

LRC Guide to Bibliographies and Referencing

If you are an HE student please remember to refer to your University referencing guide as versions vary and you will be marked using their criteria

Why Cite?

When researching for your coursework you will have found lots of useful material from other writers in books, websites and journals. Anyone reading your work needs to know where you found the information so they can read more details if they wish.

So referencing is to show the breadth of your research and to detail your sources.

There are set rules about how to do this both in the body of your work and in the reference list.

A reference list is a list of all the sources you have referred to, a bibliography is all the sources you have read including those that you have not quoted from but whose ideas you have absorbed.

Creating a bibliography can be a good way of showing how much research you have done but make sure you only add what you have actually read!

Follow the rules below, unless you are told otherwise by your lecturer – where possible always follow guidance given by the awarding body for your course. But whichever system you decide to use, stick to it and be consistent!

Visit referencing.port.ac.uk for an online help tool

Harvard System - citing

If you mention the author's name in your assignment, give the year, and page numbers if needed, in brackets.

Example The chemical was first identified by Jacobsen (1905).

Example Sharpe, Woodhouse and Carson (1989, pp.302-350) have recently shown that it is useful in treating pre-senile dementia.

If you don't mention the author's name in your text, give name, year, and page numbers if needed, in brackets.

Example The chemical was first identified in the 19th century (Jacobsen 1905)

Example ...it has been recently shown to be useful in treating pre-senile dementia (Sharpe, Woodhouse and Carson 1989, pp.302-350).

If there are two authors you must use both their surnames. If there are more than two authors write all their surnames the first time, but after that use the first surname only followed by 'et al' but you must list all of them in your bibliography.

If the author is not named, use the corporate author, e.g. Charity Commission, or use 'Anon', except if it is a newspaper or magazine article with no named author, in which case use the name of the newspaper.

Example	A paper published last year (World Bank 2004, pp.15-19) declared that...
Example	In a recent study on world poverty child labour has been shown to be increasing (Anon 2005)
Example	Contrary to popular perception, violent crime has been shown to be decreasing (Economist 2003, p.21)

If you refer to a book that has been quoted in another work, then cite both in the text.

Example	The first study of juvenile criminal behaviour (Pirro 1926, cited by McNish 2000, p.47) demonstrated that...
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But only list the work by McNish (i.e. the work that you have actually read) in your bibliography.

Citing a picture

Remember it is breach of copyright to cite a picture unless the photographer/author has given permission in the book or website to do so.

Under the image add a description

Example	Image 1. Marilyn Monroe by Robert Capa (Smith 2011, p.25)
Example	Image 2. Johnny Depp by Cecil Beaton (BBC 2011)

If you need to refer to the image in your essay you should use image name and source

Example	In image 2 Capa (Smith 2001) shows film stars.
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Writing the Bibliography or reference list

All entries are alphabetical by author or if no author by title

For a **reference** list use only the references you have used in your essay. When referring to more than one book or article by the same author list them in date order (earliest first). If they were published in the same year, add a, b, c, etc. after the year. - put this letter in the citation in your text too. Jones (1976a) Jones (1976b).

Bibliography If you are asked to list other works that you have read but not cited in your text, then list them under Bibliography in exactly the same way as in the reference list

A basic rule is that if it is a book the title is in italics if it is a journal the journal title is in italics

Examples of material for the reference list or bibliography.

Books

Format	Author's surname/s, initials. Year. <i>Title</i>. Edition (if it is not the first). Place of publication: Publisher.
Example	Hill, D., 1999. <i>German for beginners</i> . London: Routledge.

If the book has editor(s) instead of author(s) add 'ed' or 'eds' after their name(s).

Format	Editor/s, initials. Year. <i>Title</i>. Edition (if it is not the first). Place of publication: Publisher.
Example	Ecclestone, B. and Moseley, M., eds., 2005. <i>How to fail at crisis management</i> . 10 th ed. Harmondsworth: Penguin.

If the book has a corporate author and no individual authors

Format	Corporate author, Year. <i>Title</i>. Place of publication: Publisher.
Example	Open University, 1979. <i>Electricity generation</i> . 2 nd ed. Bletchley: Open University Press.

OR use the title

Example	The Koran. 1934. London: Tamarind Press.
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If a book is better known by its title alone rather than by its authors or editors then just use the title instead.

Format	Title, Year. Edition (if not the first). Place of publication: Publisher.
Example	Oxford English dictionary, 1989. 2nd ed. Oxford: Clarendon Press.

If you are quoting from one article from a collection in a book

Format	Surname of article's author, initials., Year. Title of article. <i>In</i>: initials. surname of author/editor of book, followed by ed. or eds. if relevant. <i>Title of book</i>. Place of publication: Publisher, page numbers of paper.
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Example	Montoya, J.P., 1967. The films of Woody Allen. <i>In</i> : M.Webber, ed. <i>Modern American humour</i> . London: Butterworth Heinemann, pp.143-183.
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Journal and Magazine articles

If the article is a .pdf it is treated as if it is a paper copy so no need to add online or URL information.

Format	Author's surname, initials., Year. Title of article. <i>Title of journal</i>, Volume number (part), page numbers.
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Example	Harpo, T.H., 1933. Carbon monoxide poisoning in social housing. <i>Industrial and engineering chemistry</i> , 41(3), p.25
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Newspaper article

Format	Author's surname, initials. (or newspaper title if author unknown), Year. Title of article. <i>Title of newspaper</i>, Day and Month, page number/s and column letter.
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Example	Kristensen, T., 2004. The Le Mans legend. <i>Guardian</i> , 20 June, p.30b.
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Example	Independent, 1992. Picking up the bills. <i>Independent</i> , 4 June, p.28a.
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DVD – see the BUFVC guide for all media format guidance

Format	<i>Title</i> [type, format]. Production credit – the director. Production company, country of production, year of release. Duration. [release information, catalogue number, date of edition]
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Example	<i>The history of Le Mans</i> [feature film, DVD] Dir. John Smith. Duke Marketing, USA, 2012. 96 mins. [Home Entertainment, 2013]
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Extract from a film

Format	<i>Title</i> [type, format]. Production credit. Production company, year of release. Duration. Start-end timings. [release information, date of edition] or point of access
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Example	<i>Macbeth</i> [feature film, DVD]. Dir. Orsen Welles. American Films, 1954. 96 mins. 00:45 – 00:63:05. [Home Entertainment, 2001]
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Webpages and e-books

Format	Author's or editor's surname, Initials., Year (if known). Title. [online]Edition (if not first). Place of publication: Publisher (if known). Available from: URL [Accessed date].
Example	Holland, M., 2002. <i>Guide to citing internet sources</i> . [online] 3 rd ed . Poole: Bournemouth University. Available from: http://www.bournemouth.ac.uk/library/using/guide_to_citing_internet_sourc.html [Accessed 4 November 2012].

E-journal articles

Treat PDF versions of print journal articles just like print journals – see above

Format	Author's surname, Initials., Year. Title. Journal title [online], volume (issue). Available from: URL [Accessed date].
Example	Williams, F., 2005. Engine development – how far can we go? <i>Autosport</i> [online], Available from: http://www.autosport.co.uk/issue5/fwa/ [Accessed 18 Jun 2011].

Computer Games/Programs

Format	Originator/author. (year of publication). Game or program title - in italics or underlined. [Medium of item - in square brackets]. Series information and any dates or numeric information - if necessary. Place of Publication: Publisher
Example	Electronic arts. (2003). <i>The Sims</i> . [DISC] PlayStation2. London: Electronic Arts

Pictures

It is very important that you only use images that are copyright agreed. Use material from the College copyright approved websites or databases. See guidance.

If you have accessed the image online:

Format	Photographers surname, name., year. Title of image. [Format]. Location: archive (of the image). Available from: URL [Accessed date]
Example	Capa, Robert., 1936. <i>Marilyn Monroe swimming</i> . [Photograph]. London: ABC Photography Archive. Available from: http://abc.com . [Accessed 25 June 2012]

If you accessed the image from a book

Format	Creator's Surname, name, Year. Title [format]. In: books's author/editor's Name, surname. <i>Title in italics</i>. Place of publication: Publisher, page number.
Example	Capa, Robert. 1974. Girl swimming. [Photograph]. In: A. Smith. <i>Film star photographers</i> . 2 nd ed. London: Dodo Publishers, p23.

Plagiarism

Plagiarism is when you deliberately present another person's work as if it were your own. This doesn't just mean copying a whole essay; if you take information or ideas from anywhere and include them in your own work without referencing them, you might be accused of plagiarism and serious misconduct.

Cite your sources systematically and fully every time you refer to them in your text to ensure that you do not accidentally plagiarise anybody else's work.

Please see the LRC research skills page

http://www.wiltshire.ac.uk/learning_resources/research_skills.asp for more advice on avoiding plagiarism.

Latin Abbreviations

You may come across these in references in academic publications. With the possible exception of '*et al.*' and '*ibid.*' their use is not recommended when quoting literature references.

ibid. = in the same place. It is used in a bibliography to avoid repetition of an immediately preceding publication.

op. cit. = in the work [previously] quoted

loc. cit. = in the [identical] passage [previously] quoted
et al. = and others