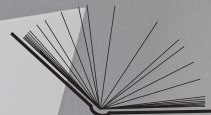




Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David



LLYFRAUaRHAGOR
BOOKS&BEYOND
Llyfrgell Adnoddau Dysgu | Library & Learning Resources

REFERENCING HANDBOOK

MHRA

UWTSD: Library and Learning Resources

Version 1.2

Welcome

Welcome to the 1st revised edition of the University of Wales Trinity Saint David's Referencing Handbooks!

Referencing accurately is an essential skill to learn during your studies, and these handbooks are designed to support you in your learning and help you to navigate what can sometimes seem quite confusing. The referencing handbooks are available for the four styles used at UWTSD, with suggestions for further, in-depth resources and advice on getting support from your Academic Liaison Librarian.

We would like to thank the academic staff involved for their time and input in developing these handbooks, and hope these provide a useful resource.

We are happy to receive feedback on these guides, which will be reviewed. Please contact library@uwtsd.ac.uk with any suggestions.

The UWTSD Academic Liaison team, Library and Learning Resources

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Introduction

There are four recommended referencing styles in use at the University of Wales Trinity Saint David:

- APA (American Psychological Association)
- Harvard
- IEEE (Institute of Electrical and Electronics Engineers)
- MHRA (Modern Humanities Research Association)

You can find out which referencing standard you should be using by looking in your Programme Handbook. All of the referencing handbooks are available online: <http://uwtsd.ac.uk/library/>

A shorter, handy, quick reference version is also available either online or in your nearest UWTSD library.

How do I use this guide?

The purpose of this handbook is to provide you with the basic principles of referencing, and to get you started in understanding the how and why of referencing. This handbook provides examples of how to produce in-text citations and references from a selection of some of the most widely used sources you may encounter over the course of your studies.

An example of how the reference should appear in your text will be shown in this box.

An example of how the reference should appear in your reference list or bibliography will be shown in this box.

However, this guide is not intended to be exhaustive and additional examples, and guidance can be found in:

Pears, Richard and Graham Shields, *Cite Them Right: The Essential Referencing Guide*, 11th edn. (London: Palgrave, 2019)

Copies can be found in all UWTSD libraries.

What is referencing?

When producing an academic assignment, you will be expected to acknowledge other people's work by referencing them in a recognised and consistent format. You will also need to provide details of the resources you have read for your assignment. There are a number of reasons why this is necessary:

- To demonstrate the breadth of research you have undertaken.
- To add academic credibility to your arguments.
- To enable readers to find the sources you have used in your work.
- To acknowledge the work of others and avoid accidental plagiarism.

How do I avoid plagiarism?

Accurate referencing also means you avoid plagiarism, which is passing off someone else's work as your own. The University's full definition of plagiarism can be found within the University regulations: <http://www.uwtsd.ac.uk/academic-office/university-regulations-student-guide/>

Plagiarism can be deliberate or accidental; without accurate referencing, it is possible to accidentally plagiarise someone else's work. Therefore, understanding when and how to reference will help you to easily avoid this.

Do you have any tips before I begin my work?

- Make sure that you know which referencing style your School recommends before you begin. This information is included in your Programme Handbook.
- Keep a record of the sources you read as you go along.
- Be consistent in the records you keep and in the way you reference.
- Give yourself enough time to check your work.
- Try to put yourself in the shoes of the reader. Think: "if I wanted to find the source of this information, could I?"
- If in doubt, seek clarification or ask for help!

How can I get further help and support?

You will be given an in-class session on referencing during the first year of your course, and regular workshops and drop-in opportunities are also made available throughout the academic year via our **InfoSkills** programme: <http://uwtsd.ac.uk/library/infoskills/>. Follow **@UWTSDLib** on Facebook, Twitter or Instagram for updates on when and where these will be held.

There is a dedicated Academic Liaison Librarian for each academic area, and their role is to support you with a variety of information skills throughout your course. Find out who your Academic Liaison Librarian is and book an appointment here: <https://uwtsd.ac.uk/library/student-essentials/meet-your-academic-liaison-librarian/> or by popping into your nearest UWTSD library.

Support for referencing is also available from Student Services, and study skills drop-ins are available across the campuses.

Students at Partner Institutions should check with the library at their home institution to find out which standard they should be using and where to get support.

MHRA Referencing: The Basics

The MHRA referencing style consists of:

A footnote

These are used when referring to a source of information within the text of your assignment to show where it came from. They are numbers linked to a full reference in footnotes or endnotes, and in your reference list¹. Footnotes appear at the bottom of each page, whereas endnotes appear at the end of each chapter, you must check which are preferred for your piece of work rather than use both.

A reference list

The purpose of the footnote is to refer you to the full details of the publication within a full reference list or bibliography at the end of your work. Full publication details of the citation should be found in the reference list at the end of your assignment. This contains the full bibliographical records of the references cited in your text and should be arranged alphabetically by author's surname.

It should enable any reader to locate your original source. A reference list is arranged in alphabetical order by the author's surname or, if there is no author, by title. A bibliography can also sometimes be requested by your tutor. A bibliography is a list of all the sources you have read for your assignment, whether or not you have cited them in your text and is therefore more exhaustive than a reference list. If you're not sure which is required, ask your lecturer. MHRA style requires second and subsequent lines of references in your list to be indented, e.g.

Pears, Richard and Graham Shields, *Cite Them Right: The Essential Referencing Guide*, 10th edn. (London: Palgrave, 2016)

Subsequent Footnotes

1. The first time you cite a source, you should give full details in the footnote/endnote.
2. Any further references to that source can be abbreviated to the author's surname, the first few words of a title, and a page number.
3. If you are referencing the same source consecutively, i.e. the same as the preceding reference, you can use 'ibid.' and a page number. This should only be done where there is no possibility of confusion.

Example:

¹ Richard Pears and Graham Shields, *Cite Them Right: The Essential Referencing Guide*, 10th edn. (London: Palgrave, 2016), p. 121.

² Pears and Shields, *Cite Them Right*, p.121.

³ Ibid. p. 121.

Other Rules:

1. All Footnotes should end with a full stop.
2. Each word in a title should start with a capital letter. For example 'The Lord of the Rings' would be written as 'The Lord Of The Rings'. (Microsoft word will suggest changing this as part of autocorrect).

¹ Richard Pears and Graham Shields, *Cite Them Right: The Essential Referencing Guide*, 10th edition (London: Palgrave, 2016), p. 121.

How do I quote, paraphrase and summarise in my work?

Quotations

A quotation means that you take the exact wording as used by another author and insert it in your work. Direct quotations should be used sparingly and only when they are relevant to the argument you are making in your work.

Long quotation – more than 30 words or 2 lines

Format:

- Enter as a separate paragraph
- Indent the paragraph
- Quotation marks are not required
- Follow with the citation number linked to a footnote

Example:

Brontë's *Wuthering Heights* depicts Heathcliff's grief with animalistic imagery:

He dashed his head against the knotted trunk; and, lifting up his eyes, howled, not like a man, but like a savage beast being goaded to death with knives and spears. I observed several splashes of blood about the bark of the tree, and his hand and forehead were both stained; probably the scene I witnessed was a repetition of others acted during the night. It hardly moved my compassion—it appalled me: still, I felt reluctant to quit him so.¹

Footnote:

¹ Emily Brontë, *Wuthering Heights* (London: Penguin Classics, 2003), p. 153.

Short quotation – up to 30 words or 2 lines

Format:

- Include in the body of text
- Enclose in single quotation marks ‘ ’
- Follow with the citation number linked to a footnote

Example:

Brontë's character is unable to express emotion as Heathcliff ‘held a silent combat with his inward agony’²

Footnote:

² Emily Brontë, *Wuthering Heights* (London: Penguin Classics, 2003), p. 152.

How do I quote, paraphrase and summarise in my work?

Paraphrasing and summarising

Paraphrasing is when you take someone else's idea and put it into your own words. Summarising is when you provide a brief overview of someone else's idea. You would only need to provide a page number if you are referring to a very specific area or part of the text. You will need to use your judgment as to whether this is necessary. Put yourself in the shoes of the reader: are you referring to a whole work or concept or a very small part of it?

Example:

Bouziane³ notes that *Wuthering Heights* explores similar concerns at a thematic level with *Great Expectations*, both critiquing Victorian society and the differences between social classes in 19th century England.

³ Karima Bouziane, 'Materialism versus Human Values in the Victorian Novels: The Case of *Great Expectations* and *Wuthering Heights*', *Arab World English Journal*, No. 3 October (2015), 167-173 (p. 167) < <https://ezproxy.uwtsd.ac.uk/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=eue&AN=110968037&site=ehost-live> > [accessed 8 January 2017].

How do I reference specific types of resources?

1. Books and e-books

Most references to books should adhere to the following general format. Elements may vary slightly. Specific examples are provided.

First footnote:

- Author's name (forename first)
- Title in *italics*
- Edition (if relevant)
- Place of publication: publisher, date published in brackets
- Page number

¹ Emma Smith, *How To Improve Your Research Project*, 2nd edn. (Plymouth: Kiln Press, 2016), p. 5.

Subsequent footnotes:

² Smith, *How To Improve*, p. 5.

Reference list / Bibliography:

- Author's surname, forename followed by ,
- Title in *italics*
- Edition (if relevant)
- Place of publication: Publisher, publication year in brackets
- Indent on second and subsequent lines

Smith, Emma, *How To Improve Your Research Project*, 2nd edn. (Plymouth: Kiln Press, 2016)

As print and electronic books are virtually identical, there is no need to indicate whether or not it is electronic unless the electronic version is not an identical version of a print publication. This mainly involves issues surrounding page numbers, therefore you must ensure that the page number is correct for the version you are using.

1.1 Book with two or three authors

³ Eric O. Phillips and Paul Renton, *Teaching Mathematics Today* (Reading: Canalside Press, 2012), p. 54.

⁴ Phillips and Renton, *Teaching Mathematics*, p. 54.

Phillips, Eric O. and Paul Renton, *Teaching Mathematics Today* (Reading: Canalside Press, 2012)

1.2 Book with four or more authors

⁵ Adam C. Morton and others, *Walking And Learning* (Swansea: Sandpaper Press, 2014), p. 37.

⁶ Morton and others, *Walking And Learning*, p. 37.

Morton, Adam C. and others, *Walking And Learning* (Swansea: Sandpaper Press, 2014)

How do I reference specific types of resources?

1.3 Chapter within an edited book

⁷ Paula Hardy, 'Outdoor Play And How It Can Help Learning', in *A New Approach To Teaching In The Primary School*, ed. by Ethan Walker (London: Todcaster and Frome, 2015), pp. 37-54 (p. 53).

Hardy, Paula, 'Outdoor Play And How It Can Help Learning', in *A New Approach To Teaching In The Primary School*, ed. by Ethan Walker (London: Todcaster and Frome, 2015), pp. 37-54

⁸ Hardy, p. 53.

1.4 Book without an author or editor

In this case you would use the title rather than the author. When listing in the reference list and/or bibliography you would list it alphabetically but by its title.

⁹ *How To Make An Impact* (London: Avery and Perch, 2009), p. 1.

How To Make An Impact (London: Avery and Perch, 2009)

¹⁰ *How To Make An Impact*, p. 1.

1.5 Book with an organisation as author

In this case, the name of the Organisation is treated as the author.

¹¹ Organisation For Research Into Primary Education, *Learning Today* (Stirling: McPhee and Jones, 2017), p. 21.

Organisation For Research Into Primary Education, *Learning today* (Stirling: McPhee and Jones, 2017)

¹² Organisation For Research Into Primary Education, *Learning Today*, p. 21.

1.6 Multiple works by the same author

Ensure you include the titles in the footnotes to differentiate.

¹³ Beatrix M. McNamara, *Education For Life* (Maidenhead: Riverstory, 2012), p. 53.

McNamara, Beatrix M., *Education For Life* (Maidenhead: Riverstory, 2012)

¹⁴ Beatrix M. McNamara, *Lifelong Learning* (Maidenhead: Riverstory, 2017), p. 20.

McNamara, Beatrix M., *Lifelong Learning* (Maidenhead: Riverstory, 2017)

¹⁵ McNamara, *Education For Life*, p. 53.

¹⁶ McNamara, *Lifelong Learning*, p. 20.

How do I reference specific types of resources?

1.7 Editions

¹⁷ Thomas O'Brien, *The Impact Of Families On Learning*, 3rd edn. (Dublin: Blackwater Books, 2016), p. 12.

¹⁸ O'Brien, *The Impact Of Families*, pp. 15-17.

O'Brien, Thomas, *The Impact Of Families On Learning*, 3rd edn. (Dublin: Blackwater Books, 2016)

1.8 Secondary citation

This is a piece of work that has been referred to in something you have read. Where possible, avoid secondary citations, and access the original work. In this case; you have read Morton's book. Morton has quoted Barnett, unless you go to Barnett's original work, you would reference Morton.

Note:

If you have not read the primary source, do not include it in your reference list – you may only cite it in your text.

¹⁹ Dorothy C. Morton, *Learning In The Early Years* (Exeter: Jones & Bart, 2016), p. 63.

²⁰ Morton, *Learning*, p. 63.

Morton, Dorothy C., *Learning In The Early Years* (Exeter: Jones & Bart, 2016)

How do I reference specific types of resources?

2. Journal and newspaper articles

Most references to journal and newspaper articles should adhere to the following general format. Elements may vary slightly. Specific examples are provided.

First footnote:

- Author's name (forename first)
- Article title enclosed in single quotation marks
- Journal title in *italics*
- Volume. Issue/part
- Year of publication (in round brackets)
- Page range
- Page number in brackets

Reference list / Bibliography:

- Author's surname, forename followed by ,
- Article title enclosed in single quotation marks
- Journal title in *italics*
- Volume. Issue/part
- Year of publication (in round brackets)
- Page number range of whole article

If accessed online, include the above plus:

- <DOI (Digital Object Identifier)>
- or <URL> [accessed date], if no DOI is available

²¹ Sian Price, 'Planning For Change', *Leadership And Business Planning*, 15.3 (2014), 154-166 (p. 157).

OR

²¹ Sian Price, 'Planning For Change', *Leadership And Business Planning*, 15.3 (2014), 154-166 (p. 157) <DOI: 10.1080/034845691.2016.1056235>.

Price, Sian, 'Planning For Change', *Leadership And Business Planning*, 15.3 (2014), 154-166

OR

Price, Sian, 'Planning For Change', *Leadership And Business Planning*, 15.3 (2014), 154-166 <DOI: 10.1080/034845691.2016.1056235>

Subsequent footnotes:

²² Price, 'Planning For Change', p. 157.

2.1 Whole newspaper

²³ *The Guardian*, 5 June, 2017.

The Guardian, 5 June, 2017

2.2 Newspaper article

²⁴ Pamela J. Jones, 'STEM Subjects Win More Funding', *The Times*, 4 May 2016, p. 7.

Jones, Pamela J., 'STEM Subjects Win More Funding', *The Times*, 4 May 2016, p. 7

²⁵ Jones, 'STEM Subjects', p. 7.

2.3 Electronic newspaper article not available in print

²⁶ Ian M. Fox, 'New Report Criticises Lack Of Business Leadership', *The Courier*, 9 January 2016. <<http://www.thecourier.com/world/jan/16/report-IBCC>> [accessed 12 January 2016].

Fox, Ian M., 'New Report Criticises Lack Of Business Leadership', *The Courier*, 9 January 2016. <<http://www.thecourier.com/world/jan/16/report-IBCC>> [accessed 12 January 2016]

²⁷ Fox, 'New Report Criticises', 2016.

How do I reference specific types of resources?

3. Internet

Most references to the internet should adhere to the following general format. Elements to be included will vary, depending on the type of information you are referencing. See the section on books (1) to find examples of how to reference e-Books, the section on journals (2) for references to articles found on the internet, the section on film (12) for references to film etc.

Footnotes:

- Author's name (forename first) / organisation
- Website title in *italics*
- Year of publication
- <website URL>
- [accessed date]

Reference list / Bibliography:

- Author's surname, forename / organisation followed by ,
- Website title in *italics* followed by
- Year of publication
- <website URL>
- [accessed date]

3.1 Website with one author

²⁸ Erica F. McCormack, *Dog Breed Characteristics* (2016) <<http://www.dogbreedchar.co.uk/>> [accessed 19 March 2017].

McCormack, Erica F., *Dog Breed Characteristics* (2016) <<http://www.dogbreedchar.co.uk/>> [accessed 19 March 2017]

²⁹ McCormack, 2016.

3.2 Website with an organisation as author

³⁰ National Health Service, *Pets And Health* (2015) <<http://www.nhs.uk/Petsandhealth>> [accessed 30 March 2017].

National Health Service, *Pets And Health* (2015) <<http://www.nhs.uk/Petsandhealth>> [accessed 30 March 2017]

³¹ National Health Service, 2015.

3.3 Blog or vlog

³² Tim G. Webster, 'Spring In Step', *Tom Webster Today Blog*, 5 April 2016. <<http://www.inet.co.uk/blogs/twebster2day/>> [accessed 12 November 2016].

Webster, Tim G., 'Spring In Step', *Tom Webster Today Blog*, 5 April 2016. <<http://www.inet.co.uk/blogs/twebster2day/>> [accessed 12 November 2016]

³³ Webster, 2016.

How do I reference specific types of resources?

3.4 Video / film on a sharing website – e.g. YouTube

³⁴ Alan B. Collins, *Peer Experiment: Art Collins* [video]. 2015 <<https://www.youtube.com/watch?x=tepJtI5We>> [accessed 21 June 2017].

Collins, Alan B., *Peer Experiment: Art Collins* [video]. 2015 <<https://www.youtube.com/watch?x=tepJtI5We>> [accessed 21 June 2017]

³⁵ Collins, 2015.

3.5 Facebook

³⁶ Bodleian Libraries, 'The Broxbourne Collection' [Facebook], <<https://www.facebook.com/bodleianlibraries/posts/1676382682383986>> 10 January 2017 [accessed 12 January 2018].

Bodleian Libraries, 'The Broxbourne Collection' [Facebook], <<https://www.facebook.com/bodleianlibraries/posts/1676382682383986>> 10 January 2017 [accessed 12 January 2018]

³⁷ Bodleian Libraries, 2018.

4. Conferences

Most references to conferences should adhere to the following general format. Elements may vary slightly. Specific examples are provided.

First footnote:

- Author's / editor's name (forename first)
- Title of paper in 'single quotation marks',
- Title of conference proceedings publication in *italics*
- (place of publication: publisher, year)
- Page numbers

Reference list / Bibliography:

- Author's / editor's surname, forename followed by ,
- Title of paper in 'single quotation marks',
- Title of conference proceedings publication in *italics*
- (place of publication: publisher, year)
- Page numbers

Note:

If only accessible online include:

- <DOI>
- or <URL> [accessed date]

How do I reference specific types of resources?

4.1 Full conference proceedings

³⁸ John P. Ferguson (ed.), 'Small Business Success', *5th SBE National Conference*. University of Kent, Canterbury, 12-15th May 2016. Dudley: Small Business Enterprise.

Ferguson, John P. (ed.), 'Small Business Success', *5th SBE National Conference*. University of Kent, Canterbury, 12-15th May 2016. Dudley: Small Business Enterprise

³⁹ Ferguson, 'Small business Success', 2016.

4.2 Individual conference paper published in a journal

⁴⁰ Kelly Davies, 'Leadership And Change Management' (from the Proceedings of the 5th National Conference on Small Business Success, University of Kent, Canterbury, 12-15th May 2016). *Small Business Quarterly*, 4.3, pp. 30-43.

Davies, Kelly, 'Leadership And Change Management' (from the Proceedings of the 5th National Conference on Small Business Success, University of Kent, Canterbury, 12-15th May 2016). *Small Business Quarterly*, 4.3, pp. 30-43

⁴¹ Davies, 'Leadership And Change Management', 2016, p. 31.

4.3 Individual conference paper published on the internet

⁴² Karen Lewis, 'Corporate Culture And The Confidence To Expand', *Proceedings of the 5th National Conference on Small Business Success*. University of Kent, Canterbury, 12-15th May 2016. Available at: <<http://www.doc.ac.uk/sites/SBE.presentations.pdf>> [accessed 10 June 2016].

Lewis, Karen, 'Corporate Culture And The Confidence To Expand', *Proceedings of the 5th National Conference on Small Business Success*. University of Kent, Canterbury, 12-15th May 2016. Available at: <<http://www.doc.ac.uk/sites/SBE.presentations.pdf>> [accessed 10 June 2016]

⁴³ Lewis, 'Corporate Culture', 2016.

How do I reference specific types of resources?

5. Unpublished information

Most references not in the public domain should adhere to the following general formats. Ensure that you have permission before using unpublished material in your work.

5.1 Internal report

First footnote:

- Author’s name (forename first) / organisation
- Title of report in *italics* followed by .
- Internal report – include name of institution
- Unpublished followed by date (in round brackets)

Reference list / Bibliography:

- Author’s surname, forename / organisation followed by ,
- Title of report in *italics* followed by .
- Internal report – include name of institution.
- Unpublished followed by date (in round brackets).

⁴⁴ Louise Richards, *Feedback From Staff Questionnaire On Management Support*. Internal Jones and Trevor report. (Unpublished 2015).

Richards, Louise, *Feedback From Staff Questionnaire On Management Support*. Internal Jones and Trevor report. (Unpublished 2015)

⁴⁵ Richards, ‘*Feedback From Staff*’, 2015.

5.2 Confidential report

Confidential reports need to be appropriately anonymised. If you are unsure of how to do this, please contact your lecturer or librarian.

First footnote:

- Anonymised agency
- Title in *italics*; anonymised part [square brackets]
- Place of publication followed by
- Anonymised producer [in square brackets]
- Date published (in round brackets)

Reference list / Bibliography:

- Anonymised agency
- Title in *italics*; anonymised part [square brackets]
- Place of publication followed by
- Anonymised producer [in square brackets]
- Date published (in round brackets)

⁴⁶ [Placement Agency], [*Placement Agency*] *Internal Investigation*. (Norfolk: [Placement agency], 2016).

[Placement Agency], [*Placement Agency*] *Internal Investigation*. (Norfolk: [Placement agency], 2016)

⁴⁷ [Placement Agency], [*Placement Agency*] *Internal Investigation*, 2016.

How do I reference specific types of resources?

5.3 Thesis

First footnote:

- Author’s name (forename first)
- Title in *italics*
- Unpublished PhD thesis,
- Degree awarding body followed by
- Date (in round brackets)

Reference list / Bibliography:

- Author’s surname, forename followed by ,
- Title in *italics* followed by .
- Unpublished PhD thesis ,
- Degree awarding body followed by
- Date (in round brackets)

Note:

If accessed online, replace location and publisher with:

- <URL>
- [accessed date]

⁴⁸ Diana E. Sloane, *Social Media And Marketing In The Entertainment Industry*. (Unpublished PhD thesis, University of Birmingham, 2016).

Sloane, Diana E., *Social Media And Marketing In The Entertainment Industry*. (Unpublished PhD thesis, University of Birmingham, 2016)

⁴⁹ Sloane, *Social media and marketing*, p. 45.

6. Reports and guidelines

Most references to reports and guidelines should adhere to the following general format. Elements may vary slightly. Specific examples are provided.

First footnote:

- Author’s name (forename first)/ organisation
- Title in *italics* year of publication
- Place of publication followed by :
- Name of publisher ,
- Date published (in round brackets)

Reference list / Bibliography:

- Author’s surname, forename / organisation followed by ,
- Title in *italics*
- Place of publication followed by :
- Name of publisher ,
- Date published (in round brackets)

Note:

If accessed online, replace location and publisher with:

- <URL>
- [accessed date]

How do I reference specific types of resources?

6.1 Research report

⁵⁰ Penny W. Phelps, *A Study Of Business Rates In London* (London: Crabtree Centre for Research, 2016), p. 5.

Phelps, Penny W., *A Study Of Business Rates In London* (London: Crabtree Centre for Research, 2016)

⁵¹ Phelps, *A Study Of Business Rates*, p. 5.

6.2 Annual company report

⁵² Edison and Toms Ltd. *Annual Report 2016*. (2016) <<http://www.annualrep2014edLtd/downloads/PDF/>> [accessed 5 January 2017].

Edison and Toms Ltd. *Annual Report 2016*. (2016) <<http://www.annualrep2014edLtd/downloads/PDF/>> [accessed 5 January 2017]

⁵³ Edison and Toms Ltd. *Annual Report*, (2016).

6.3 Market research reports from a database

⁵⁴ Tiptel, *Women's Apparel UK*. (2015) <<http://www.tiptel.com/downloads/pdf>> [accessed 9 June 2016].

Tiptel, *Women's Apparel UK*. (2015) <<http://www.tiptel.com/downloads/pdf>> [accessed 9 June 2016]

⁵⁵ Tiptel, *Women's Apparel UK*, (2015).

6.4 Online guidelines

⁵⁶ Hove Hospital, *Emergency Intervention Procedures*. (2015) <<http://www.hh.nhs.uk/health/guidelines/emerg>> [accessed 5 November 2016].

Hove Hospital, *Emergency Intervention Procedures*. (2015) <<http://www.hh.nhs.uk/health/guidelines/emerg>> [accessed 5 November 2016]

⁵⁷ Hove Hospital, *Emergency Intervention Procedures*, (2015).

How do I reference specific types of resources?

7. Legal and government publications

The following examples of legal publications are given in author-date (Harvard) format. This may vary from referencing systems, such as the Oxford Standard for the Citation of Legal Authorities (OSCOLA), which are used in many UK law schools.

7.1 Act of Parliament (Statute)

First footnote:

- Title of act in *italics* include year and chapter
- Place of publication :
- Publisher,
- Date published (in round brackets)
- <URL>
- [accessed date]

⁵⁸ *Savings (Government Contributions) Act 2017, c. 2.* (London: The Stationary Office, 2017), <<http://www.legislation.gov.uk/ukpga/2017/2/contents/enacted> > [accessed 14 January 2018].

⁵⁹ *Savings (Government Contributions) Act 2017, c.2.*

Reference list / Bibliography:

- Title of act in *italics* include year and chapter followed by .
- Place of publication :
- Publisher,
- Date published (in round brackets)
- <URL>
- [accessed date]

Savings (Government Contributions) Act 2017, c. 2. (London: The Stationary Office, 2017), <<http://www.legislation.gov.uk/ukpga/2017/2/contents/enacted> > [accessed 14 January 2018]

7.2 Statutory Instrument (SI)

First footnote:

- Name / title in *italics*
- SI year and number (in round brackets)
- <URL>
- [accessed date]

⁶⁰ *The Nitrate Pollution Prevention (Amendment) (No. 2) Regulations (SI 2016/ 1254)* (statutory instrument). <<http://www.legislation.gov.uk/uksi/2016/1322/contents/made> > [accessed 12 November 2016].

⁶¹ *The Nitrate Pollution Prevention Regulations, 2016.*

Reference list / Bibliography:

- Name / title in *italics*
- SI year and number (in round brackets)
- <URL>
- [accessed date]

The Nitrate Pollution Prevention (Amendment) (No. 2) Regulations (SI 2016/ 1254) (statutory instrument). <<http://www.legislation.gov.uk/uksi/2016/1322/contents/made> > [accessed 12 November 2016]

How do I reference specific types of resources?

7.3 Command Paper (including Green and White papers)

First footnote:

- Department
- Title of report / paper in *italics*
- Command paper number (in round brackets)
- Place of publication followed by :
- Publisher name followed by
- Date published (in round brackets)

Reference list / Bibliography:

- Department
- Title of report / paper in *italics*
- Command paper number (in round brackets)
- Place of publication followed by :
- Publisher name followed by
- Date published (in round brackets)

Note:

If accessed online, replace location and publisher with:

- <URL>
- [accessed date]

⁶² Department of Health, *Secure and Fair Provision of Long Term Social Care for the Elderly* (Cm 6702) (London: The Stationary Office, 2017). Available at: <<https://www.gov.uk/government/publications/secure-long-term-social-care-report-20157> > [accessed 17 May 2017].

Department of Health, *Secure and Fair Provision of Long Term Social Care for the Elderly* (Cm 6702) (London: The Stationary Office, 2017). Available at: <<https://www.gov.uk/government/publications/secure-long-term-social-care-report-20157> > [accessed 17 May 2017]

⁶³ Department of Health, *Secure and Fair Provision of Social Care*, Cm 6702, 2017.

How do I reference specific types of resources?

7.4 National Assembly for Wales Legislation

First footnote:

- Title of Assembly Measure/Act Include year
- Assembly Measure number
- Media type (e.g.legislation, order etc.)
- or Welsh Statutory Instrument year
- <URL>
- [accessed date]

Reference list / Bibliography:

- Title of Assembly Measure/Act Include year
- Assembly Measure number
- Media type (e.g.legislation, order etc.)
- or Welsh Statutory Instrument year /SI (W.) number
- <URL>
- [accessed date]

Assembly Measures (nawm):

⁶⁵ Environment (Wales) Act 2016 (anaw 3) (legislation from Welsh devolved assembly) <<http://www.legislation.gov.uk/anaw/2016/3/contents>> [accessed 18 January 2018].

Assembly Measures (nawm):

Environment (Wales) Act 2016 (anaw 3) (legislation from Welsh devolved assembly) <<http://www.legislation.gov.uk/anaw/2016/3/contents>> [accessed 18 January 2018]

Statutory Instruments (W):

⁶⁶ *The Education (Student Support) (Wales) Regulations 2015*. Welsh Statutory Instrument 2015/ 54 (W.5). <<http://www.legislation.gov.uk/wsi/2015/54/contents/made>> [accessed 17 September 2015].

Statutory Instruments (W):

The Education (Student Support) (Wales) Regulations 2015. Welsh Statutory Instrument 2015/ 54 (W.5). <<http://www.legislation.gov.uk/wsi/2015/54/contents/made>> [accessed 17 September 2015]

⁶⁷ Environment (Wales) Act, 2016, p. 5.

⁶⁸ *The Education (Wales) Regulations*, 2015, p. 15.

7.5 Law report (case)

First footnote:

- Name of case enclosed in “
- Title of law report in *italics*
- Volume/issue number
- Date published (in round brackets)
- Page number

Reference list / Bibliography:

- Name of case enclosed in “
- Title of law report in *italics*
- Volume/issue number
- Date published (in round brackets)
- Page number

⁶⁹ ‘R v. Jones (Thomas)’ *Weekly Legal Briefings*, 23, (2004) pp. 36-37.

‘R v. Jones (Thomas)’ *Weekly Legal Briefings*, 23, (2004) pp. 36-37

⁷⁰ ‘R v. Jones (Thomas)’, *Weekly Legal Briefings*, 2004.

How do I reference specific types of resources?

7.6 Law report (case) - neutral citation

Neutral citations identify a case without reference to the printed law report series, in which it was published. They can help to identify the case online (Pears and Shields, 2016, p.55).

First footnote:

- Name of parties in *italics* and enclosed in “
- Court and case number followed by a .
- Database / website and date (in round brackets)
- [Online]
- <URL>
- [accessed date]

Reference list / Bibliography:

- Name of parties in *italics* and enclosed in “
- Court and case number followed by a .
- Database / website and date (in round brackets)
- [Online]
- <URL>
- [accessed date]

⁷¹ *‘Adams v. South Mercia Police’* United Kingdom Supreme Court, case 45. (Brieflegal, 2013)[Online] <<http://www.brieflegal.org/uk/cases/UKSC/2013/45.html>> [accessed 17 September 2015].

‘Adams v. South Mercia Police’ United Kingdom Supreme Court, case 45. (Brieflegal, 2013) [Online] <<http://www.brieflegal.org/uk/cases/UKSC/2013/45.html>> [accessed 17 September 2015]

⁷² *‘Adams v. South Mercia Police’* case 45, 2013.

7.7 Government publication

First footnote:

- Name of government department
- Title in *italics*,
- Place of publication :
- Publisher name
- Date published (in round brackets)

Reference list / Bibliography:

- Name of government department
- Title in *italics*,
- Place of publication :
- Publisher name
- Date published (in round brackets)

Note: If accessed online, replace location and publisher with:

- <URL>
- [accessed date]

⁷³ Department of the Environment, Food and Rural Affairs, *Post-legislative Scrutiny Of The Flood And Water Management Act 2010*. (2017), <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/585493/flood-water-management-post-legislative-scrutiny.pdf> [accessed 18 January 2018].

Department of the Environment, Food and Rural Affairs, *Post-legislative Scrutiny Of The Flood And Water Management Act 2010*, (2017), <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/585493/flood-water-management-post-legislative-scrutiny.pdf> [accessed 18 January 2018]

⁷⁴ Department of the Environment, Food and Rural Affairs, *The Flood And Water Management Act*, 2017.

How do I reference specific types of resources?

8. Scientific and technical information

Most references to scientific and technical information should adhere to the following general format. Elements may vary slightly. Specific examples are provided.

8.1 Technical standard

First footnote:

- Name of authorising organisation
- Number and title of standard in *italics*
- Place of publication :
- Publisher name
- Date published (in round brackets)

Reference list / Bibliography:

- Name of authorising organisation followed by
- Number and title of standard in *italics*
- Place of publication :
- Publisher name
- Date published (in round brackets)

Note: If accessed online, replace location and publisher with:

- <URL>
- [accessed date]

⁷⁵ British Standards Institution, *BSEN1235 –2010: Guidance For Electrical Circuits*. (London: British Standards Institution, 2010).

British Standards Institution, *BSEN1235 –2010: Guidance For Electrical Circuits*. (London: British Standards Institution, 2010)

⁷⁶ British Standards Institution, *Guidance For Electrical Circuits, 2010*.

8.2 Patent

First footnote:

- Name of inventor(s)
- Title in *italics*
- Authorising organisation
- Patent number
- Date published (in round brackets).
- <URL>
- [accessed date]

Reference list / Bibliography:

- Name of inventor(s)
- Title in *italics*
- Authorising organisation
- Patent number
- Date published (in round brackets).
- <URL>
- [accessed date]

⁷⁷ Penelope Patel *Self-Inflating Tyre*. UK Intellectual Property Office Patent no. GB456738. (2013) < <http://www.ipo.gov.uk/pub> > [accessed 6 October 2014].

Patel, Penelope, *Self-Inflating Tyre*. UK Intellectual Property Office Patent no. GB456738. (2013) < <http://www.ipo.gov.uk/pub> > [accessed 6 October 2014]

⁷⁸ Patel, *Self-Inflating Tyre*, 2013.

How do I reference specific types of resources?

8.3 Graph

First footnote:

- Author's name (forename first)
- Title in *italics* followed by ,
- Place of publication followed by :
- Publisher name followed by ,
- Date (in round brackets)
- Page and media type (i.e. graph, diagram)

⁷⁹ Erin Wolf, *A Comparison Of Water Usage By Region*. (Carmarthen: Bridge Press, 2017) p. 34, graph.

⁸⁰ Wolf, *A Comparison Of Water Usage*, 2017, p. 34.

Reference list / Bibliography:

- Author's surname, forename followed by ,
- Title in *italics* followed by ,
- Place of publication followed by :
- Publisher name followed by ,
- Date (in round brackets)
- Page and media type (i.e. graph, diagram)

Wolf, Erin, *A Comparison Of Water Usage By Region*, (Carmarthen: Bridge Press, 2017) p. 34, graph

9. Reviews

Most references to reviews should adhere to the following general format. Elements may vary slightly. Specific examples are provided.

First footnote:

- Reviewer's name (forename first)
- Title of review in *italics*
- Review of ... 'title enclosed in' by... (in round brackets)
- Title review appeared in in *italics*
- Issue number (if available) and page number
- number

Note: If accessed online, replace location and publisher with:

- <URL>
- [accessed date]

Reference list / Bibliography:

- Reviewer's surname, forename followed by ,
- Title of review in *italics*
- Review of ... 'title enclosed in' by... (in round brackets)
- Title review appeared in in *italics*
- Issue number (if available) and page number

9.1 Book review

⁸¹ Elias J. McConnell, *Marching to Victory* (Review of 'Recruit to soldier: training techniques in ancient and modern armies' by Thomas Jenkinson), *Journal of Military History*, 10.2 (2002), 21-23 (p.22).

⁸² McConnell, *Marching to Victory*, p. 22.

McConnell, Elias J., *Marching to Victory* (Review of 'Recruit to soldier: training techniques in ancient and modern armies' by Thomas Jenkinson), *Journal of Military History*, 10.2 (2002), 21-23

How do I reference specific types of resources?

9.2 Film review

⁸³ Kurt L. Connington, 'A Rediscovered Classic' Review of *Dark Enemy*, directed by George Phelps. (2009), <<http://www.imdb.com/pp03489/reviews>> [accessed 19 April 2016].

⁸⁴ Connington, 'A Rediscovered Classic', 2009.

Connington, Kurt L., 'A Rediscovered Classic', Review of *Dark Enemy*, directed by George Phelps. (2009), <<http://www.imdb.com/pp03489/reviews>> [accessed 19 April 2016]

9.3 Drama review

⁸⁵ Joan W. Willis, *Family Fun For All* (review of 'Beside The Seaside' (Grand Theatre, Scarborough) by P. Welling), (*Evening Times*: 10 July 2017), p. 10.

⁸⁶ Willis, *Family Fun For All*, 2017, p. 10.

Willis, Joan W., *Family Fun For All* (review of 'Beside The Seaside' (Grand Theatre, Scarborough) by P. Welling), (*Evening Times*: 10 July 2017), p. 10

How do I reference specific types of resources?

10. Visual materials

Most references to visual materials should adhere to the following general format. Elements may vary slightly. Specific examples are provided.

First footnote:

- Artist's name (forename first)
- Title of work in *italics*
- Medium [in square brackets]
- Institution where work is held
- City where work is held
- Date exhibition ran (in round brackets)

Reference list / Bibliography:

- Artist's surname, forename followed by ,
- Title of work in *italics*
- Medium [in square brackets]
- Year, if known (in round brackets)
- Institution / collection where work is held
- City where work is held
- Date exhibition ran (in round brackets)

Note: If accessed online, replace location and publisher with:

- <URL>
- [accessed date]

10.1 Exhibition

⁸⁷ *Chagall: A Celebration* [Exhibition]. (Tate Modern, London. 15 September 2009-23 January 2010).

Chagall: A Celebration [Exhibition]. (Tate Modern, London. 15 September 2009-23 January 2010)

⁸⁸ *Chagall: A Celebration, 2009-2010.*

10.2 Painting / drawing

⁸⁹ Maria Puerto, *Madonna* [Oil on canvas] (1730) <<http://www.cambartonline.com>> [accessed 21 April 2017].

Puerto, Maria, *Madonna* [Oil on canvas] (1730) <<http://www.cambartonline.com>> [accessed 21 April 2017]

⁹⁰ Puerto, *Madonna*, 1730.

10.3 Installation / exhibit

⁹¹ Peter Granger, *Living Room* (Installation at Thames gallery, London), 5 August 2004.

Granger, Peter, *Living Room* (Installation at Thames gallery, London), 5 August 2004

⁹² Granger, *Living Room*, 2004.

How do I reference specific types of resources?

10.4 Photograph in an online collection

⁹³ Katia Evans (photographer), 'Rose'. <<https://Instagram.com/rose>> [accessed 16 June 2017].

⁹⁴ Evans, 'Rose', 2017.

Evans, Katia (photographer), 'Rose'. <<https://Instagram.com/rose>> [accessed 16 June 2017]

10.5 Book illustration, figure, diagram, logo and table

In printed book:

⁹⁵ Patrick R. Lewis, *The Art Of The Stately Home*. (Oxford: Century Books, 1995) pp. 78-79, illus.

Online:

⁹⁶ Tom L. George, *An Inventory Of London's Oldest Houses* [Table]. (2006) <<http://www.invent/lonhouses.com>> [accessed 2 February 2015].

⁹⁷ Lewis, *The Art Of The Stately Home*, 1995, p. 78.

⁹⁸ George, *An Inventory Of London's Oldest Houses*, 2006.

In printed book:

Lewis, Patrick R., *The Art Of The Stately Home*. (Oxford: Century Books, 1995) pp. 78-79, illus.

Online:

George, Tom L., *An Inventory Of London's Oldest Houses* [Table]. (2006) <<http://www.invent/lonhouses.com>> [accessed 2 February 2015]

10.6 Graffiti

⁹⁹ Unknown artist, *Peaceful Progress*, (15 Gate Street, Belfast, Northern Ireland, 5 August 2002).

¹⁰⁰ Unknown artist, *Peaceful Progress*, 2002.

Unknown artist, *Peaceful Progress*, (15 Gate Street, Belfast, Northern Ireland, 5 August 2002)

How do I reference specific types of resources?

11. Live performances

Most references to live performances should adhere to the following general format. Elements may vary slightly. Specific examples are provided.

11.1 Dance

First footnote:

- Choreographer's name (forename first)
- Title of piece in *italics*
- Media type (in round brackets)
- Location and date of performance (in round brackets)

¹⁰¹ Emily Steele, *Work Day Blues* (dance) (Red Shed Theatre, London. 5 May 2016).

¹⁰² Steele, *Work Day Blues*, 2016.

Reference list / Bibliography:

- Choreographer's surname, forename followed by ,
- Title of piece in *italics*
- Media type (in round brackets)
- Location and date of performance (in round brackets)

Steele, Emily, *Work Day Blues* (dance) (Red Shed Theatre, London. 5 May 2016)

11.2 Play

First footnote:

- Name of playwright (forename first)
- Title in *italics*
- dir. by ...
- Location and date seen (in round brackets)

¹⁰³ William Shakespeare, *Macbeth*, dir. by John Wood (Old Theatre, Bristol, 3 March 2008).

¹⁰⁴ Shakespeare, *Macbeth*, 2008.

Reference list / Bibliography:

- Surname, forename of playwright followed by ,
- Title in *italics*
- dir. by ...
- Location and date seen (in round brackets)

Shakespeare, William, *Macbeth*, dir. by John Wood (Old Theatre, Bristol, 3 March 2008)

How do I reference specific types of resources?

12. Film and television

Most references to film and television should adhere to the following general format. Elements may vary slightly. Specific examples are provided.

12.1 Television programme

First footnote:

- Title of episode enclosed in ‘ ‘
- Television programme (in round brackets)
- Title of the programme in *italics*
- Channel name
- Date broadcast

Reference list / Bibliography:

- Title of episode enclosed in ‘ ‘
- Television programme (in round brackets)
- Title of the programme in *italics*
- Channel name
- Date broadcast

Note:

If accessed online

- <URL>
- [accessed date]

¹⁰⁵ *A History Of Britain* (television programme) (London: BBC One Television, 5 September 2012).

A History Of Britain (television programme) (London: BBC One Television, 5 September 2012)

¹⁰⁶ *A History Of Britain*, 2012.

12.2 Television programme viewed on the internet

¹⁰⁷ ‘Episode 3: Love And Loss’, *Mary Shelley: A Writer’s Life*, BBC Four, 25 October 2016. <<http://www.bbc.co.uk/programmes/maryshelley/episodeguide/ep3>> [accessed 3 November 2016].

‘Episode 3: Love And Loss’, *Mary Shelley: A Writer’s Life*, BBC Four, 25 October 2016. <<http://www.bbc.co.uk/programmes/maryshelley/episodeguide/ep3>> [accessed 3 November 2016]

¹⁰⁸ ‘Episode 3: Love And Loss’, *Mary Shelley*, 2016.

How do I reference specific types of resources?

12.3 Film

First footnote:

- Name of director (forename first) followed by (dir.)
- Title of film in *italics*
- Medium in square brackets [Film]
- (Place of publication: production company, date)

Reference list / Bibliography:

- Surname, forename of director followed by (dir.)
- Title of film in *italics*
- Medium in square brackets [Film]
- (Place of publication: production company, date)

Note:

See also the section on the internet (3) for referencing films viewed online.

¹⁰⁹ Alex Gibbon (dir.), *Not My Country* [Film], (London: Ozymandias Film Productions, 1966).

Gibbon, Alex (dir.), *Not My Country* [Film], (London: Ozymandias Film Productions, 1966)

¹¹⁰ Gibbon, *Not My Country*, 1966.

12.4 Film on DVD / Blu-ray

¹¹¹ Kathy Delgado (dir.), *An Eye Through The Keyhole* [DVD]. London: Hecate Films. (1979).

Delgado, Kathy (dir.), *An Eye Through The Keyhole* [DVD]. London: Hecate Films. (1979)

¹¹² Delgado, *An Eye Through The Keyhole*, 1979.

12.5 Interview with a film director on DVD / Blu-ray

¹¹³ Callum Williams, *Interview With C. Williams* (interviewed by B. Rodgers on 'Shadow of the Ice Caves') (Blu-ray). (Los Angeles, Calif.: Blue Diamond Productions Inc. 2012).

Williams, Callum, *Interview With C. Williams* (interviewed by B. Rodgers on 'Shadow of the Ice Caves') (Blu-ray). (Los Angeles, Calif.: Blue Diamond Productions Inc. 2012)

¹¹⁴ Williams, *Interview*, 2012.

How do I reference specific types of resources?

13. Public communications

13.1 Lecture, seminar, webinar, Powerpoint and videoconference

Most references to public and personal communications should adhere to the following general format. Elements may vary slightly. Specific examples are provided.

First footnote:

- Name of speaker (forename first)
- Title of communication in *italics*
- Medium [in square brackets]
- Module code in *italics* followed by :
- Module title in *italics* followed by .
- Institution and date in round brackets

Reference list / Bibliography:

- Surname, forename of speaker followed by ,
- Title of communication in *italics*
- Medium [in square brackets]
- Module code in *italics* followed by :
- Module title in *italics* followed by .
- Institution and date in round brackets

Note: If accessed online, replace module and institution with

- <URL>
- [accessed date]

¹¹⁵ Paul Strong, *Political Romantics* [Lecture to B.A. English Literature Year 2] *EL2.4: The Romantic Revolution*. (University of Northumbria, 24th October 2017).

Online:

¹¹⁶ Louise K. Rogers, *Engaging The Classroom* [PowerPoint presentation] Available at: <http://www.engageclass.com.ppt/5632> [accessed 23 April 2017].

¹¹⁷ Strong, *Political Romantics*, 2017.

¹¹⁸ Rogers, *Engaging The Classroom*, 2017.

Strong, Paul, *Political Romantics* [Lecture to B.A. English Literature Year 2] *EL2.4: The Romantic Revolution*. (University of Northumbria, 24th October 2017)

Online:

Rogers, Louise K., *Engaging The Classroom* [PowerPoint presentation] Available at: <http://www.engageclass.com.ppt/5632> [accessed 23 April 2017]

13.2 Screencast

¹¹⁹ *How To Search For A Journal Article* [screencast] <<http://www.uni.lib.ac.uk/screenscasts.01>> [accessed 4 August 2017].

¹²⁰ *How To Search*, 2017.

How To Search For A Journal Article [screencast] <<http://www.uni.lib.ac.uk/screenscasts.01>> [accessed 4 August 2017]

How do I reference specific types of resources?

13.3 Podcast

First footnote:

- Author's/producer's name (forename first)
- Title of podcats in *italics*
- Media type [in square brackets]
- Channel
- Series title
- Date published
- <URL>
- [accessed date]

¹²¹ Jo Wood. *Episode 17 – Alisa Howlett*, [podcast], Apple Podcasts, Librarians with Lives, 15 January 2018, < <https://itunes.apple.com/gb/podcast/librarians-with-lives-podcast/id1279822486?mt=2> > [accessed 19 January 2018].

¹²² Wood, Librarians With Lives, 2018.

Reference list / Bibliography:

- Author's/producer's surname, forename followed by ,
- Title of podcats in *italics*
- Media type [in square brackets]
- Channel
- Series title
- Date published
- <URL>
- [accessed date]

Wood, Jo, *Episode 17 – Alisa Howlett*, [podcast], Apple Podcasts, Librarians with Lives, 15 January 2018, < <https://itunes.apple.com/gb/podcast/librarians-with-lives-podcast/id1279822486?mt=2> > [accessed 19 January 2018]

How do I reference specific types of resources?

14. Manuscripts

Most references to manuscripts should adhere to the following general format. Elements may vary slightly. Specific examples are provided.

14.1 Collection of manuscripts

First footnote:

- Location of collection
- Name of collection
- MS

Reference list / Bibliography:

- Location of collection
- Name of collection
- MS

¹²³ York Library, Pendlemerry Witch Trials MS.

York Library, Pendlemerry Witch Trials MS

¹²⁴ York Library, Pendlemerry Witch Trials MS.

14.2 Individual manuscript

First footnote:

- Location of collection
- Author followed by ,
- Title of manuscript in *italics*
- Date, including day and month if known
- Name of collection
- Reference number of manuscript

Reference list / Bibliography:

- Location of collection
- Author followed by ,
- Title of manuscript in *italics*
- Date, including day and month if known
- Name of collection
- Reference number of manuscript

¹²⁵ Cheshire Trust, T. Nesbit-Jones, *Prayer For Peace*, 3 May 1812. Nesbit-Jones Archive 156 C12/1.

Cheshire Trust, T. Nesbit-Jones, *Prayer For Peace*, 3 May 1812. Nesbit-Jones Archive 156 C12/1

¹²⁶ Cheshire Trust, Nesbit-Jones Archive, 156 C12/1.

Language

Usually, references should be cited in their original language, regardless of the language you are writing in yourself e.g.

Rappin, Baptiste, 'Une herméneutique du texte taylorien: Exception, coopération, amitié', *Revue Française de Gestion*, 44.276 (2018), pp.33-45

However if they are also in a different script, they should still remain in their original language but be provided in the script that your own work uses i.e. most likely, Latin script unless you are writing your assignment in Chinese or Islamic script e.g.

鷲田清一, 京都の平熱: 哲学者の都市案内 (東京: 講談社 2007)

should be changed to:

Washida, Kiyokazu, *Kyōto no heinetsu: tetsugakusha no toshi annai* (Tōkyō: Kōdansha, 2007)

Referencing software

Once you have mastered the basics of referencing using this handbook and the recommended supporting resources, you can consider progressing onto an online software. The Library provides access to **RefWorks**, which is an online programme that helps you to record your sources in one place and supports you in referencing them. It can be accessed via the library website, using your UWTSD login: <https://uwtsd.ac.uk/library/student-essentials/refworks/>

There are also a variety of open source alternatives such as Zotero and Mendeley which provide similar functionality, however please be aware the UWTSD does not support use of these platforms or provide any related software on UWTSD IT equipment.

Although referencing software can be a hugely useful tool for organising your research, it is not always 100% accurate and is not a substitute for developing these skills yourself. An understanding of referencing, before you move onto using one of these platforms, is advisable; it is essential to check your references for accuracy, especially for punctuation and capitalisation.

However, if you feel you are ready to use referencing software or would like to find out more about it, please make use of the online tutorials available on the RefWorks site, or contact your Academic Liaison Librarian who will be happy to support you.