University of Roehampton
Harvard Referencing Style
Guide for Partner
Institutions
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Introduction: What is referencing?

What is referencing?
Referencing is used to acknowledge the use of other people’s work and ideas in your own work. It consists of two parts.

1. **In-text citation**: quoting or paraphrasing sources in body of your text. It usually provides brief information e.g. author, date and page numbers. See Section 1 for more information (p7).

2. **Reference list/Bibliography**: an alphabetical list of the sources used in your work. Full details of the sources are given. See Section 2 for more information (p10).

Why reference?
- To show that you have been researching your subject thoroughly (improve your marks)
- To enable your readers to find the works that you are referring to (engage with your academic community)
- To acknowledge the words and ideas of others in your work.

Plagiarism
Plagiarism occurs when attempting to present another person’s work as your own. When you include the arguments, ideas, or theories of someone else without referencing them, or use the exact words they have used and present them as your own argument, its plagiarism.

The University of Roehampton takes plagiarism very seriously. A lack of awareness of the rules of referencing is **not an acceptable excuse** for plagiarism.

University of Roehampton Harvard Referencing Style Guide
Harvard referencing is an adaptable style used by many universities across the world; therefore you can potentially access a number of different Harvard guides online.
Section 1: In-text citations

In-text citation: used when quoting, paraphrasing or summarising sources in the body of your text. This will normally include:

- Author
- Year of Publication
- Page number (when you are quoting directly)

How to set out in-text citations in your text

Example: (Author Surname, Date)

(Krutkowski, 2017)

If you are quoting, you include the page number.

Quoting: (Author Surname, Date: Page)

(Krutkowski, 2017: 235).

Quoting – this is when you cite an author word for word, exactly what he or she has said. Use direct quotations sparingly.

Paraphrasing – this is when you put a passage of the original source into your own words.

Summarising – this is the shortest form, when you briefly describe and highlight the main points of the whole source in your own words.
Conventions for quotations

- **Keep quotations brief.**
- If *quoting short text* word-for-word within a sentence, enclose the quotation in ‘single inverted commas’ e.g.:
  
  In Smith (1985: 150) the author states that ‘………’
  
  One author states that ‘………’ (Smith, 1985: 150)

- If *quoting longer text* (50 words or more) word for word, set out the quotation in a new paragraph with no quotation marks. Indent the quote on the left-hand side and use single spacing between the lines, e.g.

  Conjunctions have the semantic role of indicating in which way the new information links to the previous sentence. It may be additional (additive), conflicting (adversative), explanatory (causal) or simply the next thing that is to be said on the subject (continuative).

  (Smith, 1985: 150)

- The **full stop must always be placed on the outside** of the last bracket, e.g.

  **Correct:** Smith (2008: 43) argues that ‘it is essential to punctuate your sentences correctly’

  **Incorrect:** Smith (2008: 43) argues that ‘it is essential to punctuate your sentences correctly’.

  The citation can come at the beginning or at the end of the sentence containing the quotation or paraphrase. For readability, there is no need to repeat the author’s name if you have already mentioned it in the sentence, you can just cite the date and the page number/s in brackets.

**Example paragraphs with in-text citations:**

Williams (1992) notes that white men teachers experience a ‘glass escalator’, elevated into higher positions such as administration. The same does not hold true for black men, who experience a ‘glass barrier’ in feminised occupations, and are often met with hostility and racism from patients and co-workers (Wingfield, 2009).

**More examples of in-text citations: single author**

<table>
<thead>
<tr>
<th>Short quotation without author’s name in sentence</th>
<th>It has been said that ‘all children learn through play’ (Smith, 2003: 62).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short quotation with author’s name in sentence</td>
<td>Smith (2003: 62) believes that ‘all children learn through play’</td>
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</table>
Play is an important part of children’s development: I have never known a playgroup in which children fail to thrive. There can be no doubt that all children learn through play. (Smith, 2003: 62)

Play is an important part of children’s development, according to Smith (2003: 62):

I have never known a playgroup in which children fail to thrive. There can be no doubt that all children learn through play.

It is commonly believed that learning through play is an activity that helps children learn (Smith, 2003).

Smith (2003) believes that learning through play is an activity that helps children learn.

Examples of in-text citations: two authors Ⓞ Ⓞ

Display the surnames and initials of both authors in your text. e.g. (Pears and Shields, 2008) or Pears, R. and Shields, G. (2008)

Examples of in-text citations: three or more authors Ⓞ Ⓞ Ⓞ+

You only need to list the surname of the first author followed by the words ‘et al.’, e.g. (Mabey et al., 1998: 50).
Section 2: Bibliography or Reference List

Every source you use should have an in-text citation. Every in-text citation must have a corresponding entry in your bibliography or reference list.

A bibliography or reference list provides full details of each source you have used in your assignment in alphabetical order.

The details you provide will depend on the source type, but it will always have these basic elements:

- Author
- Year of publication
- Title
- Where it is published
- Who published it

**Elements of a book reference**

- **Cooper, H.**
  - **(1995)**
  - **History in the Early Years.**
  - **London:** Routledge.
  - Where it is published
  - Who published it

Other sources may require you to include elements such as:

- Full web address
- Broadcast date
- Article title
- Access date
- And more

Full details for different source types are available in this guide. You may find it easiest to navigate using the contents page.
Please note that some tutors will ask you to produce a bibliography, while other tutors will ask for a reference list. The difference is:

- **Bibliography**: a list of all of the sources you have looked at to help you compile the essay even if you have not made direct mention to them in the text. This can include sources you have read but not actually quoted from or paraphrased in your work.
- **Reference list**: a list that only includes sources you have directly quoted or paraphrased in your work.

It is more common to have reference lists and bibliographies, laid out in alphabetical order. If you are unsure which type of list your tutor is expecting, double check with them before you begin writing your essay.

**Note**: where there is no author/editor/corporate author etc. the entry is listed by title of the work and ordered alphabetically within the list.

**Example reference list:**

```
British Dyslexia Association (no date) *Train the Trainer: Teaching for Neurodiversity*. Available at: https://www.bdadyslexia.org.uk/about/projects/dyslexia-spld-support-project-2016-17 (Accessed: 24 September 2018)


```
Section 3: Referencing Examples

Books and e-books

Note: To find out more about how to use et al. with multiple authors, go to the FAQs section at the end of this document, and see the examples below.

Book with one author

Author (Year) Title of Book. (Edition - if not first edition.) Place of Publication: Publisher.


In-text citation: (Cottrell, 2015)

Book with two authors

Author and Author (Year) Title of Book. (Edition - if not first edition.) Place of Publication: Publisher.


In-text citation: (Johal and Vickerstaff, 2012)

Book with three authors

Author, Author and Author (Year) Title of Book. (Edition - if not first edition.) Place of Publication: Publisher.


In-text citation: (Goepel et al., 2015)

Book with four authors or more

Author, et al. (Year) Title of Book. (Edition - if not first edition.) Place of Publication: Publisher.


In-text citation: (Timbury et al., 2002)

Chapter in edited book

Author (Year) Title of chapter. In: Editor (ed.) Title of Book. (Edition - if not first edition.) Place of Publication: Publisher. Pages.


In-text citation: Use the (first) author of the chapter, e.g. (Hall *et al.*, 2014)

**e-Book (electronic book)**


In-text citation: (Mitra, 2015)

**e-Book on reader (i.e. Kindle, Kobo, Sony e-book,)**


In-text citation: Page numbering on e-books may vary from the hardcopy or be absent altogether. Instead, use section numbers or section titles, where available, to indicate the location of any quotations, e.g. (Hooks, 2015; Section 1.1)
Dictionaries/encyclopaedias, individual entry

Author (Year) Title of Entry. In: Title of the Book. (Volume). Place of publication: Publisher.


In-text citation: use the author of entry, e.g. (Sarkar, 2015)


In-text citation: use the author of entry, e.g. (Hernik and Shamsudheen, 2017)

Online Dictionary entry

Author/Corporate author (Year) Title of Entry/Webpage. Available at: URL (Accessed: dd. yyyy).


In-text citation: (Oxford English Dictionary Online, 2004)


In-text citation: (Oxford Dictionaries, 2018)
Literary Works

Note: For literary works, italicise the name of the work when referring to it in-text, e.g. *Exit West* (Hamid, 2017), is a genre-defying novel.

Reprints of Literary Works
Author (Date of reprint). *Title of Work*. Place of publication: Publisher.


In-text citation: If you did not read the original edition, then you may refer to the original year of publication in your own text, e.g. *Pride and Prejudice* (Austen, 1975), published 1813, is a thought-provoking novel.

Poem/play within an anthology


In-text citation: Use the author of poem/play, e.g. (Parks, 1993)

Edited play
Author (Year of edited text) *Title of Play*. Edited by Editor (ed.) Place of Publication: Publisher.


In-text citation: Use the author of play, e.g. (Shakespeare, 1967)

The Classics
Author, *Title of Work in English*. Translated by Translator. (Date of Translation) Place of publication: Publisher.


In-text citation: Use the original author, e.g. (Homer, 2017)
Foreign language works

Translated work
Author (Year of translated version [Year of original work]) *Title of Book*. Translated by Translator. Place of Publication: Publisher.


**In-text citation**: use name of the author, e.g. (Piaget, 2001)


**In-text citation**: (Cixous, 2004)

Works in other languages
Author (Year) *Title in original language* [English translation of title, if required]. Place of publication: Publisher.


**In-text citation**: (Equivel, 2003)

Works in other alphabets non-roman alphabets
You may need to reference sources that are not in Roman script. We recommend you provide a translation of the title in brackets.


**In-text citation**: (Cao, 1994)

You may be asked to transliterate the title into the English alphabet.


**Check with your tutor** if you are unsure what is required.
Journals, magazines and newspapers

Journal article (from print or online journal without DOI)
Author (Year) Title of article. Title of Journal. Volume(Issue) Pages.

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

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

Online journal article (without DOI) - Follow the journal article format above

Journal article from online journal with DOI
Author (Year) Title of article. Title of Journal. Volume(Issue) Pages. DOI

In-text citation: (Levy et al., 2006)

In-text citation: (Ashiru et al., 2014)

Article from newspaper or magazine
Author (Year) Title of article. Title of Newspaper or Magazine, date of publication, Page range if available. Available at: URL (Accessed: dd Month yyyy).

In-text citation: (Else, 2016)

In-text citation: (Chakrabortty, 2016)
Thesis, conference proceedings, presentations and lecture materials

Thesis/Masters Dissertation, online
Author (Year) Title of Work. Type of Thesis. Name of Institution. Available at: URL (Accessed: dd Month yyyy).
In-text citation: (Bramwell, 2011)

Conference Proceedings, individual paper
In-text citation: (McKie, 2008)

Presentations
In-text citation: (Hayes, 2009)

Lecture/module materials
In-text citation: (Riley, 2013)

Note: It is possible to reference lecture materials, but it is good academic practice to read the original text your lecturer refers to, if you are citing it in your work.
Webpages and Social Media

Website
Author/Corporate author (Year) Title of Webpage. Available at: URL (Accessed: dd Month yyyy).


In-text citation: (NSPCC, 2009)

Example: British Dyslexia Association (no date) Train the Trainer: Teaching for Neurodiversity. Available at: https://www.bdadyslexia.org.uk/about/projects/dyslexia-spld-support-project-2016-17 (Accessed: 24 September 2018)

In-text citation: (British Dyslexia Association, no date)

Blog
Author (Year last updated) Title of post. Title of Website. Day Month posted. Available at: URL (Accessed: dd Month yyyy).


In-text citation: (Coates, 2016)

Twitter
Author name or Twitter handle (Year) [Twitter]. Day Month of tweet. Available at: URL (Accessed: dd Month yyyy).


In-text citation: (Roehampton Business, 2018)

Facebook
Author (Year) Title of Page [Facebook]. Day Month posted. Available at: URL (Accessed: dd Month yyyy).


In-text citation: (University of Roehampton, 2013)
Government publications, Acts, papers and reports

UK Statutes (Acts of Parliament)
Title of Act including year and chapter number. Country or jurisdiction if referencing more than one country’s legislation. Available at: URL (Accessed: dd Month yyyy)
In-text citation: (The Equality Act 2010)

Command Papers (White and Green Papers)
Government Department (Year) Title of Report or Consultation Paper (Command paper number). Place of Publication: Publisher. Available at: URL (Accessed: dd Month yyyy).
In-text citation: (Department for Business, Innovation & Skills, 2016)

Government publications
Government Department (Year) Title of Report. Place of Publication: Publisher.
In-text citation: (Office for National Statistics, 2018)

Ofsted reports
Author/Corporate author (Year) Title of Document and Dates Inspection Took Place. Place of Publication: Publisher. Available at: URL (Accessed: dd Month yyyy).
In-text citation: (Ofsted, 2010)
Reports from other organisations

Publications of international organisations / Research reports

Author/Corporate author (Year) Title of Report. Place of Publication: Publisher. Available at: URL (Accessed: dd Month yyyy).


In-text citation: (United Nations, 2015)


In-text citation: (Kalathil, 2011)

Company Annual Report

Author/Corporate author (Year) Title of Annual Report. Place of Publication: Publisher. Available at: URL (Accessed: dd Month yyyy).


In-text citation: (Nationwide Building Society, 2018)


In-text citation: (BBC, 2018)
**Book Reviews**


**In-text citation:** use the reviewer (*Publisher’s Weekly*, 2003)


**In-text citation:** use the reviewer (Sandhu, 2017)

**Archive materials**

The majority of materials found in archives refers unpublished items, such as hand-written or typed letters or scripts, photographs, a pair of glasses, etc. They are usually housed in a container, such as a box or folder and within the container the material is kept separated in files. Each file has its own unique identifier, called a reference number. Archival references should include the following information (where available):


**Examples:**

Monica Collingwood Collection. Archives and Special Collections. University of Roehampton.


Visual sources

Diagrams, tables and illustrations

Author (Year) *Title of Book*. Place of Publication: Publisher. Page reference of item [type of item e.g. illus./fig./table].


In-text citation:

- replicate the whole diagram/table/illus.
- add a citation below the diagram/table/illus.

(Knowles, 2011: 69)
Note: if the diagram/table/illus. is from different source than the book that you found it in, treat the citation as a secondary reference. See example below.


In-text citation:

(Econsumer.gov, 2011 cited in Sloman et al., 2013: 91)

Paintings/drawings/artworks in gallery
Artist (Year) Title of Work of Art [Type of Work]. City/Country painting is displayed: Museum painting is displayed in.


In-text citation: use name of Artist, e.g. (Himid, 1985)

Paintings/photographs/images online
Artist (Year) Title of Work of Art. Available at: URL (Accessed: dd Month yyyy).


In-text citation: (Basquiat, 1982)

Note: you may want to include further contextual information about the medium of work of art in your assignment e.g. Basquiat’s iconic painting, Jawbone of an Ass (1982)…
Photography, online (social media)
Photographer/Username (Year) Title of Photo. Available at: URL (Accessed: dd Month yyyy).
Example: Chuan, A. (2017) Richmond Park. Available at:
In-text citation: use name of Photographer/Username, e.g. (Chuan, 2017)

Photography, personal collection
Photographer (Year) Title of Photo [Photograph]. Unpublished Personal Photograph.
In-text citation: use name of Photographer, e.g. (Stowar, 2012)

Note: if the photograph does not have a title, use [Untitled] in place of Title of Photo.

Posters and Leaflets
Corporate Author (Year) Title of Poster or Leaflet [Poster/Leaflet]. Place of Publication: Publisher.
Example: University of Roehampton (no date) Your Library: A Place to Study [Leaflet]. London: University of Roehampton.
In-text citation: use name of Corporate Author, e.g. (University of Roehampton, no date)
Audio-visual

Film, viewed at cinema/DVD

*Title of Film* (Year of distribution) Directed by Name of Director [Motion Picture or DVD]. Place of Production: Production Company.


**In-text citation:** use title of *Film*, e.g. *(Monsters Inc., 2001)*


**In-text citation:** use title of *Film*, e.g. *(Monsters Inc., 2001)*

Film, viewed online

*Title of Film* (Year of distribution) Directed by Name of Director [Film, online]. Place of Production: Production Company. Available at: URL (Accessed: dd Month yyyy).


**In-text citation:** use title of *Film*, e.g. *(Monsters Inc., 2001)*

Television programme/entire series

*Title of Programme/Series.* (Year of broadcast) [Television programme]. Directed/Produced by Director/Producer. Country of broadcast: Name of broadcaster. Broadcast date where known. Available at: URL (Accessed dd Month yyyy)

**Example:** *Horizon.* (2014) [Television programme]. Directed by Michael Lachmann. UK: BBC2. 20 October.

**In-text citation:** use title of *Programme/Series*, e.g. *(Horizon, 2014)*


**In-text citation:** use title of *Programme/Series*, e.g. *(Orange is the New Black, 2013)*

**Note:** Where a director or producer is unknown or not practical to reference (for instance, if there is not one single director for an entire series of programmes), you may prefer to reference a creator, as we have in the example above.

**Note:** If the programme or series was viewed online, include date of broadcast or upload if known. In the example above, a year has been identified, but no further date of upload.
Episode from a TV series, viewed on broadcast TV

Title/number of episode (Year of broadcast) Title of Series. Series, episode [Television programme]. Directed by Director where known. Country of broadcast: Name of broadcaster. Day Month of original broadcast if known.


In-text citation: use title/number of Episode, e.g. (Trauma, 2017)

Episode from a TV series, viewed on DVD

Title/number of episode (Year of broadcast) Title of Series. Series, episode [Television programme, DVD]. Directed by Director where known. Country of production: Name of Production Company/Broadcaster. Date of original broadcast if known.


In-text citation: use title/number of Episode, e.g. (Corner Boys, 2007)

Episode from a TV series, viewed online

Title/number of episode (Year of broadcast) Title of Series. Series, episode [Television programme, online]. Directed by Director if known. Country of broadcast or production: Name of Broadcaster or Production Company. Date of original broadcast if known. Available at: URL (Accessed: dd Month yyyy)


In-text citation: use title/number of Episode, e.g. (Episode 5, 2017).

Radio programmes

Title of Programme (Year of broadcast) [Radio programme]. Directed/Produced by Director/Producer. Name of Radio station. Broadcast: Day Month. Available at: URL (Accessed: dd Month yyyy)

**In-text citation:** use title of Programme, e.g. *(Woman’s Hour, 2004)*


**In-text citation:** use title of Programme, e.g. *(Big Drum on Little Carriacou, 2018)*

**Interview, Broadcast**

Name of person being interviewed (Year) Interviewed by Name of Interviewer for *Title of Programme*, TV channel, date of broadcast. Available at: URL (Accessed: dd Month yyyy)


**In-text citation:** use interviewee, e.g. (Yousafzai, 2014)

**Music score**

Composer (Year) *Full Title of Score*. Place of Publication: Publisher.


**In-text citation:** use name of Artist, e.g. (Debussy, 1968)

**Audio download/streamed audio**

Artist (Year of Production) *Title of Album* [Audio download]. Available at: URL (date Accessed: dd Month yyyy).


**In-text citation:** use name of Artist, e.g. (Madonna, 2005)

**Podcast**

Name of Author/Presenter (Year published/last updated) *Title of Podcast* [Podcast]. Available at: URL (Accessed: dd Month yyyy).


**In-text citation:** (Noble, 2018)

**YouTube**

How you reference a YouTube video may depend on the content of the video
The common way of citing a YouTube video:
Name of person posting video (Year video added) Title of Video [YouTube]. Available at: URL (Accessed: dd Month yyyy).


In-text citation: use name of person/user posting the video, e.g. (TED, 2012)

Sometimes the username and title of the YouTube video might not give enough information about the content or speaker. In this case, be sure to contextualise the in-text citation, for example by crediting the speaker in the video if they are not named in the title.

Example: Susan Cain gave a rousing talk on the Power of Introverts (TED, 2012)…

You may also wish to emphasise the choreographer in a dance, or the interviewee. In such case, treat it as if you were citing a dance, or an interview, and include information about how to access the content online.


In-text citation: (Hale-Christofi, 2015)
Live performances

Play

*Title* by Author (Year of performance) Directed by Name of Director. Performed by Company Name/Actor [Venue, Location. Date seen]


**In-text citation:** (*A Midsummer Night’s Dream*, 2011)

Dance

Choreographer (Year of performance) *Title of Dance*. Composed by Name of Composer. Performed by Name of Dance Company [Venue, Location. Date seen]


**In-text citation:** use name of Choreographer, e.g. (Makarova, 1993)

Programme notes


**In-text citation:** (Decouflé, 2012)

Public Communications

Press release


**In-text citation:** (TFL Press Office, 2011)


**In-text citation:** The development of mobile banking has moved towards use of biometrics (TSB, 2018)...

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Television advertisement

Name of Company/Product (Year produced) Title/Description of Advert [Advertisement on Name of Television Channel]. Date Month when viewed/accessed.


In-text citation: use name of Company/Product, e.g. (Cadbury Schweppes, 2007)

Personal communications

Emails/text messages/faxes

The communications would reference the sender of the communications, not the receiver.

Sender (Year) Medium of communication to recipient, Day Month sent.

Examples:
Tan, A. (2018) Email to Andrew Wong, 5 June.

In-text citation: Tan agreed with these views in her email (2018).

Interviews, in person

Name of person being interviewed (Year) Interviewed by Full name of Interviewer. Day Month of interview.


In-text citation: use the name of the person being interviewed, e.g. (Ahmed, 2018)
Section 3: Frequently Asked Questions

When do I use page numbers in my in-text citation?

You include page numbers in your in-text citation only when you have directly quoted from the text. See Conventions for Quotations.

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 is published in the same year, list them 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:

1 author  Surname, Initial. (Year) …
2 authors  Surname, Initial. and Surname, Initial. (Year) …
3 authors  Surname, Initial., Surname, Initial, and Surname, Initial. (Year) …
4 authors and more  Surname, Initial., *et al.* (Year) …
When do I use ‘et al’?

**In-text citation** - When you have **three authors or more**

**Reference list/bibliography** – When you have **four authors or more**

If you have a reference that has **three authors**, you would use ‘et al’ in the in-text citation, but write out the authors in full in the bibliography.

**In-text example:** (Greig et al., 2014)


If you have a reference that has **four authors or more**, you would use ‘et al’ in the in-text citation **AND** the bibliography.

**In-text example:** (Ciulla et al., 2018: 11)


There is no author in the source I want to use, what do I do?

Some sources do not have a clear author. Sometimes these sources will have a corporate author, e.g. company/government name, which you can use as the author of the source.


If there is no author or corporate author, you must **always question whether the source is reliable enough to use, especially for academic work**. Why does no one want to claim this work as their own? You might want to find the information from another source instead.

If you do want to reference a source without a clear author, replace the author with the **Title of the Work**, followed by the (Year).

**Example:** *How to be a Famous Author* (2011). Available at: www.howtobefamous.com (Accessed: 1 April 2014).
How do I reference multiple sources by the same author?

When using different sources by the same author arrange the references by the year of publication, beginning with the oldest. If some of the sources are published in the same year, use letters after the publication year to distinguish between them.

**Bibliography example:**


**In-text citation example:**

(Crystal 2007a; 2007b)

How do I reference multiple pages from the same work?

When referring to different pages from the same text in your work, just change the page numbers in your citations accordingly. You only need to list the text in your bibliography once, no matter how many times you’ve referred to it.

**In-text citation example:**

“75 percent of English spelling is regular but 25 percent is complicated” (Crystal, 2007:85)…. 

“Texting is far more immediate, direct and personal than alternative methods of electronic communications” (Crystal, 2007:42).

There is no date on the source, what do I do?

If no date of publication, or last updated, date exists, use (no date) instead.


**In-text citation example:** (Royal Dutch Shell, no date)
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.

There are too many dates to choose from (reprint, copyright or published date), which do I use?

Some books will list several dates within the book. Unless you need to specify that the work is a reprint, see ‘Reprints of Literary works’, p.15, always use the most recent date in your reference. If this is absent, use the last copyright date.

Which bit of information should I use about a book? Published, printed, or produced by?

Many books will have details of the publisher and the printer/producer of the book. Always include the name of the publisher in your reference list.

The book has been published in multiple locations, which do I choose?

Popular books may be published in several locations, e.g. Paris, New York, London. Always use the first location listed.

How do I reference confidential material?

If you need to reference confidential material and need to protect the identity of a person, organisation, publication, etc. you must anonymise the relevant information. Use square brackets to identify anonymised information.

In-text citation example:

Discussions of the report highlighted a lack of policy [School X, 2011]

Bibliography example:

[Anonymised body] (Year) Anonymised Title (Use square brackets for any part of the title that is anonymised). Location: [Anonymised publisher].

How do I cite a source that quotes another source? Secondary referencing

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.

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