Referencing consists of two parts:

a) In-text citation - used in the body of your assignment to show where you got your information  
b) Reference list/bibliography - a list of resources you have cited in your assignment

This guide shows you some examples of the format for (a) in-text citations, and (b) the reference list/bibliography. We have included frequently asked questions.

Referencing examples table

<table>
<thead>
<tr>
<th>Source type</th>
<th>In-text citation</th>
<th>Reference list / Bibliography</th>
</tr>
</thead>
</table>
| Book with author      | (Surname, Year: Page)                                                           | Surname, Initial. (Year)  Title of Book in Title Case and Italics. (number edn - if not first edition) Place of Publication: Publisher.  

Note on including edition info: In the previous guide ed. was used to denote edition. In the new guide we use edn. to avoid confusion with ed. or eds. which is used for editor or editors.

<table>
<thead>
<tr>
<th>e-Books</th>
<th>Follow the format for the print book as above if it includes all the same elements.</th>
<th>Follow the format for print book as above if it includes all the elements shown in the print version.</th>
</tr>
</thead>
</table>
| Website                | (Surname/Corporate author, Year: Page - if available)                                 | Surname, Initial. /Corporate author (Year)  Title of Webpage in Title Case and Italics. Available at: URL (Accessed: date).  

Note: see the full guide for more examples.

| Journal article        | (Surname, Year: Page)                                                               | Surname, Initial. (Year)  Title of article.  Title of Journal in Title Case and Italics. Volume(Issue) pp. page numbers.  
<table>
<thead>
<tr>
<th><strong>Online journal article</strong></th>
<th>Follow the format for the print article as above if it includes all the same elements.</th>
<th>Follow the format for the print article as above if it includes all the same elements.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Online journal article with DOI</strong></td>
<td>(Surname, Initial. (Year) Title of article. <em>Title of Journal in Title Case and Italics</em>. Volume(Issue) pp. page numbers. DOI</td>
<td>(Surname, Initial. (Year) Title of article. <em>Title of Journal in Title Case and Italics</em>. Volume(Issue) pp. page numbers. DOI</td>
</tr>
<tr>
<td></td>
<td>Alternative DOI style that you may see: <a href="https://doi.org/10.1016/j.appdev.2012.05.005">https://doi.org/10.1016/j.appdev.2012.05.005</a></td>
<td>Alternative DOI style that you may see: <a href="https://doi.org/10.1016/j.appdev.2012.05.005">https://doi.org/10.1016/j.appdev.2012.05.005</a></td>
</tr>
<tr>
<td></td>
<td>Note: If you see a DOI for the article, include it. See page 4 for more info on DOI</td>
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</tr>
</tbody>
</table>

**Is your URL link loooooooooooooooooooooooooooooooooong?**

A common mistake is copying the URL link from wherever you have found the article. If your URL link looks like below, it is the wrong link to use:

- [https://capitadiscovery.co.uk/roehampton/items/eds/eric/EJ741690?query=Dance+movement+children.&resultsUri=items%3Fquery%3DDance%2Bmovement%2Bas%2Bway%2Bhelp%2Bchildren%2Baffected%2Bway%2Bwar.%2B%26target%3Deds%26facet%255B0%255D=fulltext%3Ayes&facet%5B0%5D=fulltext%3Ayes&target=eds](https://capitadiscovery.co.uk/roehampton/items/eds/eric/EJ741690?query=Dance+movement+children.&resultsUri=items%3Fquery%3DDance%2Bmovement%2Bas%2Bway%2Bhelp%2Bchildren%2Baffected%2Bway%2Bwar.%2B%26target%3Deds%26facet%255B0%255D=fulltext%3Ayes&facet%5B0%5D=fulltext%3Ayes&target=eds)
- [https://www.google.co.uk/search?q=British+foundation+high+cholesterol&oq=British+foundation+high+cholesterol&aqs=chrome..69i57j0l2.11223j0j9&sourceid=chrome&ie=UTF-8](https://www.google.co.uk/search?q=British+foundation+high+cholesterol&oq=British+foundation+high+cholesterol&aqs=chrome..69i57j0l2.11223j0j9&sourceid=chrome&ie=UTF-8)

This is what the links should look like:

- [https://doi.org/10.1080/07303084.2006.10597870](https://doi.org/10.1080/07303084.2006.10597870)
- [www.bhf.org.uk/heart-health/risk-factors/high-cholesterol](www.bhf.org.uk/heart-health/risk-factors/high-cholesterol)

**Audio-Visual**

<table>
<thead>
<tr>
<th><strong>Online videos (Youtube, Vimeo etc)</strong></th>
<th>(Surname/username/or ganisation who posted the video, Year)</th>
<th>Name of person/organisation posting video (Year video added) <em>Title of Video in Title Case and Italics</em> [Site of video hosting]. Available at: URL (Accessed: date).</th>
</tr>
</thead>
</table>
Film on DVD

(Film title in Title Case and Italics, year of distribution)

(Monsters Inc, 2001)

Title of Film in Title Case and Italics (Year of distribution)
Directed by First name Surname [DVD]. Place of Production: Production Company.


Film online

(Film title in Title Case and Italics, year of distribution)

(Monsters Inc, 2001)

Secondary referencing – is citing a source within a source. It is whenever you cite a work you haven’t read the original version of, and you have only seen quoted in a source you have read.

Avoid secondary referencing where possible. Reading the original source is recommended.

Source type | In-text citation | Reference list/bibliography
--- | --- | ---
Book | (Surname of person you are quoting, Year, cited in Surname of author of the book/article you have read, Year: Page) | Surname, Initial of Author of the book you read (Year) Title of Book in Title Case and Italics. (number edn - if not first edition) Place of Publication: Publisher. |

Frequently Asked Questions (FAQ)

When do I use page numbers?

When using a quotation, you include the page number; when you are paraphrasing, you will not need to use page number. More details in the full version of the Harvard guide.

Can I include more than one source in my in-text citation?

You may refer to multiple sources in one citation. Use semi-colons to separate the sources and put them in the order of publication, the earliest first. If more than one work was published in the same year, list it alphabetically by author/editor.

Example: A number of studies (Spivak, 1988; Butler, 1990; Haraway, 1991) ...
How do I create an in-text citation for a source with multiple authors?

👤 One author

**Example:** In an important theory on the subject by Ranganathan (1985)...

👤 Two authors

**Example:** Recent research in this field (Holmes and Watson, 2015)...

👤 🎓 Three authors and more - cite the first name listed in the source followed by *et al.* written in italics.

**Example:** ... as shown by the research (Tipton *et al.*, 2016)

What is the format for multiple authors in the reference list/bibliography?

Write out the name of all the authors in the following format:

👤 One author  Surname, Initial. (Year) ...

👤 Two authors  Surname, Initial. and Surname, Initial. (Year) ...

👤 Three authors  Surname, Initial., Surname, Initial, and Surname, Initial. (Year) ...

👤 🎓 Four authors and more  Surname, Initial., *et al.* (Year) ...

Note: see examples in the citation and reference tables above

What is a DOI?

DOI stands for **direct object identifier**. It is a persistent link for a source, meaning that it never changes and should always lead you back to the source (whereas URL web links might change or lead to an error page). Because of this, you do not need to add an access date when including a DOI.