

# The Harvard system of referencing

## Contents

<b>1. Introduction</b> .....	<b>3</b>
Plagiarism .....	3
Citation styles .....	3
Collecting and organising references .....	4
Dates and page numbers .....	4
PDFs .....	4
<b>2. Citations in the text</b> .....	<b>5</b>
Secondary referencing .....	5
Information found in more than one source .....	5
<b>3. Reference List/Bibliography</b> .....	<b>6</b>
3.1 References – books (including electronic books) .....	6
3.2 References – other sources .....	7
Journal articles (including electronic journals) .....	7
Newspapers (including electronic newspapers) .....	8
Systematic reviews .....	8
Images and diagrams .....	8
Conference proceedings .....	9
Publications from a corporate body (including Government publications) .....	9
Legislation (including Acts of Parliament, Statutory Instruments) .....	9
Market research reports .....	10
British Standards .....	10
Theses and dissertations .....	10
Exhibitions .....	10
Music scores .....	10

3.3	References – live performances . . . . .	11
	Dance . . . . .	11
	Play . . . . .	11
3.4	References – electronic or audiovisual . . . . .	11
	Web pages . . . . .	11
	Computer games . . . . .	11
	Software . . . . .	12
	E-mails from a public domain . . . . .	12
	Weblogs (blogs) . . . . .	12
	Wikis . . . . .	12
	Social networking sites (Facebook, Twitter, Bebo etc) . . . . .	12
	Media (video, film or broadcast) . . . . .	13
	Online films . . . . .	13
	Podcasts . . . . .	13
	Online images . . . . .	13
3.5	References – personal communication . . . . .	14
	Lecture notes on Blackboard . . . . .	14
3.6	References - reference works . . . . .	14
	Dictionaries/encyclopaedias . . . . .	14
	Classical works . . . . .	15
<b>4.</b>	<b>Further information . . . . .</b>	<b>15</b>

## The Harvard system of referencing

This is a guide to the Harvard system but you should always check your course handbook and/or module outline for any further guidance, as your lecturers may prefer a different style of referencing. The guide covers most sources you are likely to use, but if you have any queries, further help is available either at the first floor information desk in the Kimberlin Library, or by emailing [justask@dmu.ac.uk](mailto:justask@dmu.ac.uk).

### 1. Introduction

When writing a piece of work you should provide references to the sources used. A **reference** is the detailed bibliographic description of the item from which you gained your information. In simple terms, this means the details of the items that you have used, e.g. author, title, date of publication. References are briefly cited within the text, and then given in full at the end of your work in a **reference list**. Any other items read for background information but not referred to in the text should be given in full at the end of your work in a **bibliography**.

References are used to:

- Enable the reader to locate the sources you have used;
- Help support your arguments and provide your work with credibility;
- Show the scope and breadth of your research;
- Acknowledge the source of an argument or idea. Failure to do so could result in a charge of plagiarism.

### Plagiarism

**Plagiarism** is defined by De Montfort University Student Regulations as “the significant use by a student of other people’s work and the submission of it as though it were his or her own”.

### Citation styles

Various citation styles exist. They convey the same information, only the presentation of that information differs. Most style guides fall into two commonly used systems:

- **author-date system** (e.g. Harvard);
- **numeric system** (e.g. Vancouver, MLA, IEEE).

**Whichever system you use, it is important that you are consistent in its application.**

This guide is intended to provide you with advice on how to use the **Harvard** (author-date) system, where you supply the author’s name and the date of publication of the document referred to *within the text*. In order to find out more about the document a reader can simply look up the author’s name in the reference list.

## Collecting and organising references

It is often not easy (or possible) to retrieve sources after you have written your text. For this reason it is best to keep a good record of everything you use. Reference management software, such as RefWorks, Mendeley or Zotero, will help you organise your references according to different citation systems and to add the citations to your text. For further information about reference management and for help in using RefWorks, please see our reference management guide at: <http://libguides.library.dmu.ac.uk/referencing>.

### A note about dates and page numbers

If no date can be established you can use n.d. e.g. Webb (n.d.)

If the date can be established but only approximately you should use c. e.g. Webb (c.2015)

Electronic books read via an e-reader such as the Kindle do not have traditional page numbers. In this case, use the chapter numbers instead for indicating the location of a quoted section:

**e.g.** Jones (2016, chapter 6) states that...

If you wish to cite a web resource that does not include page numbers, you can include any of the following in the text to cite the quotation:

- A paragraph number, if provided; alternatively, you could count paragraphs down from the beginning of the document:

**e.g.** British Medical Association (2014, para. 2) states that...

- An overarching heading plus a paragraph number within that section:

**e.g.** NHS (2014, Migraines, para. 3) states that...

- A short title in quotation marks, in cases in which the heading is too unwieldy to cite in full:

**e.g.** NHS (2014, Risks section, "Driving and mobile phones") states that...

## PDFs

A PDF is a format rather than a type of resource. You should reference this according to the source type, but if this is not possible, you can reference as a website.

## 2. Citations in the text

All ideas taken from another source regardless of whether directly quoted or paraphrased must be referenced in the text of your assignment. To link the information you use in your text to its source (book, article, etc.), put the author's name and the year of publication at the appropriate point in your text. If the author's name does not naturally occur in your writing, put the author's surname and date in brackets.

So if the authors name is James Robert Jones, you would use the surname Jones and the date to cite in the text.

**e.g.** There is some evidence (Jones, 2016) that these figures are incorrect.

If the author's name *is* part of the statement, put only the year in brackets:

**e.g.** Jones (2016) has provided evidence that these figures are incorrect.

If there are **two or three authors**, give all:

**e.g.** It is claimed that "the political market is more complex than just voters" (Lees and Marshment, 2014, p3).

**Note:** if you are giving a **direct quotation** you need to include the **page number**.

If there are **more than three authors**, cite only the first followed by 'et al.' (which means 'and others'):

**e.g.** ...The amount of data in all domains is expanding, how can we ensure efficient working practices? (Karau et al., 2015).

If an author has published more documents in the same year, distinguish between them by adding lower-case letters:

**e.g.** In recent studies by Smith (2016a, 2016b, 2016c)...

### Secondary referencing

When an author quotes or cites another author and you wish to cite the original author you should first try to trace the original item. However, if this is not possible, you must acknowledge both sources in the text, but only include the item you actually read in your reference list.

**e.g.** If Jones discusses the work of Smith you could use:

Smith (2015) as cited by Jones (2016)

**or** Smith's 2015 study (cited in Jones, 2016) shows that...

Then cite Jones in full in your reference list.

### Information found in more than one source

If you find information in more than one source, you may want to include all the references to strengthen your argument. In this case, cite all sources in the same brackets, placing them in order of publication date (earliest first). Separate the references using a semi-colon(;).

**e.g.** Several writers (Jones, 2014; Biggs, 2015; Smith, 2016) argue...

### 3. Reference List/Bibliography

Full references of sources used should be listed as a reference list at the end of your work. Whenever possible, elements of a bibliographical reference should be taken from the title page of the publication or from the library catalogue.

This list of references is arranged alphabetically usually by author. Authors should always be in capitals, followed by the date in brackets.

If the author is James Robert Jones this will become JONES, J. R. Abdul-Rahman Al-Haddad would be AL-HADDAD, A.

If there is no author use ANONYMOUS

Each reference should give the elements and punctuation as found below. In the following examples, the source (e.g. title) has been *italicised*; alternatively you can emphasise the source by underlining or typing in **bold**. It does not usually matter which you use, so long as you are consistent throughout your reference list.

#### Example of a Reference List

ASHTON, F. (1948) *Cinderella*. [Royal Opera House, London, 13th January 2004].

CHAN, T.M. (2011) Three problems about dynamic convex hulls. In: *Proceedings of the 27th Annual Symposium on Computational Geometry, Paris, June 2011*. New York: ACM, pp. 27-37.

MAIMON, D. and BROWNING, C.R. (2012) Adolescents' violent victimization in the neighbourhood: situational and contextual determinants. *British journal of criminology*, 52 (4), pp. 808-833.

MALTZMAN, R. and SHIRLEY, D. (c.2011) *Green project management*. London: CRC Press.

You may also be required by your tutor to include a bibliography which should list not only all items used within the text but also any other sources you have read as part of your research. Examples of these can be found at the end of journal articles or books (but might not be in Harvard style).

#### 3.1. References - books

##### Books

AUTHOR(S) (Year) *Title*. Edition-if not the 1st. Place of publication: Publisher.

e.g. CLARKE, S. (2011) *Textile design*. London: Laurence King.

e.g. SEIDMAN, S. (2012) *Contested knowledge*. 5th ed. Hoboken, New Jersey: Wiley- Blackwell.

##### Books with two or three authors

e.g. SHARDA, R., DELEN, D. and TURBAN, E. (2015) *Business intelligence: a managerial perspective on analytics*. London: Pearson Education.

**Books with more than three authors** - give the name of the first author, followed by 'et al.' (and others).

e.g. KARAU, H. et al. (2015) *Learning spark*. Sebastopol, Ca: O'Reilly.

**Books with one or more editor(s)** – Include the abbreviation (ed./eds.) after their surname.

EDITOR(S) (ed./eds.) (Year) *Title*. Edition. Place of Publication: Publisher.

e.g. FURSE, A. (ed.) (2011) *Theatre in pieces: politics, poetics and interdisciplinary collaboration: an anthology of play texts 1966-2010*. London: Methuen Drama.

### Chapters in books

AUTHOR(S) (Year) Title of chapter. In: AUTHOR(S)/EDITOR(S) (ed./eds.) *Book title*. Edition. Place of publication: Publisher, Pages, use p. or pp.

e.g. SCHURK, H. (2015) Manipulations in imagined space. In: PERREN, C. and MLECEK, M. (eds.) *Perception in architecture: here and now*. Newcastle upon Tyne: Cambridge Scholars Publishing, pp. 78-85.

**Note:** Electronic books should be cited exactly the same as print, following the rules above.

## 3.2. References – other sources

### Journal articles

AUTHOR(S) (Year) Title of article. *Title of journal*, Vol. no. (Part no./Issue/Month), Pages, use p. or pp.

e.g. MAIMON, D. and BROWNING, C. R. (2012) Adolescents' violent victimization in the neighbourhood: situational and contextual determinants. *British journal of criminology*, 52 (4), pp. 808-833.

### Journal articles from online sources

**Note:** Journal articles taken from the Internet or a database should be cited as print using the rules above. However if the article is only available online (for example there are no page numbers) reference as below.

AUTHOR(S) (date) Title of article. *Title of journal*. [Online] Vol. no. (Part no./Issue/Month). Available from: DOI or web address [Accessed date].

e.g. HEUS, T. and JONKER, H.J.J. (2008) Subsiding shells around shallow cumulous clouds. *Journal of atmospheric sciences*. [Online] 65 (3). Available from: [doi.org/10.1175/2007Jas2322.1](https://doi.org/10.1175/2007Jas2322.1) [Accessed 28/06/16].

### Journal articles not yet printed

Sometimes articles are published online in advance of publication in a specific journal issue. Use forthcoming instead of the date:

AUTHOR(S) (Forthcoming) Title of article. *Title of journal*. [Online] Available from: web address [Accessed date].

e.g. ROYALL, D.P., THIEL, B.L. and DONALD, A.M. (Forthcoming) Radiation damage of water in environmental scanning electron microscopy. *Journal of microscopy*. [Online] Available from: <http://onlinelibrary.wiley.com/doi/10.1046/j.1365-2818.2001.00948.x/full> [Accessed 14/03/15].

## Journal articles found in open-access repository

AUTHOR(S) (Year) Title of article. *Title of journal* [Post-print] Vol no. (Part no./Issue/Month), Pages, use p. or pp. Available from: [web address](#) [Accessed date].

e.g. PALIT, D. and BHATTACHARYYA, S.C. (2014) Adoption of cleaner cookstoves: barriers and way forward. *Boiling Point* [Post-print] (Issue 64), pp. 6-9. Available from: <http://hdl.handle.net/2086/11599> [Accessed 17/03/16].

## Newspaper articles

AUTHOR(S) (Year) Article title. *Newspaper title*, Day and Month (abbreviated). Pages, use p. or pp.

e.g. ALDRICK, P. (2014) It's not just academic: universities could make a difference to Britain's exports. *The Times*, 9th Jan. p. 45.

## Newspaper articles from online sources

Newspaper articles taken from the Internet or a database should be cited as print using the rules above. However if the article is only available online (for example there are no page numbers) reference as below.

AUTHOR(S) (Year) Article title. *Newspaper title*. [Online] Day and Month (abbreviated). Available from: [web address](#) [Accessed date].

e.g. SHARPE, J. (2016) Jamie Vardy: The complete transfer saga as England striker turns down Arsenal for Leicester City. *Leicester Mercury*. [Online] 23rd June. Available from: <http://www.leicestermercury.co.uk/jamie-vardy-the-complete-transfer-saga-as-england-striker-turns-down-arsenal-for-leicester-city/story-29436003-detail/story.html> [Accessed 28/06/16].

## Systematic reviews (for example, from the Cochrane Library)

AUTHOR(S) (Year) Title of review. [Systematic review] *Title of source*, Issue. [Accessed date].

e.g. GRANT, N.H. et al. (2013) Elective preterm birth for fetal gastroschisis. [Systematic review] *Cochrane Database of Systematic Reviews*, Issue 6. [Accessed 17/07/13].

## Image(s) or diagram(s) within a book

Where the image or diagram cited from a book is the work of the author use the citation for the book and add the page number as you would for a direct quote.

Where the image or diagram cited from a book is not the work of the author, additional reference to the work should be made, as follows:

### Image:

ARTIST (Year) Title of the work. [Material type] At or In: (where found, for example in a book or museum).  
AUTHOR(S)/EDITOR(S) of book (Year) *Title*. Edition. Place of publication: Publisher, Page number.

e.g. MASOLINO, T. (1427) The temptation of Adam and Eve. [Painting] In: BRUCE-MITFORD, M. (1996) *The illustrated book of signs and symbols*. London: Dorling Kindersley, p.63.

### or Diagram:

e.g. MINTZBERG, H. (1979) The basic parts of organisations – Mintzberg's model. [Diagram] In: COLE, G.A. (2004) *Management theory and practice*. 6th ed. London: Thomson, p.186.



## Papers in conference proceedings

AUTHOR(S) (Year) Title. In: *Title of conference proceedings. Place and date of conference* (unless included in title). Place of publication: Publisher, Pages, use p. or pp.

**e.g.** HUFFMEYER, M. and SCHREIER, U. (2016) RestACL: An access control language for RESTful services. In: *Proceedings of the 2016 ACM International Workshop on attribute Based Access Control, New Orleans, March 2016*. New York: ACM, pp. 58-67.

## Publications from a corporate body (e.g. Government publications)

NAME OF ISSUING BODY (Year) *Title*. Place of publication: Publisher, Report no. (where relevant).

**Note:** Where the author is a government body, the country becomes the author. If an official report has individual authors these should not be used; instead, use the name of the official body.

**e.g.** GREAT BRITAIN. DEPARTMENT OF HEALTH AND SOCIAL SECURITY (1988) *Report of the enquiry into child abuse in Cleveland*. London: HMSO, Cm413.

For reports known by their title rather than their author/s, include a see reference in your reference list, in addition to the main entry.

**e.g.** The Cleveland Enquiry - see GREAT BRITAIN. DEPARTMENT OF HEALTH AND SOCIAL SECURITY (1988).

For reports known by the name of the chairman or person responsible for the inquiry, include a see reference in your reference list, in addition to the main entry.

**e.g.** Cadbury report - see COMMITTEE ON THE FINANCIAL ASPECTS OF CORPORATE GOVERNANCE (1992).

COMMITTEE ON THE FINANCIAL ASPECTS OF CORPORATE GOVERNANCE (1992) *Report of the committee on the financial aspects of corporate governance (Cadbury Report)*. London: Gee.

## Legislation

Legislation includes Acts of Parliament (also known as Statutes) and Statutory Instruments (also known as Rules, Orders and Regulations).

Legislation does not have an author.

### Acts of Parliament

*Title of the Act and year* (chapter number of the act; abbreviated to 'c.'). Place of publication: Publisher.

**e.g.** *Environment Act 2005* (c.25). London: The Stationery Office.

### Statutory Instruments

*Title of the Statutory Instrument and year* (SI year/number). Place of publication: Publisher.

**e.g.** *Insolvency Rules 1986* (SI 1986/925). London: HMSO.

## Market research reports

NAME OF ISSUING BODY (Year) *Title, date (if available)*. Edition (if available). Place of publication: Publisher, Report no. (if relevant)

e.g. MINTEL (2016) *Researching and buying technology products: Mintel marketing report, June 2016*. London: Mintel International.

## British Standards

These rules can be applied to all standards.

NAME OF AUTHORISING ORGANISATION (Year of publication) *Number and title of standard*. Place of publication: Publisher.

e.g. BRITISH STANDARDS INSTITUTE (2016) *BS ISO 6626-1: Internal Combustion engines. Piston rings. Part 1 Coil-spring-loaded oil control rings made of cast iron*. London: British Standards Institute.

## Theses and dissertations

AUTHOR (Year) *Title*. Designation (Level, e.g. MSc., PhD.), Institution.

e.g. NEDERBERG, A. (2012) *Corporeality in music for contemporary dance*. Thesis (MA), De Montfort University.

## Exhibitions Exhibition catalogues

ARTIST (Year) *Title of exhibition*. [Exhibition catalogue including place and date] Place of publication: Publisher.

e.g. HARRIS, W. (1983) *William Harris as designer*. [Catalogue of an exhibition held at the Whitworth Art Gallery, 3 May – 4 June 1983] London: Arts Council.

## Item from an exhibition

ARTIST (Year) *Title of work*. [Medium] [Location, Date seen].

e.g. CALDER, A. (c.1953) *Antennae with Red and Blue Dots*. [Sculpture] [Tate Modern, London, 15th December 2015]

**Note:** This format can also be used for catwalk designs.

## Music scores

COMPOSER (Year) *Title*. [Music score] Place of publication: Publisher.

e.g. BACH, J. S. (1970) *Organ music*. [Music score] New York: Dover Publications.

### 3.3. References – Live performance

#### Dance

COMPOSER or CHOREOGRAPHER (Year of premiere) *Title*. Company (optional). [Location, Date seen].

e.g. ASHTON, F. (1948) *Cinderella*. [Royal Opera House, London, 13th January 2004].

#### Plays

*Title* by Author. (Year of performance) Directed by DIRECTOR'S NAME. Company (optional). [Location, Date seen].

e.g. *An inspector calls* by J.B. Priestley. (2009) Directed by STEPHEN DALDRY. [Arts Theatre, Cambridge, 11th May 2009].

### 3.4. References - Electronic or audiovisual

Electronic books and electronic journals should be cited in the same way as print, using the guidelines in sections 3.1 and 3.2 respectively.

The principles for citing electronic resources are the same as for other formats; use the author and date of publication in the text, then follow the convention as detailed below. The nature of web resources means that author names are often not available and dates can be very vague. You will therefore need to decide who is responsible for producing the web page and use them as the author; often this will be an organisation rather than a personal name. You should be able to find this information by following “about us” or “contact us” links.

If there is no author or organisation you can use the title of the web page. If there is no title use a truncated web address (**you should consider whether this resource is suitable for academic work**).

#### Web pages

Electronic references should contain the following elements:

AUTHOR(S) (Year) *Title of document*. [Type of resource] Organisation responsible (optional). Available from: web address [Accessed date].

e.g. NHS (2016) *Mobile phone safety*. [Online] NHS. Available from: <http://www.nhs.uk/conditions/Mobile-phone-safety/Pages/Introduction.aspx> [Accessed 28/06/16].

**If you are referencing an electronic journal article, newspaper article or book, use the standard referencing format for that item, as shown on page 6 onwards.**

**Note:** Dates are not always available for web pages. If this is the case use (n.d.) where n.d. represents no date so that the reader knows you have omitted this element.

e.g. PATIENT.INFO (n.d.) *Underactive thyroid gland (hypothyroidism)*. [Online] Patient.info. Available from: <http://patient.info/health/underactive-thyroid-gland-hypothyroidism> [Accessed 28/06/16].

#### Computer games

AUTHOR(S) or ORIGINATOR(S) (Year) *Title of game*. [Medium of item, i.e. DVD, CD or Online] Platform (Xbox, PC etc). Place of Publication: Publisher.

e.g. ELECTRONIC ARTS (2003) *The Sims*. [CD] PlayStation2. London: Electronic Arts Inc.

## Software

Individual authors are rarely acknowledged. If you cannot find a named author of an electronic source then use the organisation or title in place of the author.

AUTHOR(S) or ORIGINATOR(S) (Year) *Title*. [Software] Version/series etc. Place of publication: Publisher.

e.g. SPSS (2015) *SPSS Statistics*. [Software] Version 22. Chicago: SPSS.

## E-mail messages from a public domain e.g. discussion boards or conferences.

AUTHOR (of message) (Year) Subject of the message. [Online] *Electronic conference or bulletin board*, Day/month of posting. Available from: email address [Accessed date].

e.g. MANSON, P. (2015) Harvard University encourages open access. [Online] *Library and information professionals discussion list*, 14th Sept. Available from: <http://www.jiscmail.ac.uk/lists/LIS-profession.html> [Accessed 28/06/16].

## Weblogs (Blogs)

AUTHOR (Year) Title of the posting (if applicable). [Weblog] *Title of the site*. Day/month of posting. Available from: web address [Accessed date].

e.g. TRANSPORTATION SECURITY ADMINISTRATION (2016) #TSATravelSafe – improving your checkpoint experience & keeping you safe. [Weblog] *The TSA Blog*. 3rd June. Available from: <http://blog.tsa.gov/2016/06/tsatravelsafe-improving-your-checkpoint.html> [Accessed 28/06/16].

## Wikis

WIKI NAME (Year) *Title of article*. [Online] Available from: web address [Accessed date].

e.g. INFOTEACH (2007) *Learning\_outcomes*. [Online] Available from: [http://infoteach.org/wiki/doku.php/learning\\_outcomes](http://infoteach.org/wiki/doku.php/learning_outcomes) [Accessed 18/04/13].

## Social networking sites (Facebook, Twitter etc.)

These are web pages so should be referenced as such.

AUTHOR(S) (Year) *Title of page*. [Title of web site] Day/month of posted message. Available from: web address [Accessed date].

e.g. JONES, S. (2015) *Referencing group*. [Facebook] 5th May. Available from: [www.facebook.com](http://www.facebook.com) [Accessed 04/07/16].

or DE MONTFORT UNI DMU (2016) *DMU Pharmacy student is making a difference as @Diabetes UK Community Champion*. [Twitter] 4th July. Available from: <https://twitter.com/dmuleicester/status/749928286319439872?lang=en-gb> [Accessed 04/07/16].

## Media (video, film, or broadcast)

*Title.* (Year) [Type of media] Directed by DIRECTOR'S NAME. Place of production: Production company.

**e.g.** *Rebel without a cause.* (1983) [Film] Directed by NICHOLAS RAY. USA: Warner Bros.

A television or radio broadcast should also include the date and time of broadcast and the episode number, if applicable.

*Title.* (Year) Episode number and/or name if applicable. [Type of media] CHANNEL. Exact date and time of broadcast.

**e.g.** *Panorama.* (2016) Antibiotic crisis. [TV] BBC2. 23rd May, 2030 hrs.

**or** *Doctor Who.* (2015) Series 9, Episode 12, Hell bent. [TV] BBC1. 5th December, 2000 hrs.

**or** *Book of the week.* (2016) Evelyn Waugh: A life revisited, Episode 3 of 5. [Radio] BBC RADIO 4. 6th July, 0945 hrs.

Individual contributors or interviewees should be cited as follows:

**e.g.** BROWN, G. (2008) Interview. In: *Today Programme.* [Radio] BBC RADIO 4. 15th May, 0810 hrs.

## Online films

Examples include YouTube films.

ORIGINATOR (Year) *Title of film.* [Type of resource] Available from: [web address](#) [Accessed date].

**e.g.** PROQUESTREFWORKS (2012) 1.2 *Adding references to Refworks using direct export.* [Online film] Available from: <http://www.youtube.com/watch?v=0CzBU5rTzGY> [Accessed 17/07/13].

## Podcasts

BROADCASTER (if available) (Year) *Name of podcast.* [Podcast] Organisation/publisher responsible (optional). Day of podcast (day, month). Available from: [web address](#) [Accessed date].

**e.g.** HOPKIN, K. (2008) *The mythical daily water requirement.* [Podcast] Scientific American. 2nd April. Available from: <http://www.sciam.com/podcast/episode.cfm?id=0BD1CF72-E411-2EE5-A4CDEE3447E81C93> [Accessed 19/06/13].

## Online images

ORIGINATOR (Year) *Description or title of image.* [Online image] Available from: [web address](#) [Accessed date].

**e.g.** JSCREATIONZS (2012) *Gears concept.* [Online image] Available from: [www.freedigitalphotos.net/images/search.php?searc](http://www.freedigitalphotos.net/images/search.php?searc) [Accessed 19/06/13].

### 3.5. References – personal communication

A personal communication can be a letter, memo, email, fax, interview, informal conversation, telephone call or lecture presentation. (Some faculties do not permit lecture notes to be included as references.) They should be included within the text but not in the reference list as the reference is not traceable.

When referencing a personal communication you should:

- Ask permission of the person before quoting them;
- Provide the communicator's initials and surname and the type of communication in the text;
- Provide the exact date of the communication.

**e.g.** In an email on 23rd July 2014 J. Brown stated that...

**or** In a conversation on 25th March 2013 B. Jones confirmed that...

**or** In a lecture on 8th January 2014 V. Simpson outlined...

**Note:** Please follow the above unless you are undertaking a course where documenting a full name would be a breach of confidentiality. Under these circumstances use only the person's initials.

### Lecture notes on Blackboard

NAME (Year of presentation) *Lecture title*, from MODULE CODE Title of module. Teaching organisation, location and date of presentation. Available from: Blackboard [Accessed date].

**e.g.** HALL, S.M. (2012) *Critical analysis- meta-analysis & systematic reviews*, from PHAR3504 Practitioner and patient. De Montfort University, Hawthorn Building on 22nd November. Available from Blackboard [Accessed 17/07/13].

### 3.6. References – reference works

#### Dictionaries/encyclopaedias

If an encyclopaedia entry has a named author the format for a chapter in a book should be used with the addition of the encyclopaedia volume number.

AUTHOR(S) (Year) Title of chapter. In: AUTHOR(S)/EDITOR(S) (ed./eds.) *Title*, Volume (if applicable). Edition. Place of publication: Publisher, Pages. (use p. or pp.)

**e.g.** KESNER, R. P. (2002) Memory neurobiology. In: RAMACHANDRAN, V. S. (ed.) *Encyclopedia of the human brain*, Vol. 2. San Diego: Academic Press, pp. 783-796.

If there is no author then the title (e.g. Oxford English dictionary) should be used both within the text and in the reference list.

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

**e.g.** *Shorter Oxford English dictionary*. (2007) Vol.2. 6th ed. Oxford: Oxford University Press.

**Note:** If you are referencing from an online source use the standard referencing format for reference works as detailed above.

## Classical works

Principal classical works such as the Bible and Koran/Qur'an should only be included in the text and not in the reference list. Appropriate details should be included but not the year.

**e.g.** 'Remain in me, and I will remain in you. No branch can bear fruit by itself' (John 15:4, New International Version).

## 4. Further information

If you need further help please visit the first floor information desk in the Kimberlin Library, email [justask@dmu.ac.uk](mailto:justask@dmu.ac.uk) or contact your subject librarian.

**Remember, it is always advisable to consult the person for whom you are writing, whether a tutor or an editor, as to which style of referencing they want you to use.**

Guides to referencing and using RefWorks are available at:

<http://libguides.library.dmu.ac.uk/referencing>

<http://libguides.library.dmu.ac.uk/referencing/refworks>

This Harvard system of referencing guide is available online at:

[www.library.dmu.ac.uk/Images/Selfstudy/Harvard.pdf](http://www.library.dmu.ac.uk/Images/Selfstudy/Harvard.pdf)

