UCA Harvard Referencing Guide
WHY REFERENCE?

As a student in the creative arts, and a future creative professional, it is important to acknowledge the work of the artists, makers, writers and academics who have preceded you. Like these people, your academic and professional reputation relies upon having your work acknowledged, and upon your acknowledging the work of others. This acknowledgement of the work and ideas of others demonstrates your honesty and integrity as a student and practitioner of the creative arts.

WHAT IS REFERENCING?

Referencing is the method by which you show when you have referred to someone else’s work or ideas in your written assignments. Not only does the use of references demonstrate your honesty as a student, it also makes it clear which ideas are yours, and that you get proper credit for your own work.

At UCA, we use the Harvard referencing system. The Harvard system consists of citations, which you put in the text of your written work, and references, which go in a bibliography at the end of your work. Citations tell the person marking your assignment when you have referred to someone else’s ideas. The references in your bibliography tell your tutor where to find the sources and ideas you have referred to in your written work.

By using citations and references to credit the work of others, you avoid the risk of being accused of plagiarism.

WHAT IS PLAGIARISM?

Plagiarism means deliberately or accidentally using someone else’s work or ideas, as if they were your own. If you are found to have deliberately plagiarised someone else’s work whilst you are at UCA, the consequences can range from having to re-submit your work, to being awarded a zero mark for a unit, to being expelled from UCA. Both your, and UCA’s,
academic integrity (reputation for honesty and rigour in your work), depends upon good academic practices, such as clear citation and referencing in your work. This is why plagiarism is taken so seriously – if you plagiarise, you not only damage your reputation, but that of your institution.

WHAT IS A CITATION?

When you use another person’s work in your own work, either by referring to their ideas, or by including a direct quotation, you must acknowledge this in the text of your work. This acknowledgement is called a citation. When you are using the Harvard style, your citation should include:

1. The author or editor of the cited work
2. The year of publication of the cited work
3. The page number of the work cited

HOW TO WRITE CITATIONS

1. When you quote someone else's exact words it is called a direct citation. These are signposted by using speech marks, the author's surname, year of publication and the page number, for example:

'Einstein's brain is a mythical object' (Barthes, 1993:68)

Direct quotations must be enclosed in single quotation marks to distinguish them from the rest of the text.

NOTE: When submitting through Turnitin, quotations need to be in double quotation marks (“Q”). More information regarding using Turnitin is available online on UCA's Plagiarism and Turnitin webpage at: uca.ac.uk/library学术支持/plagiarism-and-turnitin/
If the quotation is more than 3 lines long, it should be indented:

'ITV got off to a shaky start. In order to receive it, viewers needed to fit a special aerial and either to buy a new television or have their existing set adapted. Since in the first franchise areas only 33 per cent of households had taken these measures, the medium was not especially attractive to advertisers in terms of cost per thousand' (Crisell, 2002:93)

Partial quotations can also be used, as long as they are within single quotation marks. The missing part of the quotation is then replaced with ... (three dots).

'Another institutional difference between film and literature is to which texts are censored. Films tend, in the west, to be much more heavily censored than literature ... One effect of that is that graphic detail can be shown more powerfully using images.' (Lacey, 2000:92)

2. Paraphrasing (indirect citation) is when you explain another person's ideas or theories in your own words. These must be referenced with the author's surname, year of publication and page number, but they do not need speech marks:

The notion of an invisible college has been explored in the sciences (Crane, 1972:62)

3. It is possible to refer to the author's name within a sentence:

As Crane (1965:62) points out, the notion of an invisible college has been explored in the sciences.

4. If an author has published more than one work, the entry is subdivided by year. If the author had published more than one item in a year, these would be distinguished by lowercase letters following the year e.g.:


Citation within the text: As Ellis (1984a:45) has mentioned...
SECONDARY REFERENCING

Secondary references are when an author refers to another author’s work and the primary source is not available. When citing such work the author of the primary source and the author of the work it was cited in should be used. If you can’t find the original source, you need to reference the author who is included in your bibliography, and also the author of the original quotation.

In the text: (any of these formats is acceptable)

‘There is no power relation without the correlative constitution of a field of knowledge, nor any knowledge that does not presuppose and constitute at the same time power relations.’ (Foucault 1978, cited in Sheridan, 1980:138)

Foucault (1978) argues that ‘there is no power relation without the correlative constitution of a field of knowledge, nor any knowledge that does not presuppose and constitute at the same time power relations.’ (Sheridan, 1980:138)

In your bibliography it is the author of the book that needs to be included, in this case:


Order of Information:
Author's surname, then initials : Sheridan, A.
Year of publication (in brackets) : (1980)
Title (in italics) : *Michel Foucault: The Will to Truth*
Place of publication: London:
Publisher: Tavistock Publications Ltd.

COMPILING A BIBLIOGRAPHY

The bibliography consists of references to documents you have referred to in your work and those which you have consulted in the course of your research. It should be consistent in both typographical style and punctuation.

It is a list of the resources you have used and should be presented on a separate page at the end of your written assignment. The bibliography should not be included in your word count.

It should appear as one sequence (not divided into types of sources, such as all the books together, all the journals together, all the websites together etc.), however, images included in your work should be listed on a separate page labelled as “list of illustrations” and appear before your bibliography. Entries are arranged in alphabetical order by surname, institution, or title as appropriate to the item cited.

WRITING REFERENCES FOR YOUR BIBLIOGRAPHY

To write your own references you need different bits of information about each item that you read when you are researching a piece of work. These bits of information are called ‘bibliographic’ information.

For all types of references the key bits of information you need to start with are:

1. Author or editor
2. Date of publication / broadcast / recording
3. Title of the item
4. Information about how and when the item was published

This will form the basis of each reference you have to write.
REFERENCING TEXT SOURCES IN PRINT

The bibliography should be on a separate page at the end of your essay/dissertation. Text sources such as books, journals, films, websites etc. should be listed in alphabetical order.

Acts of Parliament

In the text: (Copyright Designs and Patents Act, 1988:135)

Order of Information:
Name of the Act (in italics): Copyright, Designs and Patents Act
Year of publication: 1988
Page number(s): 135

In the bibliography:

Order of Information:
Year of publication (in brackets): (1988)
Monarch: Elizabeth II.
Chapter (abbreviated to Ch. and number): Ch. 20.
Place of publication: London:
Publisher: HMSO.

Archive material

In the text: (Balint, 1972)

Order of Information:
Surname of author: Balint,
Year of publication: 1972

In the bibliography:

Order of Information:
Author’s surname, then initials: Balint, M.
Year of publication (in brackets): (1972)
Title of document (in italics): Brief summary of a paper on A contribution to the question what does a woman want? 22.3.72
Medium (in square brackets): [Dated typescript]
Archive name and number: Balint papers 14
Place of archive: University of Essex.
Library name: The Albert Sloman Library.

The Bible

In the text: (Genesis 1:21)

Order of Information:
Scripture: Genesis 1:21

In the bibliography:

Order of Information:
Scripture: Genesis 1:21.
In: Title of the edition of the bible (in italics): In: The Holy Bible.
Place of publication: London:
Publisher: Cassell, Petter and Galpin.
Page number(s): p. 186.
Books

In the text: (Barthes, 2007:100)

Order of Information:
Author's surname: Barthes,
Year of publication: 2007
Page number(s): 100

In the bibliography:

Chapters/essays in books

Use when a book contains chapters written by different authors.

In the text: (Bobo, 2009:239)

Order of Information:
Chapter Author's surname: Bobo,
Year of publication: 2009:
Page number(s): 239

Note: This is not the date that Bobo originally wrote the article. It is the publication date of the book referenced in your bibliography.

Dictionaries/Encyclopedias

This method can be used to reference any reference books, such as dictionaries, encyclopedias, atlases etc.

In the text: (Allen, 2006:355)

Order of Information:
Surname of author or editor: Allen,
Year of publication: 2006
Page number(s): 355

In the bibliography:

Order of Information:
Author's or editor's surname then initials: Allen, R.
Year of publication (in brackets): (2006)
Entry title in single quotation marks: 'Critical' definition.
Volume number (if relevant): Vol II
Edition (if given): (2nd ed.)
Place of publication: London:
Publisher: Penguin Books Ltd.

Note: If there is no named author or editor, use the title and year of publication for your in-text reference and as the first entry in your bibliography (as shown in the online dictionary example).

Exhibition catalogues and gallery brochures

In the text: (Harwood, 2002:99)

Order of Information:
Author or Curator Surname: Harwood,
Year of publication: 2002:
Page number(s): 99

In the bibliography:

Order of Information:

Author or curator, surname then initials: Harwood, L.
Year of publication (in brackets): (2002)
Exhibition title (in italics): Inspired by Italy: Dutch Landscape Painting 1600-1700.
Place of exhibition: London:
Name of gallery or museum: Dulwich Picture Gallery.

Note: If there is no author / curator, use the Gallery or Museum name, so for example, this would be cited in your text as: (The Saatchi Gallery, 2000) and entered into your bibliography as: The Saatchi Gallery. (2000) Art Noises at the Saatchi Gallery 2. London: Saatchi Gallery.

Journal articles (print)

In the text: (Mackinney-Valentin, 2013:67)

Order of Information:
Author's surname: Mackinney-Valentin,
Year of publication: 2013:
Page number(s): 67

In the bibliography:

Order of Information:
Author's surname, then initials: Mackinney-Valentin, M.
Year of publication (in brackets): (2013)
Article title in single quotation marks: 'Trend Mechanisms in Contemporary Fashion'
In: Journal title (in italics): In: Design Issues
Volume number, then issue number (in brackets): 29 (1)
Page number(s): pp.67-78.
**Newspaper articles (printed)**

**In the text:** (Ward, 2004:1)

**Order of Information:**
Author's surname: Ward,
Year of publication: 2004
Page number(s): 1

**In the bibliography:**

**Order of Information:**
Author's surname, then initials: Ward, L.
Year of publication (in brackets): (2004)
Article title in single quotation marks: 'A £35,000 Tracey Emin quilt - but worthless if school tries to sell it.'
In: Newspaper title (in italics): In: The Guardian
Issue date: 30 March 2004
Page number(s): p.1.

**Published conference papers**

**In the text:** (Walsh, 2008:421)

**Order of Information:**
Surname: Walsh,
Year of publication: 2008
Page number(s): 421

**In the bibliography:**

**Order of Information:**
Author's surname then initials: Walsh, S.
Year of publication (in brackets): (2008)
Title of the paper/section in single quotation marks: 'Pushing Design Boundaries: Australian Extremes, Main Stream Fashion Limits.'
Conference title, including place and dates conference was held: Conference proceedings 2007, Ryerson University, Canada 12-15 April 2007.
Place of publication: London:
Publisher: CLTAD.
Page number(s): pp.416-429.

**Questionnaires or Surveys**

If you wish to cite an individual response then the respondee is the author as follows:

**In the text:** (Harris, 2012)

**Order of Information:**
Surname of respondee: Harris,
Year questionnaire or survey carried out: 2012

**In the bibliography:**

**Order of Information:**
Respondee's surname then initials: Harris, S.
Year questionnaire or survey carried out (in brackets): (2012)
Title of questionnaire or survey (in italics): Questionnaire on Library Services.
Date of questionnaire or survey: 12th February 2012.

Note: If the questionnaire or survey was anonymous then replace the respondee's name with the title.

Song lyrics and musical scores

In the text: (Cave, 2013)

Order of Information:
Songwriter or composer surname: Cave,
Year of publication: 2013

In the bibliography:

Order of Information:
Songwriter or composer, surname then initial: Cave, N.
Year of publication (in brackets): (2013)
Title of the song or score (in italics): Jubilee Street.
In: album name: In: Push the Sky Away.
Place of publication: London:
Publisher: Bad Seed Ltd.

Theses

In the text: (Ahmed, 2000:9)

Order of Information:
Author’s surname: Ahmed,
Year of submission: 2000
Page number(s): 9

In the bibliography:

Order of Information:
Author's surname, then initials: Ahmed, N.
Year of submission (in brackets): (2000)
Title of thesis or dissertation (in italics): To what Extent Will Design Managers Have to Take into Account the Understanding of Brands in E-Commerce?
Statement of degree (in square brackets): [B.A. Dissertation]
Degree-awarding body: Surrey Institute of Art and Design.

Translated text

For major works of historic significance, the date of the original work may be included next to the author, and the date of the translation next to the translator. If the original publication date is not known, then just the date of translation is included.

If you find a text online that has been translated into English, it is referenced like this:

In text: (Freud, 1919:33)

Order of information:
Author's surname: Freud,
Year of publication (or if not known, year of translation): 1919
Page number(s): 33

In the bibliography:
Order of information:
Author's surname, then initials: Freud, S.
Year of publication (in brackets): (1919)
Title of text (in italics): The Uncanny.
Translated by (surname, then initial): Translated by McLintock, M.
Place of Publication: London:
Publisher: Penguin Books Ltd.

REFERENCING TEXT SOURCES FROM THE INTERNET

Blogs and Twitter

In the text: (Hookedblog, 2015)

Order of Information:
Contributor's name: Hookedblog
Year of publication: 2015

In the bibliography:

Order of Information:
Author, blog or Twitter account name: Hookedblog.
Year of publication (in brackets): (2009)
At URL: At:
Accessed on: (Accessed on 2 July 15)

Dictionaries/Encyclopedias (Online)

In the text: (Merriam-Webster, 2009)

Order of Information:
Dictionary Title: Merriam-Webster,
Year of publication: 2009

In the bibliography:

Order of Information:
Dictionary title: Merriam-Webster.
Year of publication (in brackets): (2009)
Title in single quotation marks (if the word has more than one definition, state which e.g. 5a): ‘Culture’ definition 5a
Medium (in square brackets): [online]
At: URL: At: http://www.merriam-webster.com/dictionary/culture
Accessed on: (Accessed on 9 September 2009)

e-books

In the text: (Soutter, 2013:46)

Order of Information:
Author’s surname: Soutter,
Year of publication: 2013:
Page number(s): 46

In the bibliography:
e-book reader (e.g. Kindle)

In the text: (Elliott, 2015)

Order of Information:
Author's surname: Elliott,
Year of publication: 2015

In the bibliography:

Email attachments

In the text: (Green, 2007)

Order of Information:
Email Author's surname: Green,
Year email was sent: 2007

In the bibliography:

Order of Information:
Email author's surname, then initials: Green, S.
Year email was sent (in brackets): (2007)
Subject of email (in italics): A Critique of Blue Velvet
Medium (in square brackets) and date sent: [Email attachment sent to Joan Brown 25th December 2007]

Note: It would be advisable to keep a paper copy, as evidence of the email, and put it in your appendices.

Emails

In the text: (Harvey, 2008)

Order of Information:
Email Author's surname: Harvey,
Year email was sent: 2008

In the bibliography:

Order of Information:
Email author's surname, then initials: Harvey, R.
Year email was sent (in brackets): (2008)
Subject of email (in italics): Re: The Films of David Lynch
Medium (in square brackets) and date sent: [Email sent to Joan Brown, 12th January 2008]
Note: It would be advisable to keep a paper copy, as evidence of the email, and put it in your appendices.

**Facebook**

**In the text:** (Shrigley, 2012)

**Order of Information:**
Author's surname: Shrigley,
Year of publication: 2012

**In the bibliography:**

**Order of information:**
Author's surname, then initials: Shrigley, D.
Year page was published / last updated (in brackets): (2012)
Title of page (in italics): *David Shrigley - Public Figure.*
Day/month of post (if known):
Available at: URL: At: https://www.facebook.com/permalink.php?story_fbid=465272416833835 &id=156889287672151
Accessed on: (Accessed on 29 June 15)

**Interviews (online)**

**In the text:** (Douglas, 2009)

**Order of Information:**
Interviewee’s surname: Douglas,
Year of interview: 2009

**In the bibliography:**
Douglas, N. (2009) [Interview by email, 1st February 2009]

**Order of Information:**
Interviewee’s surname, then initials: Douglas, N.
Year of interview (in brackets): (2009)
Medium and date (in square brackets): [Interview by email, 1st February 2009]

Note: The medium of the interview can be changed according to how the interview was carried out. For example, 'Interviewed by email' can be changed to 'interviewed face to face', interviewed by Skype' etc.
Note: It would be advisable to keep a paper copy of the notes you made during the interview as evidence of the email and put it in your appendices.

**Journal articles (online)**

**In the text:** (Heimsath, 2005)

**Order of Information:**
Author’s surname: Heimsath,
Year of publication: 2005

**In the bibliography:**

**Order of Information:**
Author’s surname, then initials: Heimsath, K.M.
Year of publication (in brackets): (2005)
Title of Article in single quotation marks: ‘Untitled Identities: Contemporary Art in Lhasa, Tibet’
In the bibliography:


Order of Information:
Organisation: Drink Command.
Year of press release: (2015)
Title of press release (in italics): Reading pub unveils self-serve beer wall.
Medium (in square brackets): [online press release]

Note: Reference list and bibliographic information is usually available from the organisation issuing the release.

Published reports (online)

In the text: (Sender, 2015)

Order of Information:
Name of author or organisation: Sender,
Year of publication: 2015

In the bibliography:

Order of Information:
Name of author or organisation: Sender.
Year of publication (in brackets): (2015)
Title of report (in italics): *Womenswear - UK - May 2015*
Medium (in square brackets): [online]
At: URL: At: At: http://academic.mintel.com/display/715824/#
Accessed on: (Accessed 29 June 15)

Note: If you have more than one report from the same organisation, you would add a letter to the date e.g. (2012a), (2012b) and so on.

Questionnaire / Survey (online)

In the text: (Buckley, 2014)

Order of Information:
Surname of respondee: Buckley,
Year questionnaire or survey carried out: 2014

In the bibliography:

Order of Information:
Respondee’s surname then initials: Buckley, D.A.
Year questionnaire or survey carried out (in brackets): (2014)
Title of questionnaire or survey (in italics): *UK Engagement Survey 2014: the Second Pilot Year.*
At: URL: At:
Accessed on: (Accessed on 29 June 15)

Song lyrics (online)

In the text: (Thompson, 2014)

Order of Information:
Songwriter or composer surname: Thompson,
Year of publication: 2014

In the bibliography:
Thompson, J. (2014) *Zombie.* At:

Order of Information:
Songwriter or composer, surname then initials: Thompson, J.
Year of publication (in brackets): (2014)
Title of the song or score (in italics): *Zombie.*
At: URL: At:
http://www.azlyrics.com/lyrics/jamiet/zombie.html

Theses (online)

In the text: (Jessop, 2013)

Order of Information:
Author’s surname: Jessop,
Year of publication: 2013

In the bibliography:
Jessop, M. (2013) *Contemporary jewellery practice: the role of display in addressing craft values within the creative process.* [PhD] University of Brighton / University for the Creative Arts. At:
Translated text

For major works of historic significance, the date of the original work may be included next to the author, and the date of the translation next to the translator. If the original publication date is not known, then just the date of translation is included.

If you find a text online that has been translated into English, it is referenced like this:

In the text: (Freud, 1919)

Order of information:
Author’s surname: Freud,
Year of publication (or if not known, year of translation): 1919

In the bibliography:

Order of information:
Author's surname, then initials: Freud, S.
Year of publication (in brackets): (1919)
Title of text (in italics): The Uncanny.

Translated by (surname, initial): Translated by Strachey, A.
Year of translation (in brackets): (1925)

Note: If you want to use a text which has not had an officially translated version published in English language, you may decide to use online translation tools such as Google translate. While these tools are useful, they are not reliable, and it is important to check and correct your results, to ensure accuracy and clarity. Where possible, work with another person who can check the accuracy of your translation.

If you include translated quotations, it is good practice to include a footnote with the original language quotation, as well as the translated quotation in your text.

Online texts translated using the ‘translate this page’ option

In the text: (Tuổi Trẻ Online, 2015)

Order of information:
Author’s surname or organisation’s name: Tuổi Trẻ Online,
Year of Publication: 2015

In the bibliography:
Tuổi Trẻ Online. (2015) Cứu tranh của danh họa Nguyễn Gia Tri. [In Vietnamese] (Restoring artist Nguyen Gia Tri’s paintings). Translated by Thomson, E. At:
Order of information:
Author's surname, then initials, or organisation name: Tuổi Trẻ Online.
Year of publication (in brackets): (2015)
Title of text (in original language, in italics): Cứu tranh cửa danh họa Nguyễn Gia Tri.
In language [in square brackets]: [In Vietnamese]
Title of text (In English and italics): (Restoring artist Nguyen Gia Tri’s paintings)
Translated by: Translated by your name, & the name of anyone who helped you: Translated by: Thomson, E.
At: URL: At:

Websites and online documents
In the text: (Design Museum, 2015)

Order of Information:
Author's surname, then initials, or organisation name: Design Museum,
Year of publication: 2015

In the bibliography:

Order of Information:
Author's surname, then initials (or organisation name): Design Museum.
Year of publication (in brackets): (2015)
Title of document (in italics): Hussein Chalayan.
At: URL: At: https://designmuseum.org/designers/hussein-chalayan

Note: If there is no identifiable author, use the name of the organisation (or part of the organisation) instead, for example, BBC or The Guardian. If the date is missing use (s.d) which means no date.
REFERENCING IMAGE SOURCES

Reference image sources in a list of illustrations at the back of your essay/dissertation but before your bibliography. It should be in numerical order.

If you wish to include specific photographs or images in your text you have a choice about where to put them. They can be:
a) within the text
b) in your appendices

IMAGES: PRINT

Advertisements

Figure 1. Burberry (2015)

Image labelled as: Figure 1. Burberry (2015)

In the text: (see fig.1.)

Or if you choose to put your images in the list of illustrations:
(see list of illustrations 1)

Order of Information:
Title of advertisement (in italics): Burberry,
Year of publication: 2015

In the bibliography:

Film and Game stills

Note: Film stills are usually protected by copyright and should not be reproduced without permission. However, if you are using the image in a submitted piece of academic work, it would usually come under the ‘fair dealing’ proviso and so be allowed. Reproducing the film still on a website or in any other format is a breach of copyright law.

Figure 3. Grand Theft Auto: Vice City (2002)

Image labelled as: Figure 3. Grand Theft Auto: Vice City (2002)

Order of Information:
Figure number: Figure 3.
Title of advertisement (in italics): Grand Theft Auto: Vice City
Year of creation (in brackets): (2002)

In the text: (see figure. 3.)

Or if you choose to put your images in the appendices: (see appendix 1)

In the list of illustrations:

Order of Information:
Figure number: Figure 3.
Title of image (in italics): Grand Theft Auto: Vice City.
Film/TV/video game still (in square brackets): [Video game still]
Year of creation (in brackets): (2002)
Page number (if relevant): p.67.

Note: When referencing the publication a still is taken from, follow the relevant referencing format for a book, book chapter, journal article etc.

Fig. 1. Grand Theft Auto: Vice City (2002)

Illustrations or images – scanned from a book

Image labelled as: Fig. 6. The Revolving Doors IV: “The Meeting” (1916-17)

Order of Information:
Figure number: Fig. 6.
Title of image (in italics): The Revolving Doors IV: “The Meeting”
Year of creation (in brackets): (1916-17)

In the text: (see fig. 6.)
Or if you choose to put your images in the appendices: (see appendix 1)

In the list of illustrations:

Order of Information:
Figure number: Figure 6.
Artist's surname, then initials (if unknown, replace with the title of the image): Ray, M.
Year of creation (if known) (in brackets): (1916-17)
Title of image (in italics): The Revolving Doors IV: “The Meeting”
Medium (in square brackets): [Collage]
In: Author's surname and initial: In: Waldman, A.
Year of publication (in brackets): (1992)
Plate No: 202.
Place of publication: London:
Publisher: Phaidon Press Limited.

Fig. 6. The Revolving Doors IV: “The Meeting” (1916-17)

Illustrations or images – scanned from a magazine or journal

Image labelled as: Fig. 9. BL-1201 (2012)

Order of Information:
Figure number: Fig. 9.
Title of image (in italics): BL-1201
Year of creation (in brackets): (2012)

In the text: (see fig. 9.)
Or if you choose to put your images in the appendices: (see appendix 1)

In the bibliography:

Order of Information:
Figure number: Figure 9.
Artist's surname, then initials (if unknown, replace with the title of the image): Lee, I.
Year of creation (if known) (in brackets): (2012)
Title of image (in italics): BL-1201
Medium (in square brackets): [ballpoint pen on paper]
In: journal title (in italics): In: Art News
Volume number, then issue number (in brackets): 113 (1)
Page number(s): p. 65

Fig. 9. BL-1201 (2012).

Maps (printed)

Image labelled as: Figure 4. Preston and Blackpool (2012)
Or if you choose to put your images in the list of illustrations: (see list of illustrations 5)

Order of information:
Figure number: Figure 4.
Title (in italics): Preston and Blackpool,
Year of publication: 2012

In the bibliography:
Southampton: Ordnance survey. (Landranger series).

Order of Information:
Title (in italics): Preston and Blackpool
Year of publication (in brackets): (2012)
Type of map (in square brackets): [Ordnance survey]
Sheet number: Sheet 102,
Scale: 1:50,000.
Place of publication: Southampton:
Publisher: Ordnance Survey

Series (in brackets): (Landranger series).

Note: If using the image put this in your list of illustrations and put Fig. no before title.

Photographs

Image labelled as: Fig. 6. Ocean Dome, Miyazaki, Japan (1996)
Or if you choose to put your images in the list of illustrations: (see list of illustrations 6)

Order of Information:
Figure number: Fig. 6.
Title of image (in italics): Ocean Dome, Miyazaki, Japan
Year of creation (in brackets): (1996)
In the text: (see fig. 6.)

In the List of Illustrations:

Order of Information:
Figure number: Figure 6.
Artist's surname, then initials (if unknown, replace with the title of the image): Parr, M.
Year of creation (if known) (in brackets): (1996)
Title of image (in italics): Ocean Dome, Miyazaki, Japan
Medium (in square brackets): [Photograph]
In: Author's surname and initial: In: Phillips, S.
Year of publication (in brackets): (2007)
Title of book (in italics): Martin Parr
Plate Number: Plate 33.
Place of publication: London:
Publisher: Phaidon.

Fig. 6. Ocean Dome, Miyazaki, Japan (1996)

Posters

Image labelled as: Figure 7. Deutsches Jugendfest, Sonnabend den 23. Juni 1934 (German Youth Festival, Saturday 23rd June 1934)

Or if you choose to put your images in the list of illustrations: (see list of illustrations)

Order of information:
Figure number: Figure 7.
Title of image: Deutsches Jugendfest, Sonnabend den 23. Juni 1934 (German Youth Festival, Saturday 23rd June 1934)
In the text: (see fig. 7.)

In the List of Illustrations:
Figure 7. Anonymous. (1934) Deutsches Jugendfest, Sonnabend den 23. Juni 1934 (German Youth Festival, Saturday 23rd June 1934) [Poster]. Exhibited at Art and Power exhibition, Hayward Gallery, London, 1996. Approx. 2m.X 90cm.

Order of information:
Figure number: Figure 7.
Artist's surname, then initials: Anonymous.
Year of creation (if known) (in brackets): (1934)
Title of image (in italics): Deutsches Jugendfest, Sonnabend den 23. Juni 1934 (German Youth Festival, Saturday 23rd June 1934)
Medium (in square brackets): [Poster]
Exhibited at: Exhibited at Art and Power exhibition,
Location and date(s) of exhibition: Hayward Gallery, London, 1996.
Dimensions (if relevant and available): Approx. 2m.X 90cm.

Unpublished photographs (taken by yourself, friends, family etc)

Image labelled as: Fig. 8. Swimming Pool (2015)

Order of Information:
Figure number: Fig. 8.
Title of Photograph (in italics): Swimming Pool
Year of creation (in brackets): (2015)

In the text: (see fig. 8.)
Or if you choose to put your images in the list of illustrations: (see list of illustrations 8)

In the List of Illustrations:

Order of Information:
Figure number: Figure 8.
Photographer’s surname, then initials: Thomson, E.
Year of creation (in brackets): (2015)
Title of photograph (in italics): Swimming Pool
Medium (in square brackets): [Photograph]
In possession of: author or named person: In possession of: The author: Geographical location: Farnham.

Fig. 8. Swimming Pool (2015)

IMAGES: ONLINE

Advertisements
Image labelled as: Fig. 1. *Tom Ford Beauty* (2011)

**Order of Information:**
- Figure number: Fig. 1.
- Title of image (in Italics): *Tom Ford Beauty*
- Year of advertisement campaign (in brackets): (2011)

**In the text:** (see fig.1.)
**Or if you choose to put your images in the appendices:** (see appendix 1)

**In the List of Illustrations:**

**Order of Information:**
- Figure number: Figure 1.
- Title of image (in italics): *Tom Ford Beauty*.
- Year of advertisement campaign (in brackets): (2011)
- Title of advertisement campaign (in italics): *Tom Ford Beauty*, Mert + Marcus.
- Medium (in square brackets): [Advertisement]

**Fig. 1. Tom Ford Beauty (2011)**

**Illustrations or images – obtained online**

**Image labelled as:** Fig. 1. *Women of Britain say "Go!"* (1915)

**Order of Information:**
- Figure number: Fig. 1.
- Title of image (in Italics): *Women of Britain say "Go!"
- Year of creation (in brackets): (1915)

**In the text:** (see fig. 1.)
**Or if you choose to put your images in the appendices:** (see appendix 1)

**In the List of Illustrations:**

**Order of Information:**
- Figure number: Figure 1.
- Artist's surname, then initial (if unknown, replace with the title of the image): *Women of Britain say "Go!"
- Year of creation (if known) (in brackets): (1915)
- Title of image (in italics) (unless artist is unknown, as in this example): *Women of Britain say "GO!"
- Medium (in square brackets): [Poster]
- At URL: [url]http://www.vads.ac.uk/collections/IWMPC.html[/url]

**Fig. 1. Women of Britain say "Go!"* (1915)**

**Maps (online)**

**In the text:** (Vienna, Austria, 2009)

**Order of Information:**
- Title (in italics): Vienna, Austria,
- Year of publication: 2009

**In the bibliography**

Order of Information:
Title of map (in italics): Vienna, Austria.
Year of publication (in brackets): (2009)
Title of online source (in italics): Google Earth
Type of map (in square brackets): [online satellite]
At: URL: At: http://www.maps.google.com
Accessed on: (Accessed on 6 August 09)

Note: If you want to reference an atlas, it can be done in the same way as referencing a dictionary.

Photographs obtained online

Image labelled as: Fig. 5. Dandelion flower bud (2003)

Order of Information:
Figure number: Fig. 5.
Title of photograph (in Italic): Dandelion flower bud

In the text: (see fig. 5.)
Or if you choose to put your images in the appendices: (see appendix 1)

In the List of Illustrations:
Figure 5. Walker, S. (2003) Dandelion flower bud [Photograph; Transverse section through flower (inflorescence) bud of dandelion, viewed with a light microscope, solarized.] At: http://images.wellcome.ac.uk/ (Accessed on 24 June 2009)

Order of Information:
Figure number: Figure 5.
Photographer’s surname, then initials: Walker, S.

Year of creation (in brackets) (if known): (2003)
Title of photograph (in italics): Dandelion flower bud
Medium (in square brackets): [Photograph; Transverse section through flower (inflorescence) bud of dandelion, viewed with a light microscope, solarized]
At: URL: At: http://images.wellcome.ac.uk
Accessed on: (Accessed on 24 June 2009)

Note: If from a book include Place of publication and publisher instead of URL.

Fig. 5. Dandelion flower bud (2003)

Screenshots / stills

Screen grabs can be of films, videos, social networking sites, like Twitter, Facebook or Instagram, software, apps or discussion forums etc. Remember the purpose of referencing is to clarify your sources, so look for authors or state [user-generated content] if it captures a number of user comments etc.

Image labelled as: Fig.1 Twitter: Noam Chomsky (2014)

Order of information:
Figure number: Fig.1
Website/app name: Twitter:
Author (if known. If unknown state [user-generated content]): Noam Chomsky
Year of publication: (2014)

In the text: (see fig.1)
Or if you choose to put your images in the appendices: (see appendix 1)

In the bibliography:
Figure 1. Noam Chomsky (2014) [Twitter webpage] At: https://twitter.com/daily_chomsky (Accessed on 25 February 2015)

Order of information:
Figure number: Figure 1.
Name of account or title of page: Noam Chomsky
Year of publication (in brackets): (2014)
Website or app name (in square brackets): [Twitter webpage]
At: URL (where relevant): https://twitter.com/daily_chomsky

Table or diagram (online)

Image labelled as: Fig. 1. Maslow’s Hierarchy of Needs (1943)

Order of Information:
Figure number: Fig. 1.
Title of table of diagram (in Italics): Maslow’s Hierarchy of Needs
Year of publication (in brackets): (1943)

In the text: (see fig. 1.)
Or if you choose to put your images in the appendices: (see appendix 1)

In the list of illustrations:

Order of Information:
Figure number: Figure 1.
Author's surname, then initials: Maslow, A.
Year of publication (in brackets): (1943)
Title of table of diagram (in Italics): Hierarchy of Needs


Note: If the table or diagram was scanned from a book or journal, include the publisher information instead of website.

Fig. 1. Maslow’s Hierarchy of Needs (1943)

LIVE EVENTS

Artworks in exhibitions

In the text: (Constable, 1821)

Order of Information:
Artist or photographer's surname: Constable,
Year of creation: 1821

If the artwork is part of a permanent collection:

In the bibliography: Constable, J. (1821) The Hay Wain [oil on canvas] 130.2 x 185.4 cm. At: London: National Gallery.

Order of Information:
Artist or photographer's surname then initials: Constable, J.
Year of creation (in brackets): (1821)
Title of the work (in italics): The Hay Wain.
Medium (in square brackets): [oil on canvas]
Size: 130.2 x 185.4 cm
Details of collection or location: At: London:
Name of gallery or museum: National Gallery.
Note: If the artwork was part of a temporary exhibition, the in text reference would be the same as that in a permanent collection with the dates of the exhibition added to the order of information at the end.

**Dates of exhibition:** 30 November 2007 - 3 February 2008.

**Conversations – face to face**

**In the text:** (Trebor, 2014)

**Order of Information:**
Surname of the person quoted: Trebor, Year conversation took place: 2014

**In the bibliography:**
Trebor, N.A. (2014) [Conversation about oil painting held on 6 September 2014]

**Order of Information:**
Surname, then initials of the person quoted: Trebor, N.A Year conversation took place (in brackets): (2014) Medium and exact date of conversation (in square brackets): [Conversation about oil painting held on 6 September 2014]

Note: the medium in which the conversation was carried out can be changed to different formats by editing the information in square brackets:

Trevellan, P. R. (2015) [Telephone conversation about installation art held on 27 April 2015]
Hayes, R. (2014) [Online conversation on Yahoo messenger about celebrities held on 12 December 2015]

**Exhibition (visited)**

**In the text:** (Tate Modern, 2015)

**Order of Information:**
Artist/Designer Surname (use name of gallery if this is not known): Tate Modern, Year of exhibition (or year of visit): 2015

**In the bibliography:**

**Order of Information:**
Artist / Designer surname, then initials (if known): Tate Modern. Year of the exhibition, or year of your visit (in brackets): (2015) Title of the exhibition (in italics): *Poetry and Dream.* [Exhibition] Place of exhibition: London: Name of gallery or museum: V&A.

Note: If the exhibition was temporary, the in-text reference would be the same as a permanent exhibition with the dates of the exhibition added to the order of information at the end.

**In the bibliography:**

**Festival**

**In the text:** (Fuse Medway festival, 2015)

**Order of Information:**
Name of festival: Fuse Medway festival, Year of festival: 2015
In the bibliography:

**Order of information:**
Title of festival (in italics): *Fuse Medway festival.*
Year of festival (in brackets): (2015)
Place of festival: Rochester,
Date of festival: 13 June 2015.

**Lectures**

**In the text:** (Brown, 2003)

**Order of Information:**
Lecturer’s surname: Brown,
Year of Lecture: 2003

In the bibliography:

**Performance: dance, attended**

**In the text:** Odedra, (2014)

**Order of information:**
Choreographer: Odedra,
Year of performance: 2014

In the bibliography:

**Performance: music, attended**

**In the text:** (Lady Gaga, 2014)

**Order of information:**
Name of band or artist: Lady Gaga,
Year of performance: 2014

In the bibliography:
Lady Gaga. (2014) [02 Arena, London 23 October]

Note: It would be advisable to keep a paper copy of the notes you took, or were given, during the lecture as evidence and put them in your appendices.
Performance: theatre, attended

In the text: *(The Taming of the Shrew, 2012)*

Order of information:
Title of play (in italics): *The Taming of the Shrew,*
Year of performance: 2012

In the bibliography:

Order of information:
Title of play (in italics): *The Taming of the Shrew*
By (playwright): by William Shakespeare
Year of performance (in brackets): (2012)
Directed by (name of director): Directed by: Frowe, T.  
Location and date of performance (in square brackets): [Globe Theatre, London. 5 July 2012]

MOVING IMAGE SOURCES: HARD COPY

Film extras

In the text: *(Behind the scenes, 2008)*

Order of Information:
Title of the film extra (in italics): *Behind the Scenes,*
Year of production (in brackets): (2008)
Directed by: Directed by Kathryn Bigelow
Medium (in square brackets): [DVD]
Place of production: London:
Studio or production company: Lionsgate.

Note: If the date of copyright or distribution is different from the date of production, you need to use the original date of production. This is because there are often several versions of a film, all with the same title, so it is only the date of production that enables your reader to distinguish one film from the other.

Films, DVDs and videotapes

In the text: *(The Hurt Locker, 2008)*

Order of Information:
Title (in italics): *The Hurt Locker,*
Year of publication: 2008

In the bibliography:

Order of Information:
Title (in italics): *The Hurt Locker.*
Year of publication (in brackets): (2008)
Directed by: Directed by Bigelow, K.
Medium (in square brackets): [DVD]
Place of production: London:
Studio or production company: Lionsgate.
Note: If the date of copyright or distribution is different from the date of production, you need to use the original date of production. This is because there are often several versions of a film, all with the same title, so it is only the date of production that enables your reader to distinguish one film from the other.

**Game disc**
In the text: *(Halo 4, 2012)*

Order of information:
Title of game (in italics): Halo 4,
Year of release: 2012

In the bibliography:

Order of information:
Studio or author name: 343 Industries.
Year of release (in brackets): (2012)
Title of game (in italics): Halo 4.
Platform / device: [Xbox 360]
Place of publication: Redmond:
Publisher: Microsoft.

**Television and radio programmes (off air recordings to DVD or CD)**

In the text: *(Black British style, 2004)*

Order of Information:
Programme title, series, episode (in italics): *Black British style,*
Year of broadcast: 2004

In the bibliography:

Order of Information:
Programme title, with series and episode numbers if available (in italics): *Black British style.*
Year of publication (in brackets): (2004)
Name of channel: BBC4.
Transmission date (day.month.time): 18 October. 20.30 hrs.

**Television series: specific episodes**

In the text: *(Dispatches: Mark Thomas on Coca-Cola, 2007)*

Order of Information:
Programme title, series, episode (in italics): *Dispatches: Mark Thomas on Coca-Cola.*
Year of publication: 2007

In the bibliography:

Order of Information:
Programme title, with series and episode numbers if available (in italics): *Dispatches: Mark Thomas on Coca-Cola.*
Year of publication (in brackets): (2007)
Name of channel: Channel 4.
Transmission date (day.month.time): 19 November. 20.00 hrs.

**MOVING IMAGE SOURCES: ONLINE**

**Advertisements**

In the text: *(Woofwagen, 2013)*
Order of information:
Title of advert (in italics): Woofwagen,
Year of broadcast: 2013

In the bibliography:

Order of information:
Title of advert (in italics): Woofwagen
Year of publication (in brackets): (2013)
Format (in square brackets): [advertisement online]
Company / brand: Volkswagen.
At: URL: At: https://www.youtube.com/watch?v=nq_ejcgjtJI
Accessed on: (Accessed on 30 June 15)

eStream

In the text: (The secret of drawing, episode 2, 2005)

Order of information:
Title of programme or episode (in italics): The secret of drawing, episode 2,
Year of broadcast: 2005

In the bibliography:

Order of information:
Title of programme or episode (in italics): The secret of drawing, episode 2.
Year of broadcast (in brackets): 2005
Format (in square brackets): [television programme online]
Presented by (if relevant): Pres. Graham-Dixon, A.
Name of channel: BBC2

Game (online)

In the text: (Minecraft, 2011)
Title of game (in italics): Minecraft,
Year produced: 2011

In the bibliography:

Order of information:
Originator / author: Mojang.
Year of publication (in brackets) 2011
Game title (in italics): Minecraft
Medium (in square brackets): [Android]
Place of publication: Stockholm:
Studio: Mojang.

Online-only programme (e.g. iplayer, Netflix etc)

In the text: (Private View: Tinie Tempah on Alexander McQueen, 2015)

Order of information:
Title of programme or episode (in italics): *Private View: Tinie Tempah on Alexander McQueen*,
Year of broadcast: 2015

In the bibliography:

Order of information:
Title of programme or episode (in italics): *Private View, Tinie Tempah on Alexander McQueen*
Year of broadcast (in brackets): (2015)
Format (in square brackets): [television programme online]
Presented by (if relevant): Pres. Tempah, T.
Name of channel or streaming service: BBC iplayer.
At: URL: At: [http://www.bbc.co.uk/iplayer/episode/p02lrhhh/private-view-4-tinnie-tempah-on-alexander-mcqueen](http://www.bbc.co.uk/iplayer/episode/p02lrhhh/private-view-4-tinnie-tempah-on-alexander-mcqueen)

Television programmes and film clips (viewed online)

I.e. viewed via Estream, iPlayer, YouTube etc

In the text: *(Emily Surname’s immigration report, 2015)*

Order of Information:
Title of video, episode and series (in italics): *Emily Surname’s immigration report 1*,
Year produced: 2015

In the bibliography:

Order of Information:
Title of video and episode (in italics): Emily Surname’s immigration report
Year produced (in brackets): (2015)
In: Series (in italics), if relevant: In: *Charlie Brooker’s Election Wipe*
Medium (in square brackets): [television programme online]
Presented by (if relevant): Pres. Knox, C.
Broadcasting channel: BBC 2.
At: URL: At: [https://www.youtube.com/watch?v=W90buvQ-Mk](https://www.youtube.com/watch?v=W90buvQ-Mk)

Vine

In the text: *(Getting rid of waves, 2014)*

Order of Information:
Title of video (in italics): *Getting rid of waves*,
Year produced: 2014

In the text:

Order of information:
Title of video (in italics): *Getting rid of waves*
Year of publication (in brackets): (2014)
Medium (in square brackets): [user-generated content online]
Created by: Creat. Padgham, I.
Date of creation: 25 January 14.
At: URL: At: [https://vine.co/v/Muu59mbPdLa](https://vine.co/v/Muu59mbPdLa)
YouTube

In the text: *(Me at the zoo, 2005)*

Order of information:
Title of video (in italics): *Me at the zoo,*
Year produced: 2005

In the text:
*Me at the zoo* (2015) [user-generated content online] Creat. Karim, J. 23 April 05 At: https://www.youtube.com/watch?v=jNQXAC9IVRw
(Accessed on 30 June 2015)

Order of information:
Title of video (in italics): *Me at the zoo*
Year of publication (in brackets): (2005)
Medium (in square brackets): [user-generated content online]
Created by: Creat. Jawed Karim.
Date of creation: 23 April 2005.
At: URL: At: https://www.youtube.com/watch?v=jNQXAC9IVRw

Audio Sources

Podcasts

In the text: *(Conger and Ervin, 2015)*

Order of Information:
Originator of podcast’s surname: Conger and Ervin,
Year of distribution: 2015

In the bibliography:

Order of information:
Title of programme (in italics): *3D bioprinting* 
Year of broadcast (in brackets): (2015)
Date of broadcast: 13 April.
Time of broadcast: 21.00 hrs.
Radio programme (accessed online e.g. iplayer, eStream)

In the text: (21st Century Mythologies: The selfie, 2015)

Order of information:
Title of programme (in italics): 21st Century Mythologies: The selfie,
Year of broadcast: 2015

In the bibliography:
21st Century Mythologies, The selfie. (2015) [radio programme, online]
Pres. Conrad, P. BBC Radio 4 At:

Music track CD

In the text: (No Doubt, 1995)

Order of information:
Artist or band name: No Doubt,
Year of distribution: 1995

In the bibliography:

Music track (download)

In the text: (Minaj, 2014)

Order of information:
Artist / band name: Minaj,
Year of distribution: 2014

In the bibliography:

Sound effect recording (CD)
In the text: (Football crowd, 1997)

Order of information:
Track title: Football crowd,
Year of distribution: 1997

In the bibliography:

Order of information:
Title of track: Football crowd
Year of distribution (in brackets): (1997)
Medium (in square brackets): [CD]
Place of distribution: London:
Distribution company: BBC Worldwide.

Sound effect recording (online)

In the text: (Amsterdam traffic close, 2015)

Order of information:
Track title (in italics): Amsterdam traffic close,
Year of distribution: 2015

In the bibliography:

Order of information:
Track title (in italics): Amsterdam traffic close.
Medium (in square brackets): [audio recording, digital file]
Recorded by: Rec. Leonard, J.

Year of recording (in brackets): (2015)
At: URL: At: http://www.soundsnap.com/search/audio/traffic/score
Accessed: (Accessed on 28 August 2015)

NOTES

Example Bibliography


Simpson, S. (2009) [Interview by email, 24 February 2009]


List of Illustrations


