

How to Reference using the Harvard System

The Harvard System (also called the **Author - Date** System) is the preferred referencing method for most LSBU departments. Other referencing styles include APA (Psychology), OSCOLA (Law) and Numeric (Electrical Engineering). If you're not sure which style to follow, please check your module guides or speak to your lecturers.

If you look at other Harvard Referencing guides available in print or online, you may notice variation between them. The important thing is to be consistent and to **follow any specific instructions from your lecturers.**

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1. Why do we need to reference?

Referencing is an essential academic skill. You need to reference in order to:

- show evidence of your research
- support your arguments and analysis
- allow readers to identify and locate the sources you've used
- acknowledge the work and ideas of others.

If you do not reference properly, you will lose marks and risk plagiarising the work of others. Plagiarism is the act of passing off someone else's work as your own and is a form of cheating. For further information, please read How to Guide 4 on plagiarism which is available from the library.

NOTE: You need to acknowledge others' work, even if you're paraphrasing or putting their work or ideas into your own words.

2. The two stages of the Harvard system

2.1 In-text citation

When you refer to someone's work in your essay, you need to include an in-text citation. This is normally the **surname(s)** of the author(s) and the **year** their work was published.

The citation normally comes at the end of a sentence in brackets:

Example: ...although other authors have denied this (Hartley, 2005).

Or, if you include the author's name as part of the sentence, put the year of publication immediately after in brackets:

Example: ... Hartley (2005) declared that ...

If you use a direct quote, include the page number. See 3.4 for examples of citing direct quotes.

2.2 Reference list

Include a list of full references at the end of your essay under the title 'Reference list'. These references should be arranged alphabetically, normally by author. See sections 4 onwards for instructions.

Make sure that your in-text citations have corresponding references in the reference list and vice versa.

3. Citing references within the text (In-text citations)

3.1 Work by a corporate author

If the work is written by a **corporate author**, include the name of the corporation:

Example: (Nursing and Midwifery Council, 2008)

3.2 Work with three or more authors

For **three authors or more**, put *et al.* after the name of the first author in the in-text citation.

Example: ... Anderson *et al.* (2003) concluded that ...

Et al. is an abbreviation of the Latin *et alia* meaning “and others”.

Note: **In your reference list** you should list *all* authors unless there is a very long list of authors in which case, reference the first six and then put et al. However, **students studying Health and Social Care courses should list all authors in the reference list even if there are more than six authors.**

3.3 Multiple references with the same author and publication year

Documents with the same author and publication year can be distinguished from each other by putting a letter after the year in both the in-text citations and reference list.

Example: ... (Williamson, 2001a), (Williamson, 2001b) etc. ...

3.4 Citing a direct quote

If you quote the exact words directly from a text you must use **quotation marks** to indicate this. The author(s) and date must be stated, and if available the **page number**.

Example: ... Jackson (2004, p. 575) declared that “This is the finest example of postmodernism ...”

For a **long quote** (over 40 words), indent the text and leave a line space before and after the quote rather than using quotation marks.

Example:

Pears and Shields provide the following definition:

Plagiarism is a term that describes the unacknowledged use of someone’s work. This includes material or ideas from any (published or unpublished) sources, whether print, web-based (even if freely available) or audiovisual. Using the words or ideas of others without referencing your source would be construed as plagiarism and is a very serious academic offence. (Pears and Shields, 2013, p. 1).

You can leave out any section of a quote as long as you make this clear by inserting an ellipsis (...).

Example: Flinders (2001, p. 71) comments that, “When MPs had an operational grievance they were encouraged to direct their question ... directly to the agency”.

3.5 Secondary referencing

If you want to cite a work which is referenced in another work, you should try and track down the original. However, if this isn't possible, make it clear in your text where you found the information and only include a reference to the document you've read.

Example: Dunn (1988), as cited by Campbell and Muncer (1998), believed ...

or

Dunn (1988) revealed that ... (cited in Campbell and Muncer, 1998)

or

...(Dunn, 1988, cited in Campbell and Muncer, 1998).

Your reference list will include a reference to Campbell and Muncer's work, but not to Dunn's.

4. Format of the reference list

- The reference list should only contain the details of sources you've cited in your work.
- Put all your references in one list under the heading 'Reference list'. Do NOT list resources by type.
- List references in alphabetical order by the authors' surnames/names of corporate authors or by the first letter of the reference. However, if you are referring to a corporate author that starts with 'The' e.g. The Guardian, list in alphabetical order by the first word after 'The' e.g. The Guardian would be listed under 'G'.
- If you are citing two or more sources by the same author, they should be listed in chronological order of the year of publication.
- Works by the same author, published in the same year can be distinguished from each other by putting a letter after the year of publication.

Example:

Smith, A. (2012a) *A guide to avoiding plagiarism*. London: LSBU

Smith, A. (2012b) *A guide to Harvard referencing*. London: LSBU

5. General style guidelines for references

- Place a colon (:) after the short title, before a sub-title.
Example:
Rees, A. L. (2011) *A history of experimental film and video: from the canonical avante-garde to contemporary British practice*. London: BFI.
- Begin titles with a capital letter. The rest of the title should be in lowercase, unless it contains a proper noun (the name of a place, person or thing). The

exceptions are journal and newspaper titles which should have all major words capitalised.

- The title of a source should be italicised. NOTE the title of a chapter in an edited book and the title of an article in a journal or newspaper are not italicised.
- The place of publication is a city or town, not the country. Only include the first place acknowledged.

6. Missing information

6.1 No date

If you cannot find a year of publication, insert [no date] in the reference.

Example:

National Down Syndrome Society [no date] *Associated medical conditions*.
Available from: <http://www.ndss.org> [Accessed 4 May 2010].

In-text citation: (National Down Syndrome Society, no date)

6.2 No Author

If there is no named author and no corporate author, start the reference with the title of the source.

Example:

A writer's note-book (1946) Malvern: The Tantivy Press.

In-text citation: (*A writer's note-book*, 1946)

If you want to cite a website which has **no author or title**, cite the website's domain name. However, be very wary of citing web pages that have little information about the author and their credentials.

6.3 No page numbers

When citing a direct quote, if there are **no page numbers**, use the paragraph no., chapter no. or the % (on an e-book reader) instead.

Example: (Smith, 2012, para 4).

7. General guidelines for referencing online resources

In general, if an online source is also available in print then just follow the guidelines for referencing the print version. This is particularly advisable for e-books and e-journal articles on LSBU subscription databases.

If an online resource doesn't have the same publication information of a print version, or you're unsure whether it is available in print, include the URL and the date you accessed the source in the reference list.

e.g. ... Available from: URL [Accessed day month year].

Alternatively, if a source has a **Digital Object Identifier (DOI)**, include this in place of the URL in the reference list. You don't need to include date of access as the DOI is a permanent identifier. (See 7.2 for further information about DOIs).

NOTE: the in-text citation for an online resource has the same format as for a print resource i.e. name of author(s) and year of publication, followed by the page number if including a direct quote e.g. (Smith, 2014).

7.1 Long URLs

If an online source has a long URL (e.g. longer than one line), it is acceptable to shorten the URL up to the first forward slash.

7.2 Digital object identifier (DOI)

Many online journal articles, papers and e-books have DOIs. A DOI is unique to a source and can be added to a reference in place of the URL and accessed date. A reader can find the location of a source by copying and pasting its DOI into a search engine, such as Google Scholar. As DOIs are permanent identifiers, unlike URLs, you do not need to include date of access in the reference.

Example:

Serebryannikov, S. V. (2010) The Moscow power engineering institute (Technical University): from 1930 to 2010, *Thermal Engineering*, 57 (12), pp. 12-30. DOI: 10.1134/S0040601510120025.

8. Books

8.1 Print book

Format:

Author's surname, Initials. (Year of publication) *Title of book*. Edition if later than the first e.g. 2nd ed. Place of publication: Publisher.

Example:

Higgs, P. and Jones, I. R. (2009) *Medical sociology and old age: towards sociology of health in later life*. London: Routledge.

In-text citation: (Higgs and Jones, 2009)

Finding the year of publication in a book:

If the year of publication is not clear look for the **latest copyright date**. This is next to the copyright sign © usually on the reverse of the title page. Do not use a reprint date.

8.2 Edited book

Format:

Editor's Surname, Initials. (ed.) or (eds.) (Year of publication) *Book title*. Edition if later than the first e.g. 2nd ed. Place of Publication: Publisher.

Example:

Ezra, E. (ed.) (2004) *European cinema*. Oxford: Oxford University Press.

In-text citation: (Ezra, 2004)

NOTE: if you are referencing a chapter or essay in an edited book see the following guidelines in 8.3 below.

8.3 Chapter in an edited book

Format:

Author's surname, Initials. (Year of publication) Title of the chapter, in: Editor's surname, Initials. (ed.) or (eds.) *Title of the book*. Edition if later than the first e.g. 2nd ed. Place of publication: Publisher, page range of chapter.

Example:

Gaskell, G. (2003) Attitudes, social representations and beyond, in: Deaux, K. and Philogene, G. (eds.) *Representations of the social*. Oxford: Blackwell, pp. 228-241.

In-text citation: (Gaskell, 2003)

8.4 E-book

If an e-book doesn't have the same publication information of a print version, or you're unsure whether it is available in print, include the URL and the date you accessed the source.

e.g. ... Available from: URL [Accessed day month year].

Format:

Author's surname, Initials. (Year of publication) *Title of e-book*. Edition if later than the first e.g. 2nd ed. Place of publication if available: Publisher if available. Available from: URL [Accessed date].

Alternatively, if the e-book has a digital object identifier (DOI), include this in place of the URL and date of access. See section 7.2 for more information about DOIs.

If you are accessing an e-book on an e-book reader, you may find it helpful to mention this in your reference, especially if you're directly quoting from it.

Author's surname, Initials. (Year of publication) *Title of book*. Edition if later than the first e.g. 2nd ed. Place of publication: Publisher. [Name of e-book reader edition].

Example:

James, H. (2012) *The ambassadors*. Cambridge: Cambridge World Classics. [Kindle edition].

If no pagination is available use the information you do have to cite a direct quote e.g. loc, %, or chapter.

Example in-text citation: (James, 2012, 34%)

9. Journals

9.1 Print journal article

Details for referencing a journal article can normally be found on the first page of the article.

Format:

Author's surname, Initials. (Year of publication) Title of the article, *Title of the Journal*, volume number (issue number), page range of the article.

Example:

Smith, A. and Jack, K. (2005) Reflective practice: a meaningful task for students, *Nursing Standard*, 19 (26), pp. 33-37.

In-text citation: (Smith and Jack, 2005)

9.2 Online journal article

If an online journal article doesn't have the same publication information of a print version, or you're unsure whether it is available in print, include the URL and the date you accessed the source e.g. ... Available from: URL [Accessed day month year].

Alternatively, if the article has a digital object identifier (DOI), include this in place of the URL and date of access. See section 7.2 for more information about DOIs.

Format:

Author's surname, Initials. (Year of publication) Title of the article, *Title of the Journal*, volume number (issue number), page range of the article. DOI: DOI number.

Example:

Serebryannikov, S. V. (2010) The Moscow power engineering institute (Technical University): from 1930 to 2010, *Thermal Engineering*, 57 (12), pp. 12-30. DOI: 10.1134/S0040601510120025.

In-text citation: (Serebryannikov, 2010)

10. Newspapers

10.1 Print newspaper article

The format is similar to that of a journal article except that you provide the specific date the article was published instead of a volume and issue number. You also need to indicate if your reference is from a particular section of the paper.

Format:

Author's surname, Initials. (Year of publication) Title of article, *Title of Newspaper*, (details of supplement if relevant), Day Month published, page number(s).

Example:

Tobin, L. (2010) The crush starts here, *The Guardian* (Education Supplement), 8 June, p. 1.

In-text citation: (Tobin, 2010)

Format for newspaper article with no author:

Title of Newspaper (Year of publication) Title of article, Day Month published, page number(s).

Example:

The Guardian (2012) Higher education in the EU, 14 July, p. 8.

In-text citation: (*The Guardian*, 2010)

10.2 Online newspaper

Format:

Author's surname, Initials. (Year of publication) Title of article, *Title of Newspaper*, (details of supplement if relevant), day month. Available from: URL [Accessed day month year].

Example:

Topham, G. (2014) Ryanair profits endure bumpy landing with first drop in five years, *The Guardian*, 19 May. Available from: <http://www.theguardian.com/business/2014/may/19/ryanair-profits-down-first-drop-5-years> [Accessed 19 May 2014].

In-text citation: (Topham, 2014)

11. Government documents

11.1 Referencing international government documents

If referencing government publications from multiple countries, include the country in brackets after the department's name.

Example:

Department of Health (Australia) (2011) *Healthy body art*. Available from: <http://www.health.gov.au> [Accessed 29 May 2014]

In-text citation: (Department of Health (Australia), 2011)

11.2 Command paper - including Green (consultation) and White (policy statements) papers

Format:

Name of committee or Royal commission (Year of publication) *Title of paper*. Place of publication: Publisher (Paper number).

Example:

Department for Education and Skills (2005) *Higher standards, better schools for all: more choice for parents and pupil*. London: The Stationery Office (Cm. 6677).

In-text citation: (Department for Education and Skills, 2005).

11.3 Legal material – case report

Legal cases are reported in law reports. The titles of law report series and law journals are often represented as abbreviations in references for legal materials (e.g. WLR for Weekly Law Reports). To find either the preferred abbreviation for a title, or to interpret a legal abbreviation use the Cardiff Index to Legal Abbreviations <http://www.legalabbrevs.cardiff.ac.uk/>

Format: *Names of parties* (year) volume number, abbreviation for name of report and first page of report

Example:

Panayiotou v Sony Music Entertainment (UK) Ltd (1994) 13 Tr LR 532

In-text citation: The case of *Panayiotou v Sony Music Entertainment (UK) Ltd* (1994)....

NOTE: if there is no volume number, enclose the year in square brackets.

Format: *Names of parties* [year] abbreviation for name of report and first page of report

Example:

Games v University of Kent [2015] IRLR 202

In-text citation: The case of *Games v University of Kent* [2015] ...

Neutral citations

Neutral citations were introduced in the UK in 2001 for judgments from all divisions of the High Court and are independent of any printed series of law reports. Instead, the abbreviation indicates the court in which the case was heard and the number indicates the case number. If a case has not been reported on in a law report series, just use the neutral citation. If, however, a case from the High court has been reported in a law report series, use the neutral citation followed by a citation from a law report series.

Format: *Name of parties* [year] abbreviation of court case number, [year] or (year) as applicable, volume number, abbreviation for name of report and first page of report

Example:

Joseph v Spiller [2010] UKSC 53, (2011) 1 AC 852

In-text citation: The case of *Joseph v Spiller* [2010] ...

11.4 Act of Parliament (UK Statute)

Format:

Name of Act (c. chapter number). Place of publication: Publisher.

Example:

Housing Act 1996 (c.52). London: HMSO.

In-text citation: The statute (*Housing Act 1996*) laid down ...

11.5 Bill

Format:

Parliament. House of Commons or Lords (Year of publication) *Title of bill*. Place of publication: Publisher (Bills number).

Example:

Parliament. House of Commons (2002) *Planning and Compulsory Purchase Bill: explanatory notes: these notes refer to the Planning and Compulsory Purchase Bill as introduced to the House of Commons on 4th December 2002*. London: The Stationery Office (Bills 2001-2002 12).

In-text citation: (Parliament. House of Commons, 2002)

NOTE: House of Lords bill number should appear between round brackets to distinguish them from House of Commons bill numbers

Example:

Parliament. House of Lords (2009) *Consumer emissions (climate change) Bill*. London: The Stationery Office (Bills 2009-2010 (13)).

In-text citation: (Parliament. House of Lords, 2009)

11.6 Departmental report

Format:

Name of government department (year of publication) *Title of report*. Place of publication: Publisher.

Example:

Department of Health (2004) *Choosing health: making healthy choices easier*. London: The Stationery Office.

In text citation: (Department of Health, 2004)

11.7 House of Commons and House of Lords papers

Major papers are known by the name of the chair of the committee which produced them, for example, The Hutton Report. However, they must be referenced from the exact information on the title page, even if lengthy.

Format:

House of Commons or Lords. Name of Committee if relevant (Year of publication) *Title of paper*. Place of publication: Publisher (HC or HL years of sessions and paper number).

Example:

Parliament. House of Commons (2004) *Return to an address of the Honourable the House of Commons dated 28th January 2004 for the report of the inquiry into the*

circumstances surrounding the death of Dr David Kelly C.M.G. by Lord Hutton.
London: The Stationery Office (HC 2003-2004 247).

In-text citation: (Parliament. House of Commons, 2004).

NOTE: House of Lords paper numbers should appear in round brackets to distinguish them from House of Commons paper numbers:

Example:

Parliament. House of Lords (2010) *The Lisbon Treaty: procedural implications; standing order 19; private notice questions; guidance on motions and questions.*
London: The Stationery Office (HL 2009-2010 (51)).

In-text citation: (Parliament. House of Lords, 2010).

11.8 Hansard

Format:

HC or HL Deb date of debate, volume number, column number. Available from: URL [Accessed day month year].

Example:

HL Deb 6 May 2014, vol 753, col 1403. Available from:
<http://www.publications.parliament.uk/pa/ld201314/ldhansrd/text/140506-0001.htm#14050619000594> [Accessed 2 June 2014].

In-text citation: (HL Deb 6 May 2014)

11.9 Online government documents

Use the formatting conventions in 11.1-11.8 above and at the end of the reference add: Available from: URL [Accessed day month year].

Example:

Parliament. House of Lords (2010) *The Lisbon Treaty: procedural implications; standing order 19; private notice questions; guidance on motions and questions.*
London: The Stationery Office (HL 2009-2010 (51)). Available from:
<http://www.publications.parliament.uk/pa/ld200910/ldselect/ldprohse/51/51.pdf>
[Accessed 14 May 2012].

In-text citation: (Parliament. House of Lords, 2010)

12. Reports

Format:

Author's surname, Initials. or name of organisation (Year of publication) *Title of report.* Edition if later than the first e.g. 2nd ed. Place of Publication: Publisher.

Example:

Arts Council England (2010) *Arts Council England grant-in-aid and lottery annual report and accounts 2009/10.* London: The Stationery Office.

In-text citation: (Arts Council England, 2010)

12.1 Market Research Reports

The library subscribes to a number of online market reports and financial databases such as Mintel, Keynote and FAME. Below is an example of how to reference these online reports.

Format:

Author's surname, Initials. or Name of Organisation (Year of publication) *Title of report*. Edition if later than the first e.g. 2nd ed. Available from: URL [Accessed day month year].

Example:

Key Note (2009) *The aerospace industry*. 30th ed. Available from: <http://0-www.keynote.co.uk.lispac.lsbu.ac.uk/> [Accessed 10 November 2011].

In-text citation: (Keynote, 2009)

12.2 Financial report

Format:

Author's surname, initials or Name of Organisation (Year of publication) *Title of report*. Edition if later than the first e.g. 2nd ed. Available from: URL [Accessed day month year].

Example:

Bureau Van Dijk (2012) *Arcadia Group Limited*. Available from: <https://fame2.bvdep.com/> [Accessed 20 May 2014].

In-text citation: (Bureau Van Dijk, 2012)

13. Conference proceedings

13.1 Print conference paper

Format:

Author's surname, Initials. (Year of publication) Title of conference paper, in: *Title of conference*, Location, date of conference. Place of publication: Publisher, page range of paper.

Example:

Joo-Ming, L. and Liang-Heng, W. (2008) Developing eco-towns for Singapore's public housing development, in: *Proceedings of the IStructE centenary conference*, Hong Kong, 24-26 January. London: IStructE, pp. 39-53.

In-text citation: (Ming and Liang-Heng, 2008)

Alternatively, if the article has a digital object identifier (DOI), include this in place of the URL and date of access. See section 7.2 for more information about DOIs.

13.2 Online conference paper

Format:

Surname, Initials. (Year of publication) Title of conference paper, in: *Title of conference*, Location, date of conference, page range of paper. Available from: Name of database. URL [Accessed day month year].

Example:

Lahti, V. (2010) On the process of translation, in: *The 2nd International conference on creativity and writing*, Orivesi, Finland, 19-22 November. Available from: <http://urn.fi/URN:NBN:fi:jyu-2011042910703> [Accessed 21 January 2014].

In-text citation: (Lahti, 2010)

14. Dissertations and theses

Format:

Author's surname, Initials. (Year submitted) *Title of dissertation/thesis*. Level of award, Location of awarding institution if not clear from name: Name of awarding institution.

Example:

Smith, M. (2003) *The quantity surveyors' contribution to sustainable construction*. MSc dissertation, London South Bank University.

In-text citation: (Smith, 2003)

15. Standards

Format:

Name of organisation (Year of publication) *Standard number: Title of standard*. Place of publication: Publisher.

Example:

British Standards Institution (2005) *BS 7000-6: 2005: Guide to managing inclusive design*. London: BSI.

In-text citation: (British Standards Institution, 2005)

16. Films, TV and online videos

16.1 Films/DVDs

Format:

Title of film/DVD (Year of release) [Film/DVD]. Directed by Director's name. Place of distribution: Distribution company.

Example:

The artist (2012) [DVD]. Directed by Michel Hazanavicius. France: Warner Home Video.

In-text citation: (*The artist*, 2012)

16.2 TV or radio broadcasts

Format:

Title of broadcast (Year of broadcast) [Type of broadcast]. Channel, date of broadcast.

Example:

Treasures of the Anglo Saxons (2012) [TV programme]. BBC4, 25 June.

In-text citation: (*Treasures of the Anglo Saxons*, 2012)

If the broadcast is an episode in a series the format would be:

Title of episode (Year of release) *Title of programme*, series and episode numbers. [Type of broadcast]. Channel, date of broadcast.

Example:

This is England (2012) *Simon Schama's Shakespeare*, Series 1, episode 1. [TV programme]. BBC2, 22 June.

In-text citation: (This is England, 2012)

16.3 TV or radio broadcasts on Box of Broadcasts

Format:

Title of broadcast (Year of broadcast) [Type of broadcast]. Channel, episode, date of broadcast. Available from: Box of Broadcasts. <http://bobnational.net> [Accessed day month year].

Example:

Treasures of the Anglo Saxons (2012) [TV programme]. BBC4, episode 1, 25 June. Available from: Box of Broadcasts. <http://bobnational.net> [Accessed 23 May 2014].

In-text citation: (*Treasures of the Anglo Saxons*, 2012)

16.4 Online video

Format:

Title of video (Year uploaded) [Online video]. Available from: URL [Accessed day month year].

Example:

The art of living – R Lanier Anderson (2011) [Online video]. Available from: <http://youtu.be/-YnLyBRvAwA> [Accessed 18 May 2014].

In-text citation: (*The art of living – R Lanier Anderson*, 2011)

17. Live performances

17.1 Play

Format:

Title by Author (Year of performance) Directed by director's name [Location. Date seen].

Example:

A small family business by Alan Ayckbourn (2014) Directed by Adam Penford [National Theatre, London. 26 August].

In-text citation: (*A small family business*, 2014)

17.2 Dance

Format:

Choreographer's surname, initials. (Year of premier) *Title* [Location. Date seen].

Example:

Khan, A. (2013) *iTMOi* [Sadler's Wells, London. 11 June 2014].

In-text citation: (Khan, 2013)

18. Illustrations/artworks/diagrams/figures

If you want to refer to a visual resource found in a book, for example, reference the book and put the page number and figure number (if available) where you found the visual resource in the in-text citation.

Example of an in-text citation to an illustration found in a book:

... Barker's illustration (Whittle, 1998, p. 176, fig. 10.5) shows a young girl leaving the village ...

NOTE: for the above example, you'd only include a reference to Whittle in the Reference list.

If you viewed an illustration/artwork on location e.g. at a gallery, reference the artist.

Format for an artwork viewed on location:

Artist's name, Initials. (Year of the artwork) *Title of the artwork*. [Type of artwork]. Place, Location.

Example:

Fragonard, J-H. (1766) *The swing*. [Oil on canvas]. The Wallace Collection, London.

In-text citation: (Fragonard, 1766).

19. Interviews

If you have conducted an interview as part of your research, include a transcript and full details of the interview in an appendix rather than referencing it in the reference list. NOTE: Make sure you have the permission of the interviewee before making the transcript available to others.

If you've read or listened to an interview conducted by another person then reference the publication or broadcast following the guidelines for that format.

20. Lecture notes/handouts

NOTE: It is important to check with your lecturer if referencing class notes is appropriate for your assignment.

Format:

Author's surname, Initials. (Year produced) *Title of handout/lecture*. [description and name of course, module code]. Name of teaching establishment, Date of lecture.

Example:

Smith, J. (2012) *Academic misconduct: plagiarism*. [Handout to Referencing Workshop, LLR-001]. London South Bank University, 20 March.

In-text citation: (Smith, 2012)

21. LSBU Virtual Learning Environment (VLE) materials

For chapters and articles that have been scanned and uploaded onto LSBU VLE, reference them as print resources.

For lecturer's note/handouts. Follow guidelines in section 20 above and include the following at the end:

Available from: <https://vle.lsbu.ac.uk/> [Accessed day month year]

Example:

Smith, J. (2013) *Academic misconduct: plagiarism*. [Handout to Referencing Workshop, LLR-001]. London South Bank University, 20 March. Available from: <https://vle.lsbu.ac.uk/> [Accessed 23 March 2014].

In-text citation: (Smith, 2013)

22. Web pages

It's best to start your research by using LSBU databases before searching the free web. Remember that anyone can publish anything on the web, so you will need to evaluate the quality and reliability of a web page or web document before you refer to it in your assignments.

22.1 Web page with author

Format:

Author's surname, Initials. or name of organisation (year published or last update) *Title of web page/document*. Edition if relevant. Place of publication if available: Publisher if available. Available from: URL [Accessed day month year].

Example:

Burke, L. (1997) *Carbohydrates? They aren't that simple*. Available from: <http://www.sportsci.org/news/compeat/carbo.html> [Accessed 14 February 2014].

In-text citation: (Burke, 1997)

22.2 Web page with no author

If there is no author, start the reference with the title of the web page or document.

Format:

Title of web page or web document (Year published or last update) Available from: URL [Accessed day month year].

Example:

Occupational performance measurement issues and methodologies (2002)
Available from: <http://www.otdirect.co.uk/measure.html> [Accessed 08 February 2011].

In-text citation: (*Occupational performance measurement issues and methodologies*, 2002)

22.3 Web blogs

NOTE: blogs are often anonymous and many authors just use their first names or pseudonyms.

Format:

Author's surname, Initials. or pseudonym (Year of posting or last update) Title of blog entry, *Title of blog*, dd month of posting. Available from: URL [Accessed day month year].

Example:

Baker, J. (2014) Crowdsourcing comic art, *Digital scholarship blog*, 13 May.
Available from: <http://britishlibrary.typepad.co.uk/digital-scholarship/2014/05/crowdsourcing-comic-art.html> [28 May 2014].

In-text citation: (Baker, 2014)

23. Social media sites e.g. Facebook, Twitter

Format:

Author's surname, Initials. or pseudonym (Year published) Title of message, *Title of site*, day and month of post. Available from: [Accessed day month year]

Example:

Smith, T. (2012) Referencing, *Twitter*, 14 June. Available from: <http://twitter.com/tomsmith/informationliteracy> [Accessed 15 July 2012].

In-text citation: (Smith, 2012)

24. Discussion list messages

Author's surname, Initials. (Year posted) Title of message, *Message list name*, day and month of post. Available from: URL [Accessed day month year].

Example:

Thomas, P. H. (2007) Antibiotic assays on Olympus analysers, *Clinical biochemistry discussion list*, 21 June. Available from: <http://www.jiscmail.ac.uk/lists/ACB-CLIN-CHEM-GEN.htm> [Accessed 10 June 2010].

In-text citation: (Thomas, 2007)

25. Emails

Format:

Sender's surname, Initials. (Year sent) *Message subject*. Personal email to: name of recipient, day and month of message.

Example:

Beam, J. (2005) *RE: New passwords for off-campus access*. Personal e-mail to: J. Daniels, 12 June.

In-text citation: (Beam, 2005)

26. Mobile Apps

Format:

Originator/author's surname, Initials or Corporate author if ascertainable otherwise use the title. (Year or release date). *Title of app* [Mobile app]. Version no. Available from: URL [Accessed day month year].

NHS Choices (2014) *Change4life smart recipes* [Mobile app]. Version 2.1.2. Available from: <https://itunes.apple.com/gb/app/id583000807?mt=8> [28 May 2014].

In-text citation: (NHS Choices, 2014)

27. Format of bibliography

You may be asked to compile a bibliography as well as a reference list especially if you're undertaking a long piece of research such as a dissertation or thesis. A bibliography lists all the sources you've used in your research even if you did not cite them in your work.

Typically, the bibliography comes after the reference list and follows the same format.

28. Referencing tools

There are a number of referencing tools, such as RefWorks and Mendeley, which will generate references for you. However, you will need to spend time learning how to use these tools. You will also still need to check that the references they generate are accurate and adhere to the LSBU Harvard style. If you'd like help with using referencing management software, please contact the Information Adviser for your subject (see Further help below).

29. Further help

Please contact the Information Adviser for your subject if you have any enquiries about referencing or to arrange a one-to-one appointment.

| | |
|---|------------------------------------|
| <u>LLRaci@lsbu.ac.uk</u> | Arts and Creative Industries |
| <u>LLRapp@lsbu.ac.uk</u> | Applied Science |
| <u>LLRbea@lsbu.ac.uk</u> | Built Environment and Architecture |
| <u>LLRbus@lsbu.ac.uk</u> | Business |
| <u>LLReng@lsbu.ac.uk</u> | Engineering and Design |
| <u>LLRhsc@lsbu.ac.uk</u> | Health and Social Care |
| <u>LLRlss@lsbu.ac.uk</u> | Law and Social Science |

Alternatively, drop by the Research Help Desk on level 3 Bridge of the Perry Library where a member of staff will be able to help you.

For referencing examples of other resources not covered in this guide, please contact your Information Adviser or consult the following book:

Pears, R. and Shields, G. (2013) *Cite them right: the essential referencing guide*. 9th ed. Basingstoke: Palgrave MacMillan. [Available in the LSBU library, classmark 808.027 PEA]

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