A Guide to Referencing in the Harvard Style

Note: There is a separate Harvard Guide for the Faculty of Life & Health Sciences.

Contents   Page

1. Introduction

Why is referencing so important?

When writing a piece of work, you need to refer in your text to material written or produced by others. This procedure is called citing or quoting references. Failure to do so implies that what you have written is all your own work, when it isn't. This amounts to plagiarism, which is against University Regulations and regarded as a serious offence.

It is also an offence to **self-plagiarise** and this is defined by the University as occurring 'when a student's own work is re-presented without being properly referenced' (see page 31 for further details).

Consistency and accuracy are important to enable readers to identify and locate the material to which you have referred. The same set of rules should be followed every time you cite a reference.

This guide is recommended to all Ulster students using Harvard as their citation style, except those from the Faculty of Life & Health Sciences who have their own Harvard referencing guide.

Law students should use the Oxford University Standard for Citation of Legal Authorities **(OSCOLA).** A brief guide to legal citation, as well as the full OSCOLA document, can be found at: www.law.ox.ac.uk/research-subject-groups/publications/oscola

Students taking a single law module as part of their studies <u>may</u> be permitted to continue to use Harvard for legal citation but only with the agreement of their lecturer.

If in doubt, **always consult** your lecturer as to the correct referencing system to follow.

When you submit work for *external* publication please follow the guidelines for authors issued to you by your publisher. These may differ from the guidelines set out here.

An online version of this guide with citation and referencing examples brought together is available from: http://guides.library.ulster.ac.uk/harvardref/ Also available are short online tutorials and tests to allow you to check your understanding of the principles of referencing.

Other books on referencing and plagiarism are available in the Library, e.g.
- Pears, R. & Shields, G. (2016) *Cite them right: the essential referencing guide*. 10th ed. Basingstoke: Palgrave Macmillan.
- Neville, C. (2016) *The complete guide to referencing and plagiarism*. 3rd ed. Maidenhead: Open University Press.

These texts do not follow the Ulster version of Harvard but do provide general information and examples of additional types of references not included in this guide. If you wish to use any of these reference types, you must translate the examples into the Ulster version of Harvard or ask your subject librarian for help.

Back to index

2.   The Harvard System (Author/Date Method)

All statements, opinions, conclusions etc. taken from another writer's work - print, online or multimedia, should be cited, whether the work is directly **quoted, paraphrased or summarised**. Paraphrasing is rewriting text using your own words, phrasing and interpretation.

Referencing is a two-part process:

> **1. Citing within the text**
> **2. References at the end of the work**

In the Harvard System, cited publications are referred to in the text by giving the author's surname/family name and the year of publication (see **Citing in the text**) and are listed in a reference list or bibliography at the end of the text (see **References at the end of a piece of work**)

General note: Although both terms are often used interchangeably, a **reference list** specifically comprises only those items you have cited in the text. A **bibliography** is a complete list of all references you have consulted, including materials or sources used in 'reading around' the subject, as well as those cited in the text.

It is important that you check whether you are required to submit a reference list OR a bibliography OR both, when you submit a piece of work.

If you must also include a bibliography in addition to a reference list, it should appear as a separate section, with sources listed using the same rules as the Reference section.

General guidelines

Authors/originators:

Give the name(s) of the person or organisation shown most prominently in the source as responsible for the content in its published form. This includes editors responsible for the editorial aspects of publication but who may not have written an individual contribution. For web sites, this may be the publisher of the web site if no identifiable individual is found.

If an item is the co-operative work of many individuals, none of whom has a dominant role, you may use the title instead.

If the item is a creative work, e.g., music, theatrical performance or artwork, use the composer, playwright or artist, as appropriate. Where none of these options is apparent and there is clearly no identifiable person/body responsible, use 'Anon.'.

Dates:

If an exact year or date is not known, you may use an approximate date preceded by 'ca.' e.g. (ca.1940). If no such approximation is possible, use (no date). For web pages, it may be preferable to cite the year in which the page was accessed, e.g. (ca. 2009), rather than (no date). If the production date of the work, e.g. artwork, spans more than one year, give the range of years, e.g. (1520-3)

Back to Index

Person-to-person communications (letters, emails, interviews, etc.):

Taken from: APA (2009) *Publication manual of the American Psychological Association*. 6th ed. Washington: APA.

- These do not provide recoverable data and so are not included in the reference list.
- Cite personal communications **in the text only**.
- Give initials as well as the surname and status and/or occupation of the person.
- Provide an exact a date as possible.
- When citing research data and communications that you have collected, it is also advisable to include copies or summaries of source data in Appendices.

e.g.   According to Professor J.O. Reiss, many designers do not understand the needs of disabled people (personal communication, April 18, 1997, see Appendix 1).

3.   Citing within the Text – General Guidelines

1. **Quotations:** If the quotation is less than a line, include it in the body of the text in double quotation marks. The quotation is followed immediately with the in-text citation.

   e.g.   Northern Ireland's economic development "lies primarily not in the hands of the government but of companies." (Quigley, 2015 p.43)

   Longer quotations should be indented, single-spaced and appear in double quotation marks. If necessary, use an ellipsis, which is three full stops (...) to cut unwanted words from a long quotation and show the reader that text has been omitted.

   e.g.   "Ultimately, however, it is important to realize that the drive for codes of ethics… is never going to 'solve the management of business ethics… A code… cannot be expected to be a substitute for organizational contexts, supportive of ethical reflection, debate and decision making, or decision makers with strong personal integrity." (Crane and Matten, 2010 p.201)

   Quotations from plays.

   Published plays may contain line numbers, particularly in classic texts such as Shakespeare. If they exist, include them in the format, Act number.Scene number:Line number(s).

   e.g.   "I prithee do not mock me fellow student" (Shakespeare, 1998, 1.2:177)

   Time stamps (Audio-visual sources)

   Citing a specific point in an online video, DVD or film is the equivalent of a quotation from a printed text. Include the creator/uploader or work title, as appropriate, the year of creation/upload and then specify how many minutes and seconds into the file that the relevant section starts. Use hours:minutes:seconds in the 24 hour clock format.

   e.g.   (Busari, 2017, 00:04:51)

2. **Pagination:** when citing quotations from particular parts of the document you should give the relevant page number(s) after the year and within the brackets.

   e.g.   (Jones, 2009 p.4) or (Elliot, 2013 pp.41-42)

   If the pagination is absent, e.g. on a web page, this detail is not needed.

   If citing from devices such as Kindle, Kobo, smartphones or tablets, pagination may also be absent. In this case, use the information you *do* have, such as %, loc, etc.

   e.g.   (Chevalier, 1999 18%) or (Bryson, 1998 loc 2477)

3. **Summaries or paraphrases:** give the citation where it occurs naturally or at the end of the relevant sentence or paragraph. Page numbers are not required.

4. **Tables, figures, diagrams, illustrations, photographs:** If you reproduce any diagrams, figures, images or tables from a printed or an online source you should provide, underneath, a figure or table number and a caption (brief description), along with an in-text citation acknowledging its source. You must also include the full details of the source in your reference list in the usual way.

   e.g.   Figure 10.5. Variations of pitched roof structure (Riley and Cotgrave, 2008 p.267)

   Note: for the purposes of academic work, data in vertical columns and horizontal rows (with headings for each) are labelled as 'Tables'. Maps, diagrams, graphs, illustrations or any type of visual source, are generally labelled as 'Figures'.

5. **Music Notations:** Musical notation captions are given above the notation and start with the sequential example number (e.g. Example 1, Example 2). You should provide the following details as necessary: Example number, composer, title, movement (if appropriate) or section (if appropriate), and bar number or numbers. For example:

   e.g.   Example 1: Schumann, String quartet Op. 41 No. 2, Andante, quasi variazioni, bars 1-6

6. **Text or script from videos, films or broadcasts:** reference this as though it was a quotation taken from a published work, but without page numbering.

    e.g.   In Love with the Groove (Walkers Snacks Advertisement, 2011)

7. **Online sources:** when citing material found on a website, you should identify the authorship of the website. This could be an organisation or a company if a personal author is not obvious – the URL (or web address) may provide a guide as to authorship.

    To find the date of publication, reference to this might be found at the bottom of the page where it is included in a copyright statement or from a date in the headline.

    Never insert the URL (web address) in the body of the text as part of the citation.

    e. g.   Tesco reported that "A quotation from the website would be inserted here" (Tesco, 2015).

7. **Social media hashtags (#):** you should not cite or reference hashtags, other than descriptively in the body of the text.

8. **Abbreviations/Acronyms:** names of organisations may be abbreviated once they have been given in full at the first time of use in the text, e.g. Office of National Statistics (ONS, 2010). You must always give the FULL version of organisational names in the Reference List.

3.1   Examples of Citing in the Text

If the author's name occurs naturally in the sentence, the year is given in brackets:

e.g.   According to Cottrell (2008), there are 8 things you can do before starting university...

e.g.   As Cottrell (2008, p.61) indicates, "your performance as a student is likely to improve if you...reflect on *how* you learn", so that you...

If the name does not occur naturally in the sentence, both name and year are given in brackets:

e.g.   Whether drug companies have created the market for 'depression' (Healy, 2005) or merely react to it...

When more than one source is cited, the sequence of citations may be either chronological, e.g. (Smith, 1999; Jones, 2001; Turner, 2006) or in order of academic relevance. Whichever you choose, you should be consistent within your piece of work.

Back to Index

When an author has published more than one cited document in the same year, these are distinguished by adding lower case letters (a,b,c, etc.) after the year and within the brackets:

e.g.   Johnson (1994a) discussed the subject…

Note: The addition of letters is determined by the order of appearance within the main text, not by the alphabetical sequence of the items themselves.

If there are TWO authors give the surnames of both:

e.g.   Balmer and Swisher (2013) discuss methods of architectural composition…

For MORE than two authors give only the surname of the first author, followed by et al.

e.g.   Discussing the crisis of the welfare state, Alcock et al. (2008) suggest it truly began in the 1970s....

Note: A full listing of names should appear in the list of references.

If the work is anonymous then use "Anon."

e.g.   In a commentary referring to the global financial collapse (Anon., 2009) the responsibility of financial regulators was discussed.

If it is a reference to a newspaper article without an author you may use the name of the newspaper in place of Anon.

e.g.   Although it is believed that the UK economy is growing slowly, others suggest that the economy is on a 'plateau' (The Guardian, 2011).

Note: You should use the same style in the list of references.

If you refer to a live performance of an orchestral work, cite the composer and year of performance.

e.g.   (Vivaldi, 2015)

If you refer to a live performance by an instrumentalist or a singer, cite the artist(s) surname(s) and year of performance.

e.g.   Boe and Ball (2017) performed to a packed Lincoln Castle audience…

Back to Index

If you refer to a live performance by a band, cite the band's full name and year of performance.

e.g.   Queens of the Stone Age (2013) rocked the Odyssey in Belfast…

If you refer to a live performance of a play, cite the playwright's surname and year of performance.

e.g.   (Friel, 2012)

If you wish to refer to an author (e.g. Allen) **whose work has been cited in a book or article written by someone else** (e.g. Parker), this is called *secondary referencing*. You should cite both authors and the dates of their work within the text:

e.g.   A study by Allen (2001, cited by Parker, 2009) showed that…

You should list only the work you **have** read, i.e. **Parker**, in your references.

Note: Secondary referencing is not usually encouraged as you have only read Parker's interpretation of Allen's work. You may wish to source Allen's original text and then cite it in the normal way

If you refer to a contributor in a source, e.g. a book chapter, you should only cite the contributor.

e.g.   While questioning may appear to be a straightforward form of communication, it is in fact a more complex and versatile occurrence (Dickson and Hargie, 2006).

See **References at the end of a piece of work** for an explanation of how to list contributions (book chapters, journal articles, conference papers) in the list of references.

If you refer to a person who has not produced a work, or contributed to one, but who is quoted in someone else's work, you should mention the person's name and you must cite the source author.

e.g.   Richard Hammond stressed the part psychology plays in advertising in an interview with Marshall (1999).

e.g.   "Advertising will always play on peoples' desires", Richard Hammond said in a recent article (Marshall, 1999 p.67).

(You should list the work that has been published, i.e. Marshall, in the list of references.)

Back to Index

4.   List of References at the End of Your Work

General guidelines

1. In the Harvard style, the references are listed in **alphabetical order** of authors' surnames (or family name) or by organisational name, if relevant.

2. Only include the reference **once** in the reference list, regardless of how many times it has been cited in the text.

3. If you have cited **more than one item** by a particular author, they should be listed **chronologically** (earliest first), and by letter (1993a, 1993b) if more than one item has been published in the same year.

4. Where possible, take reference elements from the title page of the publication.

5. For book titles, book chapter titles, journal article titles, musical works, films or artworks, **only the first word of the title is given a capital letter**, e.g. *The complete guide to referencing and avoiding plagiarism*.

6. For journal names, titles of conference proceedings, and TV or radio programmes **each major word is capitalised** (i.e. not 'of', 'a', 'to', 'and' etc.), e.g. *3rd International Conference on Sustainable Tourism*, *Harvard Business Review, Urban Studies, British Journal of Social Work, Game of Thones, etc.*

7. For place of publication, give the **city**. If more than one town/city is listed give the first one or the location of the publisher's head office. If the town/city is not well known, you may also add a county, region or state. Note that in the United States of America states are denoted by a two letter code, for example Hillsdale, NJ.

8. For the publisher's name, **omit** superfluous terms such as Publishers, Co., or Inc. Always **retain** the words Books or Press.

9. Where the **publisher is a university** and the place or location is included in the name of the university, do not include the place of publication.

10. Where authorship is attributed to an organisation or corporation instead of an individual author, ascribe authorship to the organisation, e.g. The Economic and Social Research Council.

Each reference should use the elements and punctuation given in the following examples for the different types of published work you may have cited.

4.1   Referencing Printed Materials

Books (including those written in languages other than English)

Author's/Editor's Surname, INITIAL(s). (Year of publication) *Title of book*. Edition. (only include the edition number if it is not the first) Place of publication: Publisher.

One author

e.g.   Babbie, E.R. (2007) *The practice of social research*. 11th ed. Belmont, CA: Wadsworth.

e.g.   Ó Máille, T. (2002*) An béal beo*. 3rd ed. Baile Átha Cliath: An Gúm.

e.g.   Milani, F. (2001) *Le fantôme de l'opéra*. Paris: Leroux.

One editor (if more than one editor, use eds.)

e.g.   Faisal Manzoor, A., ed. (2013) *Construction project management research compendium*, Volume 1. New York: Nova Publishers.

Two or more authors

e.g.   Child, J., Faulkner, D. and Tallman, S. (2012) *Cooperative strategy*. Oxford University Press. (See point 9 above).

Translated book

Author's or Editor's Surname, INITIAL(s). (Year) *Title of book*. Edition (if not the first). Translated by First name (or INITIAL(s).) Surname. Place of Publication: Publisher.

e.g   Ní Dhomhnaill, N. (1986) *Selected poems*. Translated by Michael Hartnett. Dublin: Raven Arts Press.

Contribution or chapter in an edited work

Contributing author's Surname, INITIAL(s). (Year of publication) Title of contribution/chapter. Followed by *In:* Surname, INITIAL(s)., of author or editor of publication followed by ed. or eds. (if relevant) *Title of book*. Place of publication: Publisher, Page number(s) of contribution.

e.g.   Downes, D. (2000) Crime and deviance. *In:* Taylor, S., ed. *Sociology: issues and debates*. Basingstoke: Palgrave, 231-252.

Encyclopaedia or dictionary entry (without an editor)

Short form title/publisher (Year of publication) Title of contribution. *In: Title of source*. Edition. (if not the first) Media type (if not print). Place: Publisher.

e.g. CIMA (2003) Activity-based costing. *In: CIMA dictionary of finance and accounting*. London: Bloomsbury.

e.g. RIBA (2010) Design based costing. *In: RIBA dictionary of architecture*. London: RIBA.

Journal article

Author's surname, INITIAL(s). (Year of publication) Title of article. *Title of Journal*, volume number and (part number), Page numbers of the article.

e.g. Edmondson, A. C. (2011) Strategies for learning from failure. *Harvard Business Review*, 89 (4), 48-55.

Newspaper article

Author's Surname, INITIAL(s). (or Newspaper Title) (Year of publication) Title of article. *Title of Newspaper*, day and month, page number/s.

e.g. Ford, R. (2008) Gang life is replacing family life, says woman police chief. *Sunday Times*, 2 July, 1.

Conference paper

Contributing author's Surname, INITIAL(s). (Year of publication) Title of paper. *In:* Surname, INITIAL(s)., of editor of proceedings (if applicable) followed by ed. or eds. *Title of Conference,* Date, Place of conference. Place of publication: Publisher, Page numbers of contribution.

e.g. O'Connor, P.J. (2008) The role of geotourism in supporting regeneration in disadvantaged rural communities in Ireland. *In:* Pineda, F.D. and Brebbia, C.A., eds. *3rd International Conference on Sustainable Tourism*, 3-5 September 2008, Malta. Southampton: WIT Press, 267-275.

Unpublished conference paper (including poster presentation)

Contributing author's Surname, INITIAL(s). (Year presented) Title of contribution. Followed by Unpublished poster presentation/conference paper at: *Title of Conference,* Date, Place of conference.

e.g. Barrett, S. (2011) How to reference accurately using the Harvard System. Unpublished poster presentation at: *1st International Conference on Information Quality*, November 4-5 2011, Belfast, Northern Ireland.

Back to Index

Report by a company/organisation

Name of Issuing Body (Year of publication) *Title of publication*. Place of publication: Publisher, Report Number (where relevant).

e. g. European Commission (2012) *Women in economic decision-making in the EU: progress report*. Luxembourg: Publications Office of the European Union.

e.g. BSRIA (2013) *Domestic ventilation systems – a guide to measuring airflow rates*. Bracknell: BSRIA.

British, European or International Standards

Name of authoring authorisation (Year) *Number and Title of Standard*. Place of publication: Publisher (if ascertainable). If viewed online, add Available from: URL [Accessed date].

e.g. British Standards Institution (2012) *BS EN ISO 16000-32. Indoor air. Investigation of buildings for pollutants and other injurious factors. Inspections.* London: British Standards Institution. Available from: https://bsol.bsigroup.com/ [Accessed 20 May 2014].

Datasets

Creator(s) Surname, INITIAL(s). (Year) Title of dataset. In: Editor(s) or Compiler(s) Surname, INITIAL(s). *Title of book*. Edition, if more than first. Place of publication: Publisher, Version/Number, if available, page number(s).

e.g**.** Denzel, M.A. (2010) Hamburg exchange rates on London, Amsterdam, Paris and Copenhagen. *In:* Denzel, M.A., *Handbook of World Exchange Rates, 1590-1914.* Farnham: Ashgate, 4.1.1, 207-212.

Government and Official Publications

Command papers

These include government policy documents (green papers and white papers); reports from investigative bodies, including Royal Commissions and the Competition Commission; administrative reports and statistics.

Country of publication. Name of Department/Committee/Royal Commission (Year of publication) *Title of publication.* Place of publication: Publisher (Command Paper Abbreviation and Number).

e.g. Great Britain. Department for Work and Pensions (2012) *Social justice: transforming lives.* London: The Stationery Office (Cm 8314).

Note: Use Cmd for command papers 1919-1956, Cmnd for command papers 1956-1986 and Cm for command papers 1986 onwards.

Back to Index

Parliamentary papers

Great Britain

Country of publication. House. Name of Committee (Year of publication) *Title.* Place of Publication: Publisher (House Session Years Paper Number).

e.g.   Great Britain. House of Commons. Home Affairs Committee (2015) *Police investigations and the role of the Crown Prosecution Service: third report of session 2015-16. London: The Stationery Office (HC 2015-2016 534).*

Northern Ireland

Northern Ireland Assembly. Name of Committee (Year of publication) *Title.* Place of Publication: Publisher (Report Number).

e. g.   Northern Ireland Assembly. Committee for the Environment (2014) *Inquiry into used tyre disposal*. Belfast: The Stationery Office (Report 2011/15).

Hansard

HC or HL Deb Date of proceedings, vol number, column number.

e. g.   HC Deb 5 December 2011, vol 537, col 8.

Departmental report

Name of Department (Year) *Title of report.* Place of Publication: Publisher*.*

e.g.   Department for Business, Innovation & Skills (2012) *Business growth ambitions among SMEs*. London: Department for Business, Innovation & Skills.

Inter-Governmental Organisations

Name of Organisation (and main body, if relevant) (Year) *Title of report.* Place of publication: Publisher*.*

If viewed online, add Available from: URL [Accessed date].

e.g.   Organisation for Economic Co-operation and Development (2010) *Better regulation in Europe: United Kingdom 2010*. Paris: OECD.

e.g.   European Commission (2003) *Making globalisation work for everyone*. Luxembourg: Office for Official Publications of the European Communities.

e.g.   United Nations (2010) *DDR in peacekeeping operations: a retrospective*. New York: UN Department of Peacekeeping Operations

For other UN documents, e.g. treaties or items with UN document numbers, please refer to **OSCOLA's** Citing International Law Sources guide.

Back to Index

Thesis or dissertation

Author's Surname, INITIAL(s). (Year of publication) *Title of thesis*. Designation, (type). Name of institution to which submitted. (If Ulster, use the name of the University at the time of submission, e.g. 'University of Ulster' or 'Ulster University')

e.g.   Keig, P. (2010) *An investigation into retrofitting an existing social housing solid wall terraced house using the Trias Energetica concept and Passivhaus principles to reduce CO2 emissions by 80%.* Dissertation, (MSc). University of Ulster.

e.g.   Gamble, J. R. (2015) *An exploratory study of how user-centric innovation is affecting the development of business model typologies for music industry stakeholders.* Thesis, (PhD). Ulster University.

Legislation (Statutes and Orders in Council)

Acts of Parliament (Westminster)

Short Title Year, section(sub-section)(paragraph) if appropriate

e.g.   Children and Young Persons Act 2008

e.g.   Human Rights Act 1998, s 15(1)(b)

Northern Ireland Statutes

Acts of the Northern Ireland Parliament (1921-1972) have (NI) before the Year.

Acts of the Assembly (1998 onwards) have (Northern Ireland) before the Year.

Short title (NI or Northern Ireland) Year, section(sub-section)(paragraph) as appropriate.

e.g.   Electoral Law Act (NI) 1962, s 108

e.g.   Planning Act (Northern Ireland) 2011 s 46(3)(a)

Orders in Council

During periods of **Direct Rule**, primary NI legislation is issued via Westminster as 'Orders in Council'. These have (Northern Ireland) before Order and Year.

Short Title (Northern Ireland) Order Year, art(paragraph)(sub-paragraph) as appropriate.

e.g.   Children (Northern Ireland) Order 1995, art 50

e.g.   Mental Health (Northern Ireland) Order 1986, art 12(1)(b)

Back to Index

Legislation (European Union)

Treaties and Protocols

Legislation Title [Year] OJ series Letter 'L' or 'C' Issue/first page.

e.g.   Consolidated Version of the Treaty on European Union [2008] OJ C 115/13.

Directives and Regulations

Legislation Type Number and title [Year] OJ L Issue/first page of document.

e.g.   Council Directive 76/207/EEC of 9 February 1976 on the implementation of the principle of equal treatment for men and women as regards access to employment, vocational training and promotion, and working conditions [1976] OJ L 39/40.

e.g.   Council Directive 93/104/EC of 23 November 1993 concerning certain aspects of the organization of working time [1993] OJ L 307/18.

Case Law (UK and Republic of Ireland)

Law Reports (both print and online)

Cite any Law Reports accessed via Lexis Library, Westlaw or Justis as if they were print.

Party names (separated by a *v, if appropriate*) [Year published] volume number (if relevant) Abbreviation for Law Report series Starting page of case (Court abbreviation, if necessary).

e.g.   *Nothman v London Borough of Barnet* [1979] 1 WLR 67 (HL).

e.g.   *Re A (conjoined twins)* [2000] 4 All ER 961 (CA).

Neutral citations

Introduced to identify online judgments independent of any law report series. Cases are numbered consecutively throughout the year. Do not use neutral citations for cases earlier than 2001.

Party names (separated by a *v*) [Year heard] Court Abbreviation Case number.

e.g.   NI Housing Executive v Healthy Buildings (Ireland) Ltd [2014] NICA 27.

Note: where both a print *and* neutral citation is available, cite both (neutral citation first). Separate the citations by a comma.

e.g.   *AR v Homefirst Community Trust* [2005] NICA 8, [2005] NI 435.

For all other legal reference types, see the **School of Law OSCOLA** guide.

Back to Index

4.2 Audio-Visual

Films

Title of film (Year of release) [Medium]. Directed by. Place of Production, if known: Distributor. If viewed via a streaming service, add Available from: 'core' URL [Viewed date].

e.g.   *Breakfast at Tiffany's* (1961) [Film]. Directed by Blake Edwards. Hollywood, CA: Paramount Pictures.

e.g.   *Some mother's son* (2011) [DVD]. Directed by Terry George. London: Warner.

e.g.   *The imitation game* (2014) [Blu-ray]. Directed by Morten Tyldum. New York: The Weinstein Company.

Film Trailer

Title of film (Year of release) [Trailer]. Directed by. Place of production, if known: Distributor. If accessed online, add Available from: URL [Accessed date].

e.g.   *It* (2017) [Trailer]. Directed by Any Muschietti. Burbank, CA: Warner Bros Pictures. Available from: www.youtube.com/watch?v=7no56Zw1e20 [Accessed 2 November].

Amateur Films

Title of film (Year of production) If not known, use (no date) [Amateur film]. Directed by. If accessed online, add Available from: URL [Accessed date].

e.g.   *Guantanamo baby* (2017) [Amateur film]. Directed by Dieter Primig. Available from: www.youtube.com/watch?v=Xwh9clPgJZQ [Accessed 4 December 2017].

Film Review (Print)

Reviewer Surname, INITIAL(s). (year) Title of review, if appropriate. Review of *Title of film.* Directed by. Distributor. *Title of Journal*, volume number and (part number) or Day and Month of publication, Page numbers of the review.

e.g.   Romney, J. (2010) Review of *Toy story 3*. Directed by Lee Unkrich. Walt Disney/Pixar. *Sight & Sound*, 20 (8), 77.

Film Review (online)

Reviewer Surname, INITIAL(s). (year) Title of review, if appropriate. Review of *Title of film.* Directed by. (Distributor). Available from: URL [Accessed date].

e.g.   Nathan, I. (2015) Review of *Mad Max: fury road.* Directed by George Miller (Warner Bros). Available from: www.empireonline.com/movies/mad-max-fury-road/review/ [Accessed 5 December 2017].

Back to Index

Film Commentaries on DVD /Blu-ray

Commentator Surname, INITIAL(s). (Year) Director's commentary, *Title of film.* [DVD] or [Blu-ray]. Directed by. Place of production, if known: Distributor.

e.g.   Scorsese, M. (2004) Director's commentary, *The aviator.* [DVD]. Directed by Martin Scorsese. Burbank, CA: Warner Bros. Pictures.

TV and Radio.

Programmes and series: give the number and title of the episode, as well as the series title, the transmitting organisation and channel, the full date and time of transmission.

> If the programme has been viewed via a catch-up service, include original broadcast date and add Available from: URL [Viewed date].

> If the programme has been viewed via a subscription-based streaming service, **omit** channel, date and time of broadcast. Add Available from: 'core' URL [Viewed date].

Programme Title (Year of broadcast) Series/Season, episode number, Title of episode, if known [Medium]. Name of Channel, Day and Month of broadcast, Time of broadcast using 24 hour clock.

e.g.   *World at One* (2016) [Radio]. BBC Radio 4, 5 February, 13:00 hrs.

e.g.   *Evening News* (2016) [TV]. ITV, 15 November, 18:30 hrs.

e.g.   *Employable Me* (2017) Series 2, episode 2 [TV]. BBC Two, 4 December, 21:00 hrs. Available from: www.bbc.co.uk/iplayer/episode/b09hzr2r/employable-me-series-2-episode-2 [Viewed 21 December 2017].

e.g.   *The Crown* (2016) Season 1, episode 4, Act of God [TV]. Available from www.netflix.com [Viewed 4 February 2018].

Programme Contributions: individual items within a programme should be cited as contributors

e.g.   Obama, B. (2011) Interview. *In: Newsnight.* [TV]. BBC One, 22 May. 1115 hrs.

e.g.   Bell Burnell, J. (2017) Interview*. In: Today* [Radio]. BBC Radio 4, 29 November, 07:35 hrs.

Standalone media products

Author or Originator, if known (Year of distribution or release) *Title* [Format]. Production details, i.e. Place of distribution: Distributor/Organisation.

e.g.   *The language of advertising: how adverts work* (2001) [DVD]. Bromley: TV Choice.

Back to Index

4.3 Performing Arts

Play (Text)

Classic plays are available in edited editions or series. Include the editor's name and series.

Playwright's Surname, INITIAL(s). (Year of Publication) *Title.* Edition information, (Series) if relevant. Place of publication: Publisher.

e.g.   Shakespeare, W. (2002) *King Henry IV, part 1.* Edited by Edward Burns. (The Arden Shakespeare). London: Thomson.

Single work in a compilation (no editor)

e.g.   Strindberg, A. (2004) A dream play*. In: Miss Julie and other plays.* Oxford: Oxford University Press.

Single work in an edited compilation.

e.g.   Yeats, W.B. (1961) Purgatory. *In:* Moon, S. ed. *One act. Short plays of the modern theatre.* New York: Grove Press.

Music

Album

Artist (Release year) *Title of Album*. [Format] Place of distribution: Distributor:

e.g.   Pink Floyd (1973) *Dark side of the moon*. [Vinyl] London: Harvest Records.

Music track from album

Artist (Release year) Title of track. *In: Title of album*. [Format] Place of distribution, if known: Distributor/Label.

e.g.   Oasis (1994) Shakermaker. *In: Definitely maybe*. [CD]. Manchester: Creation Records.

Music track from compilation album

Artist (Release year) Title of track. *In:* Various (Year of release, if different) *Title of album.* [Format] Place of distribution, if known: Distributor.

e.g.   Bill Withers (1977) Lovely day. *In:* Various (2017) *Now that's what I call classic soul.* [CD] Sony Music Entertainment.

Back to Index

Music download.

Artist (Year of Distribution) *Title of recording*. [Download]. Available from: URL [Downloaded date].

e.g.   Tom Odell (2013) *See if I care*. [Download]. Available from: www.amazon.co.uk/See-If-I-Care/dp/B00D3T5IOI [Downloaded 28 November 2017].

Liner notes

Author Surname, INITIAL(s). (Year) Title of Liner notes. *In: Title of recording*. [Format liner notes] Place of Distribution: Distributor.

e.g.   Thrills, A. (1997) What a catalyst he turned out to be. *In: The very best of the Jam*. [CD liner notes] London: Polydor.

Scores and sheet music

Composer's Surname, INITIAL(s). (Year of Publication) *Title of score.* [Score] Editor, Arranger or Scorer (if appropriate) First name Surname. Place of Publication: Publisher.

e.g.   Mozart, W.A. (1959) *Concerto in A major for piano and orchestra no. 23*. [Score] Edited by Hermann Beck. London, Barenreiter.

e.g.   Nyman, M. (2003) *Pieces from the piano.* [Score] London: Music Sales Ltd.

Score in a collected work.

Composer's Surname, INITIAL(s). (Year published) Title of score*, In: Title of collection.* [Score] Editor, Arranger or Scorer, First name Surname. Place of Publication: Publisher.

e.g.   Purcell, H. (1981) Four pieces, *In: Julian Bream guitar library. Volume one, the baroque era.* [Score] Arranged by Julian Bream*.* London: Faber.

Lyrics from songs/hymns

Lyricist(s) (Year of Distribution) *Title of song*. Place of Distribution: Distributor.

e.g.   Martin, H. and Blane, R. (1944) *Have yourself a merry little Christmas*. New York: Decca Records.

Back to Index

Live Performance

Plays or theatrical works

Author's Surname, INITIAL(s). (Year of Performance) *Title.* Directed by. Performance Company (if appropriate). Location: Venue, Day and Month.

e.g.   Friel, B. (2013) *Translations*. Directed by Adrian Dunbar. Dublin: Gaiety Theatre, 26 March.

e.g.   Strindberg, A. (2017) *Miss Julie.* Directed by Tom Littler. Keswick: Theatre by the Lake, 8 July.

e.g.   Shakespeare, W. (2017) *King Lear*. Directed by Nancy Meckler. Royal Shakespeare Company. London: Globe Theatre, 10 August.

Orchestral Concert or Recital

Composer's Surname, INITIAL(s). (Year of performance) *Title of piece.* Performed by First name Surname. Conducted by. Location: Venue, Day and Month.

e.g.   Britten, B. (2013) *Four sea interludes from 'Peter Grimes'*. Performed by BBC Symphony Orchestra. Conducted by Sakari Oramo. London: Royal Albert Hall, 12 July.

e.g.   Tchaikovsky, P.I. (2016) *Violin concerto in D major.* Performed by Nicola Benedetti and City of Birmingham Symphony Orchestra. Conducted by Omer Meir Wellber. Birmingham: Symphony Hall, 7 December.

Band or Singer

Artist (Year of performance) Location: Venue, Day and Month.

e.g.   Kings of Leon (2013) Birmingham: NEC, 9 July.

e.g.   Adele (2016) Belfast: SSE Arena, 29 February.

4.4   Creative Arts

Individual art works

Include the medium. Common mediums include oil on canvas, watercolour, etching, acrylic, sculpture, ceramic, textile, photograph, projection etc.

- If the artist is unknown, use Anon. or start with the title of the work.
- If an exact year is not known, you may use an approximate date preceded by 'ca.'
- If privately owned, give Private collection, in place of Location and Institution.
- If viewed online, add Available from: URL [Accessed date].

Artist's Surname, INITIAL(s). (Year of production, if known,) *Title of artwork* [Medium]. Location: Institution or collection housing the artwork.

e.g.   Holbein, H. (1527) *Portrait of Sir Thomas More* [Oil and tempura on wood]. New York: Frick Collection.

e.g.   Withers, D. (ca. 2012) *Hare* [Ceramic and glass]. Private collection.

e.g.   Picasso, P. (1937) *Guernica* [Oil on canvas]. Madrid: Museo Reina Sofia. Available from: www.museoreinasofia.es/en/collection/artwork/guernica [Accessed 15 December 2017].

Artwork/Image reproduction in books

Artist's Surname, INITIAL(s). (Year of production) *Title of work* [Medium]. *In:* Author Surname, (INITIAL(s). (Year) *Title of book*. Edition, if more than 1st. Place of publication: Publisher, page number.

e.g.   Burne-Jones, E. (1880) The golden stairs. [Oil on canvas]. *In*: Wood, C. (1981) *The Pre-Raphaelites*. London: Weidenfeld and Nicolson, p.121.

Exhibition or Gallery Catalogue

Author or Artist Surname, INITIAL(s). (Year) *Title of Exhibition*. Location or place of publication: Institution/Gallery.

If there is no author or artist, begin with the title of the exhibition.

e.g.   Gallaccio, A. (2003) *Anya Gallaccio*. Birmingham: Ikon Gallery.

e.g.   Club to Catwalk: London Fashion in the 1980s (2013) London: V&A.

Back to Index

Exhibitions

Title of Exhibition (Year) [Exhibition]. Location: Gallery or Institution. Date(s) of exhibition.

e.g. *Ai Weiwei: Circle of Animals / Zodiac Heads* (2017) [Exhibition]. West Bretton: Yorkshire Sculpture Park. 6 May 2017 – 22 April 2018

Exhibits and Installations

Artist Surname, INITIAL(s) (Production date) *Title of exhibit/installation* [Installation] or [Exhibit]. Location: Gallery or Institution.

e.g.   Emin, T. (1999) My bed [Installation]. London: Tate Gallery.

4.5   Referencing Online Materials

GENERAL NOTE:

If online materials are also available in printed format, then reference these items as print sources regardless of how they have viewed them, e.g.

E-books accessed via the Library catalogue or Safari Tech Books Online

Journal articles downloaded from Library e-resources, such as USearch or database collections, may be referenced as printed articles so long as they are in pdf format.

If in doubt, students should reference the material as an online source.

Note: when referencing websites, omit http:// from the URL, unless www is absent.

Lecture/tutorial notes downloaded from Blackboard Learn are not regarded as 'published' materials. They are intended as pointers to such sources rather than as source materials in themselves. In other words, students should not reference them in their coursework.

However, scanned material obtained from the module reading list on Blackboard Learn should be referenced the same as the original print sources.

Back to Index

Electronic book (if not found on Library catalogue)

Author's/Editor's Surname, INITIAL(s). (Year) *Title*. Edition (if not the first). Place of publication: Publisher (if ascertainable). Available from: URL [Accessed Date].

e.g.   Mark Turin, M., Wheeler, C. and Wilkinson, E. eds. (2013) *Oral literature in the digital age*. Cambridge: Open Book Publishers. Available from: www.openbookpublishers.com/ [Accessed 29 May 2014].

Ebook Readers, e.g. Kindle, Kobo, etc.

Author's/Editor's Surname, INITIAL(s). (Year) *Title.* Edition (if not the first). Place of publication: Publisher (if ascertainable). Available from: URL [Downloaded Date].

e.g.   Bryson, B. (1998) *A walk in the woods*. New York: Broadway Books. Available from: www.amazon.co.uk/kindle/ebooks [Downloaded 15 August 2008].

Online Journal Articles

If the online article is **identical** in layout and pagination to the printed version, e.g. a pdf or scan, reference it as if it was print. If not, reference it using the following options:

Non-pdf article obtained from a Library Database

Give only the 'core' database URL', e.g. www.emeraldinsight.com, www.proquest.co.uk, etc.

Author's Surname, INITIAL(s). (Year) Title of article. *Journal Title*, volume (issue), page numbers (if available). Available from: Database 'core' URL [Accessed Date].

e.g.   Harris, J. (2014) Simulating Silicon Valley. *Workforce*, 93 (4). Available from: http://web.b.ebscohost.com/ [Accessed 8 March 2016].

Article from an Electronic Journal, i.e. one that exists online only.

Author's Surname, INITIAL(s). (Year) Title of article. *Journal Title*, volume (issue), page numbers (if available).

e.g.   Grant, K. (2011) Knowledge management, an enduring but confusing fashion. *Electronic Journal of Knowledge Management*, 9 (2), 1117-1131. Available from: www.ejkm.com/issue/download.html?idArticle=285 [Accessed 28 April 2011].

Back to Index

Articles with a Digital Object Identifier (DOI)

If a journal article has been allocated a DOI (whether obtained from a library database or not), omit Available from: URL and [Accessed date]. These are not required - the DOI is a permanent digital address.

e.g. Griffin, T. and Dimanche, F. (2017) Urban tourism: the growing role of VFR and immigration. *Journal of Tourism Futures*, 3 (2), 103-113. doi.org/10.1108/JTF-10-2016-0036

In Press, Forthcoming or Advanced Access Articles

Use DOI if available, otherwise add Available from: URL [Accessed date], as the article has not yet been assigned a precise volume and issue number:

Author Surname(s), INITIAL(s). (Year) Title of article. Journal Title, In Press. DOI or Available from: [Accessed date].

e.g. Heafner, J., Hyeseong K., Ppudah K. and Tambling, R.B. (2016) Exploring client expectations in marriage and family therapy. *Family Journal: Counseling and Therapy for Couples and Families*, In Press. Available from: http://tfj.sagepub.com/content/early/2016/01/27/1066480716628582.full.pdf+html [Accessed 5 January 2016].

e.g. Schaub, M. (2018) The Brexit effect: the case of UK ADR performance one year later. *Applied Economics Letters*, In Press. doi.org/10.1080/13504851.2018.1430330

Newspaper article from a Library database

If newspaper article in a Library database provides a page number, cite as print (p12).

If no page numbers are supplied, give the 'core' database URL, e.g. www.nexis.com, www.proquest.co.uk, etc., so:

Author's Surname, INITIAL(s). or Newspaper Title (Year) Title of article. *Title of Newspaper*, Day and Month. Available from: URL [Accessed date].

e.g. Zenghelis, D. and Stern, N. (2015) Climate change and cities: a prime source of problems, yet key to a solution. *The Guardian*, 20 November. Available from: www.nexis.com/ [Accessed 5 April 2016]

Back to Index

Newspaper's online edition, i.e. webpage, without page numbers

Author's Surname, INITIAL(s). (or Newspaper Title) (Year) Title of article. *Title of Newspaper* [Online], Day and Month. Available from: Full URL [Accessed date].

e.g.   Bennett, A. (2017) Brexit bulletin: Brussels goes nuclear. *The Telegraph* [Online], 20 December. Available from: www.telegraph.co.uk/news/2017/12/20/brexit-bulletin-brussels-goes-nuclear/ [Accessed 21 December 2017].

Web page with an author

Author's /Editor's Surname, INITIAL(s). Year. *Title*. Place of publication: Publisher (if ascertainable). Available from: URL [Accessed Date].

e. g.   Hepworth, M. (2010) *IL and higher education*. London: Information Literacy. Available from: www.informationliteracy.org.uk/information-literacy/il-higher-education/ [Accessed 2 May 2012].

e.g.   Wilkie, D. (2015) *How to handle difficult conversations.* Alexandria, VA: Society of Human Resource Management. Available from: www.shrm.org/hrdisciplines/employeerelations/articles/pages/difficult-work-conversations.aspx [Accessed 29 February 2016].

Web page with an organisation as author

Name of Organisation (Year of publication/revision) *Title of web page*. Place of publication: Publisher.   Available from: URL [Accessed Date].

e.g.   Tourism Ireland (2015) *Brewing up interest in Irish food and drink*. Dublin: Tourism Ireland. Available from: www.tourismireland.com/Press-Releases/2015/September/Brewing-up%E2%80%99-interest-in-Irish-food-and-drink   [Accessed 1 March 2016].

Web page without an author

You may use the web page title if neither author nor organisation is identifiable:

Title of web page (Year of Publication/revision) Place of Publication: Publisher (if known). Available from: URL [Accessed Date].

e.g.   *The poverty challenge* (2014) Available from: www.thepovertychallenge.org [Accessed 12 May 2014].

> **Note:** If a web page has no identifiable author, organisation or title, students are advised to **exercise caution** in using such a source in their academic work.

Back to Index

Online report with an author

Author's/Editor's Surname, INITIAL(s). (Year) *Title*. Place of publication: Publisher (if ascertainable). Available from: URL [Accessed Date].

e.g.   Bryson, A. and Forth, J. (2010)   *Trade union membership and influence: NIESR discussion paper no. 362*.   London: National Institute of Economic and Social Research. Available from: www.niesr.ac.uk/pdf/010910_144250.pdf   [Accessed 20 February 2011].

Online report by a company/organisation

Name of Issuing Body (Year of publication) *Title*. Place of publication: Publisher. Available from: URL [Accessed Date].

e.g.   Mintel (2012) *Sugar and gum confectionery – UK*. London: Mintel. Available from: http://academic.mintel.com [Accessed 10 August 2013].

e.g.   UK Commission for Employment and Skills (2014) *Growth through people*. London: UKCES. Available from: www.gov.uk/government/publications/growth-through-people-a-statement-on-skills-in-the-uk   [Accessed 2 March 2016].

e.g.   RSPB (2014) *Are we fit to frack?.* Bedfordshire: RSPB. Available from: www.rspb.org.uk/Images/shale_gas_summary_tcm9-365778.pdf   [Accessed   17 December 2014].

Online conference paper

Contributing author's Surname, INITIAL(s). (Year of publication) Title of contribution. Followed by *In:* Surname, INITIAL(s)., of editor of proceedings (if applicable) followed by ed. or eds. if relevant. *Title of Conference* including date and place of conference. Place of publication: Publisher (if ascertainable). Available from: URL [Accessed Date].

e.g.   Poon, S. and Swatman, P.M.C. (1997) Emerging issues on small business use of the internet: 23 Australian case studies. *In: 5th European Conference on Information Systems*, June 19-21 1997, Cork, Ireland.   Available from: www.uni-koblenz.de/~swatmanp/pdfs/poon.ecis97.pdf [Accessed 1 June 2011].

Online Datasets

Some data repositories may have their own citing guidance, otherwise, follow as below:

Creator(s) Surname, INITIAL(s). (Year) *Title of dataset*. [Format]. Version/Number, if available. Publisher, Organisation or Repository. DOI or Available from: URL [Accessed date].

e.g.   Hollway, W. and Jefferson, T. (2003) *Gender difference, anxiety and the fear of crime, 1995.* [Dataset]. SN: 4581. UK Data Service. doi.org/10.5255/UKDA-SN-4581-1.

Back to Index

Photographs/images accessed online

To obtain the URL and file extension for the image, where available, right click on the image and (depending on your browser), select 'properties', 'copy image address' or 'image info'.

Photographer/Artist's Surname, INITIAL(s). (Year of publication) Title of image [Media type]. Place of publication: Publisher (of image) if known. Available from: URL [Accessed Date].

e.g. Platt, S. (2010) Stocks surge dramatically after EU approves debt rescue package [Photograph]. Getty Images. Available from: https://media.gettyimages.com/photos/traders-work-on-the-floor-of-the-new-york-stock-exchange-during-on-picture- [Accessed 2 December 2017].

e.g. Coca-Cola (2015) *Coca-Cola bottles* [Image]. Dublin: Coca Cola Ireland. Available from: www.coca-cola.ie/content/dam/journey/gb/en/hidden/Test-Images/100-years-contour-bottle-large-holder.rendition.598.336.jpg [Accessed 8 Jul 2016].

Podcast, Vodcast, Screencast

Although this type of media may be downloaded onto portable devices, you should always reference where they were published or displayed for download.

Author/Presenter's Surname, INITIAL(s). (Year of production) *Title* [Media type]. Day and Month (if ascertainable). Available from: URL [Accessed Date].

e.g. Chakrabortty, A. (2011) *Dotcom boom or new media bubble?* [Podcast]. 25 May. Available from: www.guardian.co.uk/business/audio/2011/may/25/business-podcast-dotcom-boom-bubble [Accessed 20 April 2013].

e.g. Ulster University (2015) *Athens authentication offcampus* [Screencast]. 21 December. Available from: www.youtube.com/watch?v=7mzgsNrIDsE [Accessed 24 March 2016].

Online Video or File sharing sites, e.g. YouTube, Slideshare, etc.

Use originator/author if ascertainable, otherwise use title.

Author/Originator. (Year) *Title of video or presentation*. Place of publication or production (if ascertainable): Publisher or producer (if ascertainable). Available from: URL [Accessed date].

e.g. Dahan, E. (2006) *How can we better understand customers?* Google TechTalks. Available from: www.youtube.com/watch?v=SkbpJ7XkrOA&feature=related [Accessed 17 May 2011].

e.g. Capgemini (2015) *The innovation game: why and how businesses are investing in innovation centers*. Available from: www.slideshare.net/capgemini/the-innovation-game-why-how [Accessed 12 February 2016].

e.g. Monbiot, G. (2014) *SPERI annual lecture*. University of Sheffield. Available from: https://itunes.apple.com/us/itunes-u/george-monbiot-speri-annual/id874841815?mt=10 [Accessed 21 March 2016].

Back to Index

Blogs, Vlogs and Wikis

Author's Surname, INITIAL(s). (Year) Title of entry. *Blog, Vlog or wiki name*. Day and month of posting. Available from: URL [Accessed date].

e.g.   Robinson, N. (2011) No end in sight for Eurozone crisis. *Nick Robinson's newslog*. 4 November. Available from: www.bbc.co.uk/blogs/nickrobinson/ [Accessed 10 October 2012].

e.g.   Turley, F. (2016) Business case. *Prince2 wiki*. 2 March. Available from: http://prince2.wiki/Business_Case [Accessed 25 March 2016].

Social Networking sites

Twitter

Author's Surname, INITIAL(s). and (Twitter handle) (Year of posting) *Text of tweet.* Twitter. Day, month and time of posting, using 24 hr clock. Available from: URL [Accessed date].

e.g.   Secker, J. (@jsecker) (2013) *Communication is vital to being cited. Can't just assume if you write an article then people will read it. Be proactive! #LSENetED.* Twitter. 29 May 15:31. Available from: https://twitter.com/jsecker/status/339750857430163456 [Accessed 10 Mar 2016].

If the real name is not known, begin with the Twitter handle.

Facebook

Author(s) Surname, INITIAL(s). (Year of posting) *Title of Facebook page*. Facebook. Day, Month and time of posted message, using 24 hour clock. Available from: URL [Accessed date].

e.g.   Ni Oscair, E. (2017) Ulster University Law Society Magee Campus. Facebook. 8 December 23:32. Available from: www.facebook.com/groups/uumlawsoc/ [Accessed 20 December 2017].

Mobile Applications (Apps)

Developer or Author Surname, INITIAL(s). (Year of release) *Title of App* (Version, if 1.1 or above) [Mobile app]. Available from: URL [Accessed date].

e.g.   Campbell, A. and McColgan, M. (2014) *Understanding Child Development for 7-12 Years* [Mobile app]. Available from: https://itunes.apple.com/gb/app/understanding-child-development/id844185853?mt=8 [Accessed 27 November 2015].

Back to Index

Computer program or software

Author (Year) *Title of Program* (Version, if 1.1 or above) [Computer program]. Location: Distributor (if known).

e.g.   Adobe (2012) *Adobe Photoshop Lightroom* (Version 4) [Computer program]. San Jose, CA: Adobe Systems Incorporated.

If downloaded from the internet

Author (Year) *Title of Program* (Version, if 1.1 or above) [Computer program]. Available from: [Downloaded date].

e.g.   Banjo (2011) *Making Things* (Version 3.1) [Computer program]. Available at www.banjo.com/downloads/makthinv3.asp [Downloaded 3 September 2012].

Computer/Video Games

This includes physical copies of games played on a range of platforms, e.g. Xbox or PS4, or those downloaded from an online site.

Company or Developer (Year released) *Title of Game Version or Edition* (if more than first release or version) [Computer game]. Place of publication or distribution, if known: Distributor. If online, add Available from: URL [Downloaded date].

e.g.   EA Canada (2015) *FIFA 16 Deluxe Edition* [Computer game]. Redwood City, CA: EA Sports.

e.g.   343 Industries (2015) *Halo 5: Guardians* [Computer game]. Microsoft Studios. Available from: www.xbox.com/en-gb/Search?q=Halo+5 [Downloaded 28 March 2016].

Back to Index

5.   Plagiarism, Self-Plagiarism, Copyright and RefWorks

Remember that you must always acknowledge your source every time you refer to someone else's work. Failure to do so counts as plagiarism which is against University regulations and is treated as a serious offence. The University's policy and framework of penalties for dealing with plagiarism offences is available from the Academic Office website: http://www.ulster.ac.uk/academicoffice/download/Policies/PlagiarismPolicy&Procedures.docx

Self-plagiarism

This occurs when a student's previously assessed work is re-presented again for a different piece of coursework without being properly self-referenced. This is also an offence.

Where previously assessed work is used, the in-text citation should take the form:

This issue was discussed in an assignment (Smith, 2013) which addressed…

The full reference should take the format:

Student Surname, INITIAL(s). (Year of submission) Title of original coursework. *Module Code: Module Title*. Institution. Unpublished essay/assignment.

e.g.   Smith, J. (2013) Critically evaluate the position of organisations in relation to their budgeting strategies. *ACF322: Management Accounting*. Ulster University. Unpublished assignment.

For academic staff, the general rule of thumb to avoid self-plagiarism is that, in processing a manuscript for journal publication, it must be 30% different to those submitted elsewhere.

Copyright

You do not have to seek permission to include third party copyright material in your academic work, as long as it is properly referenced. Further information about copyright can be found on notices next to the Library's copy/printers and on the copyright compliance webpages on the University Portal (under the 'Admin & Services' tab) and directly from: www.ulster.ac.uk/copyright.html.

Managing your References using RefWorks

The Ulster-Harvard Style is available as an option to users of the **RefWorks** bibliographic management software. This software allows you to export, save and organise references found in databases, the library catalogue, Google Scholar, or input references manually, and to automatically produce a reference list in the style of your choice in a matter of seconds.

The Library runs regular RefWorks training sessions. For further information about RefWorks see the **Library Guides** at: http://guides.library.ulster.ac.uk/refworks

Revised October 2018