

HAUC

Guide to

Referencing

2010

Harper
Adams

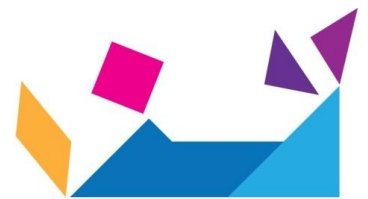


UNIVERSITY COLLEGE

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Many thanks to Julie Boone for all her help.



Bamford
Library

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Introduction

At Harper Adams we use the Harvard system of referencing. There is no definitive version of Harvard. This guide introduces the version used at Harper Adams. It does not aim to cover every eventuality. If you follow the guidance here, you will be able to create references to sources not covered in this guide. If you need any help with referencing please ask your tutor, or come and see us in the library.

Definitions

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

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

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

QUOTATION - the exact words used by another person.

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

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

Why bother to include citations and references?

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

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

When do I need to cite a source?

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

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

Secondary referencing

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

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

If in doubt cite it!

Examples of citations

Citations include only two elements – the surname of the author (or equivalent), and the date of the publication. These two elements must be the same as the first two elements of the reference at the end of the text.

Citations always appear next to the statements they support.

Citations include the surname of the author and the date

Citations of multiple authors

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

(Hubrecht and Kirkwood, 2010)

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

(Holmes *et al.*, 2007)

NB: references must include surnames and initials of all authors.

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

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

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

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

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

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

Citing anonymous sources

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

(Food Ethics Council, 2007)

(Anon., 2010)

Citing undated sources

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

(FSA, not dated)

Citing unpublished information

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

(Clarke and Alibardi, in press)

(Fenner, unpublished)

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

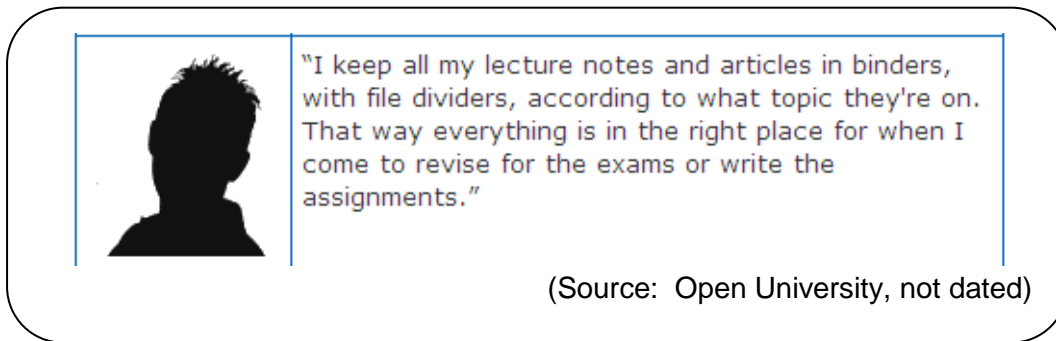
When referring to information that is not going to be published **include details both of where you obtained the information and why the source is valid and reliable**. For personal communication include the abbreviation "Pers. Comm".

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

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

Citing a table, figure or image

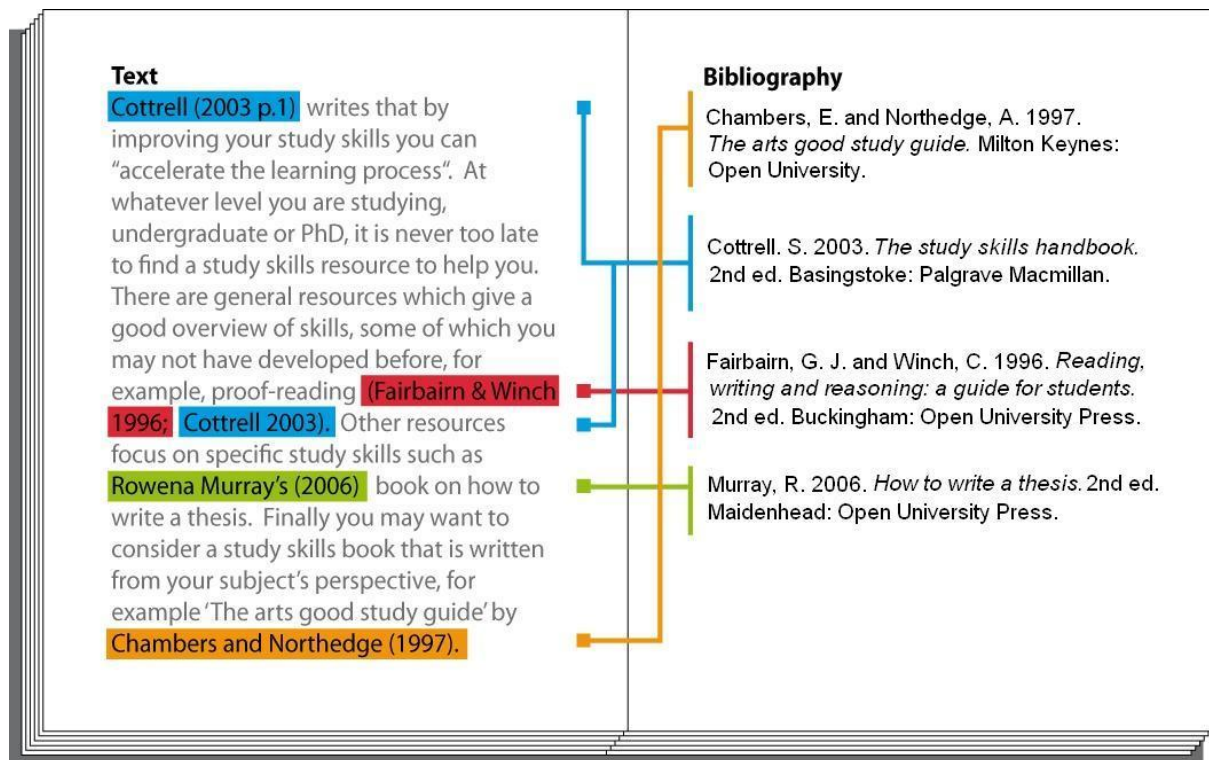
Cite the name and date of the source beneath the image. Include any page numbers – preceded by p. and precede the citation with the word “Source”.



Citing examples

Citing information which you have adapted

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



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

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

Acronyms

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

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

Integrating citations into your text

Integrated into a sentence

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

Marren (1990) asserted that ...

Alternatively write the name and date in brackets:

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

A direct quotation

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

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

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

References – what details do you need?

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

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

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

Compiling references

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

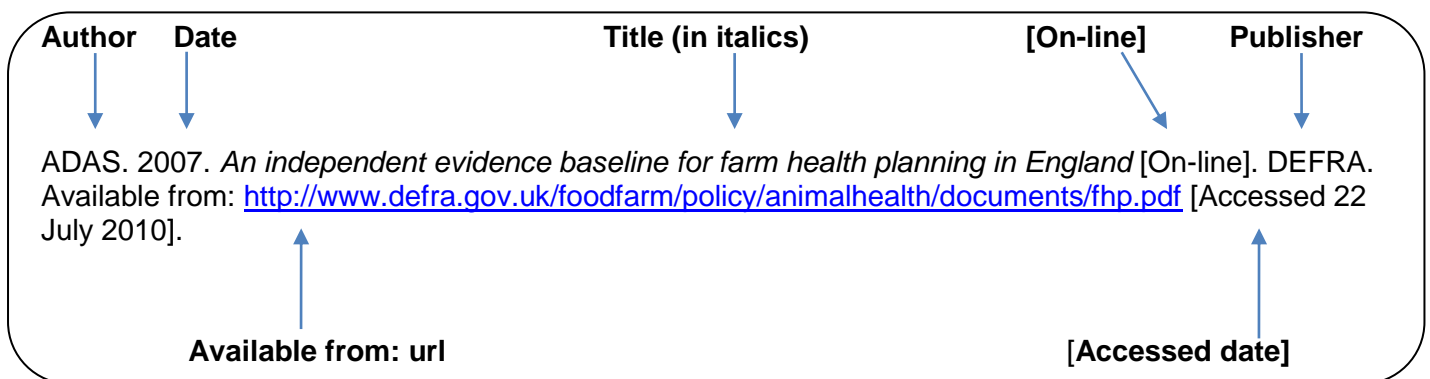
Most references to **print sources** include:

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



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

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



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

Referencing examples: A-Z

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

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

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

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

Act of Parliament - see also Statutory Instrument

References to legal material differ from the normal referencing rules.

References to printed acts include: Name of act (including date) in normal font - no italics

Reference: Town and Country Planning Act 1990.

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

References to on-line acts include: Name of act including date. [On-line]. Name of database. Available from: url [Accessed date].

Reference: Landlord and Tenant Act 1988. [On-line] OPSI. Available from:
http://www.opsi.gov.uk/acts/acts1988/Ukpga_19880026_en_1.htm [Accessed 15 July 2008].

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

Annual report

If you have used the whole report, you need to cite and reference the whole report.

If there is no identifiable author use the name of the company or organisation that produced the report. This company will often also be the publisher.

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

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

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

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

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

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

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

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

Authored book (print) see *also* Edited book; Chapter in an edited book;
Electronic book

Books follow the normal rules for printed sources.

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

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

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

British Standard see *also* International Standard

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

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

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

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

Chapter in edited book see *also* Edited book

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

References include: Author of chapter. Date. Title of chapter. In: Editor of book. *ed. Title of book*. Place of publication: Publisher. pp. page numbers.

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

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

Command paper and white paper

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

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

Reference: GB. DEFRA. (Great Britain. Department for 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.

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

Conference paper

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

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

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

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

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

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

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

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

Dictionary

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

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

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

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

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

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

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

Digimap see Map created using Digimap

Dissertation see Thesis and Dissertation

DVD/Video/Audio Cassette

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

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

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

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

E-book see Electronic book

EC Regulation (on-line)

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

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

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

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

Edited book see also Authored book; Chapter in an edited book; Electronic book

Edited books follow the normal rules for printed sources. Remember to include *ed.* after the editor's name.

References include: Editor. *ed.* Date. *Title*. Place of publication: Publisher.

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

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

E-journal see Journal article

Electronic book *see also* Authored book; Chapter in edited book; Edited book

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

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

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

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

Encyclopaedia

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

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

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

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

Farm Office document - *see also* Virtual Farm document

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

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

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

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

Government publications - *see entries under individual types of publication***House of Commons and House of Lords papers**

For parliamentary publications the “author element” is always **Great Britain. Parliament**. The “house” responsible for the paper must be given after the date – i.e. House of Commons/House of Lords. The final element of the reference is the House of Commons/Lords serial number – found on the bottom left of the title page.

References include: Author . Date. Name of “house”. *Title*. Place of publication: Publisher. (House of Lords/Commons serial number).

Reference: GB (Great Britain). Parliament. 1999. House of Lords. *Electricity from renewable: first report from the Select Committee on the European Union*. London: The Stationery Office. (HL 1999-2000 (18)).

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

In press article

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

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

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

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

International Standard - see also British Standard

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

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

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

Citation (in the text): (International Organisation for Standardisation, 2004)

Internet page

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

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

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

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

Journal article

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

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

References to electronic journals begin in the same way as those for print journals. After the page numbers enter [On-line] followed by the name of the database, the url of the database and the date you accessed the information (in square brackets).

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

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

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

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

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

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

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

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

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

Law report

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

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

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

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

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

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

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

Legal Material - see entries under individual types of publication

Map - see Ordnance Survey map or Map created using Digimap

Map created using Digimap

References and citations to maps created on Digimap follow the normal rules for on-line sources. For the “author” element use the organisation responsible for the original map (usually Ordnance Survey). Use a description of the map as your “title” – in the example we have used the postcode. Include the scale after your title.

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

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

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

Market/Consumer reports

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

References with editors include: Editor. *ed.* Date. *Title*. Edition, if not 1st. Place of publication: Publisher.

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

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

References without editors include: Company responsible for the report. Date. *Title*. Edition, if not 1st. Place of publication: Publisher.

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

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

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

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

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

Moodle – source viewed on the VLE

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

References to book extracts viewed on Moodle include: Author. Date. *Title*. Place of publication: Publisher. pp. page numbers. [On-line]. Module title. Available from: url [Accessed date].

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

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

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

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

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

On-line journal article - see Journal article

Ordnance Survey map - see also Map created using Digimap

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

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

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

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

Pamphlet

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

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

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

Citation (in the text): (Milk Development Council, 1997)

Patent

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

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

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

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

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

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

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

Photograph

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

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

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

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

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

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

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

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

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

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

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

References to legal material differ from the normal referencing rules.

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

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

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

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

Reference: Town and Country Planning (Local Development) (England) (Amendment) Regulations 2009 (SI 2009 No. 401). [On-line]. OPSI. Available from: http://www.opsi.gov.uk/si/si2009/uksi_20090401_en_1 [Accessed 29 July 2010].

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

Television programme

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

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

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

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

Thesis and dissertation

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

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

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

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

Unpublished material - see also In press article

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

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

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

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

Video see DVD/Video/Audio cassette

Virtual Farm document - see also Farm Office document

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

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

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

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

VLE - see Moodle - sources viewed on the VLE

Web page - see Internet page

White papers - see Command papers & white papers

Summary of changes introduced in 2010

- References no longer use bold.
- Page numbers are always preceded by either p. (for a single page) or pp. (for multiple pages).
- Images or tables created by the author should be identified by the phrase "Source: author's own".
- References to statutory instruments should include the SI number.

List of references

Open University. Not dated. *Skills in accessing, finding and reviewing information – SAFARI* [On-line]. Open University. Available from: http://www.open.ac.uk/safari/php_pages/s06t03p010000.php [Accessed 22 July 2010].

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

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

Example reference list

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

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

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

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

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

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

Town and Country Planning Act 1990.

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

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