



# Referencing A to Z

Date: 24/09/2020

## 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]

e.g. 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. [Online Abstract]. CAB Abstracts. Available from: <http://cababstracts.edina.ac.uk> [Accessed 2 August 2011].

## 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

Landlord and Tenant Act 1988

**International:** Name of Act (Country) Year

Energy Policy Act (United States) 2005

## Advertisement

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

Author. Date. Description. In: *Title of Journal* , Vol (issue), p. page number .

e.g. Abbey Forestry. 2006. Advertisement for woodland management services. In:*British Farmer and Grower*, (46), p. 59.

## 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

## Citation

(Newton, 2007)

## Reference

Author. Year. *Title*. Date. [Online]. "Publisher". Available from: url. [Accessed date].

eg. Newton, A. 2007. *Wikipedia a resource for learning and teaching?* 15 March. [Online]. University of Leeds. Available from: [elgg.leeds.ac.uk/sierk/weblog/5114.html](http://elgg.leeds.ac.uk/sierk/weblog/5114.html) [Accessed 1 May 2011].

## 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

Author of chapter. Year. 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.

Allen, C. 2013. Information and uncertainty in meerkats and monkeys. In: Stegman, U.E. *ed. Animal communication theory: information and influence*. Cambridge: Cambridge University Press. pp. 319-335.

## 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

Editor. *ed.* Year. *Title of book*. Edition (if not 1<sup>st</sup>). Place of publication: Publisher.

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

## 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

(Belz and Peattie, 2013)

## Reference

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

Belz, F. and Peattie, K. 2013. *Sustainability marketing: a global perspective*. 2<sup>nd</sup> ed. Chichester: Wiley.

## 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.

BSI (British Standards Institution). 2008. *BS31100: Risk management - code of practice*. London: BSI.

## 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.

DEFRA (Department for Food, Environment 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.

## 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].

Farrell, T.C. 2008. *An economic evaluation of conservation farming practices for the Central West of NSW. Presented at the 52nd Annual Conference of the Australian*

*Agricultural and Resource Economics Society, 5-8 February 2008, Canberra*. [Online]. AgEcon search. Available from: <http://ageconsearch.umn.edu/bitstream/6177/2/cp08fa28.pdf> [Accessed 24 July 2013].

## Conference paper (poster session)

Conference presented in a poster session

## Citation

(Rose *et al.*, 2014)

## Reference

Rose, W. J., Sargeant, J.M., Kelton, D.F. and Henna, W.J.B. 2014. *A scoping review of the evidence for efficacy of acupuncture in companion animals. Poster presented at the 1st International Evidence-Based Veterinary Medicine Network Conference, London, 23-24 October 2014.* [Online]. RCVS. Available from: <http://knowledge.rcvs.org.uk/document-library/ebvm-2014-conference-poster-a-scoping-review-of-the-evidence/a-scoping-review-of-the-evidence-for-efficacy-of-acupuncture-in-companion-animals-poster-.pdf> [Accessed 20 April 2016].

## 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 Alasari, 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.

Verhaeghe, J. and Alasari, R. 2008. Good hygiene practice on dairy farms. In: T.J.G.M. Lam. *ed. Mastitis control from science to practice: proceedings of international conference 30 September - 2 October 2008, the Hague, the Netherlands.* Wageningen: Wageningen Academic Publishers. p.89.

## 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.

Henten, E.J. van, Goense, E. and Lokhorst, C. *eds.* 2009. *Precision agriculture '09: papers presented at the 7<sup>th</sup> European Conference on Precision Agriculture Wageningen, the Netherlands 6-8 July 2009.* Wageningen: Wageningen Academic Publishers.

## 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.

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

### Reference where the list of collaborators is too long to include:

*Title*. Date. Edition (if applicable). Place of publication: Publisher.

*Collins dictionary of business*. 2005. 3rd ed. Glasgow: Collins.

## 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.

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

## 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].

Milstein, R.L. 2017. Bacteriology. In: *Magill's medical guide*. [Online]. EBSCO. Available from: <https://hau.idm.oclc.org/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=ers&AN=89093355&site=eds-live&scope=site> [Accessed 28 June 2017].

## 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.

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

## 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].

*Commission Regulation (EU) No 432/ 2012 of 16 May 2012 establishing a list of permitted health claims made on foods, other than those referring to the reduction of disease risk and to children’s development and health*. [Online]. Official Journal of the European Union L136/ 1. Available from: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2012:136:0001:0040:en:PDF>

[Accessed 25<sup>th</sup> 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: url. [Accessed date].

### Citation

Individual posting:

(Grumpy old man, 2008)

Whole thread:

(UK Rivers Guidebook, 2008)

### Reference

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].

Grumpy old man. 2008. *Who else is listening and why?* April 30. [Online]. UK Rivers Guidebook. Available from: <http://www.ukriversguidebook.co.uk/forum/viewtopic.php?t=36522&start=0#p286260> [Accessed 6 June 2013].

Referencing an **entire thread**:

Name of forum. Year of last posting. *Title of thread*. [Online]. "Publisher". Available from: url. [Accessed date].

UK Rivers Guidebook Forum. 2008. *Who else is listening and why?* [Online]. UK Rivers Guidebook. Available from: <http://www.ukriversguidebook.co.uk/forum/viewtopic.php?f=3&t=36522&sid=739c5db4bdf6a6027858e79c2e683117> [Accessed 6 June 2013].



## 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].

e.g. Google Earth 5.0. 2009. *Leeds University, 53°48'28.60"N, 1°33'11.95"W, elev 63km*. [Online]. Google Earth. Available from: <http://code.google.com/apis/earth> [Accessed 9 February 2009].

## 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:0x903b0fd06d1cd527!8m2!3d52.779417!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].

DEFRA (Department for Environment, Food and Rural Affairs) and APHA (Animal & Plant Health Agency). 2017. *Animal diseases: international and UK monitoring*. [Online]. UK Government. Available from: <https://www.gov.uk/government/collections/animal-diseases-international-monitoring> [Accessed 25 July 2017].

## 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].

UK (United Kingdom) Government. 2017. *Bringing your pet dog, cat or ferret to the UK.* [Online]. UK Government. Available from: <https://www.gov.uk/take-pet-abroad> [Accessed 25 July 2017].

## 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 Hansard Debates 19 June 2008. Eco-towns.* 477 c1095. [Online]. UK Parliament. Available from: [http://www.publications.parliament.uk/pa/cm200708/cmhansrd/cm080619/debtext/80619-0006.htm#column\\_1095](http://www.publications.parliament.uk/pa/cm200708/cmhansrd/cm080619/debtext/80619-0006.htm#column_1095) [Accessed 15 July 2009]

## 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.

GB (Great Britain). Parliament. 2013. House of Lords. European Union Committee. *The effectiveness of EU research and innovation proposals: 15th report of session 2012-13.* (HL 2012-13 162). London: The Stationery Office.

## 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.

GB (Great Britain). Parliament. 2007. House of Commons. Northern Ireland Affairs Committee. *Tourism in*

## 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

Baker, C. 2017. *Accident and emergency statistics: demand, performance and pressure*. House of Commons Library Briefing Paper no. 6964. London: House of Commons Library.

## 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].

Thompson, G. and Harari, D. 2013. *The economic impact of EU membership on the UK*. [Online]. House of Commons. Available from: <http://researchbriefings.files.parliament.uk/documents/SN06730/SN06730.pdf> [Accessed 9 June 2015].

## 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.

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

## 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].

Forestry Commission. 2011. *National forest inventory woodland area statistics for Great Britain*. [Online].

Forestry Commission. Available from: [http://www.forestry.gov.uk/pdf/NFI\\_GB\\_woodland\\_area\\_stats\\_2010\\_FINAL.pdf/\\$FILE/NFI\\_GB\\_woodland\\_area\\_stats\\_2010\\_FINAL.pdf](http://www.forestry.gov.uk/pdf/NFI_GB_woodland_area_stats_2010_FINAL.pdf/$FILE/NFI_GB_woodland_area_stats_2010_FINAL.pdf) [Accessed 25 July 2013].

## 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.

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

## 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

(Skamoardonis *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].

Skampardonis, V., Satiraki, S., Kostcules, P. and Leontides, L. 2012. Factors associated with the occurrence and level of *Isospora suis* oocyst excretion in nursing piglets of Greek farrow-to-finish herds. *BMC Veterinary Research*. 8 (1). [Online]. BMC. Available from: <http://bmcvetres.biocentral.com/articles/10.1186/1746-6148-8-228> [Accessed 12 August 2015].

## 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

Author. (in press). Article title. *Journal title* [Online] Name of database. Available from: url [Accessed date].

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].

## 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

Casswell, L. 2014. Disease pressure alert for winter wheat. *Farmers Weekly Interactive*, 14 January. [Online]. FWI. Available from: <http://www.fwi.co.uk/arable/disease-pressure-alert-for-winter-wheat.htm> [Accessed on 24 June 2015].

## Journal article (online) that uses an article number

You may occasionally see an online article that has an article number rather than an issue number and page numbers

### Citation

(Boywer *et al.*, 2020)

### Reference

Author. Year. Title of article. *Title of journal*, Volume number, article no. article number.

Bowyer, P.H., El-Haroun, E.R., Salim, H.S. and Davies, S.J. 2020. Benefits of a commercial solid-state fermentation (SSF) product on growth performance, feed efficiency and gut morphology of juvenile Nile tilapia (*Oreochromis niloticus*) fed different UK lupin meal cultivars. *Aquaculture*, 523, article no. 735192.

## 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

Author. Year. Title of article. *Title of Journal*, Volume number (issue number), pp. page numbers.

Manning, L. and Soon, J.M. 2013. GAP framework for fresh produce supply. *British Food Journal*, 115 (6), pp.796-820.

## 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. 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

## 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

Author. Year. *Title*. [On-line]. Module title & number. Available from: url [Accessed date].

Harper Adams University. 2014. *Engineering projects risk assessment record sheet*. [Online]. Engineering Individual Design Project E7007. Available from: <http://hub.harper-adams.ac.uk/moodle> [Accessed 3 September 2014].

## 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

Author/ Organisation responsible for original map. Date. *Title of map*, scale. [Online]. Name of database. Available from: url [Accessed date].

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

## 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

#### Reference with editor:

Editor. *ed.* Year. *Title*. Edition ( if not 1<sup>st</sup>). Place of publication: Publisher.

Tutt, L. *ed.* 2012. *Milk and dairy products*. 26<sup>th</sup> ed. Teddington: Key Note.

#### Reference 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

(Intel, 2013)

(Keynote, 2014)

(Passport, 2009)

### Reference

Author/ editor. Year. *Title*. [Online]. Name of database. Available from: url [Accessed date].

Mintel. 2013. *Pizza – UK – July 2013*. [Online]. Mintel. Available from: <http://academic.mintel.com> [Accessed 25 July 2013].

Keynote. 2014. *Activity holidays market report 2014*. [Online]. Keynote. Available from: <http://www.keynote.co.uk> [Accessed 31 August 2014].

Passport. 2009. *Could women save the day for beer consumption in the UK?* [Online]. Euromonitor. Available from: <http://www.portal.euromonitor.com> [Accessed 29 April 2014].

## 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].

e.g. Jenkins, J. 2010. *Enjoy Snowdonia - Mwynhau Eyri*. Version 1.5.0. [Mobile phone app.]. Snowdonia National Park. Available from <http://itunes.apple.com/gb/app/id445357614?mt=8&ls=1> [Accessed 5 December 2011]

## 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

Author. Year. Title of article. *Title of newspaper*, date, pp. page numbers (if available). [Online]. Name of database/ website. Available from: url [Accessed date].

Wallop, H. 2009. Waitrose brings out budget range for recession-hit middle classes. *The Telegraph*, 6 March. [Online]. Telegraph. Available from: <http://www.telegraph.co.uk/finance/newsbysector/retailandconsumer/4948869/Waitrose-brings-out-budget-range-for-recession-hit-middle-classes.html> [Accessed 17 July 2012].

## Newspaper article (print)

### Citation

(Butler, 2014)



## Reference

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

Butler, S. 2014. All aboard the new consumer express. *The Guardian*, 15 July, p. 23.

## 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.

*Times*. 2005. Corporate manslaughter: responses from the legal profession. 8 September, p.4.

## 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:**

Schicht-Tinbergen, M. 1995. *Der Igel Patient* [The hedgehog patient]. Jena: Gustav Fisher

**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:**

PCBS (Palestinian Central Bureau of Statistics). 2009. *Al-ahwal al-manakheyeh fe al-aradi al-filisteniya: al-taqreer al-sanawi 2008* [Meteorological conditions in the Palestinian territory: annual report 2008]. [Online].

PCBS. Available from: [http://www.pcbs.gov.ps/Portals/\\_PCBS/Downloads/book1576.pdf](http://www.pcbs.gov.ps/Portals/_PCBS/Downloads/book1576.pdf) [Accessed 26 January 2012]

## 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

Author. Year. *Title*. [Online]. Name of Database. Available from:url. [Accessed date].

Harper Adams University. 2013. *Milk monitor April 2013*. [Online]. Harper Adams University. Available from : <https://portal.harper-adams.ac.uk/VirtualFarm/VFLibrary/Milk%20Monitor%20April%202013.pdf> [Accessed 27 August 2013].

## 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.

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

## 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.

**Reference:** HGCA (Home-Grown Cereals Authority). 2009. *Managing oilseed rape canopies for yield*. London: Home-Grown Cereals Authority.

## 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:

Inventor. Date. *Title*. Patent number [Online]. Name of database. Available from: url [Accessed date].

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

## 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

Should not be included in the list of references

## 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.

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

#### Reference for an photograph from an online source:

Photographer. Date. *Title* [Online photograph]. Name of database. Available from: url. [Accessed date].

e.g. Odalaigh. 2008. *John Deere 2130 tractor with bucket* [Online photograph]. Flickr. Available from [www.flickr.com/photos/odalaigh/2487442988/](http://www.flickr.com/photos/odalaigh/2487442988/). [Accessed 18 July 2008].

## 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).

Stafford Borough Council. 2006. Applications for consideration: Application 05/ 05121/ FUL. In: Stafford Borough Council. *Development Control Committee Wednesday 25th January 2006*. Stafford: Stafford Borough Council. pp. 9-27.

## **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**

Author. Date. *Title*. [Podcast]. Name of database. Available from: url [Accessed date].

Hopkin, K. 2008. *The mythical daily water requirement*. [Podcast]. ScientificAmerican. Available from: [www.sciam.com/podcast/episode.cfm?id=0BD1CF72-E411-2EE5-A4CDEE3447E81C93](http://www.sciam.com/podcast/episode.cfm?id=0BD1CF72-E411-2EE5-A4CDEE3447E81C93) [Accessed 13 January 2009].

## **Postnote**

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

### **Citation**

(POST, 2010)

### **Reference**

Author. Date. *Title*. [Online]. Publisher. Available from: URL [Accessed date].

POST (Parliamentary Office of Science and Technology). 2010. *EU fisheries management*. [Online]. UK Parliament. Available from: <http://www.parliament.uk/documents/post/postpn357-eu-fisheries-management.pdf> [Accessed 15 November 2014].

## **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.

Nystrom, G.A. 2010. *Analysis of multi-vehicle rear-end accidents. Paper no. 2010-01-0055. Paper presented at SAE 2010 World Congress & Exhibition, April 2010.*Warrendale: SAE International

## **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].

### **Citation**

(Milk Marketing Board (Dissolution) Order 2002)

### **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.

### **Citation**

(BBC, 2006)

### **Reference**

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

## 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.

### Citation

(Short, 2013)

(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 Rural Enterprise and Land Management* Newport: Harper Adams University.

Kuhl, C. 2017. *An investigation of pedigree dog breeding and ownership in the UK : experiences and opinions of veterinary surgeons, pedigree dog breeders and dog owners. PhD thesis*. Nottingham: University of Nottingham.

## 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.

e.g. Morozov, V. 1977. *Soviet agriculture*. Translated by Inna Medova. Moscow: Progress Publications.

## Twitter

### Citation

(Preston, 2014)

### Reference

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

Preston, R. 2014. *10 August*. [Online]. Twitter. Available from: <https://twitter.com/Preston> [Accessed 19 August 2014].

## 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

Author / Organisation responsible for the video. Date. *Title*. [Online video]. Name of database. Available from: url. [Accessed date].

e.g. Atkins, V. 2011. *Agriculture, trade and obesity prevention*. [Online video]. Vimeo. Available from: <http://vimeo.com/25254110>. [Accessed 3 August 2011].

## VLE

See [Learning Hub \(Moodle\) - source viewed on the VLE](#)

## White papers

See [Command paper and white paper](#)

## YouTube

See [Video online](#)