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.

Citation

(Mishra et al., 2005)

Reference

Author, Date, Title of article. Title of journal, Volume number (issue number), pp. page numbers. [Online Abstract]. Name of database. Available from: url[Accessed date]


Acronyms

For the sake of your word count, it is acceptable to use acronyms in your citations (in the text).

If you use an acronym in your citation it should also be used as the 'author' element of your reference. However it must be followed by the full name of the organisation (in brackets). For example, a page from the DEFRA website would be referenced: DEFRA (Department for Environment, Food and Rural Affairs). 2003. The citation (in the text) would be DEFRA, 2003.

Citation

(DEFRA, 2003)

Act of Parliament (print and online)

If you read the Act online, reference it as a print document, without the URL or [Online]

The chapter number is not required. Section numbers are entered in lower case in the citation but not the reference

Cite and reference international acts the same as UK but include country details

Citation

Name of Act Year, sections
Landlord and Tenant Act 1988, s 9(1)(a)
International: Name of Act (Country) Year
Energy Policy Act (United States) 2005

Reference

Name of Act Year
Advertisements

The 'author' element will usually be the company whose product is being advertised. In the 'title' element include a brief description of the advertisement. If you saw the advertisement within a publication, include details of that publication.

Citation

( Abbey Forestry, 2006)

Reference


Apps

See Mobile phone app

Audio-visual material

See DVD or Television / radio programme

Bills (print and online)

If you read the Bill online, reference it as a print document, without the URL or [Online].

No author is required for bills. References to bills include: Title of bill (in normal font, no italics) name of house in which it originated the parliamentary session in brackets and the running number assigned to it. Running numbers for House of Commons bills appear in square brackets; those for House of Lords bills do not.

Citation

House of Lords Bill (Wind Turbines (Minimum Distance from Residential Premises) HL Bill)

House of Commons Bill (Land Value Tax HC Bill)

Reference

Title of the bill (in normal font, no italics) name of the house in which it originated the parliamentary session in brackets and the running number assigned to it.

Reference to a House of Lords Bill:

Wind Turbines (Minimum Distance from Residential Premises) HL Bill (2012-13) 11

Reference to a House of Commons Bill:

Land Value Tax HC Bill (2012-13) [45].

Blog
### Book - chapter in edited book (print and online that have full publication details)

References should include information about the author and title of the chapter as well as the normal information needed for an edited book. Don’t forget the page numbers, preceded by pp., after the publisher information.

E-books should be referenced in the same manner as a print book if full publication details are provided, no URL/webpage link is required.

**Citation**

(Allen, 2013)

**Reference**


### Book with an editor (print and online that have full publication details)

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.

E-books should be referenced in the same manner as a print book if they have full publication details (including publisher and place of publication).

**Citation**

(Schaer, 2003)

**Reference**


### Book with author (print and online that have full publication details)

E-books that have full publication details (including publisher and place of publication) should be referenced as print books. No URL/Webpage is required, reference as if viewing a print book.

**Citation**

(Elz and Peattie, 2013)
Reference
Author. Year. Title Edition (if not 1st). Place of Publication: Publisher

British Standard (print and online)
See also International Standard (print and online)
The 'author' of a British Standard is always British Standards Institution. The title should include the BSI number.

Citation
(BSI, 2008)

Reference
Author. Year. Title. Place of publication: Publisher.

Command paper and white paper
The 'author element' for command papers is the relevant department e.g. DEFRA (Department for Food, Environment and Rural Affairs). The paper number, in brackets, follows the title.

If you read a Command or White Paper online, reference it as a print document, without the URL or [Online].

Citation
(DEFRA, 2000)

Reference
Author. Date. Title. (paper number ) Place of publication: Publisher.

Conference paper (as PDF)
Occasionally, conference papers appear independently online as pdfs. In this case, reference the paper as an internet page with details of both the conference paper and the conference as your 'title' in italics.

Citation
(Farrell, 2008)

Reference
Author. Year. Title of paper and conference details. [Online]. “Publisher”. Available from: url [Accessed date].

Conference paper (poster session)
Conference presented in a poster session
Citation
(Rose et al., 2014)

Reference

Conference paper (single)
See also Unpublished material
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 at the end of your reference (preceded by pp.)

Citation
(Verhaege and Alsasri, 2008)

Reference
Author. Year. Title of paper. In: Editor. ed. Title of conference including place and full dates. Place of publication: Publisher. pp. page numbers.


Conference paper (whole proceedings)
See also Conference paper (single) or Unpublished material
If you have used the whole conference proceedings, you need to 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. Titles usually include the date and location of the conference.

Citation
(Henten et al., 2009)

Reference
Author/ Editor. ed (if applicable). Year. Title of conference including place and full dates. Place of publication: Publisher.


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.

**Citation**

Citation where only a few individuals are named:
(Blood and Studdert, 1988)

Citation where the list of collaborators is too long to include:
(Collins dictionary of business, 2005)

**Reference**

Reference where only a few individuals are named:
Author. Date. Title. Edition (if applicable). Place of publication: Publisher.

Reference where the list of collaborators is too long to include:
Title. Date. Edition (if applicable). Place of publication: Publisher.

**Digimap**

See [Map created using online mapping software](#)

**Dissertation**

See also [Thesis and dissertation](#)
See Thesis

**DVD**

See also [Television / radio programme](#)
Audiovisual materials follow the normal rules. The only exception to this is that the media (eg. 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.

**Citation**

(Anon, 2006)

**Reference**

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

**E-book**

See also [Book - chapter in edited book (print and online that have full publication details)](#) or [Book with an editor (print and online that have full publication details)](#) or [Book with author (print and online that have full publication details)](#)

E-books that have full publication details (including publisher and place of publication) should be referenced as
print books. NO URL/webpage link is required. Reference as if viewing a print book.

For e-books without full publisher details reference as an internet page.
Electronic Journal

See also Journal article (online) different to print or Journal article (where the print and online content is exactly the same)

Where content and layout in the printed and online journals is exactly the same - reference as print, no URL/web address is required.

For articles which are only available online or which differ from the print version - you will need to add publisher details and URL/web address

Encyclopaedia - Online only

If an author is listed (you may have to search hard for it) use it – if not use Anon.

**Citation**
(Milstein, 2017)

**Reference**
References include: Author. Year. Title of article. In: Title of encyclopaedia. [Online]. Publisher. Available from: url [Date accessed].


Encyclopaedia - Print

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 remember to include the volume number. Don’t forget the page numbers.

**Citation**
(Sims, 1994)

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


Engineering Software

CES EduPack Materials datasets

**Citation**
*(Granta Design, 2015)*

**Reference**
*Author. Year. Software - Section. [Online]. Publisher. Available from: url [Accessed date].*
EU Regulation (online)

EU regulations deviate from the normal rules for referencing in that there is no “author”. The title, which can be very long, includes the institution (Commission), the form (Regulation), the treaty (EU), 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.

Citation

(Commission Regulation (EU) No 432/2012)

Reference

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].


[Accessed 25th July 2013].

Forums/Discussion Lists

If students are referencing an individual posting to a discussion list:

Author (of posting). Year. Title of thread. Date of posting. [Online]. "Publisher”. Available from: url. [Accessed date]

If referencing an entire thread:

Name of forum. Year of last posting. Title of thread. [Online]. "Publisher”. Available from: ur;,. [Accessed date]

Citation

Individual posting:

(Grumpy old man, 2008)

Whole thread:

(UK Rivers Guidebook, 2008)

Reference

Referencing an individual posting to a discussion list:


Referencing an entire thread:


Google Earth Images

No fixed url for Google Earth therefore use homepage
Citation
(Google Earth, 2009)

Reference
References include: Google Earth. Year. Image details - location, co-ordinates, elevation. [Online]. Publisher. Available from: url [Accessed date].


Google Maps
See also Map

Citation
(Google Maps, 2013)

Reference
Google Maps. 2013. Harper Adams Campus. [Online]. Google Maps. Available at: https://www.google.co.uk/maps/place/Harper+Adams+University/@52.779417,-2.4294367,17z/data=!4m5!3m4!1s0x487a8744c3955d2d:0x903b0fd06d1cd52718m213d52.779417!4d-2.427248 [Accessed 13 April 2013].

Government publications
See entries under individual types of publication.

Government Web Pages (Gov.UK) - With Department
A page on the Gov.UK website that does stipulate a government department

Citation
(DEFRA and APHA, 2017)

Reference
Author. Year. Title. [Online]. Publisher. Available from: URL [Accessed date].


Government Web Pages (Gov.UK) - Without Department
A page on the Gov.UK website that does not stipulate a government department

Citation
(UK Government, 2017)

Reference
Author. Year. Title. [Online]. Publisher. Available from: URL [Accessed date].
Hansard Debate (Online)

Reference as a print document, without the URL or [Online].

Hansard debates deviate from normal referencing rules in that there is no “author”. The title contains the name of the house, the date and the topic.

Citation
(House of Commons Hansard Debates 19 June 2008)

Reference
Title (citing name of house Hansard Debates and date in full. Topic.) Vol number c-column number. [Online]. Name of database. Available from: url. [Accessed date].


House of Commons and House of Lords papers (in print)

The “author element” is always Great Britain. Parliament. The ‘house’ and committee (if any) responsible for the paper follow the date. Include the House of Commons/Lords serial number and session date.

Citation
(GB. Parliament, 2013)

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


House of Commons and House of Lords papers (online)

The “author element” is always Great Britain. Parliament. The “house” and committee (if any) responsible for the paper follow the date. Include the House of Commons/Lords serial number and session date.

If you read the papers online, reference as a print document, without the URL or [Online].

Citation
(GB. Parliament, 2007)

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

House of Commons Library Briefing Paper

House of Commons Library briefing papers are research publications produced by UK Houses of Parliament Libraries to inform Members of the House of Commons and House of Lords. They will be clearly marked as a briefing paper and include a briefing paper number.

Citation
(Baker, 2017)

Reference
Author. Year. Title of paper. Organisation/ department name briefing paper number. Place of publication: Publisher

House of Commons Standard Note

A series of Government reports - should be referenced as an internet page

Citation
(Thompson and Harari, 2013)

Reference
Author. Date. Title and report name and number . [Online]. Publisher. Available from: URL [Accessed date].

International Standard (print and online)

See also British Standard (print and online)
The 'author' for international standards is International Organisation for Standardisation. The title should include the ISO number.

Citation
(Organisation for Standardisation, 2004)

Reference
Author. Date. Title including ISO number. Place of publication: Publisher.

Internet page

If there is no author given, use the company or the organisation responsible for the page. You can usually find details of the company or organisation within the homepage web address. This element should not be abbreviated. For the ‘publisher’ element, use the company or organisation responsible for the page, this may, therefore be the same as the author. You can abbreviate here. Internet pages follow the normal rules for on-line sources.

Gov.UK - see Government Web Pages
Citation
(Forestry Commission, 2011)

Reference
Author. Year. Title. [Online]. “Publisher”. Available from: url [Accessed date].

Journal article (no volume/issue number)
See also Journal article (online only) or Journal article (where the print and online content is exactly the same)
Sometimes, journals do not include details of the volume and issue number - you can then use the publication date instead.

Citation
(Handley, 2010)

Reference
Author. Date. Title of article. Title of Journal, date, pp. page numbers.

Journal article (online only)
For a journal article only published online, additional information is required. Online only journals sometimes do not have page numbers, omit them if this is the case.

Citation
(Skampardonis et al., 2012)

Reference
Author. Year. Title of article. Title of Journal, Volume number/ Article ID (issue number if available), pp. page numbers if available. [Online]. Publisher. Available from: url [Date accessed].

Journal article (online) - In press
You may occasionally see an article online before it is formally published in a particular issue of a journal. These articles are known as being “in press”. When citing and referencing such articles, state in press, in brackets, after the author. There will not be a volume or issue number. For the “publisher” element, use the database or organisation responsible for the internet page on which you found the article.

Citation
(Tristan and Morris, in press)

Reference

**Journal article (online) different to print**

Examples being FWI, Grocer Online and The Farmer's Guardian Online which are all different to the print titles.

**Citation**

(Casswell, 2014)

**Reference**


**Journal article (where the print and online content is exactly the same)**

See also [Journal article (online only)](#)

An online journal article is referenced the same as a print copy when the content is the same. There is no need to add online details.

**Citation**

(Manning and Soon, 2013)

**Reference**


**Journal article with no author**

For articles without an author use the name of the publication (in italics) in place of the author’s name. You do not need to repeat the publication’s name later in the reference.

**Citation**

(Dairy Farmer, 2013)

**Reference**

_Name of Publication_. Year. Title of article. Volume number (issue number), pp. page numbers.

_Dairy Farmer_. 2013. Breeding cows that will make more from grass. 60 (6), pp.38-40.

**Law report (print and online)**

If you read the Law report/case law online, reference it as a print document, without the URL or [Online].

The first element in the reference is the names of the parties involved written in italics. This is followed by the year in brackets. There is a difference between bracket styles – be careful to transcribe the bracket style used in your source material – i.e. if it uses round brackets, so should you, in the example below square brackets were used.
source material – i.e. if it uses round brackets, so should you, in the example below square brackets were used. The accepted abbreviation for the name of the report follows with the page number. Remember - use italics for names of parties but not date and law report code/series.

**Citation**

Name of case. Year in brackets (copy style from the source material)

*Scottish & Newcastle Breweries plc v Secretary of State for the Environment [1992]*

**Reference**

References to print and online law reports include: *Name of case*. Year in brackets (copy the style from the source material); abbreviated details of where the report came from (i.e. the law report series) page number

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

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**Learning Hub (Moodle) - source viewed on the VLE**

If you access a source within the Learning Hub which is published elsewhere e.g. book chapters, e-books, journal articles and internet pages, follow the guidance given in the appropriate section of this guide. You do not need to acknowledge that you viewed the source from the Learning Hub.

If the item only appears on the Learning Hub e.g. assignment briefs and lecture notes, follow the format given here.

**Citation**

(Harper Adams University, 2014)

**Reference**


**Lecture notes**

See also Learning Hub (Moodle) - source viewed on the VLE

Only use lecture notes if your lecturer has specifically said this is permissible. Reference as a Learning Hub item

**Legal material**

See entries under individual types of publication.

**Logo**

Reference as an online image

**Map**

See Map created using online mapping software or Ordnance Survey map

**Map created using online mapping software**

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

**Citation**
(Ordnance Survey, 2008)

**Reference**


**Market/consumer report (print)**

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.

**Citation**

*With editor:* (Tutt, 2012)

*Without editor:* (IGD, 2008)

**Reference**

*With editor:*


*Without editor:*

Company responsible for the report. Date. Title. Edition, if not the 1st. Place of publication: Publisher.

e.g. IGD (Institute of Grocery Distribution). 2008. UK grocery retail outlook. Watford: IGD.

**Market/consumer report and market information (Online)**

Online reports such as those provided by Mintel and Keynote and Euromonitor, follow the normal rules for referencing online material.

**Citation**

(Mintel, 2013)

(Keynote, 2014)

(Passport, 2009)

**Reference**


**Mobile phone app**
Citation
(Jenkins, 2010)

Reference
Author / Developer. Date. Title of app. Version (if applicable). [Mobile phone app.]. "Publisher". Available from: url or distributor name. [Accessed date].

Newspaper (online)
As online newspaper articles can differ from the print source or may include enhanced content eg multimedia, additional information is required.

Citation
(Wallop, 2009)

Reference

Newspaper article (print)

Citation
(Butler, 2014)

Reference
Author. Year. Title of article. Title of newspaper, date, pp. page numbers.

Newspaper article with no author
For articles without an author use the name of the publication (in italics) in place of the author's name. You do not need to repeat the publication's name later in the reference.

Citation
(Times, 2005)

Reference
Name of publication. Year. Title of article. Volume/ issue or date, pp. page numbers.
Non-English Language material

Please check with your tutor before using non-English language sources.

References to non-English language material should follow the normal rules for referencing. Titles should appear first in the original (source) language. An English translation should follow in square brackets. All other elements of the reference should appear in English.

Where the source language has specific rules on capitalisation (e.g. German where all nouns are capitalised) these rules should be followed even if they differ from the normal rules for referencing.

Where the source language does not use the Roman alphabet (e.g. Chinese, Arabic) information for the references should be transliterated into the Roman alphabet.

Citation

non-English language books:
(Schicht-Tinbergen, 1995)

non-English language print journals:
(Thurfjell, 1975)

non-English language internet pages:
(PCBS, 2009)

Reference

non-English language book:

non-English language print journals:
Thurfjell, W. 1975. Vart hav varan doctor tagit vagen? [Where has our doctor gone?] Lakartidningen 72, p.789

non-English language internet pages:

Online Farm (virtual farm) Data

References to Online Farm data follow the normal rules for online sources. Where there is no author stated use Harper Adams University. Harper Adams University is the database name.

Citation

(Harper Adams University, 2013)

Reference


Ordnance Survey map

See also Map created using online mapping software

Ordnance survey maps follow the normal rules for printed material. The ‘author’ is Ordnance Survey.
Citation
(Ordnance Survey, 2000)

Reference
Author. Date. Title, Scale. Place of publication: Publisher.

Pamphlet
Pamphlets are often produced by companies and therefore often do not give an author. If this is the case use the company or organisation in the place of the author.

Citation
(HGCA, 2009)

Reference
Reference: Author. Year. Title. Place of publication: Publisher.

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

Citation
(Bloom et al., 2006)

Reference
Reference for a printed patent:
Inventor. Date. Title. Patent number.
e.g. Bloom, D., Moore, N.B. and Levay, R. 2006. Tractor with improved valve system. GB 2413816B.
Reference for an Online patent:

Personal communication (conversation/letter/email etc.)
These should not be included in a list of references – as the reader cannot refer back to the source. You should identify the person with whom you have communicated in the text only followed by Pers. Comm. (short for personal communication). You should also include full details of why their contribution is credible and significant.

Citation
The wet weather in August 2008 meant that the cereal harvest was delayed and the yield reduced (Smith, 2008. Pers Comm. Mr C. Smith is the Technical Manager of Midlands Grain Ltd.)

Reference
Photograph (print and online)

It can be difficult to obtain all the information ideally needed for references to photographs. It is important however 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.

NB. 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 on the enquiry desk.

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 add to your references.

If you use an unpublished photograph not taken by yourself include the words Source: author’s name, unpublished beneath the photo. As this is unpublished, you should not include in your reference list.

Citation

Citation for a printed photograph:
(Sillitoe, 2007)

Citation for a photograph from an online source:
(Odalaigh, 2008)

Reference

Reference for a printed photograph:
Photographer. Date. Title/ Description [Photograph]. Place of publication: Publisher.

Reference for an photograph from an online source:

Planning Application

The 'author' element should include the body responsible for considering the application. The format of the reference follows the normal rules for chapters in edited books. The “chapter” title (not in italics) will be the name of the planning application including a code if relevant. The publication title (in italics) will be the document in which the planning application was printed.

Citation

(Stafford Borough Council, 2006)

Reference

Name of relevant body. Date. Title of application including any reference numbers. In: Name of relevant body. Title of document. Place of meeting: Organisation responsible. pp. page numbers (if relevant).


Podcast

Podcasts mainly follow the normal rules for on-line sources. Your reference needs to show they are a podcast.
Podcasts mainly follow the normal rules for on-line sources. Your reference needs to show they are a podcast. Therefore after the title enter 'Podcast' in square brackets.

**Citation**
(Hopkin, 2008)

**Reference**

**Postnote**
A series of Government reports - should be referenced as an internet page

**Citation**
(POST, 2010)

**Reference**

**Radio programme**

See Television / radio programme

**SAE technical paper**

Although SAE technical papers are conference papers, each paper is assigned an SAE paper number, and is published independently. References to SAE papers deviate from the normal rules for referencing conference papers.

Conference details are available from the SAE Technical Papers website at http://papers.sae.org/. Enter the SAE number in the search box in the top right hand corner of the webpage.

**Citation**
(Nystrom, 2010)

**Reference**
Author. Date. *Title including conference details and paper number*. Place of publication: Publisher.

**Secondary referencing**

This is the practice of referring to a publication you have not actually seen 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 e.g. Sainsbury (1999) cited
Thorp and Maxwell (1993) ... You should only list the source you have read in your reference list.

**Standard Note**

See [House of Commons Standard Note](#)

**Standards**

See [British Standard (print and online)](#) or [International Standard (print and online)](#)

**Statutes**

**Statutory Instrument (print and online)**

If you read a Statutory Instrument online, reference it as a print document, without the URL or [Online].

<table>
<thead>
<tr>
<th>Citation</th>
<th>(Milk Marketing Board (Dissolution) Order 2002)</th>
</tr>
</thead>
</table>

**Reference**

Reference: Name of Statutory Instrument Order date, SI date/ SI number

Milk Marketing Board (Dissolution) Order 2002, SI 2002/128

**Television / radio programme**

The 'author' is the organisation responsible for the programme. Entries should end with the date and time the programme was broadcast.

<table>
<thead>
<tr>
<th>Citation</th>
<th>(BBC, 2006)</th>
</tr>
</thead>
</table>

**Reference**

Author. Date. *Title*. Country: Channel, date of broadcast, time of broadcast.

e.g. BBC (British Broadcasting Corporation). 2006. *Countryfile*. UK: BBC1, 12 August, 11.00a.m.

**Thesis and dissertation**

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

<table>
<thead>
<tr>
<th>Citation</th>
<th>(Short, 2013)</th>
</tr>
</thead>
</table>

(Kuhl, 2017)

**Reference**

Author. Year. *Title*. Level of degree. Place of publication: Publisher.

Short, H.J. 2013. *A report looking into the development of eco homes within the UK over the last ten years: honours research project submitted in partial fulfilment of the requirements for the BSc (Honours) Degree in*


**Translations**

References to translated resources should include English language titles only – not titles in the original language. Follow the rules for referencing the equivalent non-translated sources. If a translator is named include details of the translator after the title.

**Citation**

(Morozov, 1977)

**Reference**

Author. Date. *Title* (in English). Translated by (if stated). Place of publication: Publisher.


**Twitter**

**Citation**

(Preston, 2014)

**Reference**

Author. Date the page was last updated. Day & month message was posted. [Online]. Twitter. Available from: URL [Date accessed].


**Unpublished material**

See also **Journal article (online) - In press** or **Personal communication (conversation/letter/email etc.)**

See Personal communication and In press journal articles on p.4 of the print guide.

**Video online**

References to online videos follow the normal rules for referencing online sources. Include [Online video] after the title of the video.

**Citation**

(Atkins, 2010)

**Reference**


VLE
See Learning Hub (Moodle) - source viewed on the VLE

White papers
See Command paper and white paper

YouTube
See Video online