALE%CA369491800&&docId=GALE|A369491800&docType=GALE&role=)

[http://go.galegroup.com/ps/retrieve.do?sgHitCountType=None&sort=DA-SORT&inPS=true&prodId=SPN.SP01&userGroupName=hav\\_jisc&abID=T004&searchId=R1&resultListType=RESULT\\_LIST&contentSegment=&searchType=AdvancedSearchForm&currentPosition=1&contentSet=GALE%](http://go.galegroup.com/ps/retrieve.do?sgHitCountType=None&sort=DA-SORT&inPS=true&prodId=SPN.SP01&userGroupName=hav_jisc&abID=T004&searchId=R1&resultListType=RESULT_LIST&contentSegment=&searchType=AdvancedSearchForm&currentPosition=1&contentSet=GALE%CA369491800&&docId=GALE|A369491800&docType=GALE&role=)

[http://go.galegroup.com/ps/retrieve.do?sgHitCountType=None&sort=DA-SORT&inPS=true&prodId=SPN.SP01&userGroupName=hav\\_jisc&abID=T004&searchId=R1&resultListType=RESULT\\_LIST&contentSegment=&searchType=AdvancedSearchForm&currentPosition=1&contentSet=GALE%CA369491800&&docId=GALE|A369491800&docType=GALE&role=](http://go.galegroup.com/ps/retrieve.do?sgHitCountType=None&sort=DA-SORT&inPS=true&prodId=SPN.SP01&userGroupName=hav_jisc&abID=T004&searchId=R1&resultListType=RESULT_LIST&contentSegment=&searchType=AdvancedSearchForm&currentPosition=1&contentSet=GALE%CA369491800&&docId=GALE|A369491800&docType=GALE&role=) [Accessed on 29 May 2014]

### 3. MISCELLANEOUS OTHER TYPES OF DOCUMENTS

There are other types of documents, which you may wish to cite in your reference list or bibliography.

#### 3.1 Acts of Parliament

The standard method of citing an Act of Parliament is by its short title, which includes the year followed by the chapter number in brackets, the place of publication and then the name of publisher.

- Title followed by year (in italics)
- Chapter number (in brackets)
- Place of publication
- Publisher

For Acts retrieved online adhere to the usual convention: [online] after the chapter number, URL and date accessed.

Citation example:

“...if the child is of sufficient understanding to make an informed decision he may refuse to submit to a medical or psychiatric examination or other assessment..” (*Children Act, 1989* pt. V, s8.)

Reference example:

*Children Act 1989* (c.41), London: The Stationery Office.

*Children Act, 1989* (c.41) [online] Available from <http://www.legislation.gov.uk/ukpga/1989/41/contents>  
[Accessed 4 July 2014]

For Acts prior to 1963, the regal year and parliamentary session are included.

*Mental Health Act 1959* (7 & 8 Eliz. 2, c.72), London: HMSO.

## 3.2 Statutory Instruments

References to Statutory Instruments should include the following:

- Short title, *in italics*
- Year of publication
- The abbreviation 'SI'
- Number
- Place of publication
- Publisher's name

Citation example:

The electricity supply regulations 1988 state that ...

Reference example:

*The electricity supply regulations 1988* SI 1988/1057  
London: HMSO.

### 3.3 Command Papers and other official publications

- Author or corporate author (this would be the originating department)
- Year of publication, in brackets
- Title, *in italics*
- Cite the Command number as it appears on the document, (NB. the style for command paper numbering has changed over time.)
- Place of Publication
- Publisher

Citation example:

#### *Indirect*

The Munro Review recommends the appointment of a Chief Social Worker (Department of Education, 2011).

Reference example:

Department for Education (2011) *The Munro review of child protection: final report: a child-centred system.* (Cm 8062)  
London: The Stationery Office

### 3.4 Law reports

Follow normal legal practice with:

- Name of the parties involved in the law case, *in italics*
- Year of reporting, in square brackets
- Law reporting series
- Volume and number
- Page reference

Citation example:

In a recent case of *R. v Ashes* [2007] the judge pronounced that....

Reference example:

*R. v. Ashes* [2007] EWCA Crim1848 2008 1 ALL ER pp.113-121

### 3.5 Annual company reports

- Corporate author
- Year of publication
- Full title of Annual Report, *in italics*
- Place of Publication
- Name of Publisher

Citation example:

In 2013, recorded accidents in Unilever companies occurred at the rate of 1.03 per million hours worked. (Unilever, 2014)

Full reference example:

Unilever (2014) *Making sustainable living commonplace: Annual report and accounts, 2013* London: Unilever plc

#### 3.5.1 Online version of a company report

- Corporate author
- Year of publication
- Full title of Annual Report, *in italics*
- [Online] in square brackets
- Place of Publication
- Name of Publisher

Citation example:

On average it takes about 70 weeks from buying land to obtaining planning consent. (Barrett Developments, 2013, online)

Reference example:

Barrett Developments (2013) *Building for the future: annual report and accounts*. [online] Available from: [http://www.barrattddevelopments.co.uk/barratt/uploads/results/Barratt\\_Annual\\_Report\\_2013.pdf](http://www.barrattddevelopments.co.uk/barratt/uploads/results/Barratt_Annual_Report_2013.pdf) [Accessed 23 May 2014]

### 3.6 British Standards

- Corporate author
- Year of publication, (in brackets)
- Identifying letters and numbers
- Full title of British Standard, *in italics*
- Place of Publication
- Name of publisher

Citation example:

British Standard 7671 (2008) states that ....

Reference example:

#### ***Paper copy***

British Standards Institution (2008) BS 7671: 2008 *17th edition toolbox guide: a practical guide to the IEE wiring regulations* 17th ed. Dunstable: NICEIC

#### ***Online copy***

BSI (2008) BS7671: 2008 + Amendment 1:2011 (Corrigendum June 2013) *Requirements for electrical installations IET Wiring Regulations* 17th ed. [online] Available from [www.bsigroup.com](http://www.bsigroup.com) [Accessed 4 July 2014]

### 3.7 Sheet music and scores

- Composer and lyricist (if applicable), with designation noted in brackets
- Date of composition, in brackets. It is acceptable to put 'no date' or 'n.d.' if the date of publication is unknown
- Title, *in italics*
- Instruments covered by score [in square brackets]
- Place of publication
- Publisher

Citation example:

The half rhythms in *You can't stop the beat...* (Shaiman and Wittman, 2003)

Reference example:

Shaiman, M. (composer and lyricist) and Wittman, S. (lyricist) (2003) *Hairspray* [piano, vocal and guitar score] Milwaukee: Hal Leonard Corp.

### 3.8 Lyrics

Distinguish between the lyrics included on published sheet music and a collection of lyrics published in a book.

- Lyricist surname(s) and initial(s)
- Year distributed (in brackets)
- Title of song (*in italics*)
- City of distribution
- Distributing company

Citation example:

The haunting lyrics of *Blackbird* ....(Lennon & McCartney, 1969)

Reference example:

*In sheet music format:*

Lennon, J. & McCartney, P. (1969) *Blackbird* Nashville: ATV Music Publishing

*In a collected work:*

Lennon, J. & McCartney, P. (1969) **Blackbird** In C. Campbell and A. Murphy eds. (1980) *Things we said today: the complete lyrics and a concordance of the Beatles songs, 1962-1970* Ann Arbor, Michigan: Pierian Press

### 3.9 Dissertations and other unpublished works

- Author
- Year of publication, (in brackets)
- Title of dissertation, *in italics*
- Level or Qualification
- Name of University

Citation example:

Having compared five methods of alcoholic recovery, Gerard (2013 p. 43) concludes that “the 12 step programme is the most effective.”

Reference example:

Gerard, V. (2013) *Effective treatments for alcohol dependency* BA (Hons) in Social Work, Havering College/OUVS.

#### 3.9.1 Dissertations from a database

Citation example:

“Contrary to media stereotypes many dyslexics regard their condition as an advantage.” Shenton (2010) [online]

Reference example:

Shenton, D.A. (2010) An exploration into how students with dyslexia identify with their condition, with particular reference to the tensions which surround public and private perceptions of dyslexia. [online] PhD. Thesis, University of Plymouth. Available from: <http://ethos.bl.uk/OrderDetails.do?did=3&uin=uk.bl.ethos.523705> [Accessed 5 June 2017]

### 3.10 Cartographic materials

#### 3.10.1 Maps (paper-based)

- Corporate author
- Year of publication, (in brackets)
- Title, *in italics*
- Sheet number, scale etc.
- Series, (in brackets)

Citation example:

Starting from Bowness on Solway, Hadrian's Wall....(Ordnance Survey, 2005)

Reference example:

Ordnance Survey (2005) *Solway Firth Wigton & Silloth* 1:25000 (Explorer Map) Southampton: Ordnance Survey.

#### 3.10.2 Maps (online)

- Author (usually website name)
- Date (in brackets)
- Location and scale
- Web address
- Date accessed

Citation example:

The A438, north of Hereford, can clearly be identified as a Roman road. (Google maps, 2014)

Reference example:

Google maps (2014) Map of Hereford 1:100 000

Available from: <https://maps.google.co.uk/maps?hl=en&tab=il>

[Accessed 4 July 2014]

### 3.10.3 Atlases (paper-based)

- Title, *italics*
- Year of publication (in brackets)
- Edition, if not the first
- Place of publication
- Publisher

Citation example:

It is 3.3 miles from Ardleigh Green to Quarles Campus and it could be walked in approximately one hour by cutting through residential roads. (*Master Atlas of Greater London*, 2011, p. 48-49).

Reference example:

*Master atlas of Greater London* (2011) 13th ed. Sevenoaks: Geographers' A-Z Map Company Ltd

### 3.10.4 Atlases (online)

Citation example:

Madrid, the capital of Spain is known as a nodal capital because it is in the centre of the country.

Reference example:

National Geographic (2014) Map of Spain [online]  
Available from: <http://maps.nationalgeographic.com/maps>  
[Accessed 4 July 2014]

### 3.11 Tables, diagrams and charts

Statistical tables, diagrams and charts in books may come from institutional sources rather than from the author. In such cases treat as for chapters in edited works (see section 2.7).

- Originator/compiler of table, diagram or chart
- Year of publication (in brackets)
- Title of table, diagram or chart (**in bold**)
- Place the word 'In'
- Author(s)/Editor(s) first name/ initials and surname(s) of the book, placing ed. or eds. after the last name, if applicable
- Year of publication (of book)
- Title of the book (including subtitle or the chapter) *in italics*
- Edition of the book (if not the first)
- Place of publication
- Name of publisher

Citation example:

The graph shows long and short term sustainable development measures (Office for National Statistics, 2015).

Reference example:

Office for National Statistics (2015) **Sustainable developments** In C. Acred ed. (2016) *Sustainability* Cambridge: Independence.

### 3.11 Tables, diagrams and charts (continued)

If the author is the originator:

- Title of table, diagram or chart (**in bold**)
- Description of item [in square brackets]
- Place the word 'In'
- Author(s)/Editor(s) first name/ initials and surname(s) of the book, placing ed. or eds. after the last name if applicable
- Year of publication (of book), in brackets
- Title of the book (including subtitle or the chapter) *in italics*
- Edition, if not the first
- Place of publication
- Publisher

Citation example:

“The two conductors in this junction must be insulated as shown in the diagram.” (Bird, 2012, p. 298)

Reference example:

**Thermocouple junctions** [diagram] In J. Bird (2012) *Science for engineering* 4th ed. Abingdon: Routledge

### 3.12 Lecture notes, handouts and materials on a VLE

*If materials are paper-based:*

- Author/Creator (if this is unclear use organisation e.g. Havering College)
- Date (in brackets)
- Title of hand out or lecture, *in italics*
- Medium and Course/Module code [in square brackets]
- Date of lecture, workshop, presentation etc.

*If material is from a VLE:*

- Author/Creator (if this is unclear use organisation e.g. Havering College)
- Date (in brackets)
- Title of hand out or lecture, *in italics*
- Date of posting (if known), [online]
- Available from website URL
- Access date

Citation example:

EIP is the “integration of evidence into practice” (Trevartha, 2013).

Cast iron does not rust easily, so is used for outdoor structures (Withers, 2013, ppt.9)

Reference example:

Trevartha, K. (2013) *Evidence informed practice* [Handout S653D1-All.L5.1] 25 September 2013

Withers, K. (2013) *Structures* [Powerpoint H5M043 Materials engineering] [online] Available from: <http://student.havering-college.ac.uk/course/view.php?id=352> [Accessed on 7 July 2014]

## 4. Referencing from the internet

The information needed for a complete and accurate reference should normally include:

- Author's surname(s) and initials or corporate author
- Year of publication (in brackets)
- Title of document being cited (with an edition or version number if later than the first, if relevant)
- The title of a web page, normally the main heading on the page, *in italics*.
- Medium or type of resource, in square brackets [online] to show that this is not a printed item.
- Available from website URL
- Accessed or cited date [in square brackets], especially important in this context as a document is likely to change or move, **you should also take a print or screen capture of the front page and keep for your records**. If you access the site on more than one occasion use the date of your most recent visit.

**NB. Do not separate internet references from other references in your bibliography, but have one continuous list in alphabetical order by author.**

Citation example:

“A court has ruled that Richard III should be buried in Leicester, but a new group is questioning the authentication of the skeleton’s identity as Richard III.” Watson (2014) [online]

Reference example:

Watson, G. (2014) Richard III: why the rows are likely to rumble on *BBC NewsOnline* [online] Available from:  
<http://www.bbc.co.uk/news/uk-england-leicestershire-26790933>  
[Accessed on 05 Sept 2017]

## 4.1 Social Media

Particular care needs to be taken if you are quoting from these sources, as they may include personal e-mail addresses, and or be from a restricted source. **Permission should be sought before these sources are quoted.**

### 4.1.1 Social media: BLOGs (Weblog), VLOGs (Videolog) and WIKIs

- Author of message
- Year that the site was publishes/last updated (in brackets)
- Title of message or subject from posting line, *in italics*
- Type of medium should be indicated [in square brackets] e.g. [blog]
- Day/month of posted message
- Available from URL (e.g. details of where message is archived)
- Date accessed or cited, [in square brackets]

Citation example:

Local studies collections are being absorbed into county archive collections and librarians' skills are being lost (Pilmer, 2014, online).

Reference example:

Pilmer, T. (2014) The future of local studies librarianship *Local studies group blog* 15 March [online] Available from: [http://lslibrarians.wordpress.com/2014/03/15/the-future-of-local-studies-librarianship/?relatedposts\\_hit=1&relatedposts\\_origin=351&relatedposts\\_position=0](http://lslibrarians.wordpress.com/2014/03/15/the-future-of-local-studies-librarianship/?relatedposts_hit=1&relatedposts_origin=351&relatedposts_position=0) [Accessed 28 May 2013]

### 4.1.2 Social Media: Facebook

- Author (if available; if not, use title)
- Year (in brackets)
- Title of page/post (*in italics*)
- Title of website or network e.g. [Facebook]
- Date of posting
- Available from website URL
- Date accessed [in square brackets]

Citation example:

Reference example:

The Government has given £6 billion to boost local developments (Facebook, 2014).

10 Downing Street (2014) *Growth deals: boosting local economies* [Facebook] 7 July Available from :  
www.facebook.com/10downingstreet [Accessed 11 July 2014]

### 4.1.3 Social Media: Twitter

- Author
- Year (in brackets)
- Title of tweet (*in italics*) [Twitter ]
- Date of post
- Available from website URL
- Date accessed [in square brackets]

Citation example:

The global publicity of the World Cup presented many advertising opportunities (Nike, 2014).

Reference example:

Nike Football (2014) *Pressure shapes legends* [Twitter] 20 May 2014  
Available from: [#riskeverything](#) [pic.twitter.com/aFDkGydZuz](https://pic.twitter.com/aFDkGydZuz)  
[Accessed 11 July 2014]

## 4.2 Podcasts

- Author's name(s) and initials (if more than two authors, use first followed by et al.) or corporate author
- Year of publication (in brackets)
- Title *in italics*
- Type of medium should be indicated in square brackets e.g. [podcast]
- Date of original broadcast
- Source e.g. Moodle, PSR course or URL
- Date accessed [in square brackets]

Citation example:

The work of Goldthorp and Mills has provided invaluable data for studying class. (Devine, 2010, online)

Reference example:

Devine, F. et al. (2010) *We are all middle-class now, aren't we?* [podcast] 1 November 2010 British Library social science events  
Available from: <http://www.bl.uk/whatson/podcasts/podcast117497.html>  
[Accessed 28 May 2014]

### 4.3 YouTube

- Author's name(s) and initials, of person posting the video
- Year of posting (in brackets)
- Title *in italics*
- Type of medium should be indicated in square brackets e.g. [YouTube]
- Date of original posting
- Available from website URL
- Date accessed [in square brackets]

Citation example:

The fashion lecturer demonstrated how to insert a channel zip fastener (Havering College, 2017, YouTube).

Reference example:

Havering College (2017) *HOW TO: Insert a channel zip* [YouTube]  
26 January 2017

Available from: <https://youtu.be/HywbgOY9ohM>

[Accessed 5 Sept 2017]

## 5 Audio visual materials and live events

### 5.1 Works of art e.g. illustrations, drawings, paintings, photographs, sculpture etc.

If you are referring to the original work, as opposed to a presentation of it, reference as follows:

- Name of illustrator, artist, photographer etc.
- Date in brackets or approximate date e.g. circa or c.
- Title of the piece *in italics*
- Medium [in square brackets]
- Publisher or where item can be viewed e.g. gallery or collection

N.B. If you are referring to photographs of projects completed in conjunction with your employment/course, use the description “private collection” or photograph of ....for B.Eng. degree Havering College.

Citation example:

As the photograph shows the bleakness of the stone pillar near Praa Sands...(Stranders, 2011).

The woven wigwam (Brown, circa 2009) is one of many 3D constructions made by students at Havering College.

The Angel of the North stands 20 metres high on a mound which marks the site of the baths at the head of the Lower Tyne Colliery (Gormley, 1989).

Reference example:

Stranders, A. (2011) *Stone pillar, Praa Sands, Cornwall* [photograph] Private collection

Brown, E. (circa 2009) *Woven wigwam* [3D-construction] Hornchurch: Havering College LRC.

Gormley, A. (1998) *Angel of the north* [sculpture] Gateshead: A1 roadside

## 5.1.2 If you are referring to a work that has been reproduced in a book or on the internet

### *Reproduced in a book*

- Name of the artist
- Date of work (in brackets)
- Title of plate **in bold**, followed by In
- Author/editor of book if different from the artist
- Date of publication of the book (in brackets)
- Title of book *in italics*
- Place of publication
- Publisher

Citation example:

The third version of Van Gogh's Sunflowers (1888) has a greenish blue background.

Reference example:

Van Gogh, V. (1888) **Twelve sunflowers in a vase** In D. Beaujean (1999) *Vincent Van Gogh life and work* Cologne: Könemann

### *Reproduced online*

- Name of the artist
- Date of work (in brackets)
- Title *in italics*
- Online [in square brackets]
- Available from website URL
- Date accessed [in square brackets]

Citation example:

The third version of Van Gogh's Sunflowers (1888) has a greenish blue background.

Reference example:

Van Gogh, V. (1888) *Twelve sunflowers in a vase* Olga's Gallery (2011) [Online] available from <http://www.abcgallery.com/V/vangogh/vangogh21.html> [Accessed 23 May 2014]

## 5.2 Feature films and documentaries

- Authorship, either director, producer or screenwriter, dependent on emphasis and indicated (in brackets)
- Year of release, (in brackets)
- Full title of programme/film, *in italics*
- Type of medium should be indicated [in square brackets]
- Place of publication
- Name of publisher

Citation example:

The success of *Frenzy* at the end of his career...(Hitchcock, 1972).

In *Extras*, Gervais (2005) juxtaposes an extra working alongside successful Hollywood actors.

Reference example:

HITCHCOCK, Alfred (Director) (1972) *Frenzy* [DVD] California: Universal Studios, The Hitchcock Collection

GERVAIS, Ricky (Director) and MERCHANT, Stephen (Director) (2005) *Extras: the complete first series* [DVD] London: BBC

## 5.3 Music

### 5.3.1 Live performances

- Name of composer
- Year of performance (in brackets)
- Title of work, *in italics*
- Name of performer/conductor
- Place and date of performance [in square brackets]

Citation example:

The recent revival of *Oh! What a lovely war* showed that...  
(Littlewood, 2014)

The Organ symphony (Saint-Saens, 2009) was a fitting finale to the concert celebrating 800 years of Cambridge University.

Reference example:

Littlewood, J. (2009) *Oh! what a lovely war* Crossover Project  
[London: Theatre Royal, Drury Lane 17 May 2009]

Saint-Saëns, C. (2009) *Symphony No.3 ('Organ')* BBC  
Symphony Orchestra Organ: T. Trotter [London: Royal  
Albert Hall, 22 July 2009]

### 5.3.2 Audio recordings

This section covers vinyl, cassette, CD or audio download.

- Name of composer, poet, author etc.
- Year of copyright/production (in brackets)
- Title of item *in italics*
- Medium [in square brackets]
- Position on medium if relevant e.g. track number, side
- Composer, conductor, author, narrator (whichever has most relevance to your discussion)
- Place of publication
- Publisher or producer e.g. record label

Citation example:

In this recording of “Saturn...” (Holst, 1966)

The evocative track “Cotton fields...” (Beach Boys, 1990)

Dylan Thomas’ sonorous prose is complemented by Richard Burton’s narration in this classic performance (Thomas, 1963).

The narrator of Smith’s previous volume of autobiography greatly enhanced the story, which this reader fails to do (Smith, 2014).

Reference example:

Holst, G. (1966) *The planets: Saturn* [vinyl] Side 2. Conductor: Sir Adrian Boult Orchestra: London Philharmonic Orchestra London: Marble Arch Records

Beach Boys (1990) *Summer dreams: cotton fields* [cassette] Side 2 Los Angeles: Capitol

Thomas, D. (1963) *Under Milk Wood* [CD] Full cast dramatisation Narrator: Richard Burton London: BBC

Smith, E. (2014) *As green as grass: growing up before, during and after the second world war* [audio download] Read by Christine Rendel London: Audible studios for Bloomsbury

## 5.4 Theatre and ballet

When referencing a specific production, enter under the title and reflect the emphasis of your discussion e.g. the director or performers

- Title of work, *in italics*
- Year of production (in brackets)
- Genre [ ]
- Performers
- Director or Choreographer
- Place and date of performance [in square brackets]

Citation example:

In this rather tedious production, the director, Trevor Nunn...(The Tempest, 2011)

This production of *Swan Lake* (Petipa and Ivanov, 2011) was enjoyed in the provinces, but derided in London.

Reference example:

*The Tempest* (2011) [Play] Performers: Ralph Fiennes and Nicholas Lyndhurst Director: Trevor Nunn [London: Theatre Royal, Haymarket 27 August 2011]

*Swan Lake* (2011) [Ballet] Performers: Russian State Ballet of Siberia, Choreographers: Marius Petipa and Lev Ivanov [Cardiff: St David's Hall 27-30 December 2011]

## 5.5 Broadcast interviews

Treat live television and radio programmes in the same way. Treat interviewee as main author if relevant. If accessed over the internet, include URL and date accessed. If you watch a DVD of a television series, or listen to a radio programme on a CD, include the format in square brackets after the title.

- Interviewee
- Presenter
- Date (in brackets)
- Title of series if relevant
- Title of programme *in italics* and name of episode
- Television or radio network
- Place of broadcast, if relevant
- Transmission date

Citation example:

Sir Roy Strong (2011) talked about the love which has gone into the design of Laskett, his garden.

Essential classics aims to bring a wide range of music every weekday morning (Cowan, 2014).

Reference example:

Strong, R. (2011) Interview by Peter White on *You and yours* Radio 4 broadcast 16 September 2011

Cowan, R. (Presenter) (2014) *Essential classics* Radio 3 broadcast 16 May 2014

## 5.6 Radio and Television

### 5.6.1 Radio and Television (online and streaming)

- Name of episode (if in a series)
- Year of broadcast, (in brackets)
- Title of programme *in italics*
- Name of Channel
- Broadcast date DDMM
- Available from URL if on the web
- Date accessed [in square brackets] if on the web

If a programme is a one-off broadcast, without specific episodes, then:

- Title *in italics*
- Year (in brackets)
- Channel
- Broadcast date DDMM
- Available from URL if on the web
- Date accessed [in square brackets] if on the web

Citation example:

Jimmy Doherty (*Food unwrapped*, 2017) talks about Britain as a nation of food lovers.

Reference example:

Season 5 Episode 4 (2017) *Food Unwrapped* Channel 4 27 Jan  
Available from: <http://www.channel4.com/programmes/food-unwrapped/on-demand/59510-004>  
[Accessed on 27 Jan 2017]

## 5.6.2 Radio and Television (as transmitted)

(Continued)

Citation example:

Gibberish always had a fascination for speakers of English (Fry, 2010).

A skull with several brutal injuries brings home the severity of the St Brice's Day Massacre in 1002 (Roberts, 2011).

With the background of the London Library...(New Tricks, 2010).

Reference example:

Fry, S. (2010) *Fry's English delight: Series 2* [Audio CD]  
London: BBC audio books

Roberts, A. (Presenter) (2011) Series 2, episode 2 *Digging for Britain: Invaders* BBC2 television broadcast 16 September 2011

*New tricks* (2010) Series 7, episode 2 It smells of books  
BBC 1 television broadcast 17 September 2010

*Silent witness* (2006) Series 1, episode 1 Buried lies [DVD] BBC broadcasting 1996

## 6.1 Secondary referencing

Secondary referencing occurs when you wish to cite, either directly or indirectly, a quote which has already been quoted in a text you are reading. In other words, you wish to reuse a pre-existing citation.

You do not need to access the original source of the citation, unless you (a) have access to it and/or (b) it furthers your research.

State the name of the author and date of the original citation and then **as cited by** followed by the name of the author and date of the book/journal/website you are accessing.

Citation example:

McNamara (1973) as cited by Easterly (2006, p.159) states that “...we propose to double the Bank’s operations in the fiscal period...”

Reference example:

Easterly, W. (2006) *The white man’s burden* Oxford: OUP

## 6.2 Indirect citations or Paraphrasing

Indirect citations, also known as paraphrasing, occur when you do not actually quote from the text, but paraphrase or summarise the author's ideas, arguments or intentions. In such instances, you must cite the author and date, but you are not required to include the page number.

As you progress through your studies, it is expected that you will paraphrase more and use fewer direct citations.

**NB. If your citation includes proper names of people, objects, legislation etc. these must remain as is. They cannot logically be paraphrased.**

Citation example:

*A direct citation would read:*

Ashworth (2012, p25) tells us that “the Privy Council has identified four factors to consider the assessing whether economic duress is present.”

*The same statement paraphrased could read:*

The Privy Council has outlined a number of circumstances in which it can be evidenced that a person has been financially persuaded to take action against their better judgement or interests (Ashworth, 2012).

Reference example:

Ashworth, A. (2012) *Contractual procedures in the construction industry* 6th ed. Harlow: Pearson

### 6.3 Academic Offences

There are nine academic offences listed in the college's *Academic Offences Policy*. These are:

- *Plagiarism*

This means copying work from any other source, without it being properly or fully referenced and presenting the copied text, for assessment, as if it were the student's own work.

- *Cheating in an examination*

Bringing into an examination any unauthorised materials or electronic mobile devices upon which unauthorised materials may be stored, e.g. watches or telephones, or referring during an examination to any unauthorised material, or any form of impersonation.

- *Collusion*

When two or more students collaborate in the development and production of an assessment(s) that is eventually submitted by each student, in a substantially similar and/or identical form; and is presented by each student as the outcome of his or her own individual efforts.

- *Commissioning*

When one student gets another person(s) to complete and/or undertake an assessment(s) which is subsequently submitted as the student's own work. This includes purchasing materials from essay mills.

- *Duplication*

Where a student replicates an element(s) of their own material in more than one assessment within the same programme, within the College, or elsewhere, simultaneously or at some other time; without referencing their original work

- *Fabrication of information*

the presentation of any false or fabricated information, including citations and references, results or conclusions in any form of assessment, including practical or field work studies, oral presentations, unpublished work, and including the work of fellow students, interviews and reports from work placements, etc.

- *Impersonation*

Where somebody undertakes an examination or an assessment posing as a student on the programme, i.e. another person. Impersonation is a criminal offence and will be dealt with accordingly.

- *Syndication*

Where two or more students submit substantially similar assessments, on either the same programme, or across programmes at the College, at the same or different times. This is particularly relevant in the case of assessed group/team projects to ensure that a group of students each submit individual assessments, developed from a shared or common project, which assesses individual achievement in a particular module.

- *Aiding and abetting*

Where a student assists another student in the completion of assessments that is not permitted within the assessment brief of the module, or by the College's assessment regulations.

Plagiarism, collusion, duplication, fabrication and syndication are most closely associated with poor referencing.



