



Harper Adams  
University College

# HAUC

# Guide to

# Referencing

# 2011

Contact for amendments:  
[libhelp@harper-adams.ac.uk](mailto:libhelp@harper-adams.ac.uk)



Additional guidance is available on Wizard - the on-line information skills website – <http://wizard.harper-adams.ac.uk> - which also includes examples of references for less common resources.

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# Introduction

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At Harper Adams we use the Harvard system of referencing. There is no definitive version of Harvard. This guide introduces the version used at Harper Adams. It does not aim to cover every eventuality. If you follow the guidance here, you will be able to create references to sources not covered in this guide. Additional guidance is available on Wizard - the on-line information skills website – <http://wizard.harper-adams.ac.uk> - which also includes examples of references for less common resources. If you need any help with referencing please ask your tutor, or come and see us in the library.

## Definitions

**BIBLIOGRAPHY** - an alphabetical list of sources, which you have read but have not cited within the text.

**CITATION** - an acknowledgement in the text that you are referring to another person's work.

**PLAGIARISM** - the act of passing off as your own, the words, opinions or ideas of another.

**QUOTATION** - the exact words used by another person.

**REFERENCE** - a standardised description of the source you have cited within your text. The information included in the reference enables the reader to locate the source. References appear in an alphabetical list at the end of your work.

**SOURCE** - any resource used or quoted in your work, including text books, journals, TV and radio programmes, the internet and other people.

## Why bother to include citations and references?

Referencing shows the reader where your information has come from. This is important because:

- it gives other authors credit for their work
- it protects you from plagiarism (for which you could fail your assignment)
- it enables your reader to find the sources you have used
- it allows you to show that you have researched your topic thoroughly (thus getting you more marks)
- it gives your arguments weight – your work has more credibility if you show that it is supported by other academics and their research

## When do I need to cite a source?

Whenever you use information from someone else you must cite it, even if you have used your own words. This includes images, figures and tables as well as text. Citations should be placed in your assignment at the point at which you refer to another person's ideas or opinions.

You **don't** need to include a citation if you are stating something that is **common knowledge**. This is a grey area so be careful. Pears and Shields (2008 p.12) define common knowledge as "facts, dates, events and information that are expected to be known by someone studying or working in a particular field". It is better to be cautious; if you have any doubts, include a citation.

**Appendices** – Include references to any citations appearing in the appendices in the main list of references.

## Evaluate your sources

**Think carefully about the quality of all the information you use.** Make sure your sources are authoritative and well informed. Be aware of any bias on the part of the author or the publisher. The publication date is also important as it tells you if the information is up to date. If you do not know the author or publication date of a piece of information, think carefully before using it.

## Wikipedia

Students should not cite Wikipedia. Use of Wikipedia is acceptable. However students should use it as a starting point only. It is not an acceptable citation itself, even though it may point to a citable source.

## Secondary referencing

This is the practice of referring to a publication you have not actually read yourself – but which has been cited in a publication you **have** seen. You should make every effort to read the original source. If this is not possible, it is important that you make it clear exactly what you have read. You need to do this in the text by stating X (date) cited Y (date) ... where X is the source you have read and Y is the secondary reference. For example, Sainsbury (1999) cited Thorp and Maxwell (1993) ... .

You should only list the source you have read in your reference list.

If in doubt .... cite it!

## Examples of citations

Citations usually include only two elements – the surname of the author (or equivalent), and the date of the publication. These two elements must be the same as the first two elements of the reference at the end of the text. (Where the citation follows a direct quote, the page number is also included – see p.5).

Citations always appear next to the statements they support.

Citations include the surname of the author and the date

### Citations of multiple authors

If there are **two** authors (or editors) include **both** their names in the citation.

(Hubrecht and Kirkwood, 2010)

If there are **three or more** authors write the first surname in the citation followed by *et al.* – meaning “and others”, where *et al.* is in *italics* and *al.* has a full stop.

(Holmes *et al.*, 2007)

**NB:** In the reference list you must include surnames and initials of all authors. Authors should be listed in the order they appear on the item.

### Citations for more than one work by the same author in the same year

This is common when referencing internet sites. Differentiate between sources by using lower case alphabetical lettering.

The UK currently imports 50% of fresh fruit (DEFRA, 2009a) ...  
... is described by DEFRA (2009b) as ....

If you are citing undated sources, include a space after the phrase “not dated” e.g. (MDC, not dated a).

**NB:** make sure you repeat the same lettering in your reference.

### Differentiating between works by authors with the same surname, published in the same year

In this case include the author’s initial/s in the citation.

(Evans, L., 2010)

### Citing anonymous sources

Information in sources like popular journals, websites and pamphlets is often anonymous. If it is possible to identify the company or organisation responsible for the information, cite it as the author. Alternatively use **Anon.** (for anonymous) in place of the author.

(Food Ethics Council, 2007)  
(Anon., 2010)

### Citing undated sources

Some sources do not display a publication date. This is common with websites. In this case use the phrase “not dated” instead of the date.

(FSA, not dated)

### Citing unpublished information (including personal communication)

Procedures differ depending on whether the information is likely to be published in the future. Sources which are likely to be published in the future include **in press articles** or **conference papers**. For sources such as these include the phrase “in press” or “unpublished” (as appropriate) in place of the date.

(Clarke and Alibardi, in press)  
(Fenner, unpublished)

Information that is never going to be published should not be included in your list of references (as the reader will not be able to locate it). It is still important to identify in the text that this information is not your own. Such information might be **personal communication (conversations/email/letters)** or **information seen on a trade stand**.

When referring to information that is not going to be published **include details both of where you obtained the information and why the source is valid and reliable**. For personal communication include the abbreviation “Pers. Comm”.

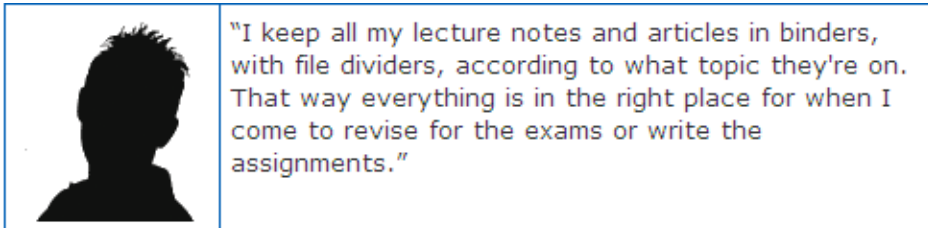
(Smith, 2009. Pers. Comm. Mr C. Smith is the Technical Manager of Midlands Grain Ltd).

(EDF Energy, 2010. Information taken from the EDF Energy stand at Energy Now Expo 2010. EDF Energy is a large UK electricity producer.)

The full source description (shown above) need only be entered the first time you mention the source. For any subsequent mentions, brief information such as (Smith, 2009. Pers. Comm.) or (EDF Energy, 2010. Trade stand) is sufficient.

## Citing a table, figure or image

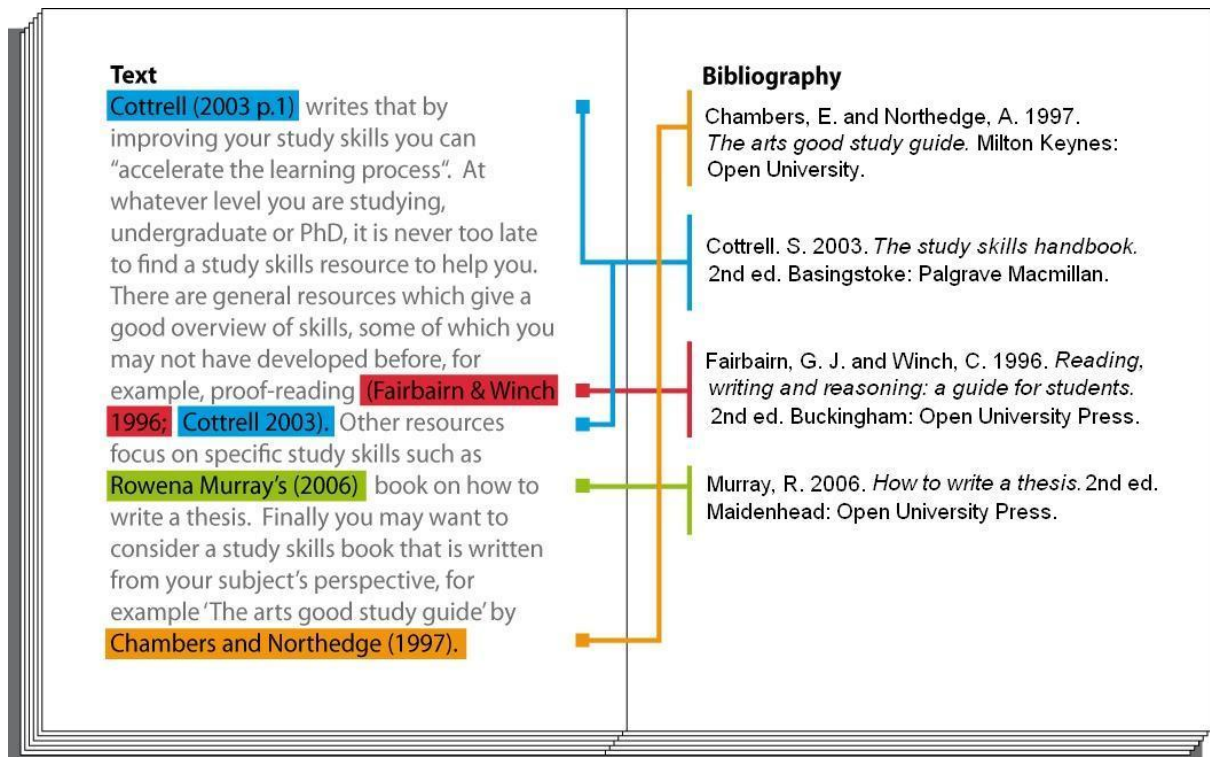
Cite the name and date of the source beneath the image. Include any page numbers – preceded by p. - and precede the citation with the word "Source".



(Source: Open University, not dated p.5)

## Citing information which you have adapted

If you take an image from another source and change it in any way; or change the way in which information is displayed (e.g. create a chart from a table or annotate an image), include the words "adapted from" before the citation.



(Source: adapted from Skills for Learning, Leeds Metropolitan University, 2009 p.6)

If your information comes from various sources, separate your citations with a semi-colon, for example, (Source: adapted from Brown, 2004; Adams, 2007).

### Acronyms

It is acceptable to use known acronyms in citations. If you choose to do this make sure you include an explanation of the acronym in your reference.

(CPRE, 2010) ← Citation  
CPRE (Campaign for the Protection of Rural England). 2010... ← Reference

## Integrating citations into your text

### Integrated into a sentence

If you have already mentioned the author in your work, include the date of publication, in brackets, immediately after the author's surname:

Marren (1990) asserted that ...

Alternatively write the name and date in brackets:

It has been asserted (Marren, 1990) that ...

### A direct quotation

If you are quoting directly use quotation marks, either integrated into the paragraph for a short quotation, or separate and indented for three or more quoted lines. Include the surname, date and page number(s), preceded by p. for a single page or pp. for multiple pages, immediately after the quotation. Where the quotation is integrated into a sentence, "the full stop is placed outside the quotation marks and immediately following the citation" (Bloggs, 2010). However, when quoting entire sentences, the full stop goes before the end quotation marks, followed by the citation, as in the following example:

"Quotations should be relevant to your argument and used judiciously in your text. Excessive use of quotations can disrupt the flow of your writing and prevent the reader from following the logic of your reasoning." (Pears and Shields, 2008 p.16)

Always check you have not forgotten either the opening quote or the closing quote. This will avoid Turn-it-in highlighting text as potential plagiarism.

## References – what details do you need?

A reference list provides descriptions of the sources you have cited within your text. The information included in each reference enables the reader to locate the works you have cited. The reference list must include references for every citation in the text. References are listed in alphabetical order (by author/editor) at the end of your work. (**N.B.** The Word A to Z tool can quickly sort lists into alphabetical order).

When researching a topic record details of all the sources you consult. You will need details of the following information:

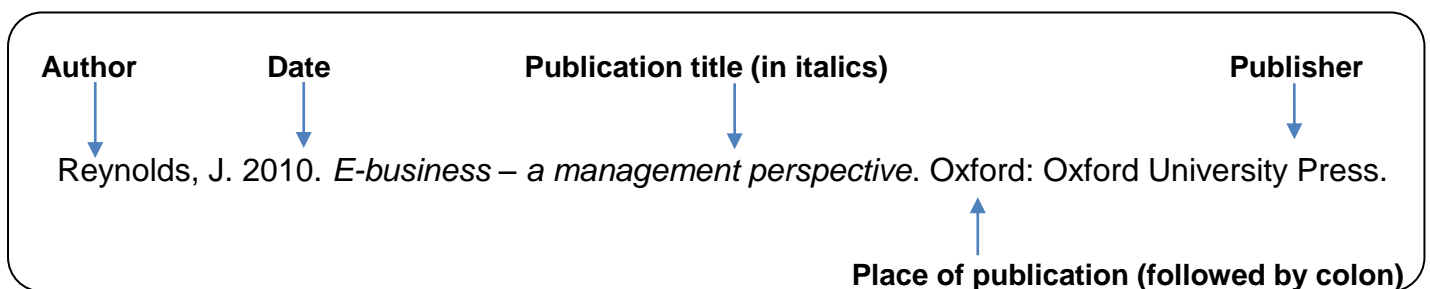
<b>Author(s)/Editor(s)</b>	The surname and initials of every author/editor or organisation connected with the work - if there isn't one listed use Anon.
<b>Title of publication</b>	The title of the source that you have used (remember with journals and some edited books you will also need the title of the article or chapter).
<b>Edition</b>	For book references include the edition – unless it is the 1 <sup>st</sup> .
<b>Year of publication</b>	This is the year the source was published (remember if there is no date use the phrase not dated).
<b>Place of publication</b>	References include the place in which a work was published. (You <u>don't</u> need this for references to journals). If there are several places listed, choose the one in the UK.
<b>Publisher</b>	Your reference should also include the publisher of the source – although you <u>don't</u> need this for references to journals. NB: with websites it is common for this to be the same as the author. If there are multiple publishers, only include the first.
<b>Volume &amp; issue numbers</b>	If your source has volume and issue numbers (e.g. journals and multi-volume texts), you will need to include them in your reference.
<b>Page numbers</b>	If you have consulted a journal, chapter in an edited book or conference paper, include the relevant page numbers.
<b>URLs</b>	For electronic sources (e.g. websites, e-journals) you will need the url of the source.
<b>Date you accessed the material</b>	This is only necessary for electronic sources – as electronic information changes on a regular basis, your source may differ by the time the reader accesses the page – it is therefore important to list the date you accessed the information.

# Compiling references

References follow a regular, logical pattern made up of set elements. Elements appear in a set order. There are typographical rules for the different elements of the reference which must be followed. Once you understand these rules you should be able to compile references for all the sources you need.

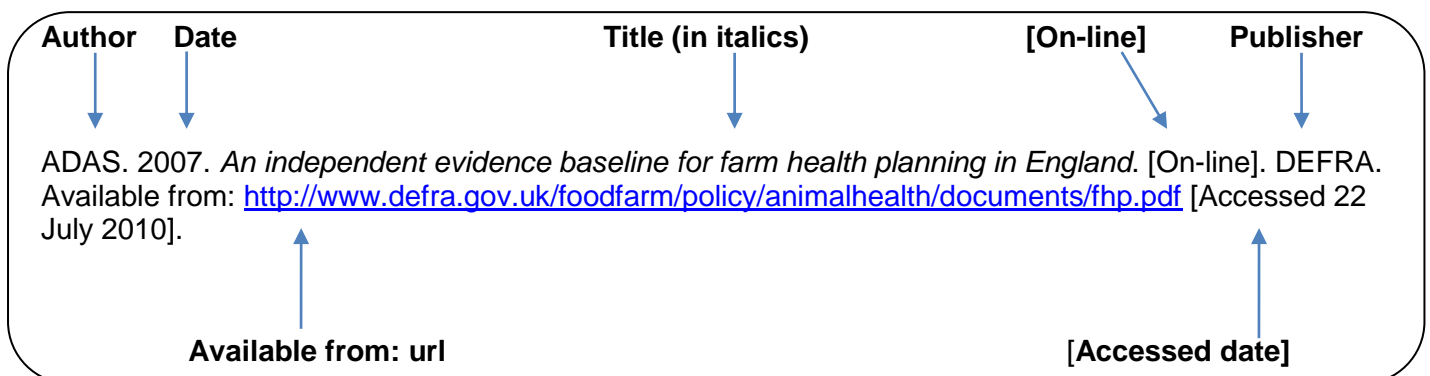
Most references to **print sources** include:

- **An author** – or equivalent (e.g. editor). If no author is given use the company or organisation responsible, or Anon.
- **A publication date** – If no date is given use “not dated”. If the item is likely to be published in the future use “in press” (for journal articles) or “unpublished”
- **A publication title**. This should always appear in italics
- **A publisher**
- **A place of publication**



Most references to **on-line sources** include:

- **An author**
- **A date**
- **A title**
- **[On-line]**
- **A “publisher”** – i.e. Organisation responsible for the site
- **Available from: url**
- **Accessed date**



**These are the normal rules for referencing – which most sources will follow.**

## Referencing examples: A-Z

There follows a list of examples of references to the most common sources.

Examples are arranged in alphabetical order by the name of the source.

By following the formats included in these examples, you will be able to create references to sources not covered here.

If you need any help with referencing please ask your tutor or come and see us in the library.

### Abstract

**Every effort should be made to view the full article.** However there might be instances where the full article is not available. In these situations, it is acceptable to reference an abstract.

**References to abstracts include:** Author. Date. Title of article. *Title of journal*, volume number (issue number), pp. page numbers. [On-line abstract]. Name of database. Available from: url [Accessed date].

**Reference:** Mishra, A., Bhattachariya, S. and Samanta, G. 2005. Effects of different forms of trace minerals on the performance of exotic pigs. *Indian Journal of Animal Sciences*, 75 (6), pp. 676-679. [On-line abstract]. CAB Abstracts. Available from: <http://cababstracts.edina.ac.uk> [Accessed 2 August 2011].

**Citation (in the text):** (Mishra *et al.*, 2005.)

### Act of Parliament - see also Statutory Instrument

References to legal material differ from the normal referencing rules. The chapter number is not required. Parts of acts are entered in lower case.

**References to printed acts include:** Name of act, including parts (if applicable) and date in normal font - no italics.

**Reference:** Town and Country Planning Act 1990.

**Citation (in the text):** (Town and Country Planning Act 1990)

**References to on-line acts include:** Name of act including parts (if applicable) and date. [On-line]. Name of database. Available from: url [Accessed date].

**Reference:** Landlord and Tenant Act 1988, s9(1) (a). [On-line]. The National Archives. Available from: <http://www.legislation.gov.uk/ukpga/1985/70> [Accessed 2 August 2011].

**Citation (in the text):** (Landlord and Tenant Act 1988)

## Annual report

If you have used the whole report, you need to cite and reference the whole report. If there is no identifiable author use the name of the company or organisation that produced the report. This company will often also be the publisher.

**References include:** Author. Date. *Title*. Place of publication: Publisher.

**Reference:** Roslin Institute. 1998. *Annual report 97-98*. Edinburgh: Roslin Institute.

**Citation (in the text):** (Roslin Institute, 1998)

If you have consulted only a contribution within an annual report, cite and reference only that section – as you would a chapter in an edited book. Remember to include the page numbers at the end of your reference (preceded by p. for a single page or pp. for multiple pages).

**References include:** Author. Date. Title of paper. In: Author. *Title*. Place of Publication: Publisher. pp. page numbers.

**Reference:** Clark, J. 1998. Genetic modification of livestock. In: Roslin Institute. *Annual report 97-98*. Edinburgh: Roslin Institute. pp. 32-41.

**Citation (in the text):** (Clark, 1998)

**Audio-visual material** see DVD/Video/Audio Cassette or Television programme.

**Authored book (print)** see *also* Edited book; Electronic book

Books follow the normal rules for printed sources.

**References include:** Author. Date. *Title*. Edition (if not 1<sup>st</sup>). Place of Publication: Publisher

**Reference:** Johnson, J.C. and Wood, D.F. 1996. *Contemporary logistics*. 6<sup>th</sup> ed. London: Prentice Hall.

**Citation (in the text):** (Johnson and Wood, 1996)

**British Standard** see *also* International Standard

The “author” of a British Standard is always **British Standards Institution**. The title includes the BSI number. They follow the normal rules for printed material.

**References include:** Author. Date. *Title*. Place of publication: Publisher.

**Reference:** BSI (British Standards Institution). 1986. *BS3539: Specification for sound level meters for the measurement of noise emitted by motor vehicles*. London: BSI.

**Citation (in the text):** (BSI, 1986)

**Chapter in edited book** see Edited book

## Command paper and white paper

The “author element” for command papers is **Great Britain**, plus the relevant department, for example, **Great Britain. Department for Environment, Food and Rural Affairs**. The paper number, in brackets, follows the title.

**References include:** Author. Date. *Title*. (paper number ) Place of publication: Publisher.

**Reference:** GB. DEFRA. (Great Britain. Department for Environment, Food and Rural Affairs). 2000. *The final report of the Committee of Inquiry into hunting with dogs in England and Wales*. (Cm. 4763) London: The Stationery Office.

**Citation (in the text):** (GB. DEFRA, 2000)

## Conference paper

If you have used the whole conference proceedings, cite and reference the whole proceedings. If the proceedings have been edited – the first element will be the editor. If there is no editor, use the organisation responsible for the conference instead (e.g. British Crop Protection Council). Titles of conference proceedings are often very long and usually include the date and conference location.

**References include:** Author/Editor. *ed* (if applicable). Date. *Title of conference including place and date*. Place of publication: Publisher.

**Reference:** Pollott, G.E. *ed*. 1990. *Milk and meat from forage crops: proceedings of conference held at Peebles, Scotland 21-23 February 1990*. Maidenhead: British Grassland Society.

**Citation (in the text):** (Pollott, 1990)

If you have consulted a paper from a conference, rather than the whole proceedings, cite and reference only that paper – as you would a chapter from an edited book. Remember the page numbers, preceded by p. for a single page or pp. for multiple pages, at the end of your reference.

**References include:** Author. Date. Title of paper. In: Editor. *ed*. *Title of conference including place and date*. Place of publication: Publisher. pp. page numbers.

**Reference:** Hollis, D.M. 1994. Estimating the wind energy potential. In: K.F. Pitcher. *ed*. *Wind energy conversion 1993: proceedings of the 15<sup>th</sup> British Wind Energy Association Conference York 6-8 October 1993*. London: Mechanical Engineering Publications Limited. pp. 29-46.

**Citation (in the text):** (Hollis, 1994)

Occasionally conference papers appear independently on-line as pdfs. In this case, reference the paper as an internet page (see p. 14), with details of both the conference paper and the conference as your “title” in italics.

**References to conference papers appearing as pdfs include:** Author. Date. *Title of paper and conference details*. [On-line]. Name of database. Available from: url [Accessed date].

**Reference:** Spriggs, J., Hobbs, J. E. and Fearne, A. 1999. *Beef producer attitudes to farm assurance schemes in Canada and the UK. Presented at the International Food and Agribusiness World Congress, Florence, Italy, June 13-16 1999*. [On-line]. MSU. Available from: [https://www.msu.edu/course/aec/841/Fearne\\_Andrew.PDF](https://www.msu.edu/course/aec/841/Fearne_Andrew.PDF) [Accessed 23 August 2011].

**Citation (in the text):** (Spriggs *et al.*, 1999)

## Dictionary

Dictionaries often contain a long list of individuals who have collaborated on the work. As the list is often too long to include it is acceptable to cite dictionaries by the title only. However, where there are only a few named individuals, follow the normal referencing rules for printed sources.

**References where only a few individuals are named include:** Author. Date. *Title*. Edition (if not 1<sup>st</sup>). Place of publication: Publisher.

**Reference:** Blood, D.C. and Studdert, V.P. 1988. *Baillière's comprehensive veterinary dictionary*. London: Baillière Tindall.

**Citation (in the text):** (Blood and Studdert, 1988)

**References where the list of collaborators is too long to include:** *Title*. Date. Edition (if not 1<sup>st</sup>). Place of publication: Publisher.

**Reference:** *Collins dictionary of business*. 2005. 3<sup>rd</sup> ed. Glasgow: Collins.

**Citation (in the text):** (*Collins dictionary of business*, 2005)

**Digimap** see Map created using on-line mapping software

**Dissertation** see Thesis and Dissertation

**DVD/Video/Audio Cassette** see also Television programme

Audiovisual materials follow the normal rules for printed material. The only exception to this is that the media (eg. audio cassette, DVD) needs to be stated in square brackets, after the title. The "author" is the organisation responsible for the programme. As usual, where there is no author or organisation given, use Anon.

**References include:** Author. Date. *Title*. [Description of media]. Place of publication: Publisher.

**Reference:** Anon. 2006. *The apprentice: leadership and management*. [DVD]. London: Freemantle Media.

**Citation (in the text):** (Anon., 2006)

**E-book** see Electronic book

## EC Regulation (on-line)

EC regulations deviate from the normal rules for referencing in that there is no "author". The title, which can be very long, includes the institution (Council), the form (Regulation), the treaty (EC), the unique number, the date of enactment (in full) and a description of the treaty. All of this information is readily available on the regulations.

**References include:** *Title*. [On-line]. Name of database – including series (usually L) and volume number (listed in top right hand corner of the regulations). Available from: url. [Accessed date].

**Reference:** *Council Regulation (EC) No 1257/1999 of 17 May 1999 on support of rural development from the European Agricultural Guidance and Guarantee Fund (EAGGF) and amending and repealing certain Regulations*. [On-line]. Official Journal of the European Communities L160/80. Available from: [http://www.ndp.ie/documents/publications/reg\\_cir/CR12571999.pdf](http://www.ndp.ie/documents/publications/reg_cir/CR12571999.pdf) [Accessed 5th November 2008].

**Citation (in the text):** (Council Regulation (EC) No 1257/1999)

**Edited book and chapter in edited book** *see also* Authored book; Electronic book

There are two types of edited books. Some edited books name only an editor. References to these books follow the normal rules for printed sources. Remember to include *ed.* after the editor's name.

Some edited books include chapters written by named authors. References to these edited books include information about the author and title of the chapter, as well as the normal information needed for an edited book. **N.B.** When referencing chapters in edited books, the order of elements in the editor's name is initials then surname, this distinguishes it from the name of the author of the chapter, which is entered in the usual way – surname, initials. Don't forget the page numbers, preceded by p. for a single page or pp. for multiple pages, after the publisher information.

**References to edited books (where only the editor is named):** Editor. *ed.* Date. *Title.* Edition (if not 1<sup>st</sup>). Place of publication: Publisher.

**Reference:** Schaer, M. *ed.* 2003. *Clinical medicine of the dog and cat.* London: Manson.

**Citation (in the text):** (Schaer, 2003)

**References to chapters in edited books (where each chapter has a named author)**

**include:** Author of chapter. Date. Title of chapter. In: Editor of book. *ed.* *Title of book.* Edition (if not 1<sup>st</sup>). Place of publication: Publisher. pp. page numbers.

**Reference:** Armstrong, H. 1993. Regional equalities and regional policy in Great Britain. In: G.B.J. Atkinson. *ed.* *Developments in economics: an annual review. Volume 9.* Ormskirk : Causeway Press. pp. 51-70.

**Citation (in the text):** (Armstrong, 1993)

**E-journal** *see* Journal article**Electronic book** *see also* Authored book; Chapter in edited book; Edited book

E-books follow normal rules for referencing on-line sources. The "publisher" element is the e-book supplier e.g. MyiLibrary, Googlebooks.

**References include:** Author. Date. *Title.* Edition (if not 1<sup>st</sup>). [On-line]. E-book supplier. Available from: url. [Accessed date].

**Reference:** Weaver, D. 2008. *Ecotourism.* 2<sup>nd</sup> ed. [On-line]. MyiLibrary. Available from: <http://myilibrary.com> [Accessed 16 July 2008].

**Citation (in the text):** (Weaver, 2008)

**Encyclopaedia**

You should cite only the article you have read – just as you would a chapter in an edited book. If an author is listed (you may have to search hard for it) use it – if not use **Anon**. If it is a multi-volume work include the volume number as part of the title. Don't forget the page numbers – preceded by p. for a single page or pp. for multiple pages.

**References include:** Author. Date. Title of article. In: *Title of encyclopaedia. Volume number.* Place of publication: Publisher. pp. page numbers.

**Reference:** Sims, J.T. 1994. Animal waste management. In: *Encyclopaedia of agricultural science. Volume 1.* Kidlington: Academic Press. pp. 185-201.

**Citation (in the text):** (Sims, 1994)

## Farm Office document - see also Virtual Farm document

These documents follow the normal rules for printed materials. If an author is given, include that; if not use Harper Adams University College. The publisher is HAUC. The place of publication is Newport.

**References include:** Author. Date. *Title*. Place of publication: Publisher.

**Reference:** Chadwick, D. 2007. *Poultry unit management booklet 2007/8*. Newport: HAUC.

**Citation (in the text):** (Chadwick, 2007)

## Government publications - see Act of Parliament; Command paper and white Paper; House of Commons and House of Lords papers; Statutory Instrument

### House of Commons and House of Lords papers

For parliamentary publications the “author element” is always **Great Britain. Parliament**. The “house” and committee (if any) responsible for the paper follow the date. The House of Commons/Lords serial number (including dates of the parliamentary session), follows the title.

**References include:** Author . Date. Name of “house”. Committee (if any). *Title*. (House of Lords/Commons serial number – including dates of parliamentary session). Place of publication: Publisher.

**Reference:** GB (Great Britain). Parliament. 1999. House of Lords. Select Committee on the European Communities. *Nitrate in water*. (HL 1988-89 73-1). London: The Stationery Office.

**Citation (in the text):** (GB. Parliament, 1999)

**References to on-line papers include:** Author. Date. Name of “house”. Committee (if any). *Title*. (House of Lords/Commons serial number – including dates of parliamentary session). [On-line]. Name of database/website. Available from: url. [Accessed date].

**Reference:** GB (Great Britain). Parliament. 2007. House of Commons. Northern Ireland Affairs Committee. *Tourism in Northern Ireland and its economic impact and benefits: Government response to the committee’s third report of session 2006-07*. (HC 2006-2007 545). [On-line]. The Stationery Office. Available from: <http://www.parliament.the-stationery-office.co.uk/pa/cm200607/cmselect/cmniaf/545/545.pdf> [Accessed 3 August 2011].

**Citation (in the text):** (GB. Parliament, 2007)

## In press article

You may occasionally see an article before it is published. These papers are known as being “in press”. Some in press articles appear on Science Direct. When citing and referencing such articles, state in press, in brackets, after the author.

**References to in press article from ScienceDirect include:** Author. (in press). Article title. *Journal title*. [On-line]. Name of database. Available from: url [Accessed date].

**Reference:** Trifunac, M.D. (in press). The role of strong motion rotations in the response of structures near earthquake faults. *Soil Dynamics and Earthquake Engineering*. [On-line]. ScienceDirect. Available from: <http://www.sciencedirect.com> [Accessed 13 February 2008].

**Citation (in the text):** (Trifunac, in press)

## International Standard - see also British Standard

The “author” for international standards is **International Organisation for Standardisation**. The title includes the ISO number. They follow the normal rules for printed material.

**References include:** Author. Date. *Title including ISO number*. Place of publication: Publisher.

**Reference:** ISO (International Organisation for Standardisation). 2004. *ISO 14001:2004: Environmental management systems – requirements with guidance for use*. Geneva: ISO.

**Citation (in the text):** (ISO, 2004)

## Internet page

If there is no author given, use the company or the organisation responsible for the page. For the “publisher” element, use the company or organisation responsible for the page - you can abbreviate here. Internet pages follow the normal rules for on-line sources.

**References include:** Author. Date. *Title*. [On-line]. “Publisher”. Available from:url [Accessed date].

**Reference:** CLA (Country Land & Business Association). 2005. *Renewable energy – more than wind? A summary of the CLA’s renewable energy policy*. [On-line]. CLA. Available from: [http://www.cla.org.uk/pdf/CLA\\_Renwable\\_Energy\\_Summary.pdf](http://www.cla.org.uk/pdf/CLA_Renwable_Energy_Summary.pdf) [Accessed 28 February 2009].

**Citation (in the text):** (CLA, 2005)

## Journal / Newspaper article

References to articles in journals and newspapers include the author and title of the article as well as the title of the journal. The article title appears in normal font, to distinguish it from the journal/newspaper title, which appears in italics. Don’t forget the volume and issue numbers (in brackets), as well as the page numbers (preceded by p. for a single page or pp. for multiple pages). **N.B.** Newspapers and some journals do not have volume and/or issue numbers – if either is omitted, leave it out of your reference. If a date is given instead, enter this where the volume and issue numbers would have gone. Don’t repeat the year.

**Be careful of capital letters.** For **publication titles** capitalise all words (except and, of, in etc.) For **article titles** only capitalise the first word and any proper nouns (e.g. names, countries etc.). The examples below make this clear.

References to electronic journals begin in the same way as those for print journals. After the page numbers enter [On-line] followed by the name of the database or website, the url of the database/website and the date you accessed the information (in square brackets). **Make sure you use the database/website where you accessed the full text of the journal.**

**References to print journals include:** Author. Date. Title of article. *Title of journal*, Volume number (issue number), pp. page numbers.

**Reference:** Everett, M. 1993. Important bird areas. *The Planner*, 79 (1), pp.19-21.

**Citation (in the text):** (Everett, 1993)

**References to on-line journals include:** Author. Date. Title of article. *Title of journal*, Volume number (issue number), pp. page numbers. [On-line]. Name of database/website. Available from: url [Date accessed].

**Reference (from an on-line database):** Lehr, J.K. and Rice, R.E. 2005. How are organizational measures really used? *The Quality Management Journal*, 12 (3), pp. 39-60. [On-line]. ABI/INFORM. Available from: <http://proquest.umi.com> [Accessed 17 July 2007].

**Citation (in the text):** (Lehr and Rice, 2005)

**Reference (from an internet page):** Vecchio, R. 2010. Local food at Italian farmers' markets: three case studies. *International Journal of Sociology of Agriculture and Food*, 17 (2), pp.122-139. [On-line]. IJSAF. Available from: <http://www.ijsaf.org/archive/17/2/vecchio.pdf> [Accessed 2 August 2011].

**Citation (in the text):** (Vecchio, 2010)

**References using dates rather than volume/issue, include:** Author. Date. Title of article. *Title of journal*, date, pp. page numbers.

**Reference:** Handley, L. 2010. Follow the leaders. *Marketing Week*, 22 July, pp.14-18.

**Citation (in the text):** (Handley, 2010)

## Law report

References to law reports deviate from the normal referencing rules. The first element in the reference is the names of the parties involved written in italics. This is followed by the date in brackets. There is a difference between bracket styles – be careful to transcribe the bracket style used in your source material – in the examples below square brackets were used. The accepted abbreviation for the name of the report follows with the page number. **Remember – use italics for both references and citations.**

**References to print law reports include:** *Name of case*. Date in brackets (copy the style from the source material) Abbreviated details of where the report came from, page number.

**Reference:** *Scottish & Newcastle Breweries plc v Secretary of State for the Environment*. [1992] 2PLR, 147.

**Citation (in the text):** (*Scottish & Newcastle Breweries plc v Secretary of State for the Environment*, 1992)

**References to on-line law reports include:** *Name of case*. Date in brackets (copy the style from the source material) abbreviated details of where the report came from. [On-line]. Name of database. Available from: url [Accessed date].

**Reference:** *Matthews and Matthews v The Environment Agency* [2002] EWLands LCA/192/2000. [On-line]. Bailii. Available from: [http://www.bailii.org/cgi-bin/markup.cgi?doc=/ew/cases/EWLands/2002/LCA\\_192\\_2000.html](http://www.bailii.org/cgi-bin/markup.cgi?doc=/ew/cases/EWLands/2002/LCA_192_2000.html) [Accessed 29 July 2010].

**Citation (in the text):** (*Matthews and Matthews v The Environment Agency*, 2002)

**Leaflet** – see Pamphlet

**Legal Material** - see Act of Parliament; EC Regulation; Law report; Statutory instrument

**Map** - see Ordnance Survey map or Map created using on-line mapping software

## Map created using on-line mapping software

References and citations to maps created using on-line mapping software such as Digimap, Google Maps or Magic follow the normal rules for on-line sources. For the “author” element use the organisation use the organisation who has copyright of the map (usually Ordnance Survey). Use a description of the map as your “title” – in the example we have used the postcode. Include the scale (if available) after your title.

**References include:** Author/Organisation responsible for original map. Date. *Title of map*, scale. [On-line]. Database name. Available from: url [Accessed date].

**Reference:** Ordnance Survey. 2008. *Postcode TF10 8NB*, 1:1900. [On-line]. Digimap. Available from: <http://digimap.edina.ac.uk> [Accessed 27 August 2008].

**Citation (in the text):** (Ordnance Survey, 2008)

## Market/Consumer report

If your report includes an editor, reference as an edited book. (Key Note reports usually include an editor). Otherwise use the company responsible for the report as the author.

**References with editors include:** Editor. *ed.* Date. *Title*. Edition ( if not 1<sup>st</sup>). Place of publication: Publisher.

**Reference:** Bardsley, N. *ed.* 2000. *Fruit and vegetables*. 15<sup>th</sup> ed. Hampton: Key Note.

**Citation (in the text):** (Bardsley, 2000)

**References without editors include:** Company responsible for the report. Date. *Title*. Edition (if not 1<sup>st</sup>). Place of publication: Publisher.

**Reference:** IGD (Institute of Grocery Distribution). 2008. *UK grocery retail outlook*. Watford: IGD.

**Citation (in the text):** (IGD, 2008)

**References to on-line reports include:** Author. Date. *Title*. [On-line]. Name of database. Available from: url [Accessed date].

**Reference:** Mintel. 2004. *Poultry – UK – July 2004*. [On-line]. Mintel. Available from: <http://academic.mintel.com> [Accessed 24 July 2005].

**Citation (in the text):** (Mintel, 2004)

## Moodle – source viewed on the VLE

If you access a source from Moodle, you need to show this in your reference. These references follow the normal rules for on-line sources. For extracts from books follow the rules for e-books; for journal articles, follow the rules for e-journals. In this instance the “database” element is the title of your module.

**References to book extracts viewed on Moodle include:** Author. Date. *Title*. Edition (if not 1<sup>st</sup>). Place of publication: Publisher. pp. page numbers. [On-line]. Module title. Available from: url [Accessed date].

**Reference:** Wild, A. 1993. *Soils and the environment*. Cambridge: Cambridge University Press. pp.15-19. [On-line]. Agriculture and the Environment. Available from: <https://vle3.harper-adams.ac.uk/harpermoodle> [Accessed 20 June 2008].

**Citation (in the text):** (Wild, 1993)

**References to journal articles viewed on Moodle include:** Author. Date. Article title. *Journal title*, Volume number (issue number), pp. page numbers. [On-line]. Module title. Available from: url [Accessed date].

**Reference:** Dawes, J. 2003. Marketing gurus and fads: approach with caution! *Admap*, October, pp.16-18. [On-line]. Consumer Behaviour. Available from : <https://vle3.harper-adams.ac.uk/harpermoodle> [Accessed 18 July 2008].

**Citation (in the text):** (Dawes, 2003)

**Newspaper – see Journal or Newspaper article**

**On-line journal article - see Journal or Newspaper article**

**Ordnance Survey map - see also Map created using on-line mapping software**

Ordnance survey maps follow the normal rules for printed material. The “author” is Ordnance Survey.

**References include:** Author. Date. *Title*, Scale. Place of publication: Publisher.

**Reference:** Ordnance Survey. 2000. *Stafford & Telford, Ironbridge, sheet 127*, 1:50,000. Southampton: Ordnance Survey.

**Citation (in the text):** (Ordnance Survey, 2000)

**Pamphlet / Leaflet**

Pamphlets follow the normal rules for printed material. Where they are produced by a company and do not give an author, use the company or organisation in place of the author.

**References include:** Author. Date. *Title*. Place of publication: Publisher.

**Reference:** (MDC) Milk Development Council. 1997. *Heat detection – how to get cows back into heat faster and more successfully*. London: Milk Development Council.

**Citation (in the text):** (MDC, 1997)

## Patent

References should include inventor(s), date, title and patent number – there is no need to give publishing information.

**References for printed patents include:** Inventor. Date. *Title*. Patent number.

**Reference:** Bloom, D., Moore, N.B. and Levay, R. 2006. *Tractor with improved valve system*. GB 2413816B.

**Citation (in the text):** (Bloom *et al.*, 2006)

**Reference for on-line patents include:** Inventor. Date. *Title*. Patent number. [On-line]. Name of database. Available from: url [Accessed date].

**Reference:** Bloom, D., Moore, N.B. and Levay, R. 2006. *Tractor with improved valve system*. GB 2413816B. [On-line]. Espacenet. Available from: <http://gb.espacenet.com/> [Accessed 16 July 2008].

**Citation (in the text):** (Bloom *et al.*, 2006)

## Photograph

It can be difficult to obtain all the information ideally needed for references to photographs. However, it is important to include as much information as possible. Therefore, if the photograph is untitled, include a description as the “title”; if the photographer is unknown, include the organisation from whom the photograph was obtained, as “author”; if the date is unknown use not dated. **N.B** when using photographs please ensure that you have authorisation from the photographer to use the photograph. Use databases like flickr which have copyright cleared photographs under the Creative Commons licence. If you are unsure please come and see us in the library.

**References for printed photographs:** Photographer. Date. *Title/Description*. [Photograph]. Place of publication: Publisher.

**Reference:** Sillitoe, D. 2007. *A vet at work*. [Photograph]. London: The Guardian.

**Citation (in the text):** (Sillitoe, 2007)

**References for photographs from on-line sources:** Photographer. Date. *Title*. [On-line photograph]. Name of database. Available from: url. [Accessed date].

**Reference:** Odalaigh. 2008. *John Deere 2130 tractor with bucket*. [On-line photograph]. Flickr. Available from <http://www.flickr.com/photos/odalaigh/2487442988/>. [Accessed 18 July 2008].

**Citation (in the text):** (Odalaigh, 2008)

If you have taken the photograph yourself include the words **Source: author's own** beneath the photo. As this is your own work, you do not need a reference.

**Standards** - see British Standard or International Standard

**Statutes** - see Act of Parliament and Statutory Instrument

**Statutory Instrument** see *also* Act of Parliament

References to legal material differ from the normal referencing rules.

**References to printed SIs include:** SI name (SI number)

**Reference:** Sheep Scab Order 1997 (SI 1997 No. 968)

**Citation (in the text):** (Sheep Scab Order 1997)

**References to on-line SIs include:** SI title (SI number). [On-line]. Name of database. Available from: url [Accessed date]

**Reference:** Town and Country Planning (Local Development) (England) (Amendment) Regulations 2009 (SI 2009 No. 401). [On-line]. The National Archives. Available from: <http://www.legislation.gov.uk/ukxi/2009/401/contents/made> [Accessed 2 August 2011].

**Citation (in the text):** (Town and Country Planning (Local Development) (England) (Amendment) Regulations 2009)

## Television programme *see also* DVD/Video/Audio Cassette

The “author” is the organisation responsible for the programme. Entries should end with the date and time the programme was shown on the television.

**Citation (in the text):** Author. Date. *Title*. Country: Channel, date of broadcast, time of broadcast.

**Reference:** BBC (British Broadcasting Corporation). 2006. *Countryfile*. UK: BBC1, 12 August, 11.00am.

**Citation (in the text):** (BBC, 2006)

## Thesis and dissertation

Theses follow the normal rules for printed material. The title is often very long, and includes the level (e.g. MSc, PhD) of the thesis. The publisher is the awarding university.

**References include:** Author. Date. *Title*. Place of publication: Publisher.

**Reference:** Wordsworth, R.P. 1995. *The effects on net farm income of the 1992 C.A.P. reform measures on the beef and arable sectors relating to nine different U.K. farming systems: thesis submitted in partial fulfilment of the requirements for the BSc (Hons) Degree in Agriculture*. Newport: Harper Adams University College.

**Citation (in the text):** (Wordsworth, 1995)

## Unpublished material - *see also* In press article

Only include in your list of references if the information is likely to be published in the near future. For example, you may want to cite a paper from a conference –conference proceedings are likely to be published. Put the word “unpublished” after your citation.

**References include:** Author. Date. Title of paper. In: *Title of conference including place and date*. (Unpublished).

**Reference:** McKenzie, A. 2008. Boldly going forward 'cos we can't find reverse: a personal reflection on the roles of libraries as core to academic success. In: *Libraries make a difference: building a learning culture: COFHE/UC&R 2008 Joint Study Conference Liverpool Hope University, June 23rd to 26<sup>th</sup>*. (Unpublished).

**Citation (in the text):** (McKenzie, 2008)

**Video** see DVD/Video/Audio cassette; see *also* Television programme

**Virtual Farm document** - see *also* Farm Office document

References to documents viewed on the Virtual Farm follow the normal rules for on-line sources. Where there is no author stated use Harper Adams University College. HAUC is the database name.

**References include:** Author. Date. *Title*. [On-line]. Name of Database. Available from:url. [Accessed date].

**Reference:** HAUC (Harper Adams University College). 2007. *The soils of HAUC*. [On-line]. HAUC. Available from: [https://vfarm.harper-adams.ac.uk/documents/livelink\\_docs/2-20071102-164125-6008584-.pdf](https://vfarm.harper-adams.ac.uk/documents/livelink_docs/2-20071102-164125-6008584-.pdf) [Accessed 27 January 2009].

**Citation (in the text):** (HAUC, 2007)

**VLE** - see Moodle - sources viewed on the VLE

**Web page** - see Internet page

**White papers** - see Command papers & white papers

## Summary of changes introduced in 2011

- [On-line] should always be preceded by a full stop. Guidance on some references has therefore been amended to ensure consistency with this rule.
- Guidance on the use of Wikipedia has been introduced – see p. 2.
- Guidance on references for abstracts (p.8) and on-line conference papers (p.10) have been included.

## Example reference list

Allaire, G. 2004. Quality in economics: a cognitive perspective. In: M. Harvey, A. McMeekin and A. Warde. eds. *Qualities of food*. Manchester: Manchester University Press. pp.61-93.

Anon. 2008. Proud to be a pig? *Farm Animal Voice*, (Autumn), pp.8–10.

British Crop Protection Council. 1992. *Brighton Crop Protection Conference: pests and diseases – 1992. Volume 1*. Farnham: British Crop Protection Council.

CEVA. Not dated. *PRID*. Watford: CEVA.

DEFRA (Department of Environment, Food and Rural Affairs). 2005. *Environmental stewardship: entry level stewardship handbook*. London: HMSO.

Everett, M. 1993. Important bird areas. *The Planner*, 79 (1), pp.19-21.

Ferguson, N.S., Arnold, G.A., Lavers, G. and Gous, R.M. 2000a. The response of growing pigs to amino acids as influenced by environmental temperature. 1. Threonine. *Animal Science*, 70 (2), pp.287-297.

Ferguson, N.S., Arnold, G.A., Lavers, G. and Gous, R.M. 2000b. The response of growing pigs to amino acids as influenced by environmental temperature. 2. Lysine. *Animal Science*, 70 (2), pp. 299-306.

Fraser, A.F. and Broom, D.M. 1990. *Farm animal behaviour and welfare*. 3<sup>rd</sup> ed. London: Bailliere Tindall.

Gallent, N. 1997. The alternative route to affordable housing provision: experiences in rural Wales. *Journal of Rural Studies*, 13 (1), pp.43-56.

Gallent, N. 2008. Rural housing – reaching the parts that other policies cannot reach. *Town and Country Planning*, 77 (3), pp.122-5.

Hollis, D.M. 1994. Estimating the wind energy potential. In: K.F. Pitcher. ed. *Wind energy conversion 1992: proceedings of the 15<sup>th</sup> British Wind Energy Association Conference York 6-8 October 1993*. London: Mechanical Engineering Publications.

Roslin Institute. 1998. *Annual report 97-98*. Edinburgh: Roslin Institute.

Shropshire Tourism. Not dated. *Much Wenlock*. [On-line]. Shropshire Tourism. Available from: <http://www.shropshiretourism.co.uk/much-wenlock/> [Accessed 28 July 2010].

Town and Country Planning Act 1990.

Wachira, A.M. 1999. *Dietary and genetic influences on fatty acid composition of sheepmeat: A thesis submitted to the Open University for the award of Doctor of Philosophy*. Newport: Harper Adams University College.

- Chapter in edited book
- No author
- Conf. proceedings
- No date
- Govt. report
- Journal article
- References contain all authors
- Use 'a' and 'b' to differentiate between items with same author and date
- Book with edition
- List items by the same author in date order
- Conference paper
- Annual report
- Internet
- Act of parliament
- Thesis

## List of references

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Open University. Not dated. *Skills in accessing, finding and reviewing information – SAFARI*. [On-line].

Open University. Available from: [http://www.open.ac.uk/safari/php\\_pages/s06t03p010000.php](http://www.open.ac.uk/safari/php_pages/s06t03p010000.php) [Accessed 22 July 2010].

Pears, R. and Shields, G. 2008. *Cite them right – the essential referencing guide*. Whickham: Pear Tree Books.

Skills for Learning, Leeds Metropolitan University. 2009. *Quote, unquote – a guide to Harvard referencing*. Leeds: Leeds Metropolitan University.



Additional guidance is available on Wizard - the on-line information skills website – <http://wizard.harper-adams.ac.uk> - which also includes examples of references for less common resources.